



TVET Career Platform Project in Sri Lanka

- Introduction to Career Platform

1st April, 2025



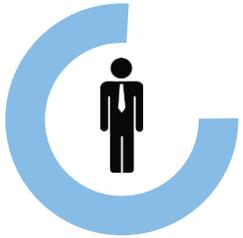
[Project execution institutions]

70 Technical and Vocational Education Institutions in Sri Lanka (TVET Institutions)



[Target]

NVQ 5,6,7 of Technical & Vocational Education Institutions from 4 sectors (Construction, Manufacturing, ICT, Tourism)



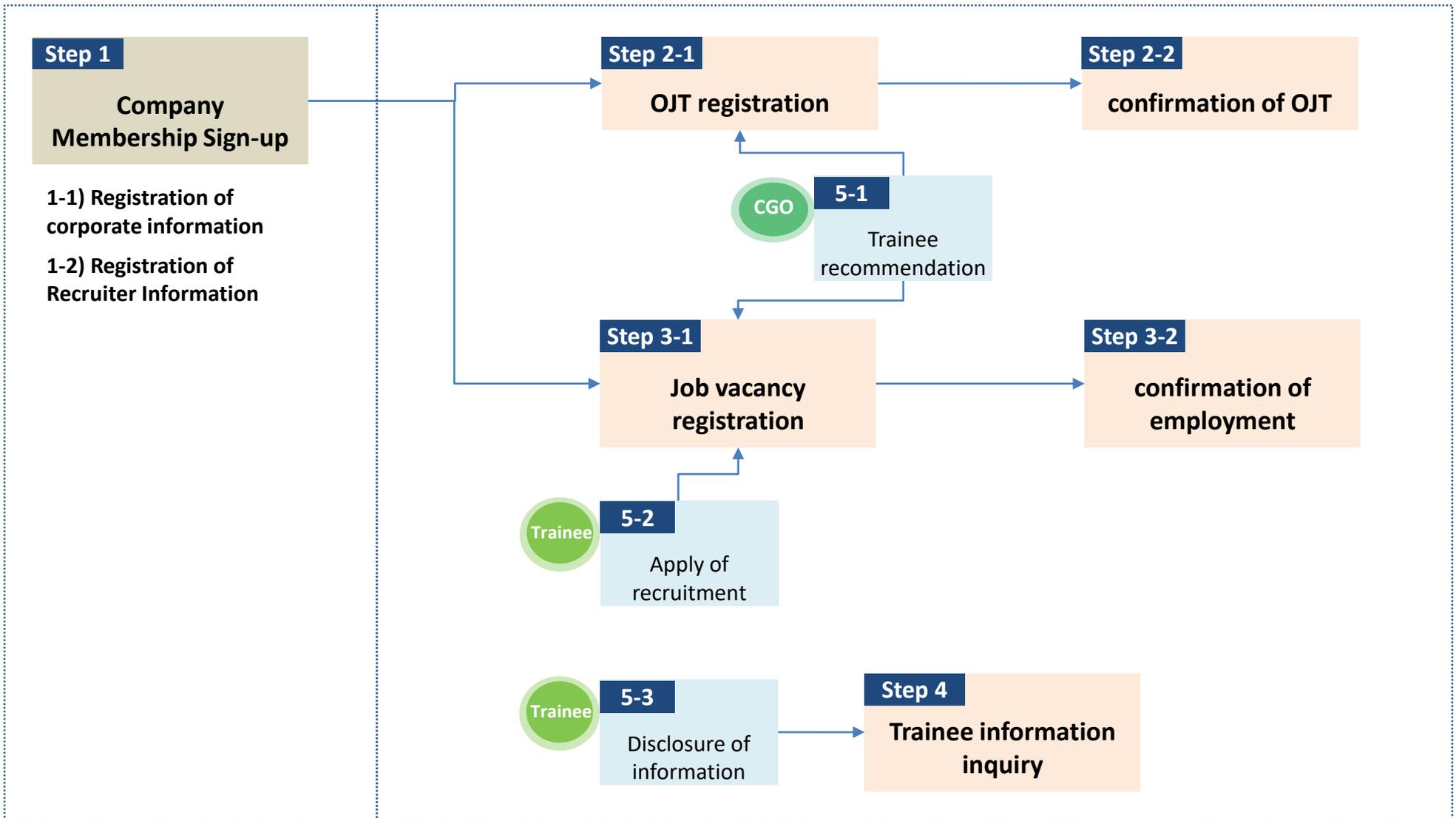
[Users]

- Trainee: Trainees and applicants from 70 institutions
- CGO : NAITA(3), Others(4)
DTET(CoT(9), TC(25)),
VTA(DVTC(11), NVTI(6), VTC(5)
UNIVOTEC : UNIVOTEC(1), UC(6)
- Industry Association (ICTISC, CISC, TISC, MESSCO) and companies
- General User

“TVET Career Platform”

Trainees will receive career guidance and job support through CGOs, create an environment of decent job opportunities by sharing employment information among Companies, TVET Institutions, and TVET Trainees.





Process



Sign-up & Sign-in



- 1) Corporate recruiters sign up for membership.
- 2) If the company is inquired and not found, a new company is registered.
- 3) Upon approval by TVEC, it will be delivered by e-mail, and membership information will be registered.
- 4) Once approved by TVEC, the system is accessed.

Password



- 1) Reset if password is lost

management



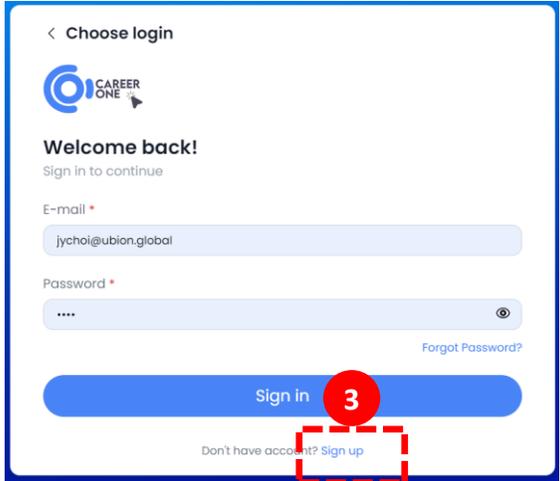
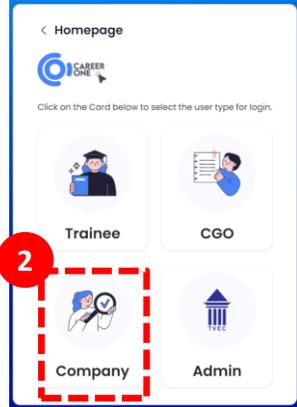
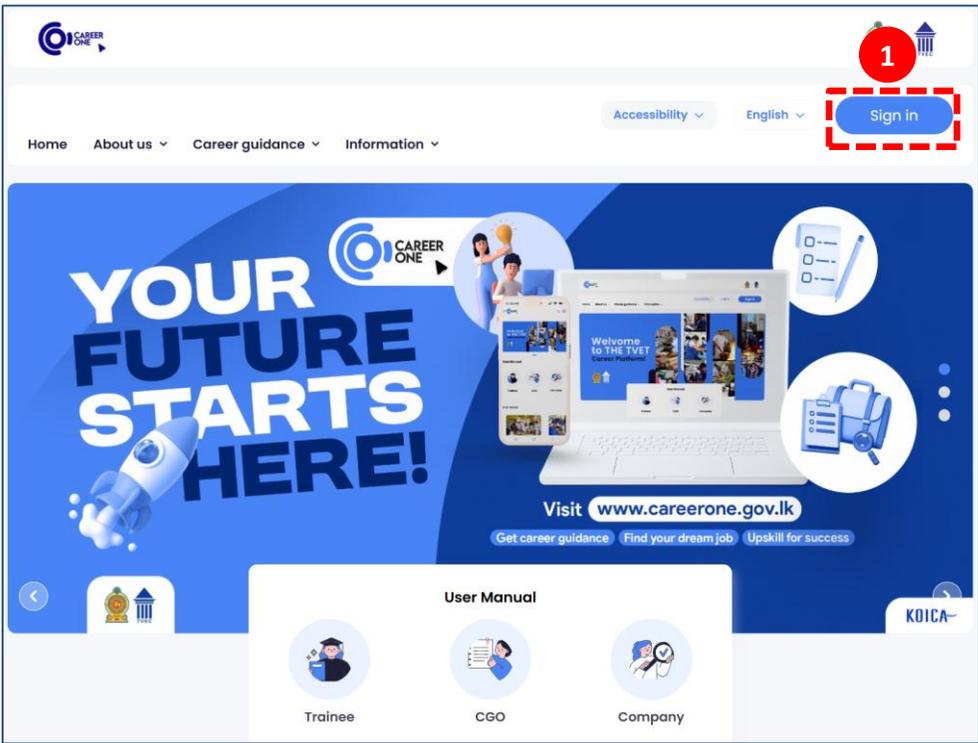
- 1) Change my information on "My page"

Withdrawal



- 1) Membership withdrawal is only available to admin managers
- 2) Company can request to reactivate their membership after it has been cancelled

1-1) Sign-up for company



< Choose login



4

Company name *

Type Name of Company and click Check

E-mail *

You@email.com

Password *

Password must be 8-16 characters with 1 uppercase, 1 number, and 1 special character

Confirm password *

Retype your password

First name *

E.g: Saman

Last name *

E.g: Gamage

Telephone *

Eg: 0129 084 713

Preferred Verification Method *

E-Mail SMS

By signing up for an account you agree to our [Terms](#) **7** [Conditions](#)

< Company User Sign up



Company *

CA

5

Company name

Not found!

< Company sign up

Business Registration Number *

XXXX XXXX XXXX

Company name *

Type the company name

Enter the exact company name mentioned in the business registration certificate

Office Type *

Headquarter Branch

Date Of Establishment *

The number of workers *

Company information *

Please select one

E-mail

your-company@email.com

District *

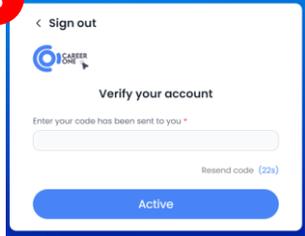
Please select one

Address *

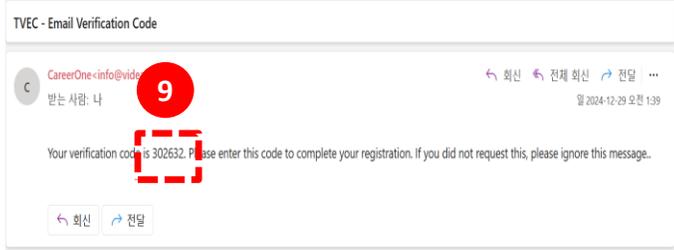
Attached file (Business License)

6

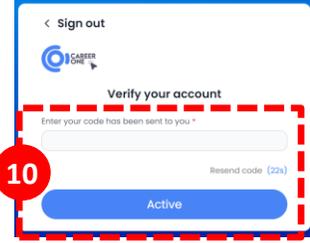
8



Send according to your preferred channel (email, SMS) when signing up for membership

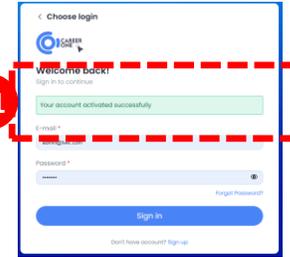


10



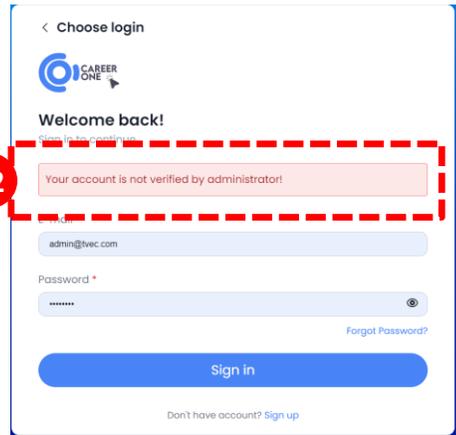
Enter the authentication number you received by email/SMS

11



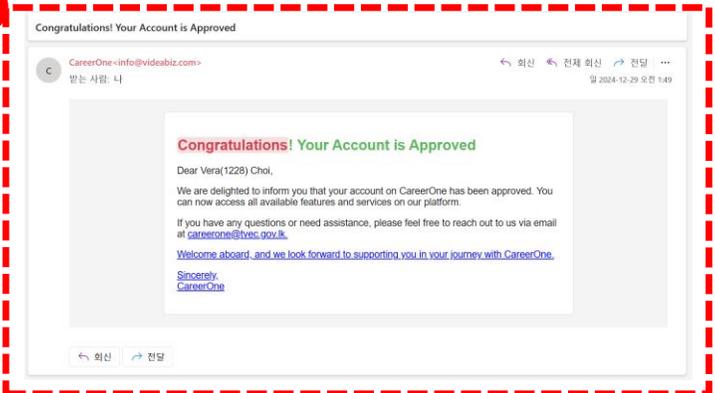
Login is possible only when the administrator approves it

12

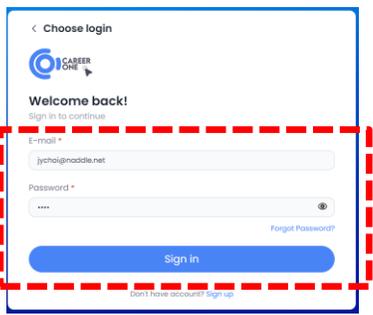


1-2) Sign-in

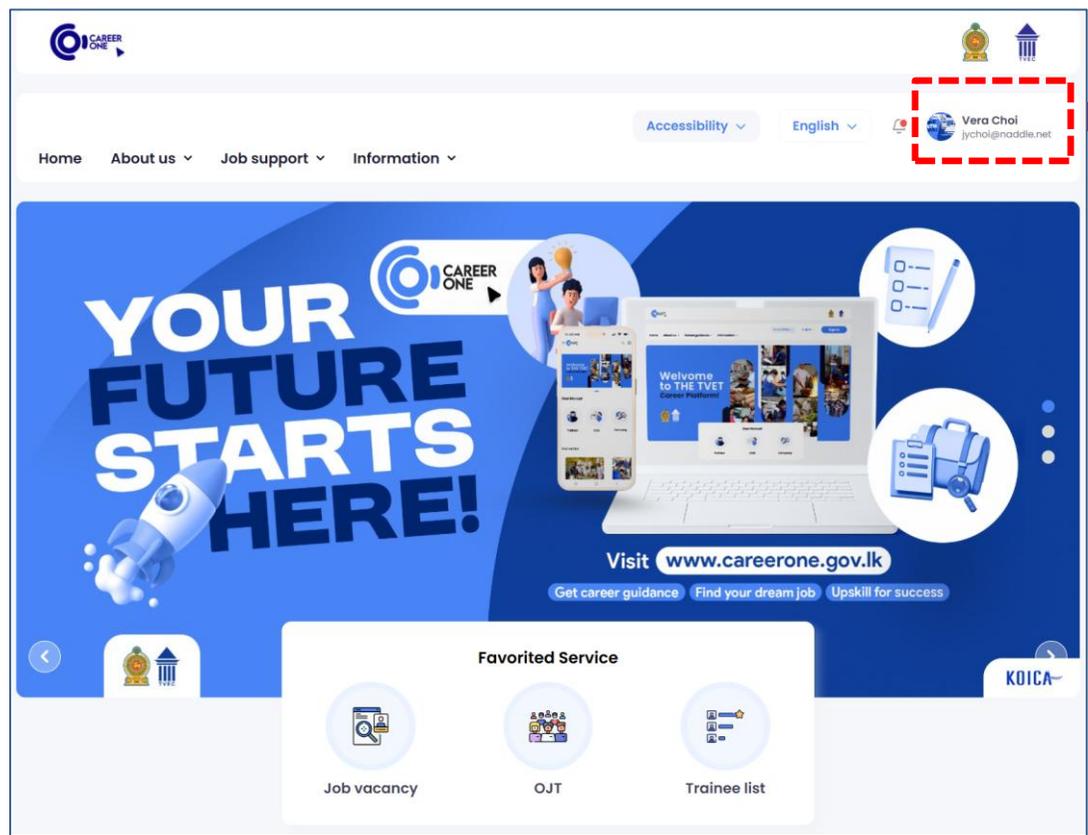
13



14



15



2) Forgot password

< Choose login

Welcome back!
Sign in to continue

E-mail *

Password *

1 [Forgot Password?](#)

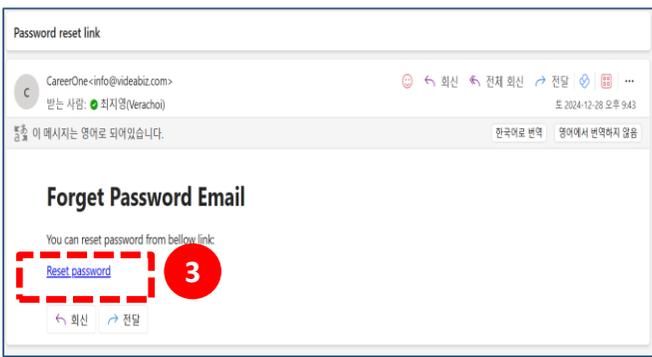
Sign in

Don't have account? [Sign up](#)

< Company User Sign in

Enter your E-mail *

2 **Send reset password link**



< Company User Sign up

4

Enter your E-mail again *

Enter your new password *

Reset password

Process



OJT & Job vacancy



- 1) OJT registration
- 2) Job vacancy registration

Apply



- 1) Trainees search for recruitment and apply

Recommendation



- 1) CGO recommends Trainees (recruitment, OJT)

Confirmation of employment



- 1) Companies register the results of confirmation of employment
- 2) Inquire the Trainees who disclosed the portfolio and conduct the recruitment process

1-1) OJT registration for Company

Home > Job Support > OJT Management

OJT Registration + **1**

Q OJT title Search

Status Recently

OJT title	Company	Required skills	Required work experience	Registration Date	Status
test2	UBION(20241114)	software skills	Not limit	2024-12-17	In Progress
test	UBION(20241114)	software skills	Not limit	2024-12-17	In Progress
OJT 20241214	UBION(20241114)	IT experience 5 year...	5 - 10	2024-12-14	In Progress
OJT Registration UBION	UBION(20241114)	Không chỉ là một tou...	Not limit	2024-12-13	In Progress
UBION-OJT-PAO	UBION(20241114)	Theory 6 month	Not limit	2024-11-18	Closed

Showing 1 to 5 of 5 results

3

Home > Job support > OJT management > OJT Registration

OJT details

Title *

Company name* UBION(20241114) - Headquarter Training period* eg: 6 months Number of Recruitments* eg: 100

Application Requirements

Gender* Male Female N/A

Age limitation Min age Max age No limitation

Required work experience* Min work experience Max work experience No limitation

Required skills* Require skills

Application deadline Start date End date

Inquiries

Name Vera-company Choi-company

Email ychoi@ubion.global

Contact info 1111

Cancel Save **2**

Home > Job Support > OJT management > Candidate list

OJT Registration UBION

Q, trainee name Search

Career Key Seerango Anachhillage Ishara Pradeep Abeyaratne | 1 month ago Millersvium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (13-2023-09-09) updated 1 hour ago

Showing 1 to 1 of 1 results

Inquire recommendation of CGO

1-2) Job vacancy registration for Company

Home > Job support > Job vacancy management

1 Job Register +

Q Job title Search Status

Job title	Registration date	Close Date	Status	Applied	Matched	Unread	Shortlist
Kế Toán Nội Bộ Kiểm Admin - Mạnh Phần Mềm (Thu Nhập Upto 15M) Kế Toán Nội Bộ Kiểm...	2024-12-12	2024-12-13	Closed	1	0	0	0
Salesforce Developer (Junior & Expert)	2024-12-17	2024-12-31	In Progress	1	0	0	0
job required(2024.12.14)	2024-12-14	2025-01-11	In Progress	0	0	0	0
test	2024-12-16		In Progress	1	2	1	1
test2	2024-12-17		In Progress	1	2	1	0

Showing 1 to 5 of 5 results

3

Home > Job support > Candidate list

< test2

Q Trainee name Search All type All status

- T. L. A. P. Kumara Job Match National Apprentice and Industrial Training Authority | Driver (13-2022-03-06) updated 2 days ago
- Seeranga Arachchilage Ishara Pradeep Abeyratne Candidate Job Match Millennium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (13-2023-09-09) updated 1 week ago

Showing 1 to 2 of 2 results

Home > Job support > Job vacancy management > Register Job

2

Job detail

Title *

Job type * Permanent Contract base Job location * Local Foreign

Sector * (A) Agriculture, Hunting and Forestry Number of Recruitments* eg: 100

Work condition

Working day Select working day Select date

Working hours --:--:--

Salary per month Min salary Max salary

Application Requirements

Gender * Male Female N/A

Age limitation Min age Max age

Required work experience *

Required skills Education Qualification, Vocational Qualification(course, level) and Language proficiency Required

Application deadline Starting date End date

Inquiries Name VET-company Chair-company Email lychoi@ubionglobal

Contact info

Job Role Role

Attach file

Cancel Save

Inquire candidates and recommendation of CGO

2) Apply of job vacancy for Trainee

Home > Job Support > Company list

Search

Location ▾
Sector ▾
Company information ▾
Bookmark ▾

Company name	Office type	Type of enterprise	District	Job vacancy	Bookmark
LG	Headquarter	Non-Government	Colombo	4	
Samsung	Headquarter	Non-Government	Colombo	0	
UBION(2024.12.24)	Headquarter	Semi Government	Colombo	0	
UBION(2024.12.25)	Headquarter	Private	Colombo	0	
UBION(20241114)	Headquarter	Non-Government	Colombo	4	
UBION_Br	Branch	Non-Government	Colombo	0	
VIDEA	Branch	Semi Government	Colombo	0	
kca					
kca					

Showing 1 to 9 of 9 results

Home > Job Support > Job post list

All
Applied
Matched

Search

Location ▾
Sector ▾
Recently ▾
Bookmark ▾

test
UBION(20241114)
Permanent

test2
UBION(20241114)
Permanent

200 - 400 \$ - Discussion

Job expert---
LG
Permanent

Home > Job Support > Job post list > Job Details

Job details

Title*
job required(2024.12.14)

Job type *

Permanent Contract base

Job location *

Local Foreign

job/Occupation*
(1) Transport, Storage and Communications

Number of Recruitments*
5

Work condition

Working day
2025-01-06

Working hours
9:00 - 17:16

Salary per month
\$ 100 / 5000

Discussion Available

Application Requirements

Gender
 Male Female N/A

Age limitation
No limitation

Required work experience*
3 years

Required skills
dddddd

Application deadline
2024-12-26 / 2025-01-1

Inquiries

Name
Videa-company Char-company

Email
jycho@ubion.global

Contact info
111

Job Role

Role
222
3333

Attach file
[sc_char_wily@lsw3q_172904987354.pdf](#)

Apply
1

3) Recommend a Trainee for CGO

Home > About us > Career guidance > Job support > Information

Home > Job support > Trainee list

Q Trainee name Search

1 **2** **3**

Career Key Seeranga Arachchilage Ishara Pradeep Abeyratne
Millennium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (L3-2023-09-09)
Updated 6 minutes ago

UBION T. L. A. P. Kumara
National Apprentice and Industrial Training Authority | Driver (L3-2022-03-06)
Updated 1 week ago

OJT Match Job Match

OJT Match Job Match

Showing 1 to 2 of 2 results

Recruitment and OJT recommendations are possible while looking at the information of Trainees belonging to the institution, and interested Trainees can be managed with Keep.

Home > Job Support > Trainee list > OJT Match

< OJT match

Trainee name
Seeranga Arachchilage Ishara Pradeep Abeyratne

Search Position
Electrician District Sector Search

1-1

Company	OJT title	Required word experience	Required skills	Registration Date	Status	OJT match
UBION(20241114)	test2	Not limit	software skills	2024-12-17	In Progress	<input type="checkbox"/>
Samsung	test2	Not limit	software skills	2024-12-17	In Progress	<input checked="" type="checkbox"/>

Home > Job support > Trainee list > Job match

Trainee name
Seeranga Arachchilage Ishara Pradeep Abeyratne

Search Position
Job Sector District Search

Job title	Company	Registration Date	End date	Status	Applied	Matched	Job Match
test2	UBION(20241114)	2024-12-17		In Progress	1	2	<input checked="" type="checkbox"/>
test	UBION(20241114)	2024-12-16		In Progress	1	2	<input checked="" type="checkbox"/>

Showing 1 to 2 of 2 results

2-1

4-1) Employment for Company

The screenshot illustrates the process of confirming employment for a company. It is divided into three main sections:

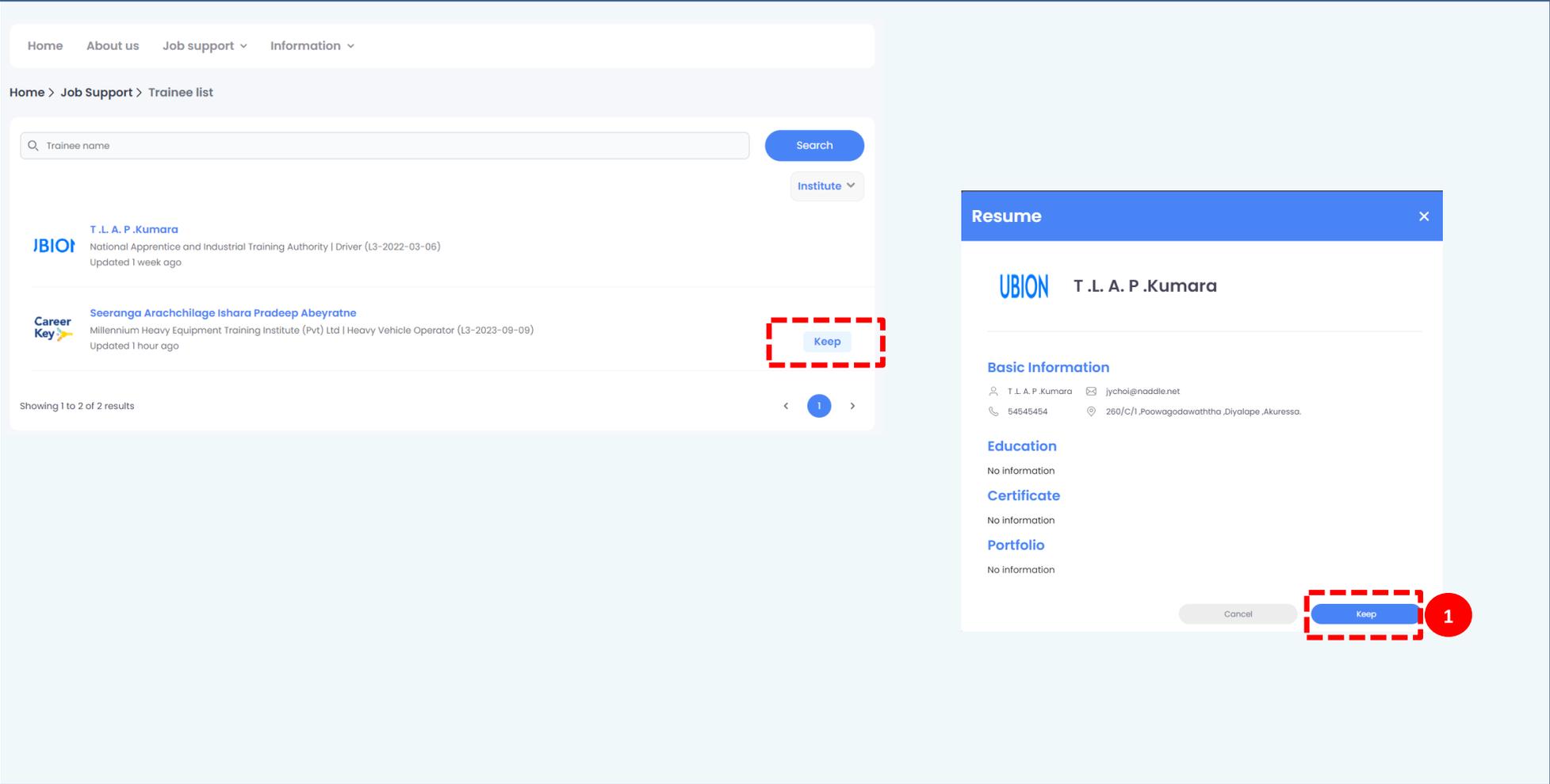
- Job Vacancy Management:** A table listing job titles and their status. A red dashed box highlights the 'Shortlist' column, with a red circle '1' indicating the next step.
- Candidate List:** A detailed view of a candidate for the 'Salesforce Developer (Junior & Expert)' position. A red dashed box highlights the candidate's name and details, with a red circle '2' indicating the next step.
- Resume:** A detailed view of the candidate's resume, including basic information, education, certificates, and portfolio. A red dashed box highlights the 'Select' button, with a red circle '3' indicating the next step.

Additional details from the candidate list and resume:

- Job Vacancy Management Table:**

Job title	Registration date	Close Date	Status	Applied	Matched	Unread	Shortlist
Kế Toán Nội Bộ Kiểm Admin - Mạnh Phần Mềm (Thu Nhập Upto 15M) Kế Toán Nội Bộ Kiểm...	2024-12-12	2024-12-13	Closed	1	0	0	0
Salesforce Developer (Junior & Expert)	2024-12-17	2024-12-31	In Progress	1	0	0	0
job required(2024.12.14)	2024-12-14	2025-01-11	In Progress	0	0	0	0
test	2024-12-16		In Progress	1	2	1	1
test2	2024-12-17		In Progress	1	2	1	0
- Candidate List:** Shows the candidate 'Seeranga Arachchilage Ishara Pradeep Abeyratne' for the 'Salesforce Developer (Junior & Expert)' position. A red dashed box highlights the candidate's name and details, with a red circle '2' indicating the next step.
- Resume:** Shows the candidate's resume details, including basic information, education, certificates, and portfolio. A red dashed box highlights the 'Select' button, with a red circle '3' indicating the next step.

4-2) View of Trainee portfolio for Company

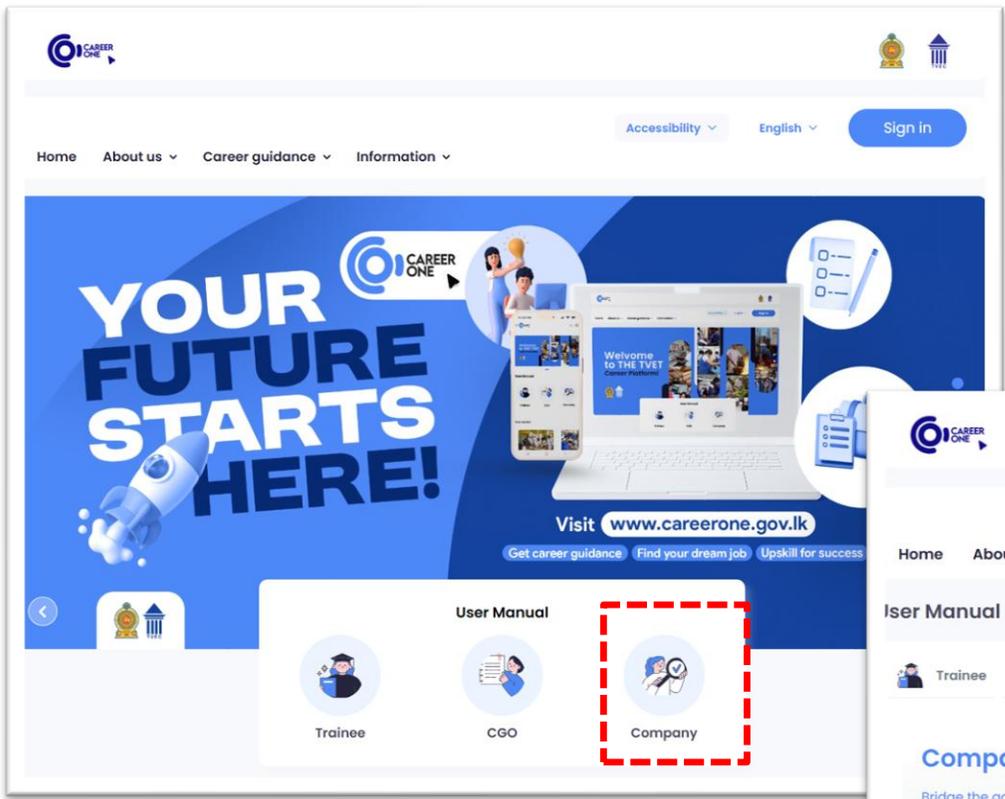


The screenshot displays a web interface for viewing a trainee portfolio. On the left, a 'Trainee list' section contains two entries:

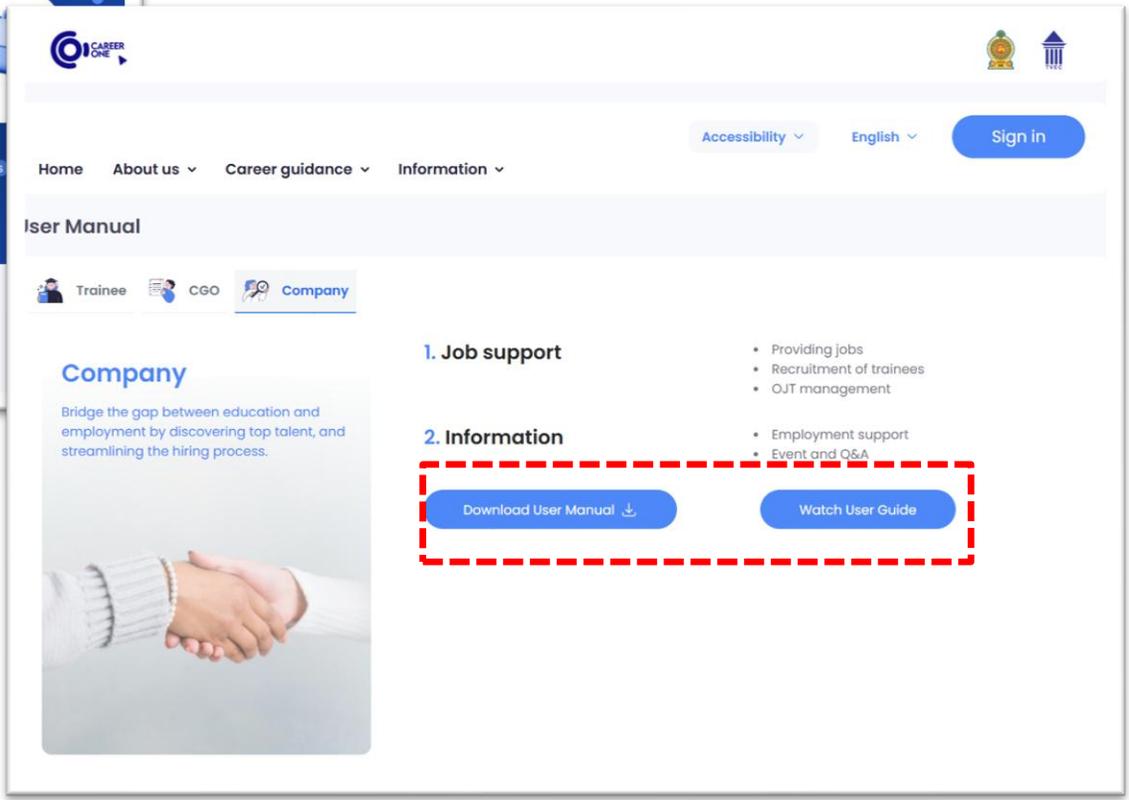
- T.L.A.P.Kumara**: National Apprentice and Industrial Training Authority | Driver (L3-2022-03-06) | Updated 1 week ago
- Seeranga Arachchilage Ishara Pradeep Abeyratne**: Millennium Heavy Equipment Training Institute (Pvt) Ltd | Heavy Vehicle Operator (L3-2023-09-09) | Updated 1 hour ago

A 'Keep' button next to the second entry is highlighted with a red dashed box. Below the list, it says 'Showing 1 to 2 of 2 results' and includes a pagination control with the number '1' in a blue circle.

On the right, a 'Resume' modal window is open for T.L.A.P.Kumara. It shows the UBION logo and the name. Under 'Basic Information', it lists contact details: T.L.A.P.Kumara, jychol@naddle.net, 54545454, and 260/C/1, Poowagodawaththa, Diyalape, Akuressa. Under 'Education', 'Certificate', and 'Portfolio', it states 'No information'. At the bottom of the modal, a 'Keep' button is highlighted with a red dashed box and a red circle containing the number '1', next to a 'Cancel' button.



You can check the platform manual and how to use the video as follows even if you are not logged in.

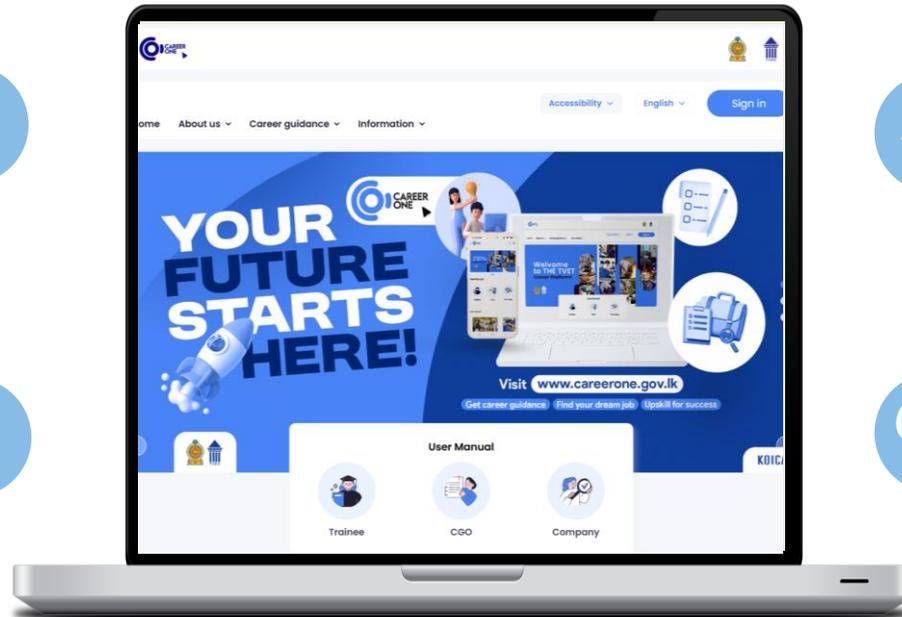


Why should your company use Career One?

**Simplified
Recruitment
Process**



**Access to
Verified Skilled
Talent**



**Cost-Effective
Hiring – Free &
Efficient**



**Industry-
Specific Talent
Pool**





Thank you