



University College
of Ratmalana

Student Guide Book

University College of Ratmalana

Welcome to the University College!

You are now a student in the University College of Ratmalana, which operates with the supervision and guidance of the University of Vocational Technology, coming under the purview of the Ministry of Youth Affairs and Skills Development.

The faculty and the staff of the University College are committed to help you to achieve your career aspirations. This Student Guide Book is designed to assist you with your personal, professional, and academic success during your time at the University College. Specifically, the Student Guide Book provides you with general College information; an overview of College resources that are available to you; important College policies and your responsibilities as a student.

When you enroll at this College, you agree to comply with all its rules and regulations. Unawareness of a policy or regulation will not be considered as an excuse for failure to observe it. The University College reserves the right to alter the regulations and policies stated herein as and when necessary.

As you begin your educational and skills training journey at the University College, we encourage you to take full advantage of the opportunities around you. While we facilitate your learning, we expect you to take responsibility for your own learning and development. Becoming familiar with the Student Guide Book is one step that you can take to help ensure your success.

We believe that your stay in this pleasant and friendly learning atmosphere will be rewarding and you will be able to reach your career goals and be a winner.

CEO/Director

Acronym

CAELL	Computer Aided English Language Laboratory
CBT	Competency Based Training
ID	Identity Card
NAITA	National Apprentices and Industrial Training Authority
NCS	National Competency Standards
NVQ	National Vocational Qualification
OJT	On the Job Training
TVET	Technical and Vocational Education and Training
UCs	University Colleges
UNIVOTEC	University of Vocational Technology
TVEC	Tertiary & Vocational Education Commission

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1.0 Introduction

The University Colleges(UCs) are a novel concept, in the Technical and Vocational Education and Training (TVET) system in Sri Lanka, opening up more education and training opportunities for youth in our country to acquire skills for employment. These Colleges are established to produce highly competent, globally competitive and productive middle level technical and managerial personnel to meet the demand in both domestic and foreign labour markets. UCs will also help produce a skilled workforce committed to life-long learning and able to manage change.

1.1 National Vocational Qualification (NVQ) Framework

UCs will function within the National Vocational Qualification Framework which is a well-established system in Sri Lanka unifying the skills training and development of the country's human resources. The Sri Lanka National Vocational Qualification Framework in operation enhances the skills training in the country. In this system, the course curricula that students will follow are designed based on the national competency standards, which are developed,

in consultation with the industry. The National Competency Standard (NCS) is a written specification of the knowledge, skills and attitude required in a particular occupation or an occupational area. NCS focuses on what the employees are able to do in the workplace rather than on the learning process.

In the competency based curricula, the competencies specified in the standards are transformed into learning outcomes. The students will be taught and assessed using competency based approach which involves collection of evidence throughout the course period to confirm that the students can perform the skills and knowledge to the specified standards.

1.2 Qualification Levels in NVQ System

This system awards qualifications at seven (07) levels. Level 1 – 4, national certificate levels are to recognize the increasing levels of competencies up to a master craftsman. Level 5& 6 are Diploma Level qualifications recognizing the levels of competencies ranging from technician to middle level management. NVQ 7 degree or equivalent level will include necessary skills for planning, resourcing and managing processes.

Table 1: Definition of NVQ Levels

Level	Qualification	Description	
Level 1	Certificate	Recognition for Core Entry Level Skills	
Level 2	Certificate	Work under Supervision.	Recognize the increasing level of competencies
Level 3	Certificate	Work under some supervision	
Level 4	Certificate	Master level craftsmanship with ability to apply skill independently and supervise others as well	
Level 5	Diploma	Recognize the increasing level of competencies from technician to management levels	
Level 6	Higher Diploma		
Level 7	Bachelor's Degree	This level recognizes the competencies at planning , resourcing and process management level	

2.0 Courses Offered by the University Colleges

The University College network is ready to offer a total of 44 NVQ Levels 5 & 6 Diploma Courses in different technology areas to train and qualify students for middle level Technician and Management positions which will usually involve supervisory and or process management competencies. These Diploma

courses emphasize, delivery of an increased percentage of knowledge component compared to higher percentage of practical skills component in courses at NVQ lower levels. The Diploma courses will lead the path way for students to earn a Technology Degree in relevant fields from the University of Vocational Technology.

However, at the initial stage, a given University College will offer up to a maximum number of 10 Diploma courses in selected technology areas.

2.1 Eligibility Criteria for Admission to Diploma Courses

There are two entry paths to the NVQ level 5 Diploma Courses. These are for the

- (i) Candidates who have obtained NVQ Level 4 certificates in appropriate occupations.
 - (ii) Candidates who have passed G.C.E. (A/L) examination in appropriate streams.
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- a) Selection of candidates for courses will be done through an aptitude test and/ or an interview.
 - b) Selection will be completed with a medical examination/ report if necessary.

2.2Diploma and Higher Diploma Courses Offered in the UC Net Work

Diploma Courses			
1	Agricultural Production Technology	23	Interior Design Technology
2	Aquaculture and Aquatic Resources Management	24	Irrigation Technology
3	Automobile Technology	25	Jewellery Design and Manufacturing Technology
4	Bio Medical Equipment Technology	26	Journalism and Technology
5	Building Services Technology	27	Livestock Production Technology
6	Chemical and Process Technology	28	Maritime and Logistic Management
7	Construction Technology	29	Mechatronics Technology
8	Cosmetology (Beauti Culture)	30	Plantation Crop Technology
9	Drafting Technology	31	Polymer Technology
10	Electrical Technology	32	Post-Harvest Technology
11	Electronic Technology	33	Printing Technology and Management
12	Event Management	34	Production Technology
13	Farm Machinery Technology	35	Quantity Surveying
14	Fashion Design Technology	36	Refrigeration & Air Conditioning Technology
15	Fine Arts	37	Renewable Energy Technology
16	Fishing Technology	38	Tea Technology
17	Floriculture and Landscape Gardening Technology	39	Telecommunication Technology
18	Food Technology	40	Television Post-Production Technology
19	Footwear Production Technology & Management	41	Television Program Production Technology
20	Heavy Vehicle Maintenance Technology	42	Travel and Tour Management
21	Hospitality Management	43	Visual Communication
22	Information & Communication Technology	44	Welding Technology

2.3 Student's Identity Card and Record Book

- a) Once enrolled, a student will be issued with an Identity Card(ID) with the holder's photograph affixed on it which should be used for identification purposes in the UC. Each student must carry this card while engaged in college related activities inside or outside the UC. National Identity Card Number will be indicated in the UC identity card. The identity card must be shown upon request of a college official.
- b) There is no charge for the initial card. A fee will be charged for replacement ID cards. In case of loss of an identity card, the student has to make a written request with a police report certifying the loss, replacement fee and an additional photograph of the student. Identity cards issued by UC should be returned to the Registrar, when the students leave the UC or at the cessation of their studentship.
- c) All students are issued with record books for the purpose of recording all academic progressions during the period registered as students of the college. Each student is responsible for safe keeping and maintenance of his or her record book, while making necessary entries with regular updates with the signature of the lecturer. The sections on summative assessment should be duly filled and updated with the signature of the Registrar.
- d) Any special assignments done by a student in industry during the course will also to be assessed by the lecturer and relevant entries are also to be made in the record book.

3.0 Course Delivery and Evaluation

3.1. Foundation Course

Students selected for entry to a NVQ level 5 Diploma course possess different skills and knowledge backgrounds. Admission to these University Colleges will be opened to both G.C.E. (A/L) qualified students and NVQ Level 4 qualification holders. In order to follow NVQ Level 5 & 6 courses successfully, the students should have cognitive skills as well as hands-on technical skills at NVQ Level 4 as specified in the pre-requisites of respective curricula. In order to ensure that all those selected to undergo a level 5 Diploma course have the minimum skills and knowledge needed at entry, they will initially go through a foundation course.

Therefore, all the Diploma Courses have specified prerequisites; cognitive skills as well as hands-on practical skills students are required to follow for any given Diploma course.

- a) The selected students with NVQ qualifications are required to undergo a foundation course in Science and Mathematics to acquire necessary cognitive abilities to follow NVQ Level 5 Diploma courses.
- b) The selected students with G.C.E.(A/L) qualifications are required to undergo foundation course in Skills training to fill relevant gaps in practical skills necessary to follow NVQ Levels 5 Diploma Courses.
- c) All of the practical skills required may not be possible to be given within the UC, Students may have to go to industrial places and work sites or any other training center for acquisition of such specific skills.

- d) Foundation courses are designed to be delivered in the first 6 months prior to the commencement of NVQ Level 5 & 6 Diploma curricula. The students are expected to *Refer the book on “Guidance to Conduct Foundation Courses for NVQ Level 5 & 6 Diploma Course” to learn more about the specific modules need to be followed to complete the relevant Foundation Course for a given Diploma Course. This book is published by the Ministry of Youth Affairs and Skills Development and is made available in the Library of the University College.*
- e) The English Language and ICT courses are conducted for all students to acquire necessary Language and ICT skills from the inception of the delivery of Foundation course and will be continued until the completion of the Diploma courses.

3.2 Credit System, Competency standards, Curricula and Instruction

Credits are allocated to all educational components of a study programme (such as modules, project work, etc.) and will reflect the quantity of work each component requires in relation to the total quantity of work or learning necessary to complete a full academic year of study.

Credit Transfer and Accumulation system used in UCs is a student-centered system, based on the *student workload or student learning hours* required to achieve the objectives of a programme, objectives preferably specified in terms of *learning outcomes* and competences to be acquired. Student workload usually referred to in notional hours, includes the time spent in attending lectures, tutorials, assignments, projects, work place learning and self-study.

One credit stands for 25 (notional) student learning hours or student workload. NVQ Level 5 and 6 Diploma courses are expected to have a

minimum of 60 credits (1500 notional hours) and 120 minimum credits (3000 notional hours) respectively.

Credits in NVQ Levels 5 and 6 Diploma courses can only be obtained after completion of the work required and appropriate assessments of the learning outcomes are achieved.

For further information on credit system for specific Core Technical, Employability and Elective units in a given Diploma course, the students are expected to refer the relevant NVQ 5 & 6 levels Competency Based Training (CBT) curriculum, which is available *in the Library of the University College*.

Thus what the students will undergo in the UC is competence based training. The curriculum for the course is competency based, and the student will experience that the emphasis is no longer on knowledge or theory, or what has to be learned. The emphasis now is very specifically on what student should be able to do in the workplace. The training that student will undergo is therefore clearly focused on the application of learned skills and knowledge within a workplace setting.

3.3 Students Attendance and Punctuality

In order to prepare students for the actual world of work, the UC expects from its students what employers will want when students become employees, and thereby in effect, providing a smooth transition from college to work. The UC thus desires to develop in students a sense of responsibility and cooperation.

UC expects that students will be present and be on time for all scheduled classes, laboratory practical's, workshop practices and any other scheduled learning events. The educational objectives to be achieved of such attendance and punctuality are to improve academic performance; develop an attitude of cooperation and responsibility and good work habits in the student that are beneficial to future employment.

For a student to qualify to appear for a semester- end written examination, minimum of **80 per cent of the course attendance** is required.

3.4 Methods of Assessment for NVQ 5 and 6 Levels

There will be two stages of assessments used. These are, the formative (continuous) and summative assessments that will be conducted to assess the learning outcomes as given in the curricula.

- a) Formative assessments are conducted by lecturers during the delivery of each module, to assess the achievement of learning outcomes and the knowledge of the students. These could be in the form of oral tests, question papers based on class room teaching individual assignments and reports, practical/course work, in the laboratories or workshops, project work related to industry requirements, tutorials, all allocated with weightings indicated in respective curricula. Students are expected to complete such work and produce reports and submit in time so that lecturers/Instructors could correct these and give necessary feed back to the students;
- b) The summative assessments, to assess students for knowledge and competencies for respective learning outcomes are done at the completion of a semester in a Diploma course. The assessments will be a combination of the forms of written/ practical/ Viva Voce with predetermined weightings allocated to each form.
- c) The formative and summative assessment will be conducted for English Language and Information and Communication Technology courses too.
- d) The results of all formative and summative assessments be recorded in the student record book provided by the college. It is the responsibility of the student to get these results entered with formative assessment certified by the relevant lecturer and summative assessment by the registrar in the record book as it is kept in the student's custody.

- e) The final assessment of the Diploma course will be a competency based assessment conducted at the end of the course, by a panel of external assessors appointed by the Tertiary & Vocational Education Commission (TVEC).

4.0 On the Job Training

On the Job Training (OJT) phase is a compulsory component in the delivery of the Diploma course that follows immediately after the completion of the institutional training phase. This function is carried out by the Special Industrial Training Section of the National Apprentices and Industrial Training Authority (NAITA). Issuing training diary, documents for apprentice contract, instructions to students including instructions on writing a report will be done by NAITA.

The students become eligible for OJT on completion of institutional training with a minimum of 80 per cent attendance. Students are expected to, participate in 'Placement Seminar' that will be conducted with the purpose of creating smooth transition to workplace. Female students will have to participate in an additional counselling session conducted to make them aware of special conditions in workplace. The seminar and the counselling will be organized by NAITA. The students have to undergo structured OJT for a minimum of six (06) months in the industry after the end of course- written examination is held at the completion of institutional learning.

OJT will provide opportunities for the students to gain practical experience, to appreciate and understand the theoretical principles learned in the class room, by applying the knowledge and transferring skills to different situations in the industry, work place or the worksite.

All trainees are expected to sign the contract of Apprenticeship, with the Management of the Industry/ enterprise or work place. During this period the trainee will be called an "Apprentice" irrespective of the academic background or level of course followed. Monitoring is carried out for the purpose of eliminating possible shortcomings and advise apprentices to get a successful industrial experience. Apart from the industry personnel and NAITA staff, a designated coordinator appointed for the purpose at the college will monitor the training activities.

Apprentices undergoing OJT should obey the rules and regulations and adhere to work norms of the respective workplaces. They also should maintain the Daily Diary by recording specific skills and competencies gained in reference to activities they have carried out daily in the work place.

In writing the daily diary, students are instructed to enter the activities briefly in blocks indicated in front of each day from Monday to Friday, in a way that could be technologically understood and interpreted later. At the weekend, apprentice has to write an analytical summary of new knowledge and skills acquired, thus reinforcing the learning during a given week. It is important that the apprentice produces this diary to the supervisor on the first day of the

following week to evaluate, note the observations and give guidance over the apprentice's work during the preceding week.

4.1 Assessment of Apprentice on OJT.

On completion of six-month OJT period in industry with minimum of 80 per cent attendance, apprentices are eligible for OJT assessment. The assessments to evaluate apprentices' training performance are to be done by a panel comprising, OJT Coordinator of the UC, NAITA representatives and Industry representative.

The assessments will evaluate the apprentice's performance mainly in 4 aspects.

- Apprentice's Report done as per the specified report structure on OJT.
- Daily Dairy records
- Apprentice's attendance and conduct during the training.
- Viva

Apprentices who are not successful at OJT assessment may be given training extension. The period for such extension will be determined by the panel of assessors.

5.0 Award of Qualifications

TVEC is the qualification authority for issuing of NVQ certificates. The students, who are successful at the final assessment done after successful completion

of OJT and confirmed at the VIVA Voce with a pass, will be awarded the NVQ Level 6 certificate by the TVEC, once the results are endorsed by the UNIVOTEC.

The students are responsible to get their names properly written with correct spellings right at the issuance of their identity cards on their enrollment in the UC, to avoid any unnecessary delays in receiving their certificates due to such oversights on the part of the students.

6.0 Student Educational Facilities

6.1 Library

The UC will provide library facilities to students. The course assignments and project works require frequent use of the library. There will be both lending and reference divisions.

A library card is necessary for all library transactions and will be issued to a student once a refundable deposit is made to the bursar of the UC. The membership card needs to be produced in order to borrow books and other learning materials.

Students are personally responsible for the safety, proper use, and timely return of the library books, magazines and other learning materials that they have borrowed. Students who fail to return the said library materials shall incur a financial obligation.

Business Unit will run a student services section where reprographic, scanning and book binding facilities will be provided at reasonable costs to students.

6.2 Information Technology Laboratory

IT skills are considered to be a very important skill to possess in learning and at work. The University College provides access to information technology (IT) resources to enhance the learning experience and employment opportunities

of its students. Users of these resources must understand and agree to abide by all applicable college policies, procedures and standards that relate to the security and acceptable use of college computers, network and Internet access, information technology applications, data, and other IT resources. Students must follow all the security procedures of the computer systems and protect the data contained therein.

Students should not knowingly disclose or permit another individual to use his/her password to the Student Information System or network services and will not use any password or other access mechanism that UC has not expressly assigned to them. Students should treat all information maintained on the UC's computer systems as strictly confidential and should not release information to any unauthorized person.

Students must understand and accept that certain activities are prohibited when using college computers, network services, and Internet access or electronic communications. These include, but are not limited to:

- Attempting to gain unauthorized access to computing resources of other institutions, organizations, individuals, etc.
- Intentionally developing or experimenting with malicious programs (viruses, worms, spy-ware, keystroke loggers, phishing software, Trojan horses, etc.) on any college-owned computer.
- Knowingly propagating malicious programs.
- Changing administrator rights on any college-owned computer, or the equivalent.
- Using college computing resources to support any commercial venture or for personal financial gain.
- Students can carry external memory devices such as Pen Drive or CD, DVDs yet need to acquire prior approval from instructor /officer in charge of the IT laboratory by showing them to him/her and cleaning if virus exists
- Students are not allowed to format computers or install software without prior approval
- No food and beverages are allowed inside the laboratory.

Students shall do nothing intentionally that degrades or disrupts the computer systems or interferes with systems and equipment that support the work of others. Problems with college computing resources should be reported to the staff in charge.

6. 3 Computer Assisted English Language Learning Laboratory (CAELLL)

The English Language Learning Laboratory established in UC has networked computers with internet access for interactive learning of the English Language. This facility will assist students to become proficient in both general and job specific English language skills which include listening, speaking, business writing and presentation skills. The English language proficiency is considered as an important soft skill that employers will value in their employees. Students with such English language skills will have more employment opportunities opened up for them and through surfing the World Wide Web, they will have easy access to the skills, new knowledge and technology, ideas and materials globally available, which are needed to excel in work and life.

CAELLL is set up for the purpose of both class room use and self-study by the students.

Students using this Computer Networked Laboratory, must strictly follow all instructions regarding the Use of IT laboratory given in section 7.2 above.

However, the students are urged to make best use of the CAELLL that offers an innovative learning package designed especially for them, combining general English language with project based learning, job skills and a self-study component. The students will be able to increase their spoken English specifically and be more accurate, competent and also fluent in their use of English language, if they are wise enough to make best use of this facility.

7.0 Student Dress Code and Safety

In order to maintain a proper and healthy educational atmosphere, students must be suitably dressed and groomed. The College management will encourage students to dress in a manner that reflects pride and respect for themselves and their college. Dress codes have a positive effect on college pride, identity and safety. UC will introduce an approved uniform and students must adhere to this dress code and wear the approved uniform.

Restrictions on student appearance may be applied whenever the dress or grooming interferes with the learning process, when it is disruptive, unsafe or is contrary to safety practices. Students should avoid having loose long hair, wearing hanging and flabby clothes and rings while involved in practical work in laboratories and machine or other workshops.

Wearing of overalls is required in the workshops and laboratories and there may be additional restrictions based on specific technology environments. Students will be notified of these requirements at the beginning of the academic year. Similarly wearing of safety gear applicable to the working environment including wearing proper shoes in the workshops is a requirement that needs to be strictly followed.

Safety is taught in all shops, laboratories and classrooms. Each shop, piece of equipment, and job has a safety procedure that must be followed carefully. If a student has any difficulty in understanding or observing /practicing such safety procedures he or she should consult the lecturers /instructors or officers in charge of laboratories and workshops for assistance.

In case of fire or an emergency, students are advised to make use of stairways and exit doors provided for the purpose and leave the building quickly to safer locations.

8.0 Career Services

The college offers through its Business Unit, a comprehensive program to help potential students to develop, evaluate, and implement a career plan. This approach helps students to become aware of their interests, skills, values, and lifestyle preferences and relate them to a career decision. Resources are available to direct students to accurate, up-to-date information about future job outlooks and salaries. UC offers individual career counseling and seminars, workshops, and short courses on career-related topics.

9.0 Job Referral Service

The UC offers an employment referral service designed to assist students and passed out students in finding employment. Job listings will be received from various employers (local companies, central and provincial governments, job agencies and many more), displayed or posted online. The college also provides additional services such as on- college recruitment by local employers and assistance with résumé writing and interviewing skills.

10.0 Student Activities

UC encourages the development of a program of student activities designed to promote educational and cultural experiences. Student activities are out-of-classroom activities that provide students avenues for personal growth and enrichment. Through participation in clubs and organizations, or other

planned activities, students develop a wide range of abilities, including intellectual, communication, athletic, and leadership skills. Students develop self-confidence, interpersonal skills, and an appreciation for other cultures and ethnicities. Students will also learn to appreciate and respect gender specific differences and also help any students with disabilities and learning difficulties. Finally, students develop a sense of integrity, purpose, and social integration and responsibility that empower them to be productive within and beyond the college community.

The UC shall recognize and encourage scholastic, service associations, and sports clubs that do not restrict membership based on ethnicity, gender, age, religion, disability, or other non-merit factors. The following regulations and procedures apply to all student activity programmes in the UC:

1. The entire program of student activities shall be under college supervision.
2. There shall be a faculty or staff patron for the student organization.
3. All student activity funds shall be deposited with and expended through the college business office, subject to UC policies, procedures, and regulations pertaining to such funds.
4. UC, with the approval of its Board of Management, shall adopt its own regulations and procedures to implement the above policy.

11.0 Equal Opportunities

Following acceptance for admission, a student who has a physical and/or learning disability will be offered special support by the UC. Students in the college will wholeheartedly support such policies of the UC.

12.0 Student Recreational Facilities

College management will do its best to provide students with a common recreation room with necessary facilities for indoor games and also will provide for necessary facilities for outdoor sports within the limit of its space and budgetary allocations.

13.0 Student Discipline

The reputation of the UC depends largely upon the behavior of its students. Students enrolled at the college are expected to conduct themselves in a mature, dignified, and honorable manner. Students are subject to College jurisdiction while enrolled at the college. Equally, UC is also committed to academic integrity in all its practices. The college values intellectual integrity and a high standard of academic conduct.

Students are expected to recognize and uphold standards of intellectual and academic integrity. The college assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. The need for fairness requires that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

A Board of Discipline in the college will facilitate and maintain the general and academic discipline of students and students can seek the Board's advice for resolution of any of their complaints.

14.0 Student Suggestions for Improvements

Any suggestions from students both, present and past to improve the training delivery, or facilities or services of the UC are proactively welcome by the College management and will respond positively for such suggestions.

15.0 Protection of College Resources

No student should act or behave in a manner causing damage to the facilities and other physical resources of the UC. It is the responsibility of the students to give due care to the facilities and protect them for the use of future students as well.

Prevention and reporting of vandalism or damage to academic buildings and other facilities is an obligation of every student in the UC.

Students are strictly advised not to operate any machinery or equipment without the supervision of lecturer/ demonstrator or any other staff member in charge, to avoid any unsafe acts and ensure both personal and equipment protection.

16.0 Continuing Dialogue with the College.

All students are invited to continue their close relationship with the College for mutual benefit of both the students and the College. College will seek to support all its graduates/alumina in their career growth collaborating with them in their lifelong learning. In turn, college wishes to stay current in its training delivery with continuous dialogue with its alumina for necessary changes and improvements and grow to be a model College and continue to be a Center of Excellence in Technical & Vocational Education and Training in the country.



University of Vocational Technology
Ministry of Education