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UBION

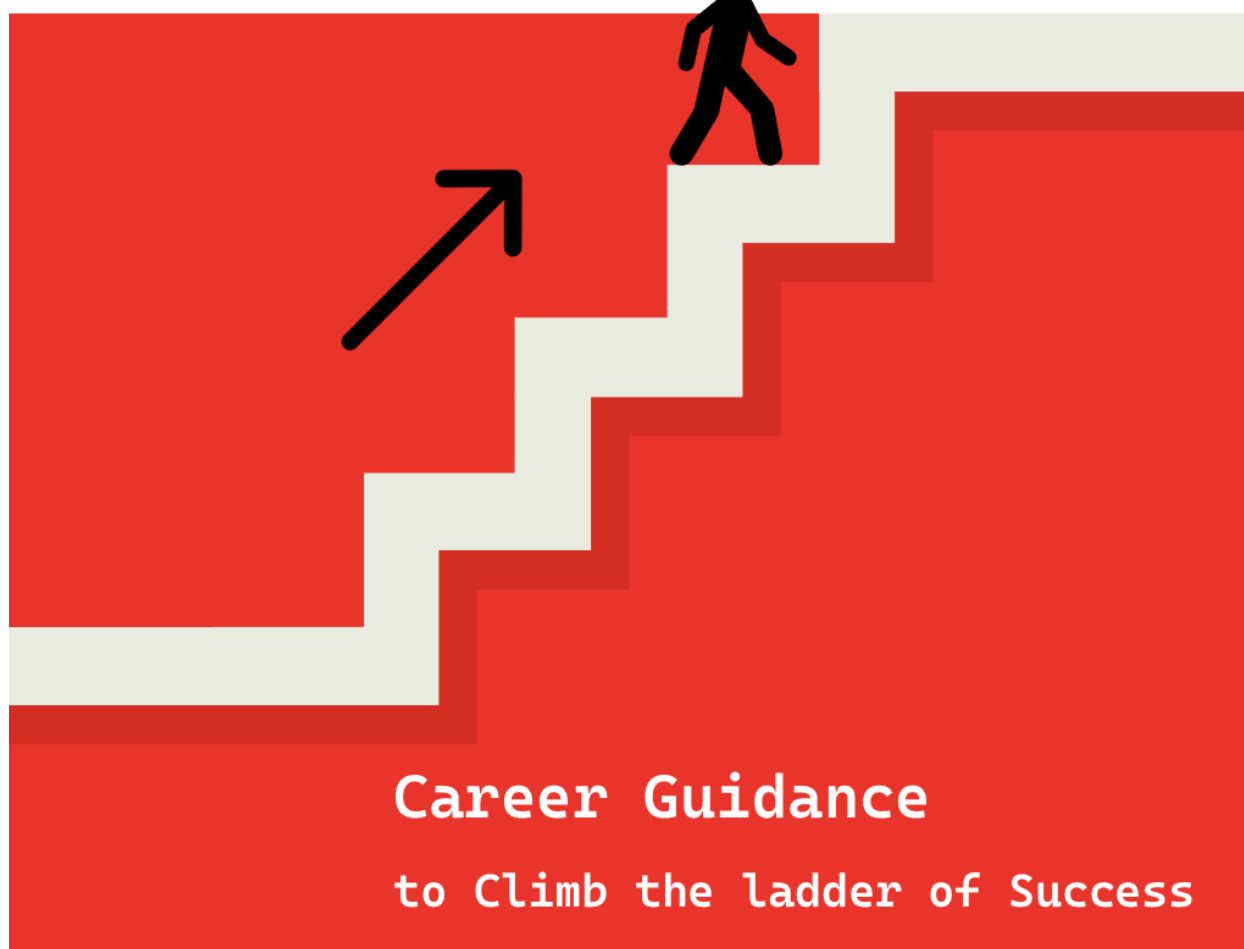
CareerOne Platform

[User Manual (Trainee)]

V1.0

Jan. 2025

Careerone.gov.lk





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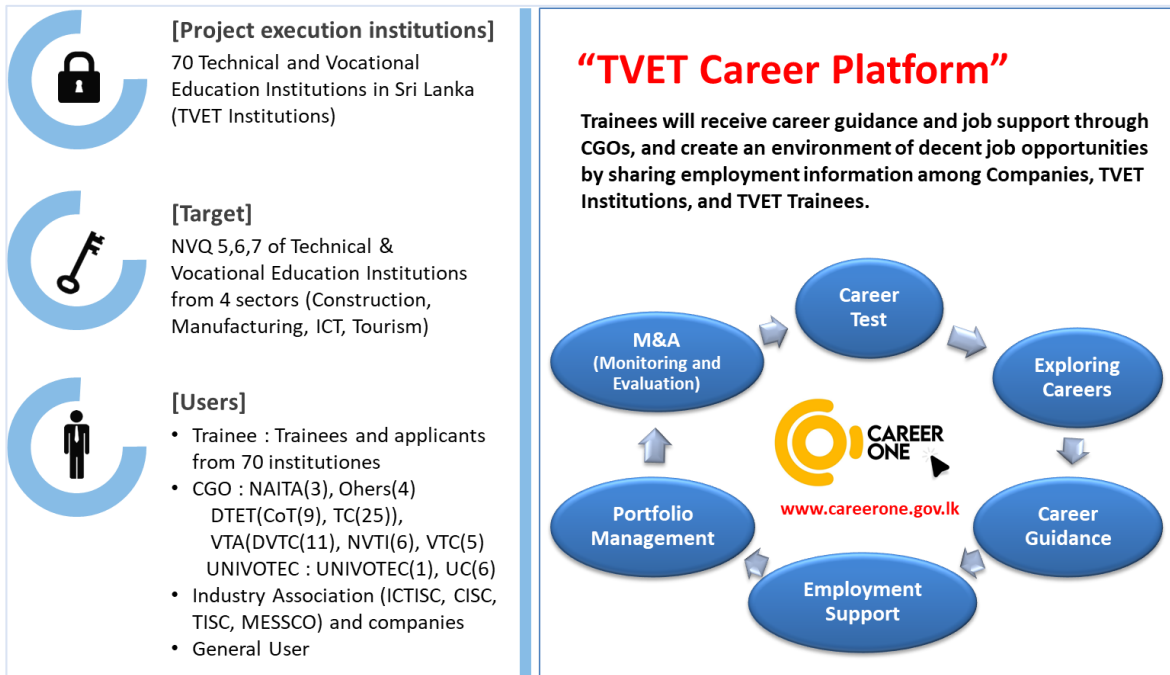
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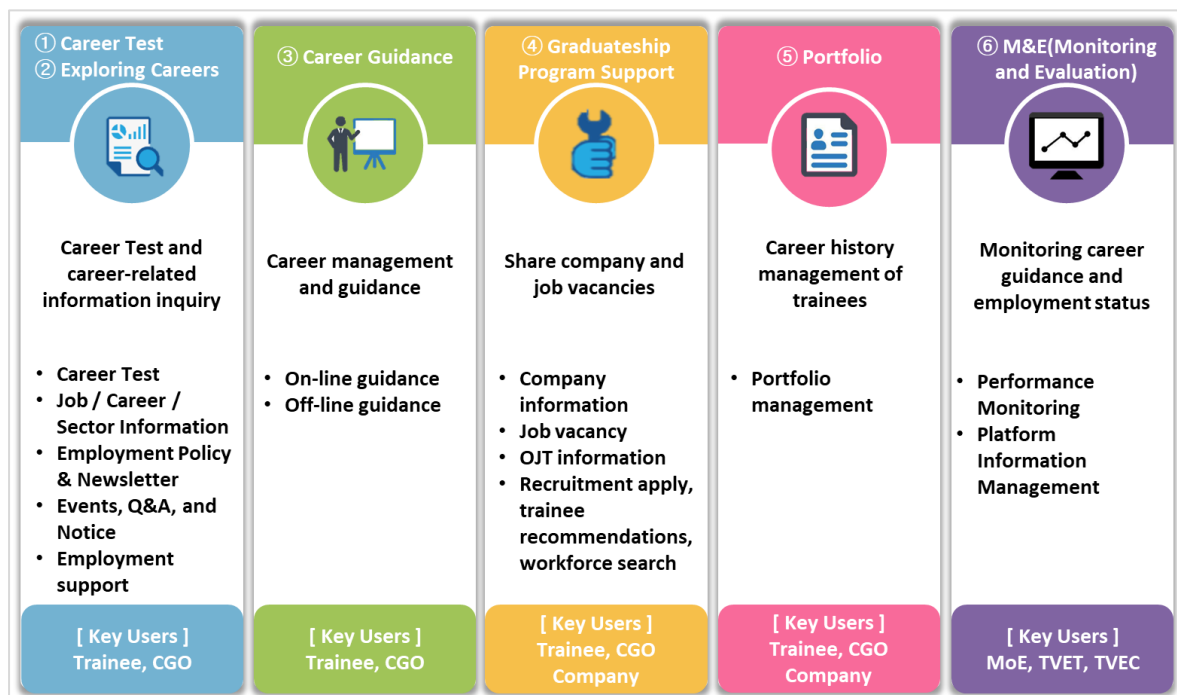
I

CareerOne Platform Overview

① CareerOne Platform Scope



② Key functions



③ Menu structure

Menu-1	Menu-2	Menu-3
Home	Home	
	Sign-in, My Page, Sign-out	
About us		
Career guidance	Career Test	
	Guidance	
	Portfolio	
	Employment	Employment Policy
		News Letter
	Job/Career Information	Job Outlook
		Career Expert Interview
Job support	Employment supporting	
	Company list	
	Job post list	
	OJT list	
Information	Event	
	Q&A	
	Notice	

II

User Manual (Trainee)

① Home

1-1. Home (Before log in)

The screenshot displays the CareerOne Platform Home page. The layout includes a top navigation bar with 'Accessibility', 'English', and 'Sign in' links. Below this is a main banner area with the heading 'TAKE CONTROL OF YOUR CAREER' and a subheading 'with our personalized assessments and discover your strengths, weaknesses, and potential through comprehensive testing and one-on-one guidance.' A large circular image of a smiling woman is featured on the right side of the banner. Below the banner, there are three icons labeled 'Trainee', 'COO', and 'Company'. The 'Our sector' section shows four categories: ICT, Tourism, Manufacturing, and Construction. The 'Occupational psychological test : Fining Your True North' section features a 3D bar chart and a 'Test now' button. The 'Recent jobs' section lists four job openings from 'Videa'.


Numbered callouts (1-11) highlight the following elements:

- 1: Home link in the top navigation bar.
- 2: About us link in the top navigation bar.
- 3: Career guidance link in the top navigation bar.
- 4: Information link in the top navigation bar.
- 5: Accessibility link in the top navigation bar.
- 6: English link in the top navigation bar.
- 7: Sign in button in the top navigation bar.
- 8: Trainee icon in the user selection area.
- 9: ICT category in the 'Our sector' section.
- 10: Test now button in the 'Occupational psychological test' section.
- 11: Recent jobs section header.

On the right side of the page, there are two additional callouts:


- 6: Accessibility dropdown menu.
- 7: English dropdown menu.

Events 12




Event(2024.12.19)
2024-12-19 @ TVEC Admin Career P...
TTTTT
[Read more](#)


View more 13



TEST EVENT1212
2024-12-17 @ TVEC Admin Career P...
TEST
[Read more](#)




Job fail(2024.12.22)
2024-12-22 @ TVEC Admin Career P...
sdddd
[Read more](#)



TEST(cgo)1217_1
2024-12-17 @ Vera_coo(2024111) c...
[Read more](#)

Family Site 14

Related Organizations 15



"Career one" aims to provide high-quality career guidance for trainees with high-level vocational skills in Sri Lanka

[Contact us](#) 16

Get the app

Download on the App Store

GET IT ON Google Play

17

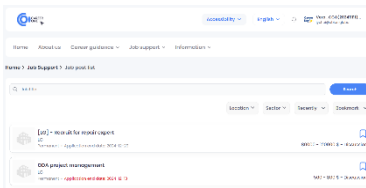
Follow us

[f](#) [i](#) [in](#) [t](#) [v](#)

18

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13



14

Family Site

NVQ
SKILLS PASSPORT
TVEC

15

Related Organizations


UNIVOTEC
NAITA
DTET
VTA
Ocean University

13


Home > Information > Public event list

Event title [Search](#)


Event type [Recently](#)




Job fail(2024.12.22)
2024-12-22 @ TVEC Admin...
sdddd
[View more](#)



Event(2024.12.19)
2024-12-19 @ TVEC Admin...
TTTTT
[View more](#)



TEST EVENT1212
2024-12-17 @ TVEC Admin...
TEST
[View more](#)



TEST EVENT
2024-12-17 @ TVEC Admin...
1
[View more](#)

Function Description
<p>1. "Home"</p> <p>If you click the Home button, you'll be taken to the main page.</p> <p>2. "About Us" – More detailed information on the page</p> <p>If you click the "About Us" button, you'll find a description of the career platform and information about the participating organizations. If you click on an organization's name, you'll be taken to the organization's homepage for more information.</p> <p>3. "Career Guidance" – More detailed information on the page</p> <p>If you click the "Career Guidance" button, you can check information about Employment, Job/Career Information, and Employment Support, Each menu contains Employment Policy, Newsletter / Job Outlook, Career Expert Interviews / Career Support, New Career, Portfolio Writing Tips, etc.</p> <p>4. "Information" – More detailed information on the page</p> <p>If you click the "Information" button, you can view the Event, Q&A, and Notice screens, respectively.</p> <p>5. "Accessibility" – More detailed information on the page</p> <p>The "Accessibility" button is designed to improve accessibility for users and includes features like Dark mode, Increase Contrast, Invent Color, Zoom, and more.</p> <p>6. "Language" – More detailed information on the page</p> <p>By clicking the "Language" button, you can change the platform language to one of the following languages: English, Sinhala, or Tamil.</p> <p>7. "Sign-In" – More detailed information on the page</p> <p>Click the "Sign In" button to log in as a user.</p> <p>8. "User Guide" – More detailed information on the page</p> <p>Click the 'USER' button ("Trainee", "CGO", "Company"), For each user, it lists what features are available within the platform by keyword. You can download the user manual by clicking "Download user manual".</p> <p>9. "Our Sector" - More detailed information on the page</p> <p>Click on the Sector menu to learn about industry trends, impacts, and developments in key sectors.</p> <p>10. "Career Test" - More detailed information on the page</p> <p>If you click on the "Career test" button, you will be directed to a page where you can take the Career Interest Test, Career Key Test, Interest and Ability Test, and Interest, Ability and personality Test.</p> <p>11. "Recent Jobs" – More detailed information on the page</p> <p>Recent jobs refer to information about recently posted jobs that you can click to view the information. If you press View more', the detailed list will be shown.</p>

12. “Events” – More detailed information on the page

If you click the “Event” button, you can see the information of the currently registered event. If you click ‘View More’ in #13, you can see it in a bulletin board list format.

14. “Family Sites” – More detailed information on the page

If you click the “Family Site” button, you can link to NVQ, Skill Passport, and TVEC sites.

15. “Related Organizations” – More detailed information on the page

If you click the “Related Organizations” button, you can access UNIVOTEC, NAITA, DTET, VTA, and Ocean University institutions.

16. “Contact us” – More detailed information on the page

If you click the “Contact us” button, you will find TVEC’s office address, contact phone number, and email address of the Career Platform representative.

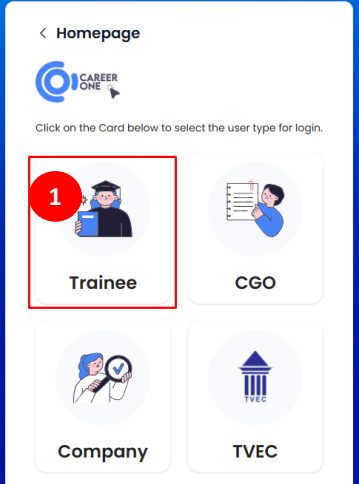
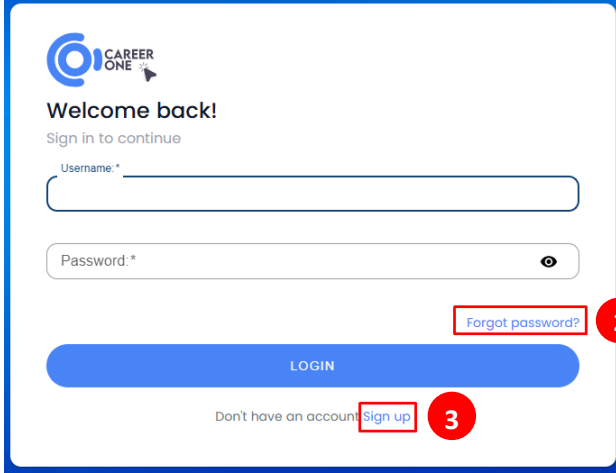
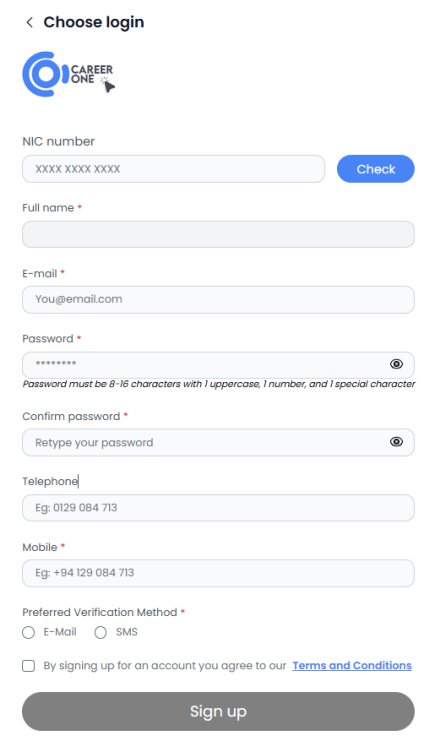
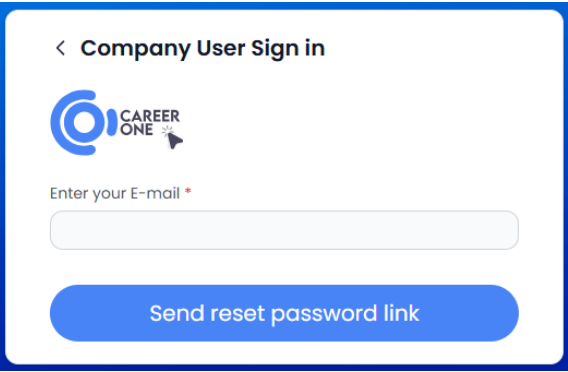
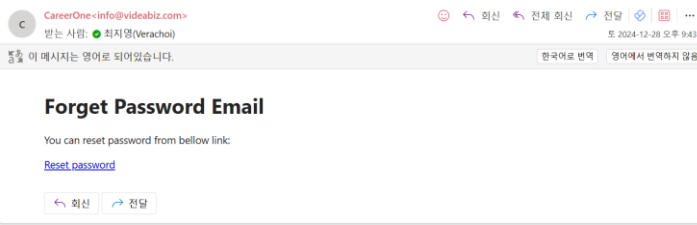
17. “Get the app” – More detailed information on the page

If you click the “Get the App” button, it will take you to the Google Play Store or Apple App Store, where you can download the app created for your trainee.

18. “Follow us” – More detailed information on the page

If you click the “Follow Us” button, you will be linked to our social media channels and can explore them.

1-2. Home > Sign-in

<p>(1-1) Sign-in</p> 	<p>(1-2) Sign-in</p> 
<p>(2-1) Sign-up for Trainee</p> 	<p>(3-1) Forget password</p>  <p>(3-2) Forget password verify email</p> 

Function Description [Sign-up] / [Sign-in]**(1) Sign In**

1. Click the "Sign in" button on the Home page
2. Click the "Trainee" button
3. Fill in the NIC number as ID and Password, then click the "Sign-in" button

(2) Sign-up

1. Click the "Sign in" button on the Home page
2. Click the "Trainee" button
3. Click the "Sign up" Button
4. Type the NIC number in the 'NIC number' field and click 'Check'.
5. If NIC number is confirmed, fill in the Information (fields marked with a red star are mandatory) and click the "Sign up" button.
6. If NIC number is not confirmed, re-check your NIC number

(3) Forgot password

- If you enter your email address at the time of membership registration, an email will be sent to change your password.

1-3. Home (After log in)

The screenshot displays the CareerOne Platform Home page after a user has logged in. The interface is divided into several sections, with numbered callouts highlighting specific features:

- 1**: User profile dropdown menu in the top right corner, showing the user's name "Seeranga Arachchilag..." and email "ishara.abeyrathne@gmail.com". It includes options for "My page" and "Sign out".
- 2**: Navigation menu at the top, including "Home", "About us", "Career guidance", "Job support", and "Information".
- 3**: "Career guidance" dropdown menu, which includes options like "Career Test", "Guidance", "Portfolio", "Employment", "Job/Career Information", and "Employment supporting".
- 4**: "Job support" dropdown menu, which includes options like "Company list", "Job post list", and "OJT list".
- 4.1**: "Information" dropdown menu, which includes options like "Event", "Q&A", and "Notice".

The main content area features a large banner titled "TAKE CONTROL OF YOUR CAREER" with a sub-header "IN THE STAGE OF LIFE" and a "CAREER GUIDANCE" button. Below the banner are three icons representing "Trainee", "CGO", and "Company". The "Our sector" section displays four categories: ICT, Tourism, Manufacturing, and Construction. The "Occupational psychological test : Fining Your True North" section includes a "Test now" button. The "Recent jobs" section shows four job listings from "Videa" with details such as "Job register 6/1 start date 10/1", "test2", "test", and "job required(2024.12.14)".

Function Description [Homepage (After log in)]**(1) Trainee Information**

Press the Avatar to display the dropdown menu

1.1. Press 'My Page' to be redirected to the 'My Page' landing page

Press 'Sign Out' to log out from the account

(2) Career guidance

Press 'Job Support' to display the dropdown menu

2.1 There are 5 submenus. Press each to be redirected to the corresponding landing page

(3) Job Support

Press 'Job Support' to display the dropdown menu.

3.1 There are 3 submenus. Press each to be redirected to the corresponding landing page

(4) Information


Press 'Information' to display the dropdown menu

4.1. There are 3 submenus. Press each to be redirected to the corresponding landing page

1-4 Home > My Page

My page

My Personal information



Seeranga Arachchilage Ishara P...

Telephone: 3232532534

Mobile: 0777750933

ishara.abeyrathne@gmail.com

[View summary profile](#)

Deactive account

I would like to share my portfolio to recruiter

I would like to get a recommendation for the recruitment.

Career Test

Counselling

Portfolio

Event

Job list

Q&A

My counselling


Job Match

Applied Job

My personal information

1.1

Seeranga Arachchilage Ishara Pradeep Abeyratne



Seeranga Arachchilage Ishara Pradeep Abeyratne

73/42, Kirulapone Avenue, Colombo 05

INSTITUTE NAME	COURSE NAME	NVQ QUALIFICATION
Feel IT Nursing Academy (Pvt) Ltd	Certificate for Caregiver (Part time) (2023-04-22 - 2023-07-21)	Care Giver (L3-2023-08-18)
Millennium Heavy Equipment Training Institute (Pvt) Ltd	Certificate for Forklift Operator (Full time) (2023-08-21 - 2023-09-05)	Heavy Vehicle Operator (L3-2023-09-09)

[Get my information from TVEC](#)

Full name *

Seeranga Arachchilage Ishara Pradeep Abeyratne

Email *

ishara.abeyrathne@gmail.com

Telephone

3232532534

Mobile *

0777750933

Reset

Save

Function Description

[A Screen to View and Manage Personal Information]

1. My Personal Information

Displays the General information about the Trainee. Click the 'Edit' icon to be redirected to the My Personal Information detail page.

1.1. My Personal Information detail

Allows updating the trainee's information. Click 'Save' to apply the changes.

2. Share information

Press to share portfolio with recruiters or receive job recommendations.

3. Deactivate Account

Press to deactivate your account

4. Career Test

Click 'View more' to be redirected to the Career Test landing page.

5. Counselling

Click 'View more' to be redirected to the Counselling landing page.

6. Portfolio

Click 'View more' to be redirected to the Portfolio landing page.

7. Event

Click 'View more' to be redirected to the Event landing page.

8. Job List

Click 'View more' to be redirected to the Job List landing page.

9. Q&A

Click 'View more' to be redirected to the Q&A landing page

10. My Guidance

Click 'View more' to be redirected to the My Guidance landing page.

11. Job Match

Click 'View more' to be redirected to the Job Match landing page.

12. Applied Job

Click 'View more' to be redirected to the Applied Job landing page.

② About us

2-1. About us

About our career platform

Career One is a Sri Lankan platform that provides comprehensive solutions to Sri Lankan career seekers. The "TVET Career Platform Project in Sri Lanka" aims to use the 'Sri Lanka ICT-based Career Platform' to provide high-quality career guidance for trainees with high-level vocational skills throughout Sri Lanka. Project objectives is providing quality career development guidance for vocational skills education trainees and improving employment of graduates of vocational skills education and training in Sri Lanka.

[Read more](#) **1**

2

TVET DTET NAITA UNIVOTEC VTA Ocean University

Family Site Related Organizations

Get the app

Download on the App Store GET IT ON Google Play

Follow us

[Contact us](#)

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Function Description

1. Press the button to view the PDF file on the career platform.
2. Press the button to navigate to the TVET head office's website.

③ Career guidance

3-1. Career guidance > Career Test

Home > Career guidance > Career test list

Start a new test

Upload existing result test

Interest, Ability and Personality Test

The Interest, Ability and Personality Test

2025-01-10 17:07:28

Edit Delete View

Interest and Ability Test

The Interest and Ability Test

2025-01-10 17:07:10

Edit Delete View

Career Key Test

The Career Key Test

2025-01-10 17:06:13

Result

Career interest Test

The Career Interest Test

2025-01-10 17:04:58

Result

Showing 1 to 4 of 4 results

1.1

Home > Career Test

Occupational psychological test:
Finding Your True North

Career platform job psychology tests objectively measure various psychological characteristics such as individual abilities, interests, and personalities to help you understand yourself and help you choose a career field that is more suitable for your individual characteristics.

Career Interest Test

Test now

Career Key

Test now

Interest and Ability Test

Test now

Interest, Ability and Personality Test

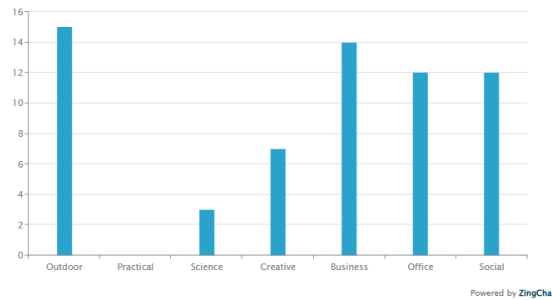
Test now

14

Your Career Interest

Name	Seeranga Arachchilage Ishara Pradeep Abeyratne
NIC number	198700302978
Date	2025-01-10

This profile shows a graph of your interests in seven work or career activities. The highest scores show the type of activities you like best. More than one high score indicates a combination of interests. The lowest scores should also be considered since they show activities that you probably do not enjoy right now.



Use your two or three highest scores to help you find jobs that match your interests. Look in the classification of occupations that comes with this Career Interest Test.

[Result Reference](#)[Download Results](#)[Start new Test](#)

1.2

Home > Career guidance > Career test list > Upload

2.1

Select Test type *

Select one

Each type of test can only be uploaded to a file



Choose a file or Drag it here

Maximum size of attachable files: 2GB with document formats like PDF or Doc.

Cancel

Upload

Function Description

[A Screen that displays the list of Career Tests]

1. Start a New Test

Click to be redirected to the Career Test List details

1.1. Career Test List details

The trainee selects a Career Test and completes it

1.2. Download Result

After completing the test, the system displays the result, and the trainee can press 'Download Result' to download the file

2. Uploading Existing Test Result

The trainee selects the Career test type and uploads their result

3. Edit

Click to be redirected to the 'Upload' landing page, where the trainee can upload another test result file

4. Delete

Click to delete the uploaded file

5. 'View' Icon

Click to download and view the test result file

6. Result

Click to view the test result file

3-2. Career Guidance > Guidance

Home > Career guidance > Guidance Request

Request

History

Guidance Type *

☐ Offline guidance
 ☒ Online guidance

Guidance Field *

☒ Career Path
 ☐ Employment
 ☐ Portfolio Clinic

Title *

District *

Select District

Desired Institute

Select Institute

Proposed Career Guidance Date *

2025-01-10

Detailed information *

Attached File

Choose File

No file chosen

Save

Home > Career guidance > Guidance History

Request

History

Request

Guidance Request about IT

Offline guidance | Career Path | 2025-01-10

Request

Guidance Request 1

Offline guidance | Career Path | 2025-01-10

Confirm

Guidance Request 2

Offline guidance | Career Path | 2025-01-10

Confirm

Guidance Request 3

Offline guidance | Career Path | 2025-01-10

Completed

Career Guidance(2025.01.09)v1

Offline guidance | Career Path | 2025-01-09

Result →

Showing 1 to 5 of 5 results

Home > Career guidance > Guidance History > Guidance edit

Guidance Type *

☒ Offline guidance
 ☐ Online guidance

Guidance Field *

☒ Career Path
 ☐ Employment
 ☐ Portfolio Clinic

Title *

Guidance Request 1

District *

Colombo

Desired Institute

Jinarathana Vocational Training Center

Available date *

2024-04-26

AM

Detailed information ↑

Guidance Request 1

Choose a file or Drag it here

Maximum size of attachable files: 2GB with document formats like PDF, DOC or Image.

Save

Home > Career guidance > Guidance History > Guidance detail

< Career Guidance(2025.01.09)v1

Requested date

12:34 PM 09-01-2025

Type

● Offline guidance

Guidance Field

Career Path

Title

Career Guidance(2025.01.09)v1

Location

Colombo

Institute

Feel IT Nursing Academy (Pvt) Ltd

Detailed Information

I need to guidance

Available Time

2025-01-09 AM

Attach File

No file uploaded

Result

good

Suggested Training Information

4.1

Institutes

COLOMBO INTERNATIONAL NAUTICAL AND ENGINEERING COLLEGE (PRIVATE) LIMITED (P01/0089)

NVQ Courses

National Diploma in Construction Technology (Part Time - 3 years) (P01/0004)

TVEC Courses

National Certificate for Motor Cycle Mechanic (P01/0004)

Feedback of Trainee

Good CGO

This is your feedback for the following CGO

Vera_CGO(202411111) Choi_CGO(202411111)



Organized

Detailed

Good Service

Function Description

[A screen to create a guidance request and view or edit the guidance history]

1. 'Request' Tab: Displays the create guidance screen

The trainee fills in all required fields (* indicates required fields) and clicks 'Save' to create a new guidance request.

2. 'History' Tab: displays the request history for all guidance

2.1. 'History' details

There are 4 statuses:

- Request: The trainee has sent the request to the CGO and can click the request title to edit it. The trainee can only edit the request if it's in the request status.
- Confirm: The CGO confirmed the guidance
- Complete: The CGO has completed the guidance. The trainee can view the result by clicking to view the detail
- Feedback: The Trainee provides feedback to the CGO about the guidance process

3. Guidance Title: click to be redirected to the guidance detail page


3.1 Guidance Detail: Displays the detailed process of the guidance

4. 'Result': The trainee presses 'Result' to be redirected to the Result detail page

4.1. Displays the suggested training information from the CGO to the trainee


3-3. Career Guidance > Portfolio

Home > Career guidance > Portfolio



My Portfolio #1 1
 Updated: 2025-01-09 13:38:50

2 [PDF](#) 3 [View](#) 4 [Edit](#) 5 [Delete](#)

Showing 1 to 1 of 1 results


1.1


Ratnavel Thakshan
 !!!!!
 College of Technology - Jaffna | Construction Technology (15-2020-09-26)




Basic Information
 Ratnavel Thakshan | rthakshan051@gmail.com
 7762343535 | PANGURU VEETHY,VADDU SOUTH WEST,VADDUKODDAI

About me
 Odit veniam error reiciendis aperiam impedit similique saepe. Voluptatem recusandae occaecati fuga laboriosam et ipsam nam. Odio officis qui est harum.

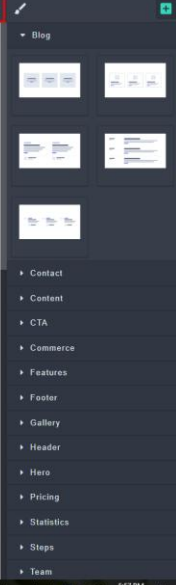

4.1

Ratnavel Thakshan
 !!!!!
 College of Technology - Jaffna | Construction Technology (15-2020-09-26)



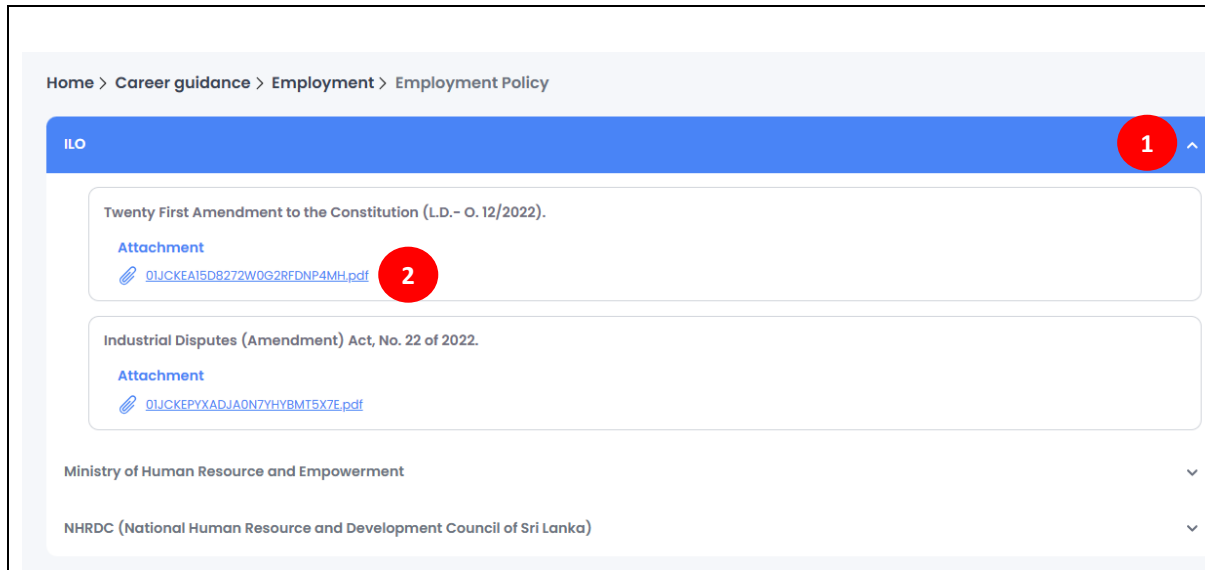
Basic Information
 Ratnavel Thakshan | rthakshan051@gmail.com
 7762343535 | PANGURU VEETHY,VADDU SOUTH WEST,VADDUKODDAI

About me
 Odit veniam error reiciendis aperiam impedit similique saepe. Voluptatem recusandae occaecati fuga laboriosam et ipsam nam. Odio officis qui est harum.



Function Description
<p>[A screen to view and edit the Trainee portfolio]</p> <p>1. Portfolio Title Click to be redirected to view the Trainee portfolio</p> <p>1.1. Portfolio detail Displays detailed information about the Trainee portfolio</p> <p>2. PDF Press to download the Portfolio PDF file</p> <p>3. View Click to be redirected to view the Trainee portfolio</p> <p>4. Edit Press to be redirected to the Edit Detail landing page</p> <p>4.1. Edit detail The trainee can change personal information in the portfolio. They can click 'Get my information from TVEC' to update the latest information from Skillpassport. After making changes, click 'Save' to update the portfolio</p> <p>5. Delete Click to delete the portfolio</p>

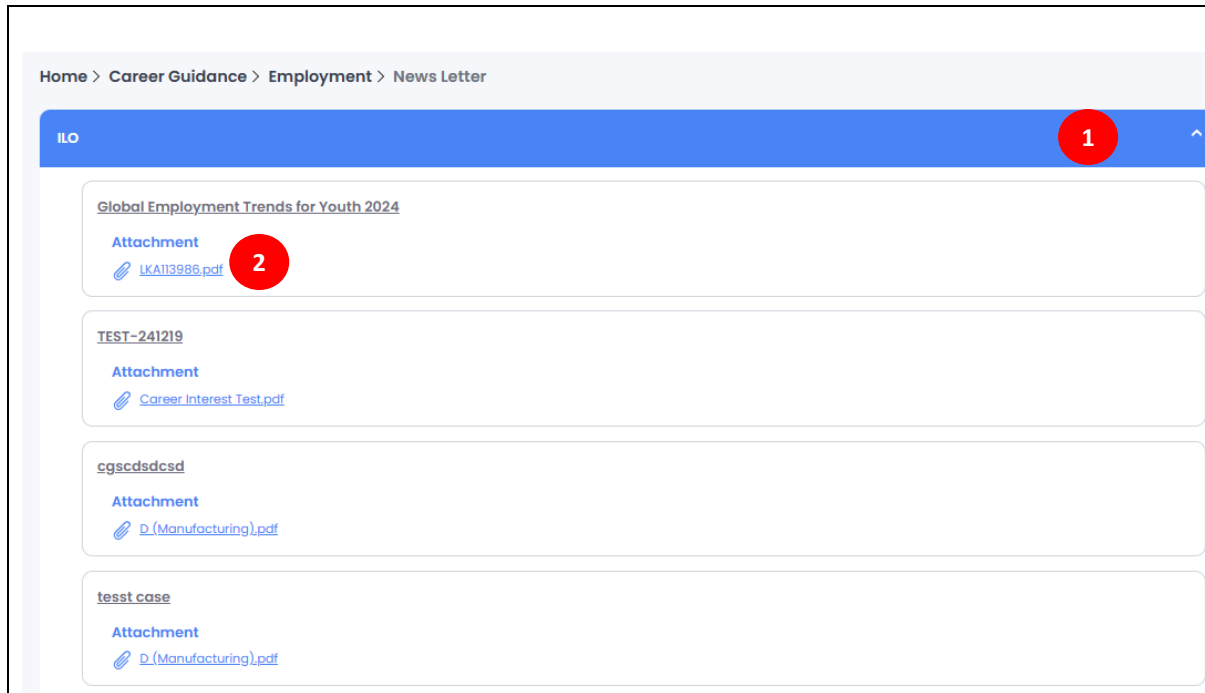
3-4-1. Career guidance > Employment > Employment Policy

**Function Description**

[A screen to view the results of the Employment Policy]

1. Employment Policy Title: press to display the content
2. When the Trainee clicks the file name, the file will be downloaded.

3-4-2. Career guidance > Employment > News Letter

**Function Description**

[A screen to view the results of the Newsletter]

1. Newsletter Title: Press to display the content
2. When the trainee clicks the file name, the file will be downloaded.

4-1. Job support > Company list

Home > Job Support > Company list

Q Company name

1

Search

Location

2

Sector

3

Company information

4

Bookmark

5

Company name	Office type	Company information	District	Job vacancy	Bookmark	
LG	6	Headquarter	Semi Government	Colombo	0	7
Samsung	Headquarter	Semi Government	Colombo	0	1	
TVEC	Headquarter	Government	Colombo	0	2	
TVET	Headquarter	No information	Colombo	0	0	

Home > Job Support > Company list > UBION(20241114)

6.1

Company Introduction

Company name

Company information

DS Division

Type of enterprise

Owner

Number of workers

Email

Telephone

Co business

Date of establish

Location

UBION(20241114)

Government

Non-Government

UBION Representative

100

jychoi@ubion.global

N/G

11111

2022-10-27

Colombo.

Recruiting

See all

✓idea

Job required(2024.12.14)

UBION(20241114)

Monday to Friday

100 ~ 5000 \$

Contract base

✓idea

Job register 6/1 start date 10/1

UBION(20241114)

Monday to Tuesday

Permanent

✓idea

test

UBION(20241114)

Monday to Tuesday

Permanent

✓idea

test2

UBION(20241114)

Monday to Friday

200 ~ 400 \$ - Discussion

Permanent

Events

See all

JOB FAIR

Come to our company

Job fair... Come to our company/Venue - HotelHerL...

Read more

TEST2

6mbep

Read more

TEST(COMPANY)1217_1

TEST

Read more

Function Description

[A screen to view information about the the company]

1. 'Company Name' search

Enter the name of the company and press 'Search' to find the company name result

2. Filter by 'Location'

The trainee can find the company's location by choosing the Province, District, and Divisional Secretariat

3. Filter by 'Job category'

The trainee can find the company by selecting a job category

4. Filter by 'Company Information'

The trainee can find the company by choosing the company type: Government, Semi-government, Private, Non-government or Others

5. Filter by 'Bookmark'

The trainee can find the company by selecting the bookmark status as Marked or Unmarked

6. Company Name

Press the company name to be redirected to the company Introduction landing page

6.1. Company Introduction

The company Introduction shows general information about the company, a list of recruiting jobs, and a list of events. The trainee can click 'View more' to be redirected to its landing page or presses a Job or Event to open its detailed landing page

7. 'Bookmark'

The trainee can Mark or Unmark the Company to save it.

4-2. Job support > Job post list

Home > Job Support > Job post list

1 All 2 Applied 3 Matched

4 Q Job title Search

5 Location 6 Sector 7 Recently 8 Bookmark

9 test UBION(20241114) Permanent

test2 UBION(20241114) Permanent 200 - 400 \$ - Discussion 10

Job register 6/1 start date 10/1 UBION(20241114) Permanent • Application end date: 2025-01-15

2.1 Home > Job Support > Job post list

All Applied Matched

Q Job title Search

Location Sector Recently Bookmark

job required(2024.12.14) UBION(20241114) Contract base • Application end date: 2025-01-11 100 - 5000 \$

Showing 1 to 1 of 1 results < 1 >

3.1 Home > Job Support > Job post list

All Applied Matched

Q Job title Search

Location Sector Recently Bookmark

test UBION(20241114) Permanent

test2 UBION(20241114) Permanent 200 - 400 \$ - Discussion

Interpreter UBION(20241114) Contract base • Application end date: 2025-01-21 100000 - 34545666 \$

9.1 Home > Job Support > Job post list > Job Details

Job details

idea interpreter Posted on 2025-01-02 11:48:06 by Vera-company Choi-company

Company Name:	UBION(20241114)
Job Type:	Contract base
Job location:	Local
Job/Occupation:	(M) Education
Number of Recruitments:	3
Working day:	Monday Wednesday Sunday
Working hour:	2025-01-30
Salary per month:	\$ 100000 - 34545666
Gender:	Female
Age limitation:	17 - 55
Required work experience:	Interpreting Experience
Application deadline:	2025-01-14 to 2025-01-21
Email:	jychol@ubion.global
Contact info:	111

About the Role

Attach file

Apply

Function Description

[A screen to view the List of jobs, where the trainee can view/apply job details]

1. 'All' tab: Includes all jobs postings from companies

2. 'Applied' tab: Displays all jobs of the trainee has applied for.

2.1. Applied job list

3. 'Matched' Tab: Shows all jobs that the CGO has matched for the trainee

3.1. Matched job list

4. 'Job Title' search

Enter the job name and press 'Search' to find the Job results

5. Filter by 'Location'

The trainee can find jobs by selecting the Province, District, Divisional Secretariat

6. Filter by 'Job category'

The trainee can find jobs by selecting a job category

7. Filter by 'Company Information'

The trainee can find companies by selecting the company type: Government, Semi-government, Private, Non-government and Others

8. Filter by 'Bookmark'

The trainee can find companies by selecting whether the company is bookmarked as Marked or Unmarked

9. Job Name

Press to view the 'Job Detail' landing page

9.1 'Job details'

Displays information about the Job. If the trainee wants to apply, press the 'Apply' button

10. 'Bookmark'

The trainee can Mark or Unmark to save the company

4-3. Job support > OJT list

Home > Job Support > OJT list

1

Q OJT title

Search

Recently

2

OJT title	Company	Required skills	Required work experience	Closing Date	Status
Test 3	UBION_Br	IT	Not limit	2025-01-10	In Progress
test2	UBION(20241114)	software skills	Not limit	2025-01-10	In Progress
test2	Samsung	software skills	Not limit	2025-01-10	In Progress
test	UBION(20241114)	software skills	Not limit	2025-01-10	In Progress
OJT 20241214	UBION(20241114)	IT experience 5 year...	5 - 10	2025-01-10	In Progress
OJT Registration UBION	UBION(20241114)	Không chỉ là một tou...	Not limit	2025-01-10	In Progress

Showing 1 to 6 of 6 results

1

Home > Job Support > OJT list > OJT Registration UBION

3.1

idea

OJT Registration UBION

Posted on 2024-12-13 11:00:24 by Vera-company Choi-company

Company Name:

UBION(20241114)

Period:

3 month

Number of Recruitments:

100

Gender:

Male

Required skills:

Không chỉ là một tour diễn cực kì thành công của Taylor Swift

Email:

jychoi@ubion.global

Contact info:

1111

About the Role

Attach file

Function Description

[A screen to view the List of OJT jobs, where the trainee can view job details]

1. 'OJT Title' search

Enter the name of the OJT Job and press 'Search' to find results

2. Filter by 'Date'

The trainee can find OJT Jobs by selecting either Recently or Oldest

3. OJT Job name

Press to view the 'OJT detail' landing page

3.1 'OJT details'

Displays information about the OJT Job.


⑤ Information

5-1. Information > Public Event List

Home > Information > Public event list

1 Search

2 Event type ▼ Recently ▼ 3




New student registration

2025-01-09 @Yamuna Man...

Final date for the registration.

[View more](#)




SKILLS DEVELOPMENT

2025-01-09 @YAMUNA KUM...

Wariyapola 2025 june 09 job fair

[View more](#)




ICT Competition

2025-01-09 @Vasana Ma...

age 17 -25Topic GlobalizationDrawing

[View more](#)




Comprtiton - 2025

2025-01-09 @Chathuri A...


Open day

[View more](#)


4




vocation training



Derana Skill Force



Counseling service



Counselling Service

4.1


Home > Information > Event list > Details

New student registration Competition

2025-01-09 14:19:22 Yamuna Manathunge

From: 2025-01-09 To: 2025-01-09

Place: Ratmalana



Final date for the registration.

Function Description

[A screen to view and create the list of Public Events]

1. Search Event Title

The trainee enters the event title and clicks 'Search' to display the result

2. Filter by 'Type': Filter events by type, such as 'Competition', 'Job Fair, or 'Announcement'

3. Filter by Date: Filter events by registration time of events such as 'Recently', 'Oldest'

4. 'View more': Click to view the Event details

4.1. 'Details': Displays the detailed content of the event

5-2. Information > Q&A

Home > Information > Q&A

Q Title

Search

Recently

New question +

No .	Title	Inquirer	Registration date	Action
1	Need assistance. (1)	W. G. D. M. Bandara	2024-12-31	Reply
2	Test Form Chammika (1)	Kamal Perera	2024-12-31	Reply
3	Test (3)	Vera_CGO(202411111) Choi_CGO(202411111)	2024-12-29	Reply
4	title (0)	Seeranga Arachchilage Ishara Pradeep Abeyratne	2024-12-26	Reply
5	video (0)	Vera_CGO(202411111) Choi_CGO(202411111)	2024-12-26	Reply

Home > Information > Q&A > Detail

Q&A about Career

2025-01-04 17:08:39

Vera-company Choi-company

One of the standard questions is: "What are your career aspirations?" Don't be fooled into answering this too honestly. Remember that your goal is to land this job—and convince them that you want to stay in this role and industry for a long time.1 thg 5, 2024

Vera-company Choi-co...

Write something...

Home > Information > Q&A

Q Title

Search

Recently

New question +

No .	Title	Inquirer	Registration date	Action
1	Q&A about Career (0)		2025-01-04	Reply
2	test 4/1 (0)		2025-01-04	Reply
3	test (0)		2025-01-02	Reply

Question

Title *

Content *

Choose a file or Drag it here

Cancel

Save

Function Description

[A screen to view and manage the list of Q&A]

1. New Question: Click to be redirected to create a new Question

1.1. New Q&A

The trainee fills in all required fields and presses 'Save' to Upload the new question. Click 'Cancel' to discard the new question

2. Search Title

The trainee enters the title and clicks 'Search' to display the results

3. Filter by Date: Filter Q&A by registration time, selecting either 'Recently', 'Oldest'

4. Q&A Title: Click to view the Q&A details

4.1. 'Edit' Icon: Click to Edit the document or Delete the Q&A

4.2. 'Reply': The trainee fills in the reply and clicks the 'Send' icon to send the reply.

Home > Information > Notice

Notice

FAQ

Q Title

1

Search

Type

No.	Type	Title	Registration Date	Action
1	Career Guidance	ss	2024-12-18	View more >
2	Career Guidance	Hành Trình Phân Tích Kinh Doanh Đỉnh Cao Tại RBAC Mùa 5 - Cu...	2024-12-17	View more >
3	Career Platform	TEST NOTICE	2024-12-16	View more >
4	Career Guidance	Notice-Career Guidance(2024.11.13)	2024-11-14	View more >

Showing 1 to 4 of 4 results

Home > Information > Notice > Detail

3.1

Notice-Career Guidance(2024.11.13)

Career Guidance

2024-11-14 04:50:02

TVEC Admin Career Platform

Notice-Career Guidance(2024.11.13)

Notice-Career Guidance(2024.11.13)

INTERVIEW TECHNIQUES

QuestionPro

interview2.jpg 9.08 KB

Function Description

[A screen to view the list of Notice management]

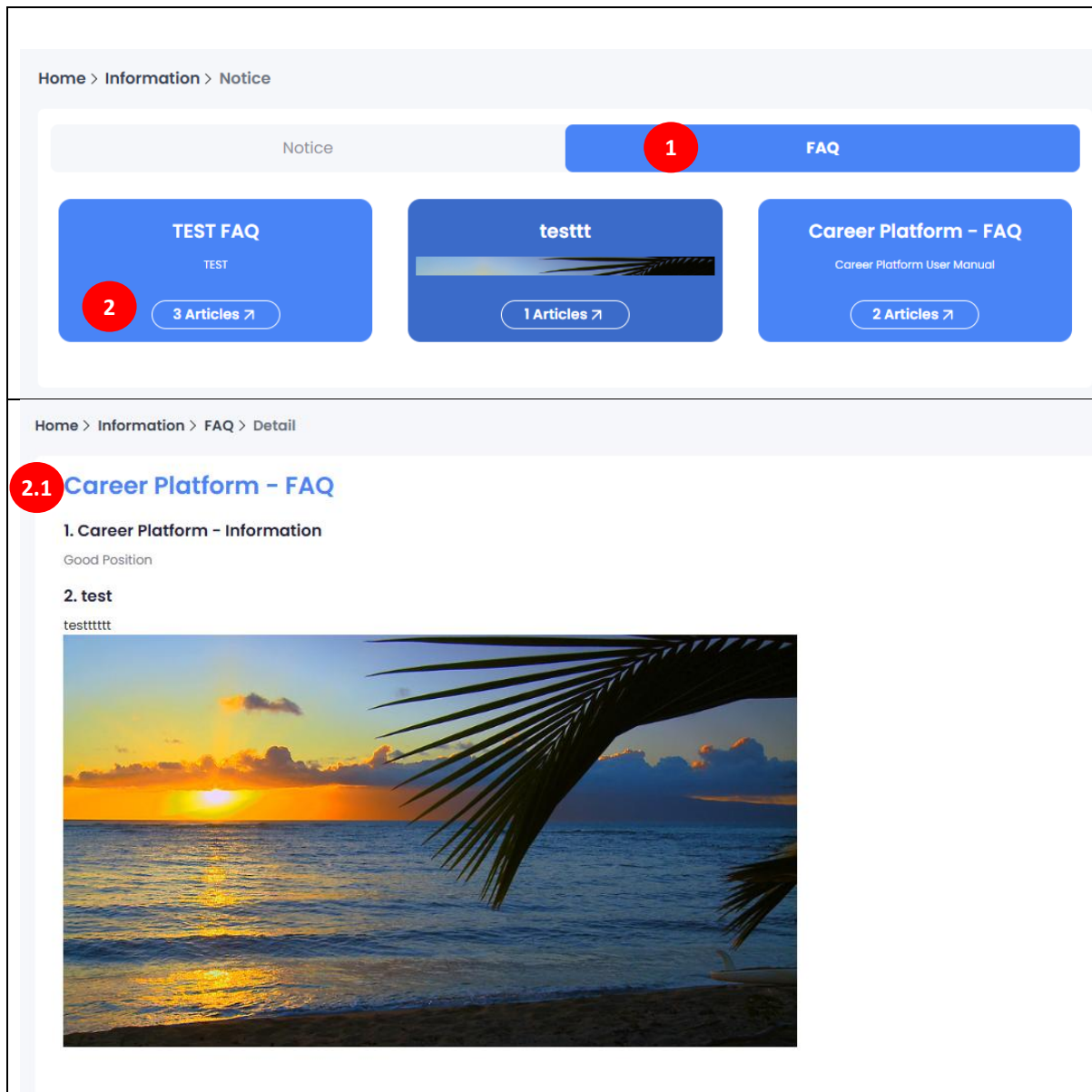
1. Search Title

The trainee enters the title and clicks 'Search' to display the result

2. Filter by Type: Filter notices by type, such as 'Career Guidance' or 'Career Platform'

3. 'View more': Press to be redirected to the 'Notice' detail

5-3-2. Information > Notice > FAQ



Function Description

[A screen to view the list of FAQs]

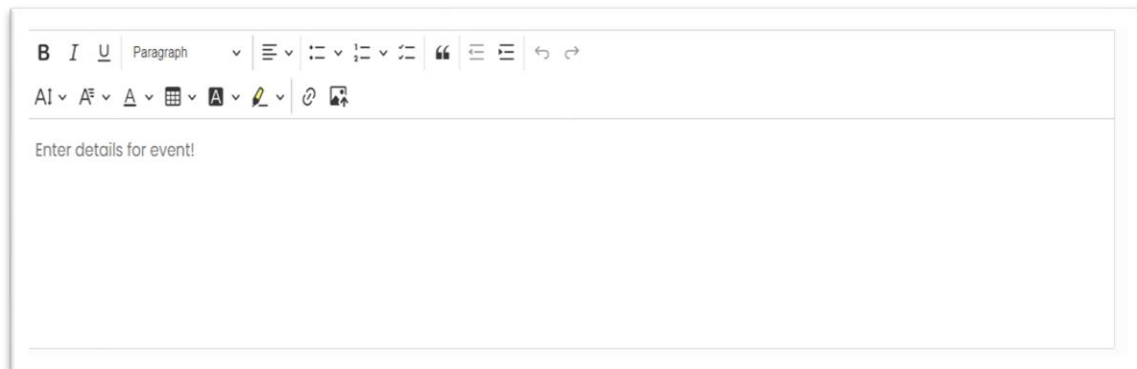
1. 'FAQ': Press to view the list of FAQs
2. 'FAQ title': Click to be redirected to the FAQ details
- 2.1 'FAQ detail': Displays the detailed content of the FAQ

⑥ Editor

1. Introduction

- CKEditor is a rich text editor that allows you to easily create formatted text. Below are explanations of the toolbar options available in CKEditor.

2. Function Description



✚ Basic Formatting Options

- **Bold (B)**: Makes selected text bold.
- **Italic (I)**: Italicizes the selected text.
- **Underline (U)**: Underlines the selected text.

✚ Paragraph and Text Styles

- **Paragraph**: Allows you to change the format of the text to headings, paragraphs, and other predefined styles.
- **Font Family**: Choose from various fonts for the selected text.
- **Font Size**: Adjust the size of the selected text.

✚ Alignment and Lists

- **Text Alignment**: Options to align text left, center, right, or justify.
- **Bulleted List**: Create a bulleted list.
- **Numbered List**: Create a numbered list.

✚ Text Color and Background

- **Font Color**: Change the color of the selected text.
- **Background Color**: Change the background color behind the selected text.

✚ Additional Tools

- **Table**: Insert a table into your document.
- **Highlight**: Highlight the selected text with a color.

✚ Insert and Link

- **Insert Link**: Add a hyperlink to selected text or open the link dialog to paste a URL.
- **Insert Image**: Insert an image into the document from a URL or by uploading.

**Quote, Code, and Block Formatting**

- **Block Quote:** Formats the selected text as a block quote, indenting the text.
- **Code Block:** Formats the selected text as code for displaying programming or technical content.

**Undo and Redo**

- **Undo:** Reverse the last action you took.
- **Redo:** Reapply the last action you reversed.

**Instructions for Use**

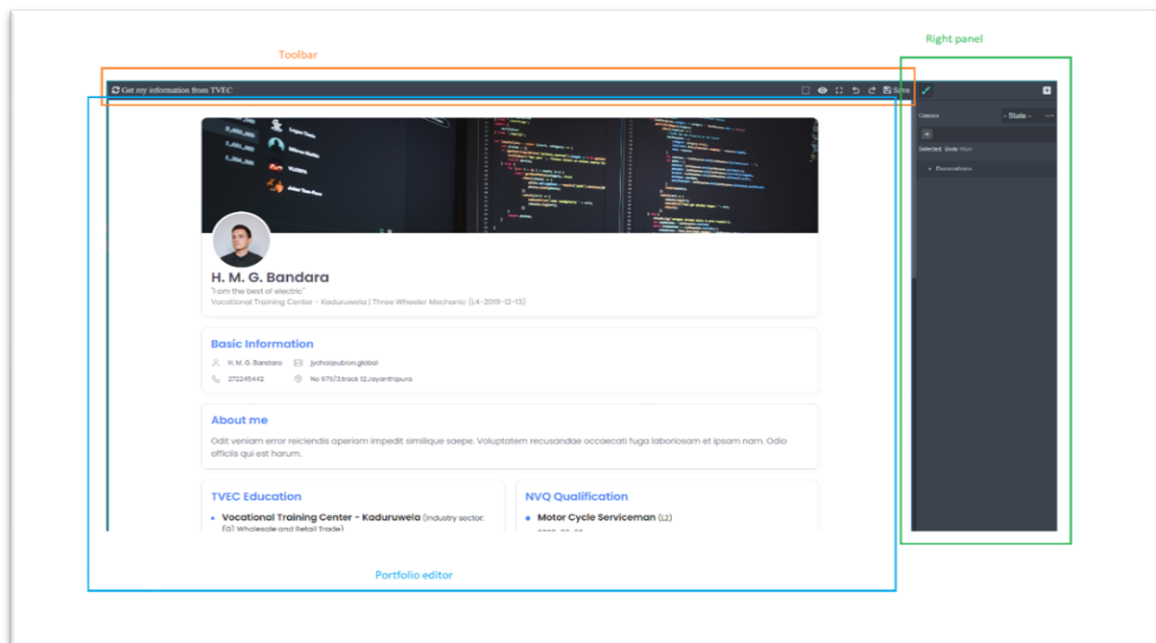
- **Enter Text:** Start typing in the editor to add text. You can use the formatting tools as you go.
- **Select Text to Format:** Highlight the text you want to format, then click the relevant toolbar button (e.g., bold or italic).
- **Insert Elements:** Use the insert options (link, image, table) to add interactive elements to your text.
- **Save and Preview:** When you're done, save or preview your content if those options are available in your setup.

⑥ Fortfolio

1. Introduction


- The Portfolio Building Tool on the CareerOne Platform is powered by GrapesJS, an open-source visual web builder. It enables you to create responsive websites using a simple drag-and-drop interface, allowing for the easy addition of text, images, and custom styles without requiring extensive coding knowledge.

2. Function Description





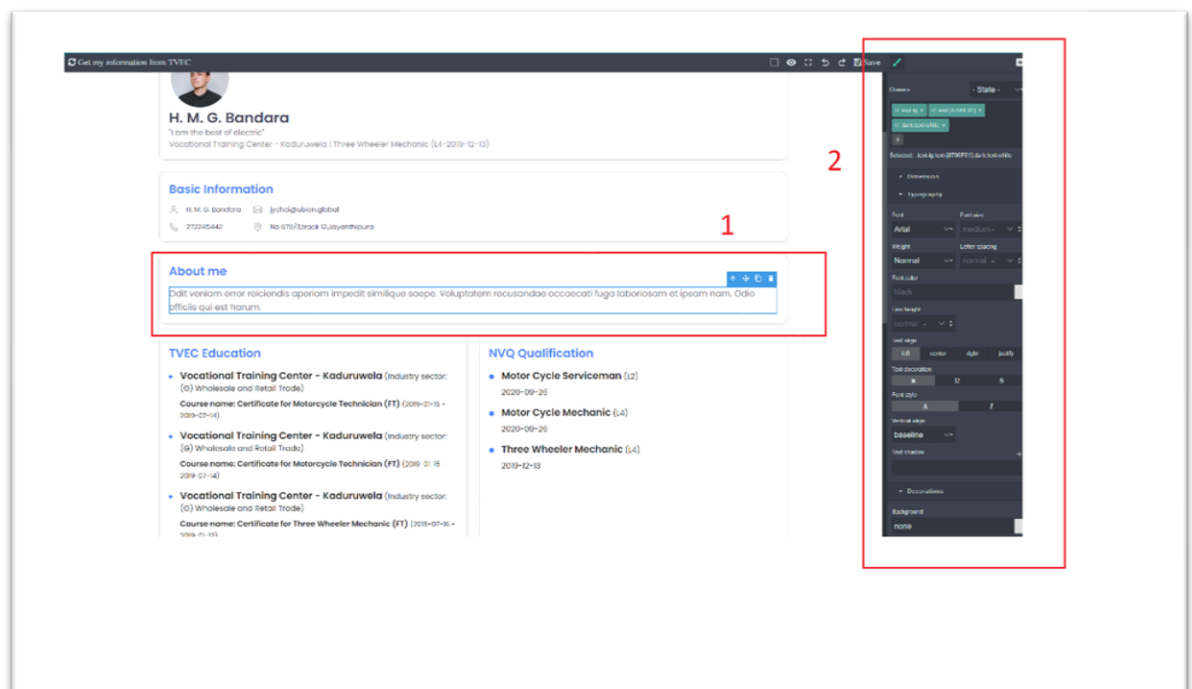
The interface is divided into three primary sections:


- **Toolbar:** Includes options to:
 - **Get information from TVEC** (Skill passport system)
 - **Preview** the portfolio
 - Toggle **Full screen**
 - **Undo** and **Redo** actions
 - **Save** the portfolio
- **Right Panel Section:**
 - **Style Manager:** Customize the styling (e.g., font, color, spacing) of selected elements. If familiar with Bootstrap classes, you can apply these styles to elements.
 - **Block Manager:** Provides a set of pre-built elements (e.g., images, text, buttons) that can be dragged onto the canvas.

 **Portfolio Editor:** The main workspace where you build and preview your portfolio page

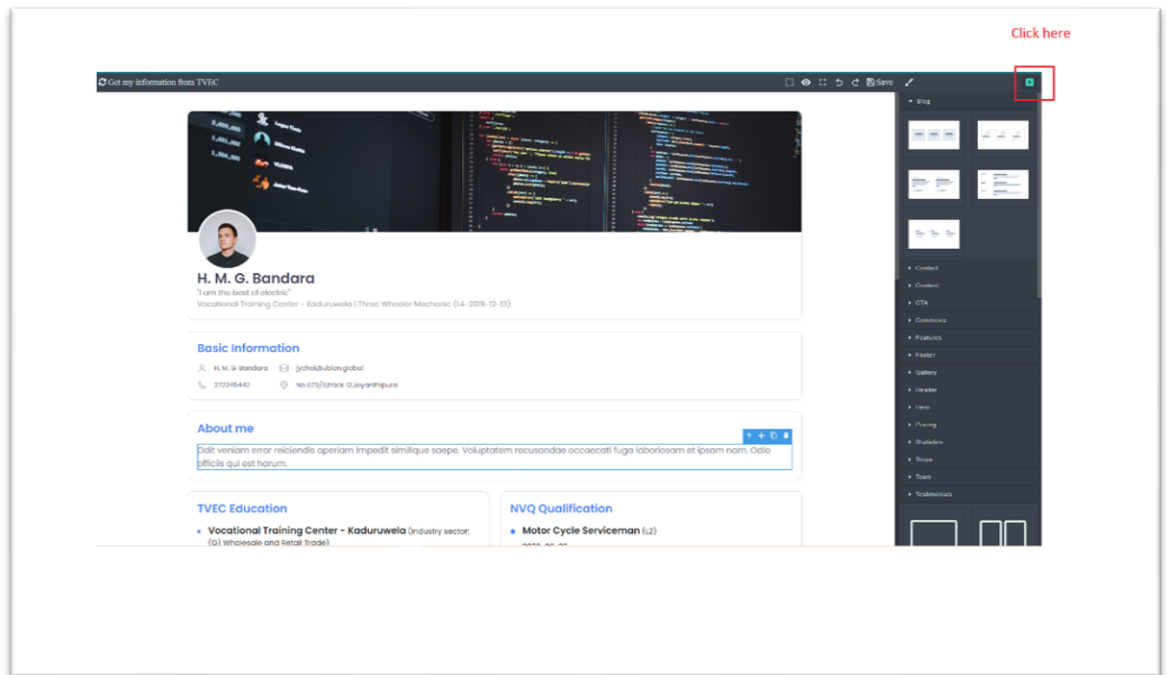
3. How to use


-  Click the “New Portfolio” button to open the Portfolio Builder page. A default template with trainee information from TVEC is loaded. Note that information imported from TVEC cannot be edited, removed, or rearranged.
-  Review the provided information. If you want to change the style of a component, click on it, and the right panel will display options for restyling.



-  Adding an existing block template: Use the **Drag and Drop Blocks** feature to add new elements such as containers, images, and text blocks. Organize and nest these blocks as needed to create a structured layout.

 Drag blocks to any desired location on the page.



 Once editing is complete, you can preview the portfolio and save your work.

