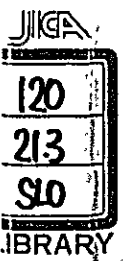
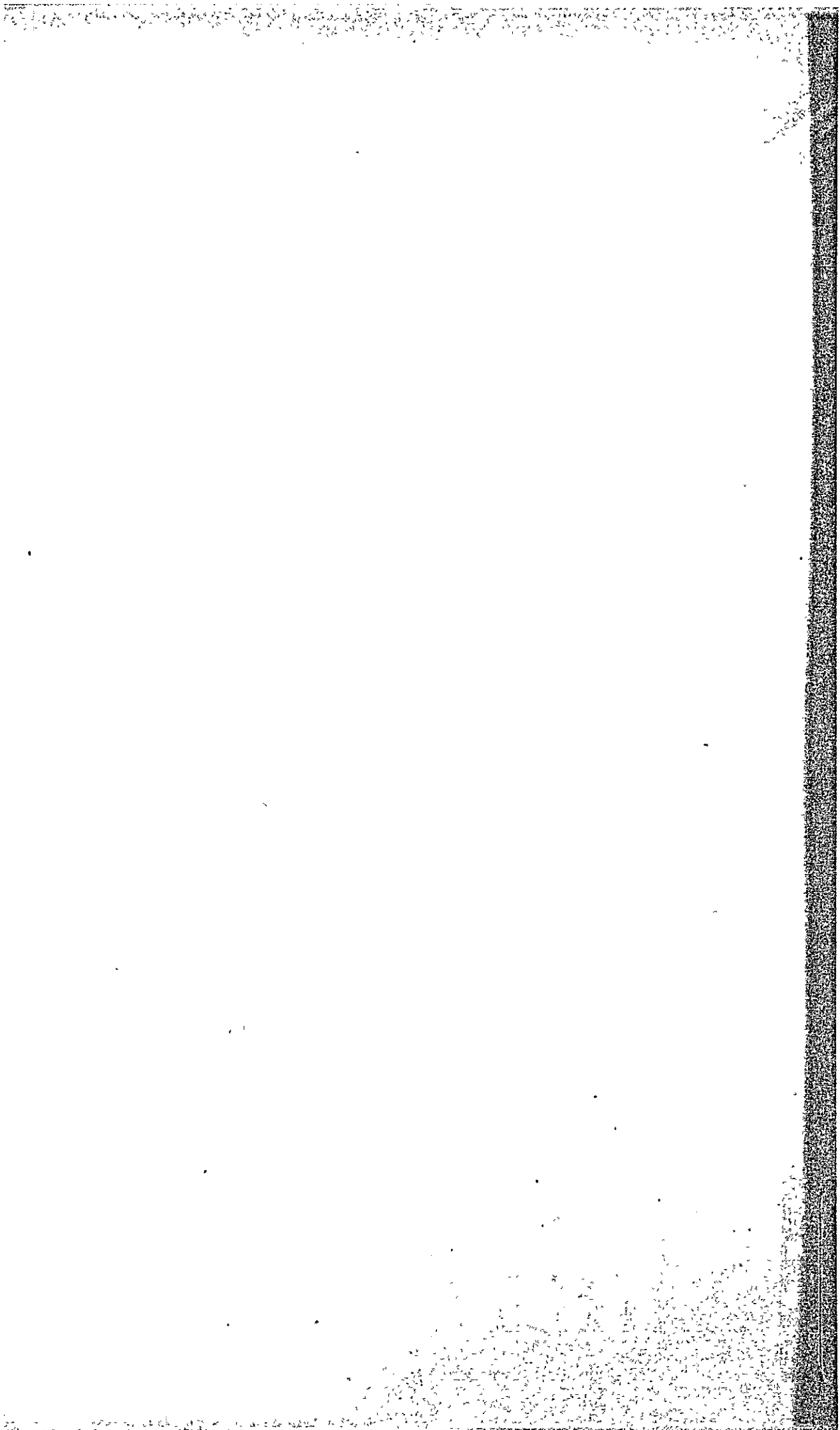
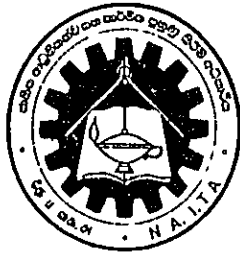


Training methodology and training evaluation for instructors and inspectors







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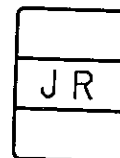
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[Handwritten signature]

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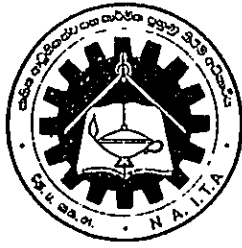


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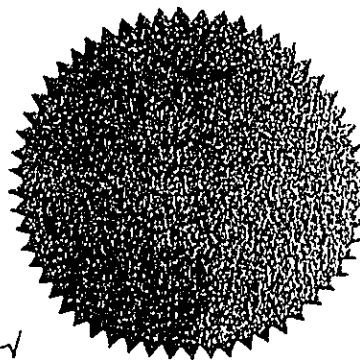
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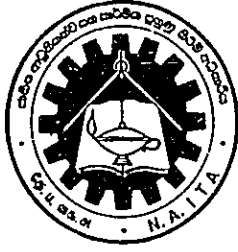
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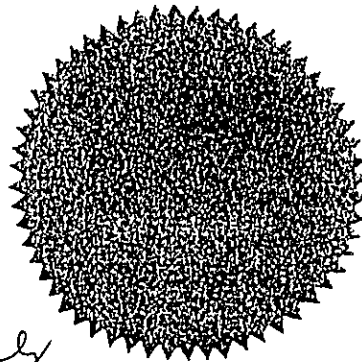
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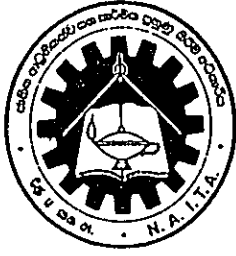
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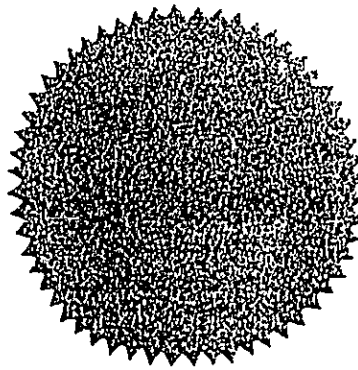
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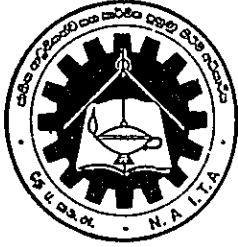
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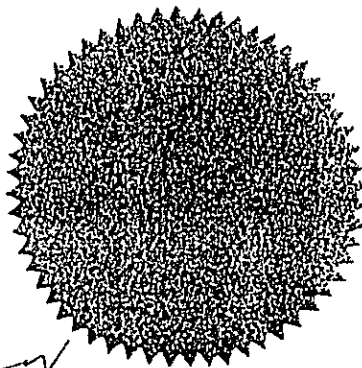
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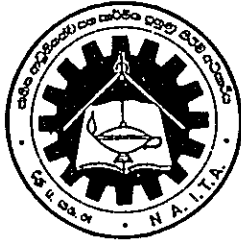
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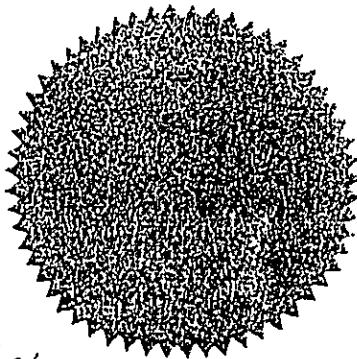
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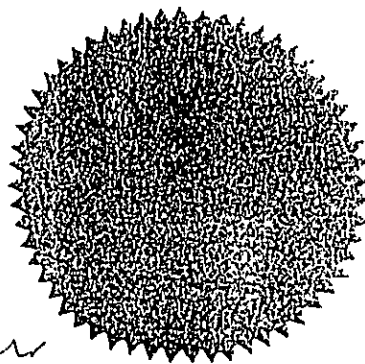
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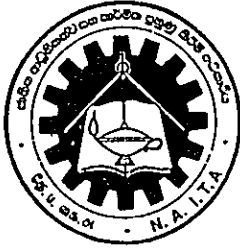
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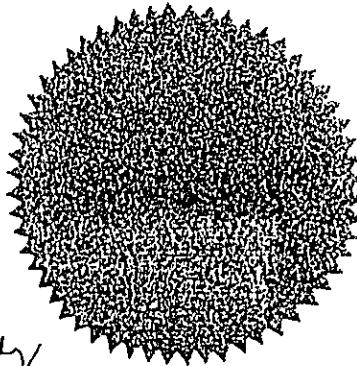
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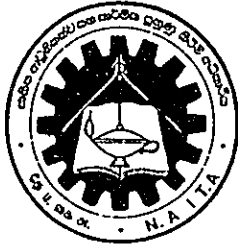
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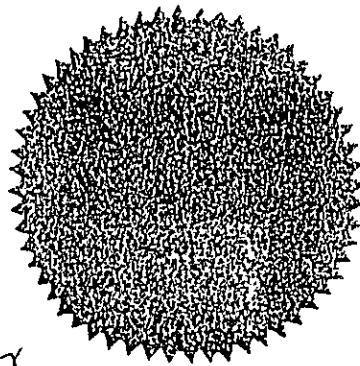
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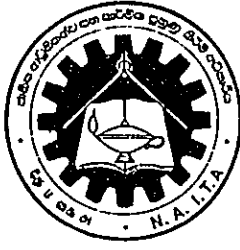


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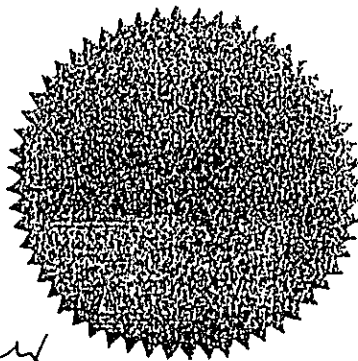
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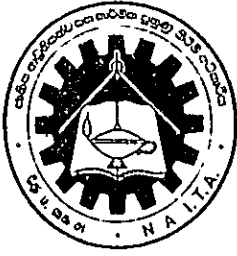


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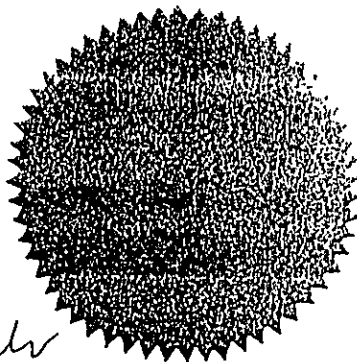
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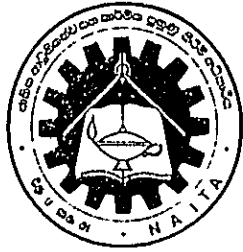
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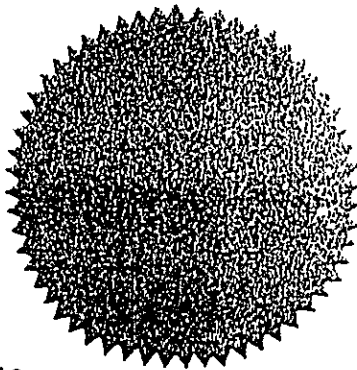
..... MR. W. M. G. WIJETHUNGE

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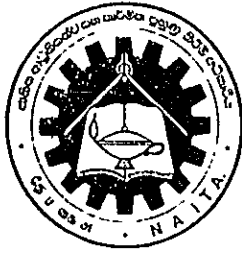
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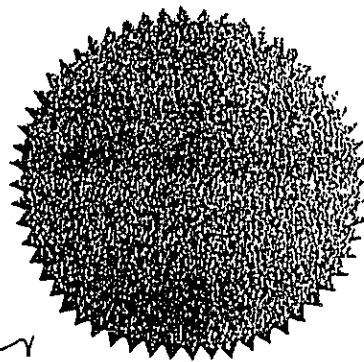
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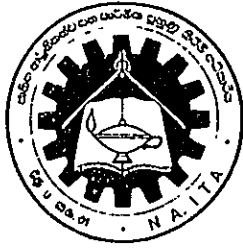
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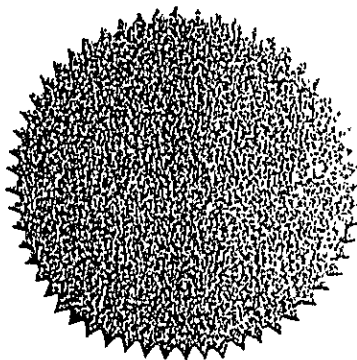
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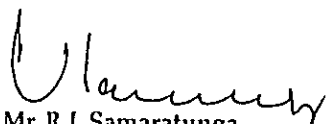
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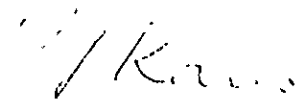
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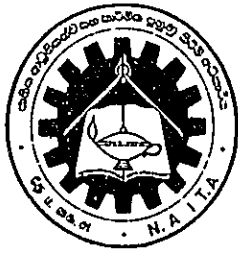
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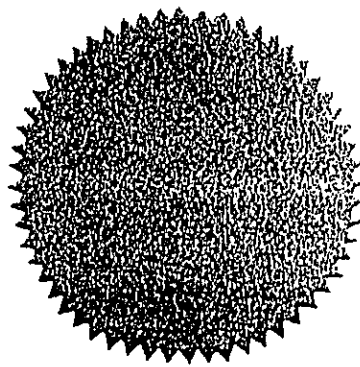
MR. L. S. FERNANDO

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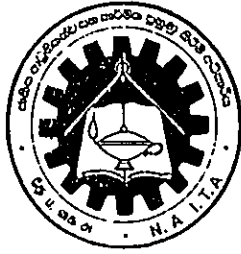
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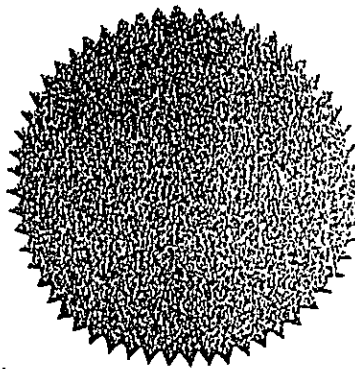
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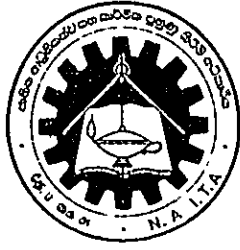




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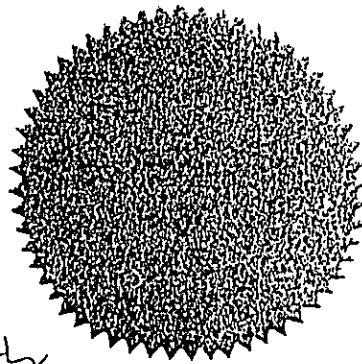
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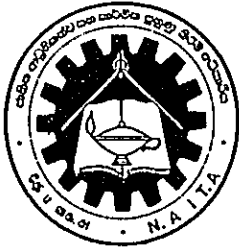


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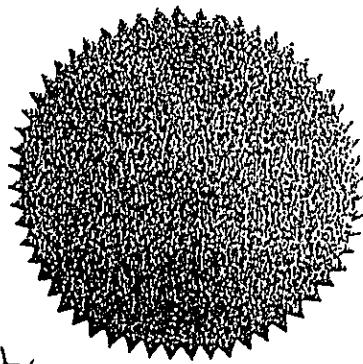
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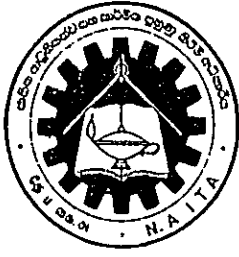
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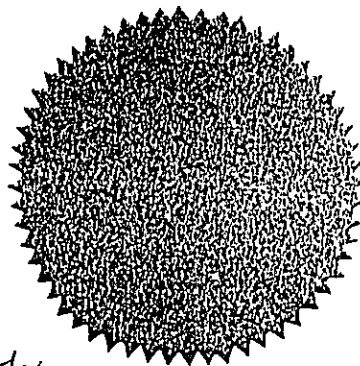
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U. Samarathunga

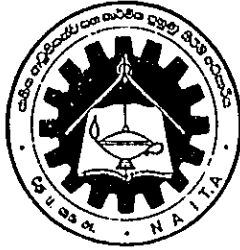
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Chairman
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Y. Kano

Mr. Y. Kano
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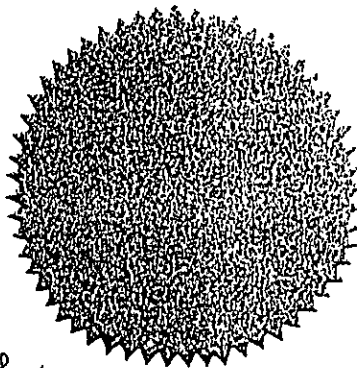
..... MS. D. M. T. DAMAYANTHI

for participating in the seminar on

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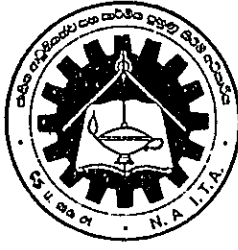


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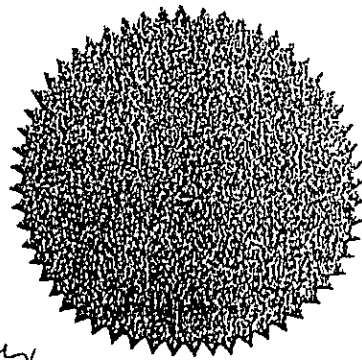
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.....

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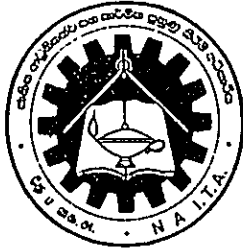
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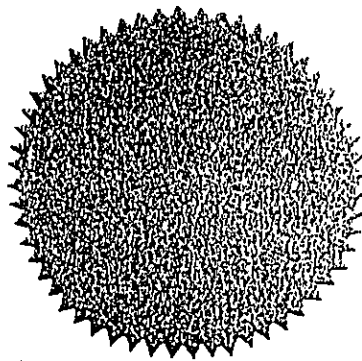
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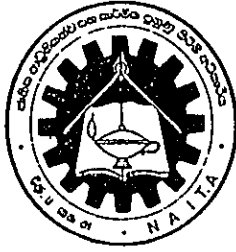
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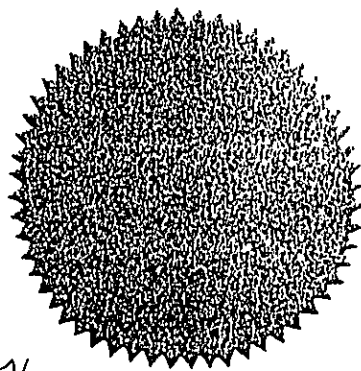
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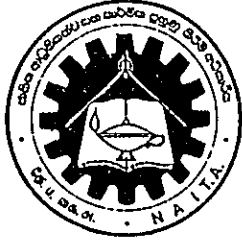
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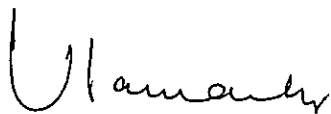
.....
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.....

for participating in the seminar on

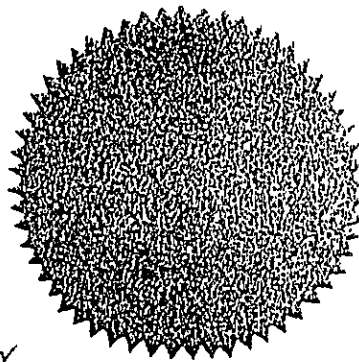
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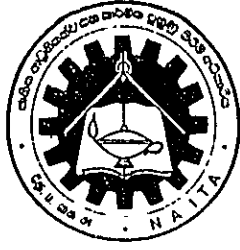
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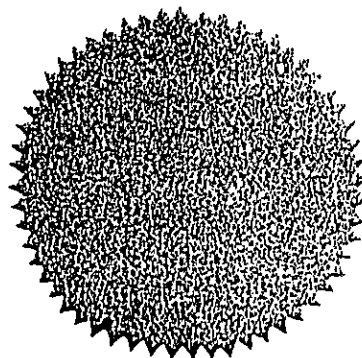
.....MR. K. W. D. SUCHARITARATNA.....

for participating in the seminar on

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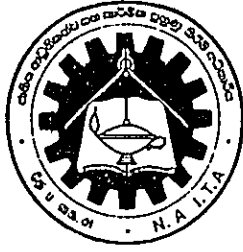
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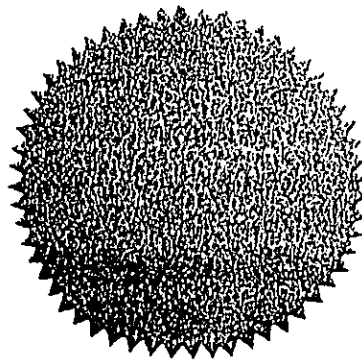
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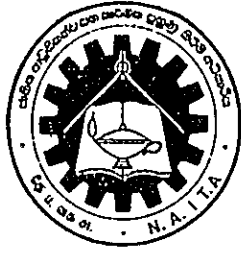
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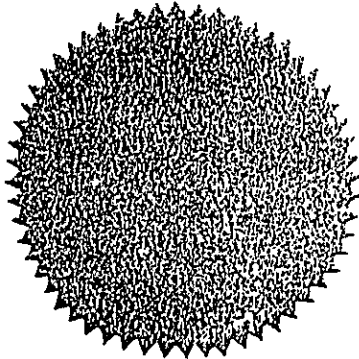
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MR. G. H. LOKUBANDA
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Uluwala

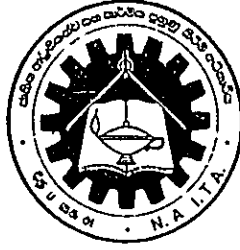
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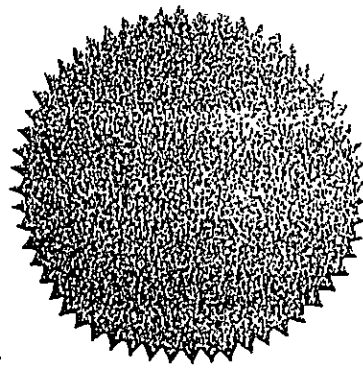
..... MR. J. M. P. BANDARA

for participating in the seminar on

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R. I. Samaratunga

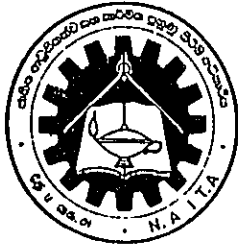
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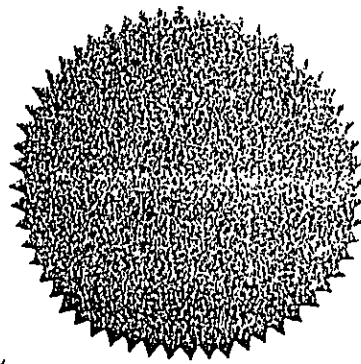
.....
MR. W. D. LEELARATNE
.....

for participating in the seminar on

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セミナー受講者出欠状況

(各グループ・リーダーよりの報告)

A ROLL BOOK

Group number A
 Leader's name L.S. Bernardo

The group member's name	Age	17th		18th		19th		20th		21th		22th	
		PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM
1 Mr. H.R.G. Ransinghe	32	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2 Mr. H.H.G. Wijethunga	42	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3 Mr. L.S.H.P. Surajeeva	35	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4 Mr. W.D. Leelanathana	45	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5 Mr. A.P. Sumanasinghe													
6													
7													
8													

* Mr. A.D. Wijewardene didn't report

グループ活動状況報告

（各グループリーダーよりの報告）

DAILY GROUP MEETING REPORT

Day 18.08.99

Group number A

Reader's name L. S. Fernandes

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

One member of the group has not reported for the seminar. He is Mr. C. D. Wigdorn of N.A.I.E.A USA province. All the other members were punctual and their attitudes are appreciable. Degree of understanding is quite satisfactory and all seem to be quite interested in the seminar.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

The group decided to hold the group meeting at 5:00 P.M. soon after the conclusion of the first day of the seminar proceedings. This shows the keenness of the members of the group. Their group discussion went on till 8. Each and every member actively participated.

3. Progress Situation of Subject

1. The difference between V.E. and formal Education.
2. The difference between Theory, Technology, and Skill.
3. How to make good and useful products of F.T. over C.N.T. Our group were discuss and prepare materials for above given three assignments.

4. Unsolvable Problem

5. Others

Our group wish to discuss the matters in Sinhala language. It is very useful to discuss the ideas well.

To day seminar going on we feel thirsty. If you can arrange some water to drink, it's very benefited to us.

DAILY GROUP MEETING REPORT

Day 18.08.1997

Group number B

Reader's name L. Sugathadasa.

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

All members of our group have reported. They are punctual. Their attitudes are good. Degree of understanding is satisfactory. All seem to be very much interested in this seminar.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

The group decided to hold the group meeting at 5.10 P.M. soon after the conclusion of the first day of the seminar proceedings. The group discussion went on till 6.15 P.M. and we will decide to meet again after dinner for further discussion.

3. Progress Situation of Subject

- ① The difference between vocational training and formal education
- ② The difference between theory & skilled
- ③ How to make good the weak points of off. and off. jt. . we have answered all the questions.

4. Unsolvable Problem

No.

5. Others (any missing point, general view)

We prefer to discuss matters in Sinhala.

DAILY GROUP MEETING REPORT

Day 18th Aug 97.

Group number C.

Reader's name Medawatte.

1. About attendance state of seminar

(The attitude, degree of understanding, etc.) Attendance full
Everybody participated for the day's activities
with very interesting mood. They contributed a lot
to make the final assignment a successful and
completed one.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

The group started to discuss about the
assignment ^{at 6.30 pm}. Every body attended and equally
participated.

3. Progress Situation of Subject

At 9.30 pm we have finished discussing
2 topics and final topic was discussing.

4. Unsolvable Problem

—

5. Others

If we have had much more time to discuss
and contribute during the lecture sessions,
would be enable to get much understanding about
vocal tract system.

DAILY GROUP MEETING REPORT

Day 18th Aug, 91

Group number D

Reader's name L. Mallika.

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

All the other members were punctual and their attitudes are very well. Degree of understanding is also satisfactory.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

We decided to gather at 6:00 pm at the seminar room and came on time. The discussion of the group is very successful and all the members were shown active participation.

3. Progress Situation of Subject

All the members came to a better situation.

4. Unsolvable Problem

5. Others (any missing point, general view)

DAILY GROUP MEETING REPORT

Day 18-08-97.

Group number E.

Leader's name D.M.T. Damayanthi

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

All six members were punctual & their attitudes are in a better position.

Degree of understanding is satisfactory

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

The group decided to meet to do the assignment at 6.15 pm & all the members meet at 6.10 pm. & this shows the keenness & interest of the group. The discussion went on till 8.15 pm.

Each & every member actively participated in the discussions in a friendly manner.

3. Progress Situation of Subject

There is a progress of today's subjects.

4. Unsolvable Problem

Doctors, Lawyers, Engineers, & Teachers are produced through Sri Lankan Higher Educational system.

We have a problem whether it is a vocational training system or not. (because in Sri Lanka it is not called as vocational training)

5. Others (Any missing points / General view)

DAILY GROUP MEETING REPORT

Day 19.08.97

Group number A

Reader's name L.S. Fernando

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

All the members of the group actively participated during the seminar. Their attitudes are appreciable. Degree of understanding is quite satisfactory, and all seem to be quite interested in the seminar.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

The group decided to hold the group meeting soon after the conclusion of the seminar. This shows the keenness of the members of the group. Each and every member actively participated.

3. Progress Situation of Subject

Our group members discuss and actively participated for the assignments given for ~~the~~ tomorrow, and finished already.

4. Unsolvable Problem

—

5. Others

—

DAILY GROUP MEETING REPORT

Day 19 8. 97

Group number B

Reader's name L. Sugathadasa.

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

To day all the members have reported. They were punctual. The understanding is quite Satisfactory.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

Group decided to hold the group meeting soon after ~~the~~ second day Seminar. We worked till 6.30 P.M. we decided to meet again at 8.30 P.M for preparation of assignments.

3. Progress Situation of Subject we are still discussing

Today's subjects are

- ① Prepare training course plan.
- ② Prepare Training Survey
- ③ Training objectives.
- ④ Training schedule for the period.

4. Unsolvable Problem

No.

5. Others

No.

DAILY GROUP MEETING REPORT

Day 1st Aug 97.

Group number C.

Reader's name Medawatte.

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

The attitudes shown towards day's proceedings were good.

They all understood discussed topics.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

Group started meeting at 7.00 pm and went on till 9.00 pm.

3. Progress Situation of Subject

At the group meeting few more duties and tasks were brought to notice by members.

4. Unsolvable Problem

5. Others

DAILY GROUP MEETING REPORT

Day 19th Aug,

Group number D

Reader's name L. Mellika

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

attendance punctuality.

degree of understanding is good. & we discussed briefly & understand us better.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

We gathered at 6:30 p.m. as one member has gone out for participate the

funeral of his ^{uncle.}

one member is not ^{showing} active participation.

3. Progress Situation of Subject

4. Unsolvable Problem

5. Others (any missing point, general view)

DAILY GROUP MEETING REPORT

Day 19-08-97

Group number E

Reader's name D.M.T. Damayanthi.

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

All six members were punctual & their attitudes were appreciable. Degree of understanding was satisfactory.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

The group decided to meet at 6.30 p.m. & all were at on time. & discussed the matters in a friendly manner.

3. Progress Situation of Subject

There is a progress of the members of our group.

4. Unsolvable Problem

5. Others (Any missing points / General View)

DAILY GROUP MEETING REPORT

Day 20.08.97

Group number A

Reader's name L. S. Fernando

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

All the members of the group actively participated during the seminar. Their attitudes are appreciable. Their interest and degree of understanding is quite satisfactory.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

The group decided to hold the group meeting soon after the conclusion of the seminar. Every member shows keen interest and actively participation.

3. Progress Situation of Subject

Our group members discuss and actively participated for the ^{given} assignment, and finish all already.

4. Unsolvable Problem

—

5. Others

—

DAILY GROUP MEETING REPORT

Day 20.08.97

Group number 13

Reader's name L. Sugathadas

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

Today is the third day of the seminar. All members of our group have reported. They were punctual. Understanding is satisfactory.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

All members involved to the group meeting. We discussed in preparation of lesson plan.

3. Progress Situation of Subject

Today's subjects are

- ① Preparation of lesson plan
 - ② Preparation of skill analysis sheet.
- Our members are still doing it.

4. Unsolvable Problem

5. Others (any missing point, general views)

DAILY GROUP MEETING REPORT

Day 20th Aug 97.

Group number 'C'.

Reader's name Medamoto.

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

Full attendance. -

Attitude shows very good.

Understanding varied from member to member.

Suspension didn't pick up some items - (little bits) (understand)

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

Group meeting started at 5.30 PM was still going.

on. Lesson plan, Skill analysis and Demonstrations

T.P.s were already prepared.

Few arguments were risen and finally agreed.

3. Progress Situation of Subject

Progress very good.

4. Unsolvable Problem

5. Others

If few more detailed examples were carried out, members felt that they would come up with better lesson plans tomorrow.

DAILY GROUP MEETING REPORT

Day 20th Aug. '57

Group number D

Reader's name L. Mallick

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

Attendance and punctuality.

degree of understanding was better.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

We gathered at about 6:30 P.M. & discussed briefly about the title of the group ~~shortly~~. It ~~was~~^{is} very interesting because there are few members of it that ~~is~~^{is} in our group. The discussion is going ~~now~~.

3. Progress Situation of Subject

4. Unsolvable Problem

5. Others (any missing point, general view)

The member who went for a seminar yesterday came at about 2:00 P.M. last night & he participated the discussion also.

DAILY GROUP MEETING REPORT

Day 20th Aug. 1998.

Group number E

Leader's name D.M.T. Damayan III

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

All six members were punctual & actively participated. The attitudes were better. Degree of understanding was satisfactory.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

All were met at 6:30 p.m. & involved in preparation of ^{the} lesson plan. They were actively participated & carry on the discussion in a friendly manner. All are very helpful each ~~to~~ other..

3. Progress Situation of Subject

Now we have already prepared ^{part of} the lesson plan.

4. Unsolvable Problem

5. Others (Any missing points/General view)

Today's seminar was very important for us & method of entering to the lecture was by Mr. Muchuchi was every interesting for us.

DAILY GROUP MEETING REPORT

Day 21.08.97

Group number A

Reader's name L. S. Fernando

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

All the members participated for the seminar. They are actively involved during the seminar. Degree of understanding is very well. Their attitudes are appreciable.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

Today we have no group meetings after the seminar, because our Mr. Mochiki Sao, gave us a leisure time. We had a very enjoyable evening, but we all feel sad, because tomorrow is the last day of seminar.

3. Progress Situation of Subject

Our group members actively participated during the seminar. yesterday our group members, broke rest till midnight. That's why as a leader I can give my presentation well. I discussed with my group members. They talked me seminar is very useful to know, and ~~they~~ it's benefited

4. Unsolvable Problem

them to preparing a good lesson plan, Curriculum and a evaluation.

5. Others

DAILY GROUP MEETING REPORT

Day 21.08.97

Group number B

Leader's name L. Sagartharajasek.

1. About attendance state of seminar

(The attitude, degree of understanding, etc.) ^{for the seminar.}

All the members participated & they were punctual. The seminar ~~was~~ ^{was} very useful for us because we could learn new methods about ^{the} vocational training.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

Today we did not hold the group meeting, because today we have to do assignments individually. One of our member Mr Wannakuarachchi did presentation about the session plan and skill

3. Progress Situation of Subject

only analyst. Other members were helped him to carry out his duty. All members are satisfied about the today's subject. It was the training evaluation which is goodly effect for the our future career.

4. Unsolvable Problem

No

5. Others

No,

DAILY GROUP MEETING REPORT

Day 21st Aug 97

Group number "C"

Reader's name Medawall

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

Attitude shown very good.
Basics of Evaluation were very useful.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

Not applicable..
Individual assignments..

3. Progress Situation of Subject

Progress good.

4. Unsolvable Problem

/

5. Others

Morning Presentation did not went as planned.
Presenter was exited

DAILY GROUP MEETING REPORT

Day 21st Aug, 97

Group number D

Reader's name L. Mallika

1. About attendance state of seminar

(The attitude, degree of understanding, etc.)

All the members participated except one member who went for the funeral ~~at~~ ⁱⁿ the morning tea break. degree of understanding is satisfactory.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

There was no group meeting because assignment ~~is~~ should do individually.

3. Progress Situation of Subject

Today the presentation ~~was~~ very interesting & useful. The subject evaluation is very ~~was~~ essential for preparing tests.

4. Unsolvable Problem

I want to know whether above mentioned member should do the assignment or not.

5. Others (any missing point, general view)

The member who went for the funeral ~~didn't~~ ^{didn't} come before 10 minutes.

Thank you for the conducting ~~this~~ ^{the} seminar. A very good and very essential seminar ^{for} our future progress -

DAILY GROUP MEETING REPORT

Day 21-08-97

Group number E .

Reader's name D.M.T. Damayanthi.

1. About attendance state of seminar

(The attitude, degree of understanding , etc.)

All six members were present in time. & today's topic was very important for us. Degree of understanding was in a good condition.

2. Situation of Group Meeting

(The time zone, the attendant, contents of debate, etc.)

Today the group meeting was not held because we have to do our assignment individually.

3. Progress Situation of Subject

The presentation of our group was done by Mr. Gornatraka. & he ~~was~~ did it very well. Yesterday group members involved in discussions up to 12 o'clock at night. They are hard working.

4. Unsolvable Problem

We are very sad because today is the last day.

5. Others (Any missing points/General view)

Today's presentations were very important and interesting. Demonstration of how to approach to the lesson by a teacher was important for instructors & inspectors. The members could study about the instruments like multimeter, micrometer & vernier caliper. The participants could learn correct lot of their weak points.

グループ課題
Group subject

【課題N o 1】

【Subject No1】

- ・ 職業訓練の目的について。
- ・ About the purpose of a vocational training.
- ・ 何故教育訓練サイクルが重要であるか。
- ・ What is the importance in proper educational training cycle.
- ・ 指導員の条件の中で重要と思われる内容（5個）は。
- ・ Write five contents regarded as important about the instructor.
- ・ 企画員の役割は何か。
- ・ Write about the role of the inspector in the vocational training.

【課題N o 2】

【Subject No2】

- ・ 技術と技能の違いについて。
- ・ The difference between technology and skill.
- ・ 職業訓練と教育の違いについて。
- ・ The difference between a vocational training and education.
- ・ OJTとOFF-JTの短所を補う方法について。
- ・ How to supply the demerit of OJT and OFF-JT.

【課題N o 3】

【Subject No3】

- ・ 訓練ニーズの把握方法についての課題。
- ・ The subject about the grasp method of a training need.
- ・ 訓練コースのカリキュラム編成についての課題。
- ・ The subject about curriculum organization of a training course.

【課題N o 4】

【Subject No4】

- ・ 指導案作成についての課題。
- ・ The subject about lesson-plan.
- ・ 作業分解についての課題。
- ・ The subject about skill analysis.
- ・ 実技指導方法の課題（実習）。
- ・ The subject about skill insutruction(practice).

【課題N o 5】

【Subject No5】

- ・ 訓練評価についての課題。
- ・ The subject about training evaluation.

【課題N o 6】

【Subject No6】

- ・ 訓練生管理についての課題
- ・ The subject about training student management.
- ・ 機材管理についての課題。
- ・ The subject about equipments management.

グループ課題（１）の報告書

Group A

1. Physically and mentally fit and should have patience.
2. Should have a good knowledge in subject matter as well as the ability to develop trainees' attitudes, qualities and their talents.
3. Before entering the lecture room he should have a good plan (lesson plan) and have an ability to implement methodically.
4. When reprimanding or advising a trainee he should not disrespect the trainee or hurt his feelings unnecessarily.
5. Should evaluate to what extent the trainees have achieved the training aims and revise lesson plans and teaching methods to achieve better results.

Group B

1. Should possess a sound knowledge in the relevant subject matter.
2. Should have a good understanding of the relevant syllabus.
3. Should plan and prepare before hand according to the time duration.
4. Should have a good understanding of trainees.
5. To clarify the extent of the trainees' understanding of what have been taught.

Group C

1. He should know the subject , Subject knowledge.
2. Maintaining punctuality, discipline and pleasant characteristics.
3. Use of teaching materials and methodology including lesson plans.
4. Evaluate and asses the student progress continuously.
5. Create confidence and respect among students.

Group D

1. Instructor should have a good knowledge of the subject and willingness to teach.
2. Good explanation ability.
3. Instructor have a knowledge of the modern technology.
4. Instructor should make a good image.
5. Instructor should understand about the target group.

Group E

1. Instructor should have the proper knowledge and skill about the related subject.
2. Instructor should know the depth of the course.
3. Instructor must know the knowledge levels of the students.
4. Training aids must be considered.
5. Instructor must be good at explanation.

グループ課題（２）の報告書

Formal Training	Vocational Training
<ol style="list-style-type: none"> 1. Age limit is between 6 years - 18 years. 2. Develop basic knowledge and attitudes. 3. Study Prescribed Subject only 4. Stepping stone for tertiary and Vocational Education. 5. Education Compulsary 6. Gain knowledge according to the specified books. 7. Limited to the class room environment. 	<ol style="list-style-type: none"> 1. Age limit 18 yrs - 60 yrs (Life time) 2. Improve knowledge, Attitudes and skills. 3. Gain knowledge and skill, according to the Trade. 4. Qualify to obtain job opportunity or self employment 5. Select the trade according to the wishes of the trainee. 6. Gain skills by using equipments and Materials in addition to books etc. 7. Exposed to class room as well as Workshops.

Theory/Technology	Skill
<ul style="list-style-type: none"> 1- Conducted in the class room. 2- Improve only the knowledge. 3- Improve Theory knowledge by referring books. 4. Mental Capabilities only. 5. Gain knowledge 6. Evaluation done by Orally or questionnaire. 	<ul style="list-style-type: none"> 1- Not limited to the class room. 2- In addition to the knowledge, improve the skills. 3- Improve skill Practising Work. 4. Mental & physical capabilities. 5. Gain skills. 6. Evaluation done by Practical Test.

OJT

- 1 - Trainees should be rotated to expose to all areas in the training Standard.
- 2 - Inspector/Instructor should monitor the performance of the trainees.
- 3 - Training should be required with the guidance and specialized person.
- 4 - Awareness employer.
- 5 - Trainees should be adaptable.

Off JT

- 1 - Instead of real object, use models for explanation.
- 2 - Arrange Seminar
- 3 - Prepares Curriculum for Dual Training System
- 4 - Provide library facilities to improve the trainees knowledge.
- 5 - Design the course according to get the good service or the quality products.

The difference between the vocational Training and formal education.

Formal Education	Vocational Education
* Knowledge in Subject matter	* Knowledge in trainee Occupations.
* Writing, reading and numerical skills.	* Job oriented training
* Age 6 years and above.	* Age 16 years and above for school leavers.
* Emphasis on mental behaviour.	* Emphasis on physical behaviour.
* No involvement in economic development.	* Direct involvement in economic development.
* Social skills attitudes qualities.	* Skilled workmen for the needs of the industry.

Difference between Theoretical knowledge and Practical skills

Skills	Theoretical knowledge
<ul style="list-style-type: none">* Gain skills in workshops	<ul style="list-style-type: none">* Gain knowledge in class room
<ul style="list-style-type: none">* Gain skills using physical ability.	<ul style="list-style-type: none">* Gain knowledge by using mental ability.
<ul style="list-style-type: none">* Ability to perform a given job	<ul style="list-style-type: none">* Ability to design something new, using knowledge.
<ul style="list-style-type: none">* Take a long time to acquire skills.	<ul style="list-style-type: none">* Can acquire knowledge in short time.
<ul style="list-style-type: none">* Not possible to impart manipulative skills to a person in short time	<ul style="list-style-type: none">* Possible to impart knowledge skills in short time.
<ul style="list-style-type: none">* Cannot do large quantity of assignments in short time.	<ul style="list-style-type: none">* Can do a large quantity of assignments in short time.

03. Weaknesses of OJT & Off JT and how to overcome weaknesses?

OJT

Weaknesses	How to overcome weaknesses
<p>① More emphasis on production targets thereby affecting training.</p> <p>② Only the skill to do a certain job of work but no ability in designing a work.</p> <p>③. May not received a full fledged training. * Ex: Due to shortage of Training equipment. * Inadequate knowledge of Trainer/ Superior.</p> <p>④ Relevant training differs from place to place.</p>	<p>* Monitor properly to see they get training in relevant areas.</p> <p>* Provide training standards of relevant trades to employer as well as trainee.</p> <p>* Set rules and regulations.</p> <p>* Make employer aware the (Purpose and usefulness) Objectives of training.</p> <p>* Provide short term basic training</p> <p>* Provide postal tuition in theory lessons.</p> <p>* Provide training through experts in relevant field.</p> <p>* Provide further awareness to the Employer.</p> <p>* Guide employer to supply enough training materials.</p> <p>* May transfer the trainee to a place where a facilities are available.</p> <p>* Provide relevant theory</p> <p>* Arrange group training.</p>

OFF J T

Weaknesses	How to overcome weaknesses
<p>① High cost for infrastructure</p> <p>② Not directly related to production line.</p> <p>③ Not achieving work attitudes Ex. * Least efficiency * No proper understanding regarding production line * No proper understanding of employees.</p> <p>④ Practical Exercises limited. Ex: Materials equipments</p>	<p>* Design practical exercises on production line.</p> <p>* Theoretical training to be coupled with OJT / dual system.</p> <p>* - do -</p> <p>* Transfer to other work places.</p>

Formal Education

This can be defined as the development of Basic social Attitudinal and intellectual background of human beings during a prescribed age period to become valuable persons.

This is compulsory to every body.

Vocational Education

Can be defined as the development of Human Resources to acquire or upgrade skills required for employment / carrier development.

This can be time based or competency based or short term or life long process.

അവാധിത | ഡനുവേന പൂവമ് ലജ്ജെ
ഡേജ്ജ് ജുഡഡഡലത തേന താർഡഡത ഔദ താർ ഗതേലത
ഡേഡഗനതാ ഉലമതീ.

താതതതാഡ ഡതു ഡേ ഉലമതേഡത തേന താഡഡത
ലുഡേഗ്തതാ താർതാ തതേലത ഡേതാ തുത ലേഡഡ

തീപുതതതാഡ ഡനുവേന പൂവമ് ലജ്ജെ ഡേ താർഡഡത
താർതതാ തത തതേലത താഡതാ താ താതതതത
ഡേതാ തേനാ താതേല താതതാഡത.

Theory can be defined as principles of
a given sequence of events or a
set of Mechanisms

Technology can be defined as the method
or sequential order of Application of
theory in to practice.

Skill can be defined as the ability to
do a task or a Job Successfully

O/JT

1
C

- A
- ① Educating superior officers about the importance of training.
 - ② Encourage employers to train superior officials as full fledged trainers
 - ③ By monitoring of training by authorised agency (N.A.I.T.A) frequently and systematically.
 - ④ By providing O/JT at identified establishment where there are adequate training facilities.
- B
- ① Educating superior officers about the importance of training
 - ② By influencing employers / superiors to train the trainers according to the provided training standard.
 - ③ By monitoring of training by authorised agency.
- C
- ① Encouraging employers to have a training division within the organization.

(D) ① By having Trainers (qualified)

C².

② By recording the level of performance of each and every task

(E) ① By developing interpersonal relation qualities.

② By attitudinal changing of trainees

- (a) 1. By arranging attractive training Programme
2. By having a Planned and calendarized Off JT Programme.
3. By arranging OJT Programmes on non working hours and on holidays.
4. By introducing sandwiched type comprehensive training
5. By encouraging workers to attend outside training Programme relevant to the field.

- (b) 1. Make the attendance to the training Programme compulsory.
2. Develop attitudes about training.
3. By arranging / grouping them according to their capability
4. Introduce group ability as assignments.

(c) Introduce OJT components in between (sandwich)

- (d) By having a systematic staff training Programme pedagogical training and periodical curriculum revision.

② 1. Use / share available resources in the vicinity

2. By introducing short term OJT.

The ^① difference between the Vocational Training and formal Education.

Formal Education

- Education is confined to certain age limit
- Compulsory for all citizens
- Can gain knowledge within specified subjects
- A stepping stone to Tertiary and Vocational education
- Stick to traditional system and no remarkable changes.

Vocational Training

Life long Training.

Can select according to the wishes of the individual.

Can develop knowledge skills, Social skills and manipulative skills for a selected trade.

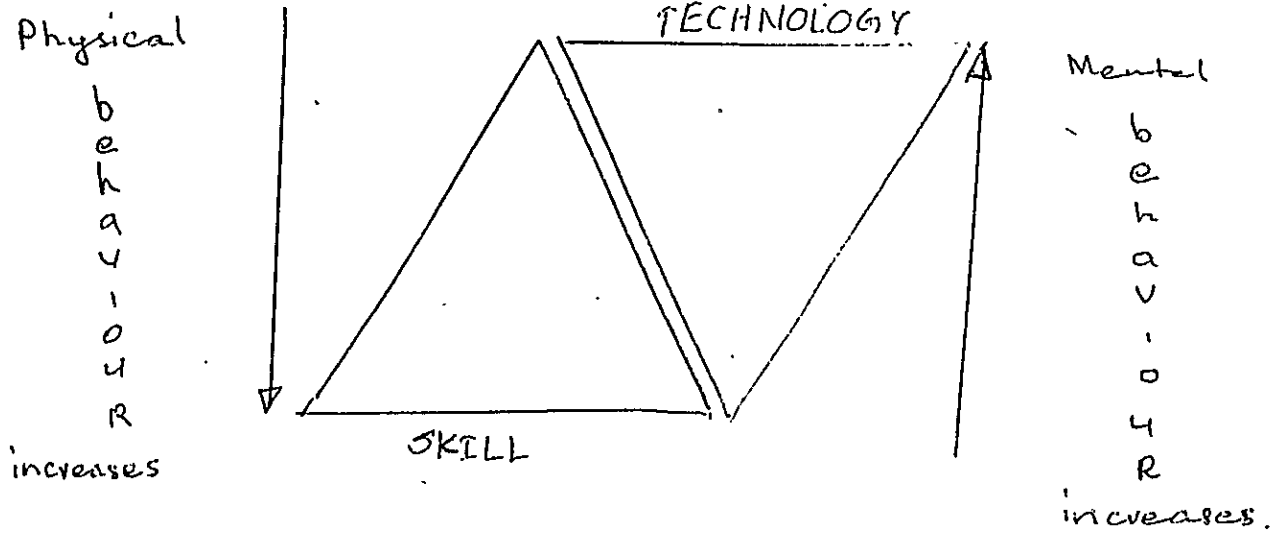
Enrich the available manpower resources with vocational skills for the economic development

Tends to change according to the new technology.

(2)

Group-D

(2)



THEORY/TECHNOLOGY
 Understanding of technology increases the mental behaviour and decreases physical behaviour.

SKILL
 Acquiring of skills increases the physical behaviour, and decreases mental behaviour

TECHNOLOGY

Technology means the methods and techniques ~~based~~ adapted on scientific approach to do a job of work better, in less time.

Knowledge with the understanding of technology develops widely in design oriented atmosphere.

4. Can acquire theoretical knowledge from lectures, books etc.

5. Theoretical knowledge depends

- place
- work method.
- environment
- facilities.

SKILL

Skill means ability to perform an actual job of work.

Development of knowledge of a skilled person is limited.

Skills could be acquired only through practical exercises.

Skills depends mainly on practical experience.

3. ON THE JOB TRAINING (OJT) GROUP-V(4)

Weaknesses

OJT tends to be short of ~~theory~~ theoretical knowledge.

Training limited to the facilities available in the work place

ii More emphasis on production and affects training.

iv Not systematic

i Take long time to get a full fledged training

To overcome weakness

Theory lesson to be organised

- * through Correspondance
- * through Seminars

Transfer to other ^{relevant} work places.

~~the~~ Provide training according to Training ^{standards}.

Supervision by a capable Superior officer

Provide training intentionally on Competencies.

OFF THE JOB TRAINING (OFF J. T.)

Weaknesses

- i. More emphasis on theory rather than on practical
- ii. Face problems when entering world of work.
- iii. Wastage of resources
- iv. Take too much time to get adjusted to work place environment.
- v. Difficulty in developing individual talents.

To overcome weaknesses

- * To introduce dual training system.
- * Training should be geared to suit any work environment
- * To design practical exercises to produce useful items (for production unit)
- * Follow a well planned dual training system.
- * Impart training by grouping the trainees according to their abilities talents etc.

1. The difference between the Vocational Training & Formal Education.

Formal Education	Vocational Training
<ol style="list-style-type: none"> 1. Commence at ^{the} age of 5 years. 2. It is ^a compulsory education. 3. It is a general system of education. 4. General curriculum for the whole island. 5. Exam oriented education. Knowledge limited. 6. This may be a basic qualification for vocational or tertiary education. 7. Learn subject knowledge in classroom environment. 	<ol style="list-style-type: none"> 1. Commence at the age of 16 years. 2. Not a compulsory education. 3. Training for specified occupations. 4. Curriculum of trade areas differ from institutions to institutions. 5. Designed to achieve some ^{some} skills. This is not certificate oriented. 6. This may be a qualification to do a job or involve in self-employment. 7. Learn skills in workshops through experience.

2. Difference Between theory & skill.

THEORY KNOWLEDGE	SKILL.
<ol style="list-style-type: none"> 1. Based on Educational Level. 2. Knowledge may be obtained from books. 3. Knowledge may be obtained by listening 4. No development of theory knowledge through experience only. 5. Difficult to perform a job of work with only theory knowledge. 6. It is not very essential in day to day work. 	<ol style="list-style-type: none"> 1. Not necessarily based on Educational qualifications 2. - skills obtained by experience. - skills obtained by upto some extent by talents. 3. Cannot obtain through listening only. 4. Develop skills through experience continuously. 5. Can perform a job satisfactorily to some extent even without theory knowledge. 6. skills are essential in day to day work

3. How to rectify the weak points of OJT & off JT. (3)
ON THE JOB TRAINING.

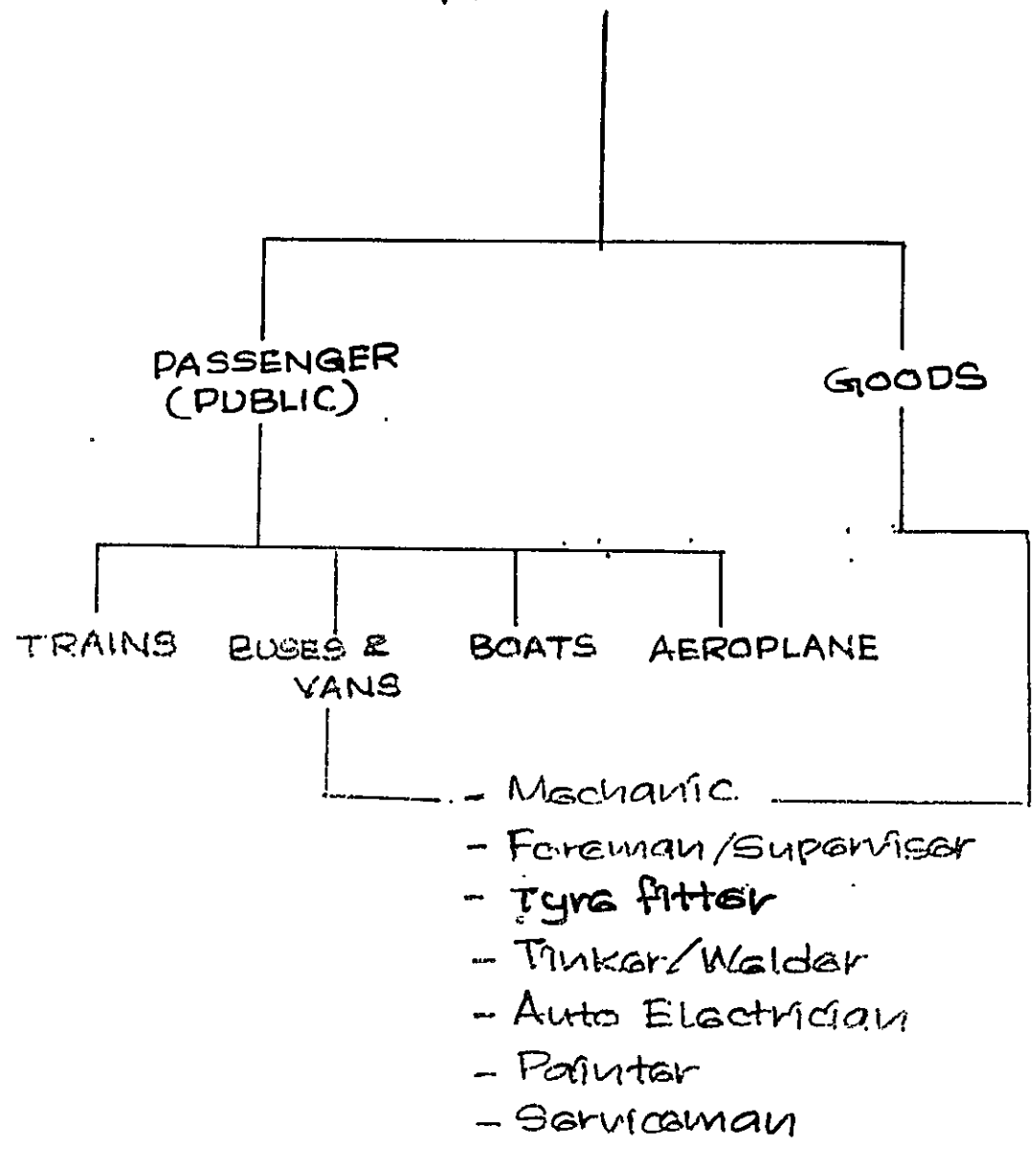
WEAKNESSES	TO OVERCOME WEAKNESSES.
<p>1. Trainee may be subjected to undue influence from the employer.</p> <p>2. At times targetted training will not be received.</p> <p>3. Inadequate sufficient knowledge.</p> <p>4. Difficulty arises to have a real assesment of knowledge.</p> <p>5. At times, trainee tends to disregard the advice given by the employer.</p>	<p>1. - Guide the employer. - Institutional training should be provided at various intervals. - should monitor the progress of the trainee.</p> <p>2. should make training standards available to employers. should make aware of the training standards to employer & the trainee.</p> <p>3. should provide theory knowledge by affiliating to a suitable institute.</p> <p>4. Assess the progress of the trainee in front of the employer.</p> <p>5. Trainee should be made adaptable to do anyother job in addition to his training</p>

WEAKNESSES	TO OVERCOME WEAKNESSES
<p>1. Inadequate Practical Training</p> <p>2. No contribution towards production line of the industry /country.</p> <p>3. Unequal achievements due to the difference of understanding ability.</p>	<p>1. Send trainees to places where there are training facilities. (Identify places to be affiliated)</p> <p>2. should provide on-the-job training indirectly,</p> <p>3. - group according to the abilities of trainees. - Hold aptitude test & select same level of students. - once achieved some level if the trainee could not proceed further he should be placed for employment. Introduce <u>competency Based Training</u>.</p>
<p>4. Difficulty in providing specialized knowledge, new technology & instructional methodology.</p>	<p>4. Prepare in advance diagrams & training aids. - provide library facilities for additional knowledge.</p>

グループ課題（２）及び（３）

の報告書

TRANSPORT



IDENTIFYING TRAINING NEEDS

Interviewed Commissioner of Motor Vehical
Reaserch by Questionnaire

- 1 - Road Development Authority
- 2 - Automobile Association.
- 3 - Sri Lanka Transport Board.
- 4 - Private Bus owners Association
- 5 - Ceylon German Technical Training Institute
- 6 - Tyre Re-building Association
- 7 - Transport Act and Training Acts in Sri Lanka

SURVEY REPORT

- 1 - Condition of Roads in Sri Lanka are not Satisfactory
- 2 - There will be lot of damages for the tyres and tubes of the Vehicles.
- 3 - It is necessary to Repair the Tyre and Tubes of the Vehicles.
- 4 - There are lot of unemployed youth and can be trained as Tyre Fitters.
- 5 - It is one solution for the unemployment Problem.
- 6 - This will be a National Requirement.

Training course Plan

Item	Contents
Name of training course	Tyre Fitting
Number of trainees	15 Nos.
Persons trained (trainee)	Tyre Fitter School leavers Grade 8 (Age 16-25 years)
Training place	Training Centres and OJT
Training period	02 Months - Training Centre 04 Months - OJT
Person in charge of training	Instructor and Inspector
Cost of training	Machinings and Tool cost, Material cost, Instructor payment.
Main training method	Off JT and OJT
Training objectives (if any need)	<ol style="list-style-type: none"> 1- Availability of all types of Vehicle. 2- Condition of Roads in Sri Lanka. 3- There are Lot of youth to enter the Labour Market.

Training objectives

Group - A ①

Name of training course TYRE FITTER

A method of curriculum development based on job analysis

CUDBAS Form Type ②

Training subject	Basic Training	Introduction of Tyre Fitting	Removing Tyres	Removing Tubes
Training level	A	B	C	D
Training time	One month	One month	Three weeks	Three weeks
Main method	Lecture & Practical	Lecture & Practical	OJT	OJT
Training objectives	1-Industrial Safety 2-Tool & Equipment 3-Work shop Practice	1-Material Use (polymer & Rubber) 2-Types of Tyres (Radial, Tubless Tubes, Re build Tyre etc.) 3-Tyre Rebuilding	1-Selection of Jack (According to vehicle) 2-Correct Used of tools 3-Remove the Tyre	1-Remove Tubes (Manually) 2-Remove Tubes (Use machinery)

Training objectives

Group-A ②
 CUDBAS Form Type ③

Name of training course: **TYRE FITTER** A method of curriculum developing based on ability structure

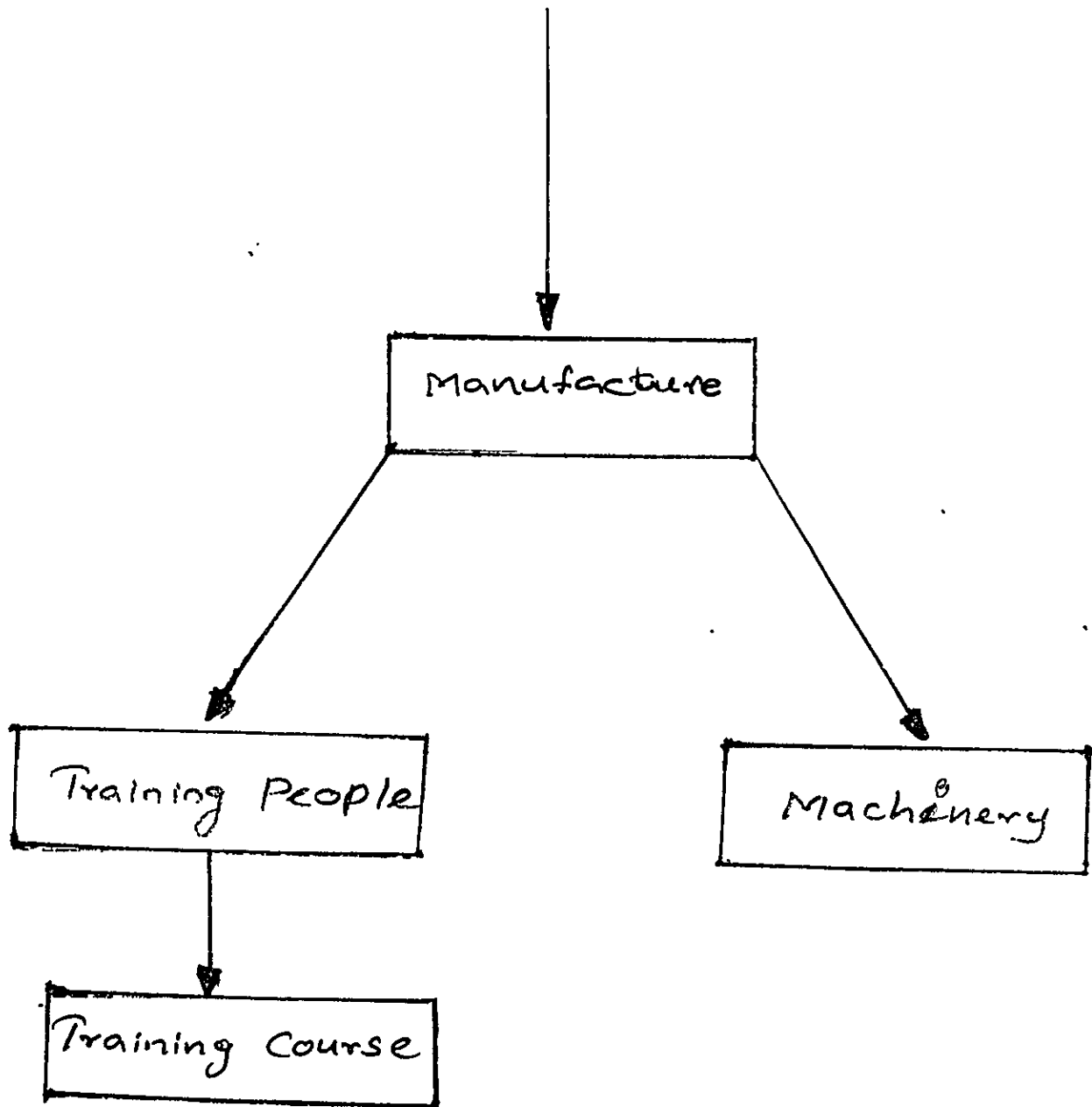
Training subject	Walkarounding	Type Fixing	Wheel Balancing & Alignment
Training level	E	F	G
Training time	One Month	Three Weeks	Three Weeks
Main method	OJT	OJT	OJT
Training objectives	1- Locate the Puncher 2- Prepare for Walkarounding & Sure Patch 3- Apply Correct heat	1- Fixing tube with Tyre 2- Air Filling & Measure Correct Pressure. 3- Fixing tyre in correct order 4 - Tyre rejecting	1- Wheel Balancing (Manual & Computerise) 2- Wheel Alignment (Manual & Computerise)

Name of training course: **Tyre Fitting** Training Schedule for the Period: Period: **06 Months**

Time	9:00 *	12:00 *	13:00 *	17:00 *
01 Month	<ul style="list-style-type: none"> • Basic Training Safety Identify tools and Materials 	L		Work Shop Practice
	<ul style="list-style-type: none"> • General Work Shop Practice. Theory 	U	N	Practical
01 Month	<ul style="list-style-type: none"> • Type of tyres and tubes. • Tyre fixing and removing manual • Auto • Wheel Balancing & Alignment checking 		C	Practical Training
04 Month	ON THE JOB TRAINING (Tyre Repairing Centres)			

* SURVEY *

Demand In the Market
Spocket wheels



— Assignment 2 —

** Group B

Survey

Group B ²

- * Interviewed People
- * Interviewed Rural ~~Rural~~ Cycle Repair Garages.
- * Discussed spare parts Dealers
- * Discussed Cycle Importers
- * Researched the National Level
- * Discussed Expert person ~~level~~
 - * Discussed Government & relative ministry
 - Legal Problems - Industrial, Environmental, Human
 - Leasing facilities
 - Infra Structure facilities
- * Prepared Project Reports
- * Researched Study

— Assignment 2 —

GROUP B

M.V. K. S.

Training Course Plan

Item	Contents
Name of training course	SPOCKET wheels production Machine operator.
Number of trainees	06 train 06 months.
Persons trained (trainee)	School Leavers with G.C.E(G) Level
Training place	Work place (O.S.T)
Training period	06 months
Person in charge of training	Supervisor in Mechanical field.
Cost of training	
Main training method	O.S.T & Theory.
Training objectives (training needs)	To train people which has skills to serve the Spokets manufacturing Industry.

Mechanical Engineer

Training objectives

Name of training course: **Socket wheels Production Machine Operator**
 A method of curriculum developing based on ability structure

1	2 Identification	3 Drawings	4 Operating & Evaluation
Training subject	Safety		
Training level	A	C	D
Training time	1 weeks	01 Month	04 Months
Main method	Theory	The. & Prac.	Practical
	Industrial	Introduction	Introduction
	Personal	Hand tools	Tools handling
	First Aid	M/C tools	Operating
		Measuring Instru.	Maintenance
		Ex. Micro meter	Evaluation
		vernier calliper	
		M/C drawing	
Training objectives			

GROUP B

Training Schedule for the Period

A method of curriculum developing based on ability structure

CUDBAS Form Type ©

Name of training course: Spocket wheels Production Machine Operator Period: 6 Months

Time		9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	
Date		*	*	*	*	*	*	*	*	*	
01.10.97 To 08.10.97		Safety theory Safety theory									
09.10.97 To 31.10.97		Identify different tools, Equipment & Measuring Instruments. Theory Practical									
01.11.97 To 31.11.97		Ability to read & understand Technical drawings Theory & Practical Theory & Practical									
01.12.97 To 31.03.98		How to operate relevant machine & Evaluation Practical Practical									

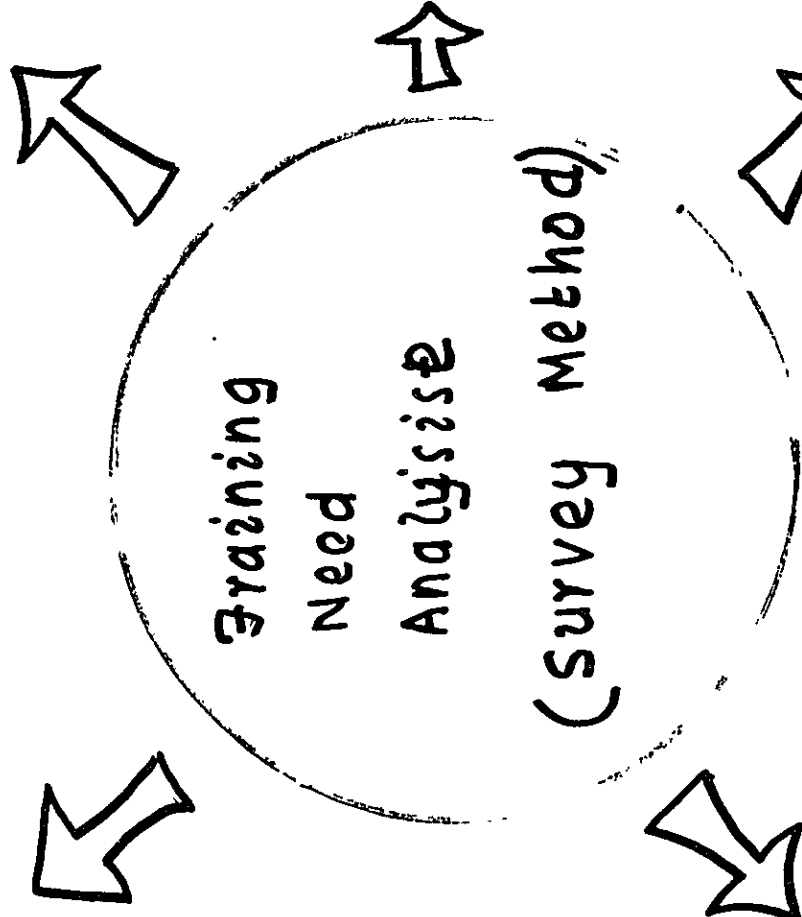
AIM - to promote Sri Lankan Traditions
Arts & Crafts Internationally

Through TOURISM



Interviews skilled
craftsmen in the
sector

By interviewing
Jourists



Study Government
statistics Report
on developments
in the Jourist
industry

Interview Provincial
Regional Authorities

By Interviewing
Persons involve
in Jourist
industry

Training Course Plan

Item	Contents
Name of training course	Traditional Art & Craft Demonstrator Training
Number of trainees	10 Persons / batch
Persons trained (trainee)	Skilled Traditional craftsman
Training place	Regional Training Centre
Training period	Two months (08 weeks)
Person in charge of training	Lecturers - Language, Tourism, Master Trainers.
Cost of training	Payments for the Lectures, course materials expenses incurred in study tours. Rs. 121
Main training method	Lecture sessions and practicals and study tours.
Training objectives (training needs)	To train Traditional Art & Crafts demonstrations.

Training objectives

Name of training course		A method of current and developing based on ability structure		CUEBAS Form Type ④	
Training subject: <u>Participation skills</u>		<u>Language skills</u>		<u>Tourism industry</u>	
Training level	(A)	(B)	(C)	Cultural & Historical relations in Sri Lanka (D)	
Training time	48 hrs.	160 hrs	24 hrs	24	
Main method	Lecture - Practice, Lecture - Practice, Lecture - Discuss, Study - Visit.				
Training objectives	* platform skills * English		* Global Tourism		* Cultural Values
	* Preparation of Demos. * German		* Tourism in Sri Lanka		* History of Art & Craft
	* French		* Cultural Differece of countries		* General History
	* Japan		* Hotel industry		* Modern Art
					* Regional Development

Name of training course:

Date	Time								
	9:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00
MON		TOURISM IN.		FRENCH			TOU. IN	ENGLISH	
TUE		CULTURE		ENGLISH				DEMON. SKILLS	
WED		ATT DEV		ENGLISH				DEMON SKILLS	
THU		ENGLISH		FRENCH			CUL	ENGLISH	
FRI		GERMANY		GERMANY				FRENCH.	
SAT	A Study Visit (tour) on a one Saturday in mid of the course) to few Hotels								

LUNCH

Research by industrial organizations about Leasing

- Financial constraints
- Attitudes about Leasing system
- Knowledge about Leasing rules & regulations
- Difficulties to obtain Leasing facilities to the public.

Training Course Plan

GROUP - D

Item	Contents
Name of training course	LEASING PROMOTING TECHNICIAN
Number of trainees	10 trainees (Regional wise)
Persons trained (trainee)	NDT or Equivalent
Training place	Establishment training centre
Training period	6 months
Person in charge of training	Full time lectures & resource persons
Cost of training	Around 500,000/-
Main training method	Lectures, Practicals & Field visiting
Training objectives (training needs)	<ul style="list-style-type: none"> • Leasing Act, laws & methods. • Utilization of Leasing methods • Modernizing industries • Marketing ability development • Estimating & Costing • Basic knowledge of computers

GROUP-D

Training objectives

CUDBAS Form

A method of curriculum developing based on ability structure

Name of training course:

LEASING PROMOTING TECHNICIAN
UTILIZATION OF LEASING METHODS
MODERNISING OF INDUSTRIES

Training subject	A	B	C
Training level	A	B	C
Training time	1 1/2 Months	01 Month	01 Month
Main method	Theory	Theory	Theory & Practical
Training objectives	* Leasing Act	* Advantages of the leasing procedure.	* Familiarizing of industries
	* Leasing Law		* Identify modern techniques
	* Leasing Methods	* Analysis of Industry needs	
		* Recoveries	

Training objectives

Name of training course: **LEASING PROMOTING TECHNICIAN.**
 A method of curriculum development based on ability structure

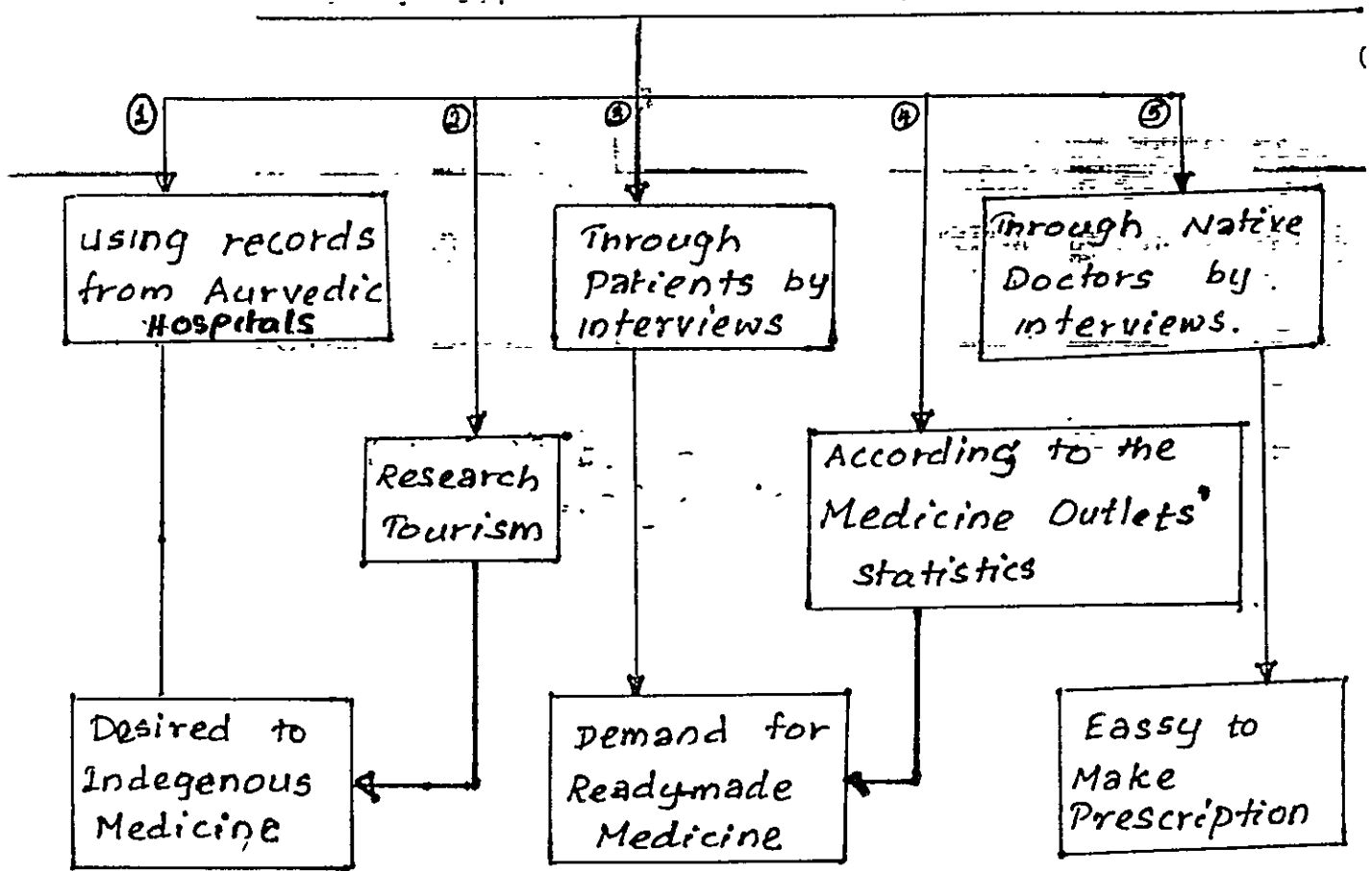
Training subject	MARKETING ABILITY DEVELOPMENT	ESTIMATING & COSTING	BASIC KNOWLEDGE OF THE COMPUTER
Training level	D	E	F
Training time	01 Month	01 Month	2 Weeks
Main method	Theory	Theory	Theory & Practical
Training objectives	<ul style="list-style-type: none"> * Personal relations * Presentation Skill 	<ul style="list-style-type: none"> * Preparation of project report * Project Costing * Assessing & valuation 	<ul style="list-style-type: none"> * Introduction to Computers * Lotus Package

Training Schedule for the Period

Name of the } LEASING PROMOTING TECHNICIAN
Course }

Period: 6 months.

Time Date	AM	PM
From 99.01.01 To 99.01.14	Basic knowledge of computers	
From 99.01.15 To 99.02.30	Leasing methods, Law & Act.	Leasing methods, Law & Act.
From 99.03.01 To 99.03.30	Utilization of Leasing methods	Moderizing of industries.
From 99.04.01 To 99.04.30	Moderizing of industries	utilization of Leasing methods
From 99.05.01 To 99.05.30	Marketting ability development	Estimating & Costing
From 99.06.01 To 99.06.30	Estimating & Costing	Marketting ability development



* According to the above details, there is a huge demand for the Indegenous Medicine.

* On the other hand, there are many valuable herbaal plants available in Sri Lanka.

* Human resources, Technology and Medicinery equipments are freely available.

* There is a shortage of skilled workers who are engaged in this field.

* Hester

G.R. E

Item	Contents
Name of training course	Herbal Plants Supplier
Number of trainees	20 Trainees
Persons trained (trainee)	A/L - 2 Passes in Bioscience including Botany. 19-25 Yrs. Males <small>Select through Exam & interview</small>
Training place	Ayurvedic Medicine Research Center.
Training period	6 Months { 8 hrs per day except Sundays 40% Theory, 60% Practical
Person in charge of training	Director of Ayurvedic M. Research center. & full-time Lecturers.
Cost of training	Capital cost Expenditure Recurrent Expenditure & Others.
Main training method	OJT / off JT Study Tours, seminars Lectures & Practicals, Exercise, Discussion
Training objectives (training needs)	<ol style="list-style-type: none"> 1) Identification of Herbal Plants. 2) Studying the properties of plants. 3) Studying of cultivation of Herbs. 4) Studying of collection & storage of Herbs.

Training objectives **G.R.E**

CUDEAS Form Ty

A method of curriculum developing based on ability structure

Name of training course: **HERBAL PLANT SUPPLIER**

Training subject	1) study of Herbals	2) study of the properties of Plants	3) study of certification	4) study of Storage
Training level	A	B	B	C
Training time	2 1/2 Months OJT & off JT	3 weeks off JT	2 Months OJT & off JT	3 weeks OJT & off JT
Main method	Parts of a Plant - root, shoot, leaves etc.	1- Quality of the Plant.	1. Necessary geographical conditions.	1) Tools & Equipme 2) Method of collection.
Training objectives	2. Different Plant species	2. Medicinal value of various plants.	2. Necessary climatic conditions.	3) Quality control.
	3. Medicinal plant species		3. Plant diseases.	4) Method of Stray
	4. Necessary parts of various medicinal plants		4. Conservation.	5) Preservative measured.

Name of training course: Herbal Plant Supplies Period: Six Months G.R.E. †

Date	Time
01.01.1998 to 15.03.1998	9:00 * 10:00 * 11:00 * 12:00 * 13:00 * 14:00 * 15:00 * 16:00 * 17:00 * ← Identification of Herbal Plants →
15.03.1998 to 07.04.1998	← Study of the Properties of Plants →
08.04.1998 to 07.06.1998	← Study of cultivation →
08.06.1998 to 30.08.1998	← Study of collection & storage →
	← TRAINING SCHEDULE FOR THE PERIOD →

個別課題（４）の報告書

① Most advantages of Evaluation

1. Items for appraising the skill test
2. Types and periods of testing
3. Preparing questions for testing

②

1. I can know, how much absorb the trainee from my instruction

If there is problems in any questions, I can repeat it.

- ③ Follow up testing, I can modify the planning of training

I can understand trainees position and his ideas.

3. I can understand the extent training aims are achieved.

If there is any questions I can improve my instructional methods

Name - H.R.G. Ranasingha.

Group - A

Designation - Inspector (NAITA)

- ①
- 1.1 - Kinds and periods of Test
 - 1.2 - Difference between Valuation & Evaluation.
 - 1.3 - Purpose of Training Evaluation.

② I will try to prepare a good Evaluation test for the field of Ladies and children dress maker.

Trade - children and Ladies Dress Maker (situational Basis).

Duration - one year.

Pra Test - To know the students are interested for that job. If they not satisfied try to motivate them. and identify ability of Working Machine and basic sewing Methods.

Mid Test - Prepare question paper and skill Test to know improvement of the last ⁶ month.

- Basic sewing Methods.
- Knowledge about cloths.
- Knowledge of Machine and Machine parts and operation ability.

Post Test - Sewing Methods / Cutting System Types of Dress / Designing ability

Follow up Test - Improvement of Knowledge about Modern technology and stability of the field.

- Identify each part of the course etc.

WMT Gurajeeva Instructor
Group-A

① Most Advantages of Evaluation

- i Instructor can be self Assessment.
- ii We can Improve our teaching Methods
- iii We can Improve training course

②. Personal Guidance designed to Improve the trainee personal attitudes in the course of training from Career Guidance ~~in training~~ and Personal Guidance

- ii Make Trainees Interested and Participate in training
- iii OHP, Flip Charts, Oral Questioning Handouts various type of Methods can be provide and used for Presentation to trainees

Group A

training officer

L. S. Fernando

1. • Valuation & Evaluation
Valuation is a evaluation, but its needed to achive the objectives of educational Value
 2. • To Certify the trainees extent of understand.
Understand about the individual trainees
Show the own progress.
Motivate the trainee safety study
 3. • To know the progress of training
Understand the individual trainee progress
-
1. • Follow up Test
This test is very useful to understand the trainees after developments of the trade
 2. • Kinds of paper test
 - Recognition type of test Can be use for set the theory papers to our trainees
 - Pre Test
This type of test Can be prepare for the recruitments of the new trainees

w. A. G. Shantha
Instructor

Following matters are very interesting of Evaluation lesson

(i) one cook try to evaluate the soup to the cook still preparing in a soup. He tries

(ii) one flight tries to reach to the target when it misses target the picture beside how to correct it

(iii) the system which beside to conduct skill test

(2) important parts of the Evaluation lesson and how to use it or contact our instruction

J.S.A.K. Wannakunachchi

Inspector

G.R-B

- 1/ i) Explanation of Valuation and Evaluation
- ii) Evaluation Steps
- iii) Evaluation Method

2/ I Support of follow all Methods
with & learn from this Seminar

G.R-B

A. A. H. NAWARATNE INSPECTOR

INTERESTED TOPICS	IDEAS
① PREPARING QUESTIONS	DESCRIPTION GOOD ORDER GOOD
② PERIODS OF TESTS	BE ADOPTED FULLY COVERED.
③ PURPOSE OF EVALUATION	BE ADOPTED BE MOTIVATED

WE DO QUESTION PAPERS, TESTS & EVALUATION

SO CAN BE ADOPTED IN THE JOB.

NAM:- G.H. LOKU BANDA

G.R-B

LEVEL:- INSTRUCTOR

QUESTION NO. ①

... determine the purpose of the test

I Analyse the items to be evaluated and describe skill elements and levels

II PLAN the construction of the test questions on the basis of each element and level

... VERY IMPORTANT

III now we don't use this 'FOLLOW UP TRAINING' but - AFTER this training we understand FOLLOW-UP TRAINING IS A VERY IMPORTANT

QUESTION NO. ②

SKILL TEST

operation test: manufacture assembly, measurement operation etc (operation sample method)

ELEMENT SKILL TEST

sensitivity judgment classification etc

PAPER TESTS

simple recall type

true false type

completion type

matching type

reaction type

completion by choice type

G.R-B

L. Sugathadasa.
Training officer.

① I like following points which men
in the seminar today.

① Kinds and Periods of tests

These test have seperated in to
four parts.

1. Pre test 2. Mid test ③ Post. test

④ Followup test.

② Paper tests

This kind of tests can divide
in to several parts.

③ ~~skill~~ test.

③ Kinds of technical test.

① Operation test

② Element test.

③ Paper test.

② Advantages.

① We could learn several kinds of tests,
So we can get ideas for preparation
of our final trade test.

② We could gain several ideas about
the training evaluation.

③ Follow up test is very important to
check the success our main objectives.

(Group B - (Inspector)

H. A. R. K. Soeriyakumara.

① * How to organize skill test.

* Follow up test.

* Difference between Valuation & Evaluation.

②, ~~Introduce~~ follow up test

~~Introduce~~

* Introduce to our officers about ~~follow~~ follow-up test & I hope to implement in the future.

* Introduce to our instructors about Evaluation method & in according to a change the lesson plan & course.

* ~~How to prepare~~

* How to prepare test

Inspector (w.p. assn.)
Group B

(1) What are the Three (03) Interested Points In Evaluation Subject.

* kinds & periods tests.

* How to prepare questions for a test.

* Skill test.

(2) Skill test method is very useful to Area Inspectors. Because Situational & Village Level Tests should be done relevant (area) Inspector. (Grand test are done by Testing Division)

Skill test divided Three Types

(1) Operation Test

(2) Element Skill Test

(3) Paper Test.

Therefore Inspector can decide to give what type of test to his trainees.

Ex - * Operation Test - Lathemen, Offset machine minder.
Electronic parts assembler.

* Element Skill Test - fitter, Milling Machine Operd.
Nurses.

* Paper Test - Accounts clerk, Office clerk.

G.R-C

W.D. Leelarathne
Mech. Engineer

22/08/97

(1) (a) Clarify the Trainees' extend of understanding

(b) Know the Progress of Training

(c) Know the adequacy of the Planning of Training and instructional method.

(2) Evaluation of Trainees and the Training programme is very important to improve the quality of the training plan and the quality of the trainee.

By improving the instructional method and training plan, can be produced a knowledgeable and skill Trainee for the changing world.

9.R-C

H. J. Udayasekera
(Instructor)

① - Kind of Test Methods, use in Evaluation

Different kind of Tests.

Importance about Evaluation Methods.

②. I hope to introduce follow up test for our regular Courses to improve its quality to benefits for a trainees.

I will hope to modernize our lesson plans by considering a knowledge which was achieved through this Seminar.

I decide to change the presentation method by giving more time to the practice section.

S. D. Belhangaola group C instructor

- ①
- 1.) explanation about paper test
 - 2.) purpose of training Evaluation for the trainees
 - 3.) kinds of periods of tests.

② 1) I hope to improve a presentation method ~~for~~ in my lectures by including new techniques which were given through the seminar

2) I hope to increase a time period for practical than earlier.

3) arranged the field tour for ~~trainees~~ trainees

G. H. V. N. W. DE SILVA

Group - C INSPECTOR - NAITA

ASSIGNMENT - 0:

97-08-22

Q₁

a. Kind of Test and the period of implement.

(By knowing this I would be able to test the Trainees at the point of selection and throughout the course and also at some period. From this can select most suitable person to training and also results can be used to modify Training programme and also measure the success of training.

b. Conditions Evaluation Tools must fulfill

This helps to produce meaningful, unfavorable, ~~unjust~~ justice-ble Evaluation system to the Trainees with keeping uniformity in throughout the Country/Region

c. How to prepare ^{Test} Questions for the operation.

The whole effort of training reflect the results obtain by trainee at the end. But if our Test/Question paper is improper, unfair then it won't give our expectation. In other hand it not fair in the view of Trainee.

Q₂

As a Inspector and Instructor (part-time) I will be able to find out the final success of my any kind of work as Instructor and also I can ^{develop} ~~prepare~~ my own system to suit my inspection and its level of performed and adjust the work accordingly, to benefit to trainees.

Name:- W.W.M.P.T.B.MEDAWATTE

DESIGNATION: INSPECTOR NAITA.

Group C

* Three Most Important points on Training Evaluations.

1* What is a Training Evaluation? (Definition and Purpose)

2* Ways (Methods/Systems) of Evaluation - Selection of most appropriate method

3* Usefulness of Evaluation results in developing most relevant and acceptable training programmes.

How learned principles on Evaluation useful to NAITA.

1. As curriculum developers we can effectively use evaluations, mainly pretest, ~~and~~ Mid Test ^{Posttest and follow up} results to develop and revise curriculum for the benefit of Trainees.

2. As Monitoring Inspectors we can develop mid tests and post test with more relevancy to the needs of Industry with the help of experts in Industry.

(Inspector) Machusage J.S.
Group C
Assignment C.

① (a) What is Evaluation?

② How to prepare Questions for a Test:

③ Condition Evaluation Tools must fulfill.

④ As a Inspector I would be able to use this evaluation during inspections to see the level of training perform by the Trainers, and then it can rectify wrong methods if any. that mean it will ~~see~~ help to reorganize the training programme to the benefits to the trainees.

Group - D W.D. Prematilake
Inspector

- 1) a) Valuation
b) Evaluation
c) Follow-up-test

- 2) a) To clarify the trainees' extent of understanding
b) To confirm the extent training aims are achieved
c) To know the progress of training
d) To know the adequacy of the planning of training and the instructional method

U. D. H. De. Silva

Designation :

Inspector.

Date :

22nd of Aug 97

- ①
- I. The difference between Evaluation and Valuation. (To know the progress of Training)
 - II. Evaluation tools and Instrument such as Validity Reliability, Objectivity and Usability
 - III. Main purposes of Evaluation such as to confirm the ~~next~~ extent training aims are achieved.

②

I understand very well that the evaluation less is useful to me. why, some time I am instructing in modular class. I ~~th~~ think that pre test, mid test, post test and follow up test are very useful to improve the instruction methods. Also very ~~of~~ important in post test understand to modify the whole planning of teaching.

Question ①

- i Test of period. we are applied only test of training period. But we don't use After training and before training. This after training system is a very important.
- ii What is the Evaluation:- Before this training programme, we don't think that what the distance valuation between Evaluation
- iii training aims are achieved.
it has a target. we are going out of the track we can't get a good results.

Question ②

skill test.

After training test

we can use this system our skill trainees.

Paper test :- Multiple choice question and Matching type system.

When the holding test we must realise

To track the training progress

training programme and training methods.

we can follow up this system After this training program.

Thank for you.

assumment

DATE. 22th of Aug: 1997 G.L.P.D

NAME :-

J.H.P. BANDARA

DESIGNATION:-

INSTRUCTOR

step 1)

Name :- W.H.A. Jayatilaka
Designation :- Inspector

Most important points gained from
the Evaluation lesson —

- 1) ~~The~~ Difference between the valuation and evaluation
- 2) Importance of the evaluation for the trainee
- 3) Importance of the evaluation for the instructor/course

utilization of evaluation as an
Inspector —

- 1) Could decide what kind of skill test need to the trainee
- 2) Mid test could be apply within the training periods.

A.N. BANDULASENA
(INSTRUCTOR.)

GROUP D

① 3 interesting parts of the Evaluation lessons are.

I The deferance between Valuation and Evaluation.

II Main purposes of Evaluation such as to know the progress of training and to know the adequacy of training programme and guiding method.

III Evaluation tools such as Validity, Reliability, objectivity and usability.

② I understand very well that the Evaluation lesson is very useful to me to do my job well as an instructor. Because I think that Pre-test and Mid-test ~~and Post test is very important~~ ~~to realise the know~~ are very useful to improve the instruction methods. Also post-test is very useful to understand to modify the whole planning of teaching.

L. Malika,
Inspector

Evaluation

1. Purposes ...

After the training we can check the progress of the trainee. We can confirm whether the training course would be successful or not, our guiding method is suitable or not. We can confirm our trainee can enter to the industry.

2. Decide the difference between present condition & the target. identify what are the difficulties to reach the target.

3. How to correct our procedure. (guiding method) Analyze the data which we got after the evaluation. how do we overcome problems & reflect them in training.

How to apply evaluated points in our job.

According to the analyzed data by evaluation,

* We can ; revise the curriculum of the trainee

* We can revise the testing.

eg: Theory & practical testpapers.

* ^{We can} make a course according to the industry needs.

①

1. Definition of Evaluation
2. Purpose of training Evaluation.
3. How to prepare questions for a test.

Q. This methods of evaluation is very useful, for
The (Final) Post Test of samudhi, village level and
Situational level trainees.

2. inspection
Testing methods can be use for inspection of
trainees who are trainings presently.
3. it is help" to identify the quality of
trainees.

G.K - E

D. M. T. Damayanthi.

Inspector. / Curriculum Division

1) Three of the points of Evaluation.

(1) The purpose of training evaluation.

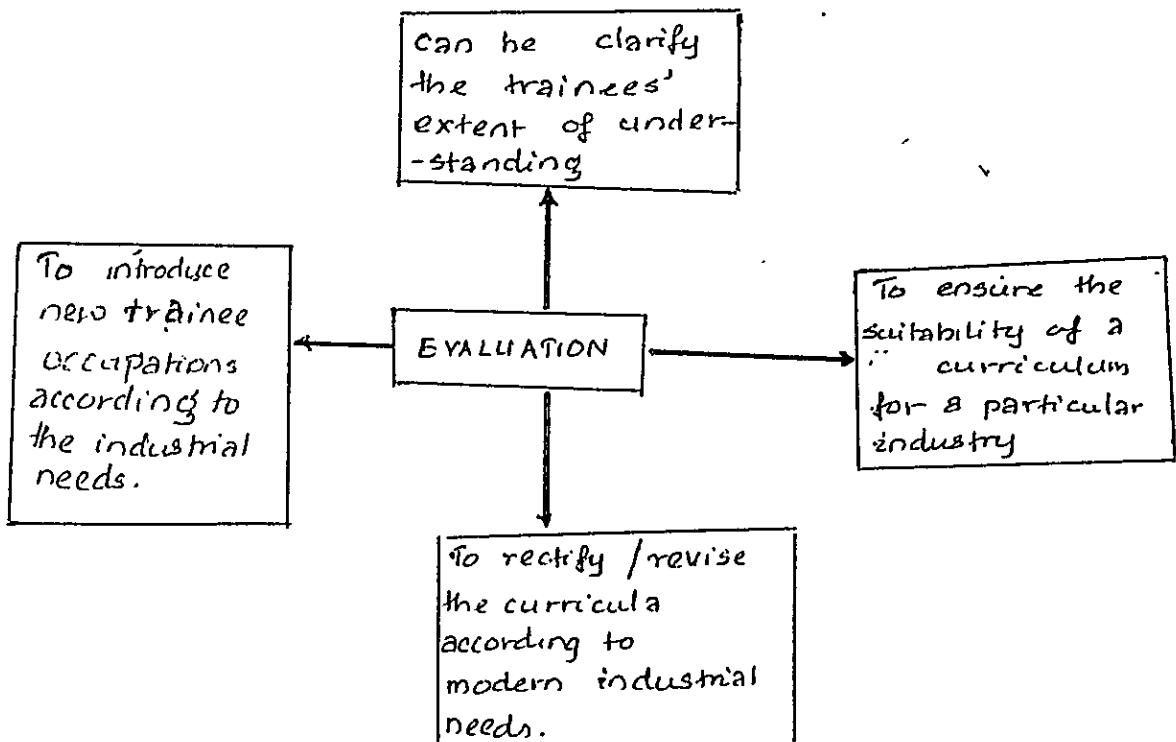
- This helps the progress of the trainees, instructors as well as the industry.

(2) How to prepare questions for a test:

- In order to do the ~~good~~ evaluation accurately the question paper should be in a proper manner.

(3) Skill Test - This is important in measuring skill levels of trainees.

2) Applying of Evaluation.



G.R - E

Name: W. D. K. E. K. Goonatillake.

Instructor

A.E.T.-I

1.
 1. Difference between Valuation and Evaluation
 2. Method of Evaluation (Kind of Paper Tests.)
 3. Follow - up - Tests.

2. I hope to prepare a Evaluation according to the skill analysis sheet and Lesson plan.

Question No 1

Name: T. A. S. RUBERU.

G.R - E

Designation: Instructor.

Training Evaluation is a very important of the Vocational Training.

I would like to mostly attend the facts of Evaluation given below

1. To clarify the extent of the trainee's understanding
2. To confirm the extent to which training aims are achieved.
3. To know the progress of training and also to hold the follow-up test.

Question No 2

With the help of following-up Evaluation in my duty as a Instructor, I can check the trainee's level of understanding is required at every steps from the beginning to the end of the training process. By considering the results, I can be able to change the training approaches when necessary.

GR-E

Name:- A.M.S. Alahakoo.
Designation:- Inspector.

(1) Most important topics under the lesson of training evaluation -

- a. Purpose of Training evaluation
- b. Kinds & Periods Tests Such as pre-test, mid test, post test & follow up test.
- c. Kinds of paper test.

(2) my ideas about the important topics -

a. (i) Trainee can be taken into the correct path.

(ii) Trainee can be motivated

b. (i) Knowledge of preparing a Test paper
(ii) practical knowledge can be tested by a paper Test.

(3) How to use in the field -

1. preparation of test papers
2. performance of tests
3. Marking of Tests -

Question Ith + K. W. D. Sucharithra
(CETAC) Training Officer.

Important Three Points Under
Evaluation

- 1). Decide the policy for training and using the test results, under the lesson of How to prepare questions for a test.
- 2). Follow-up-test under kind and periods of tests.
- 3). Several types of paper based tests.

Paper Based Tests

There are several types of tests on Paper based. Mostly we used written Type (Question and Answer) Test Papers.

But accept that, now we can use some other paper based questions ~~type~~ such as Multiple choice questions, True or false questions, Matching type questions and Identification type questions, in our training centres.

After preparation the test paper instructor must recheck each and every question several times, to make sure.

And before conduct the test trainer must have a marking scheme to check the answer papers. That Marking Scheme can depend according to the training field and the level of trainees.

グループ課題（５）及び（６）

の報告書

- (1) Management of training guidance
- (2) Management of training budget
- (3) Security Management.

Reasons

(1) Management of training guidance. -
change the training programme according to the demand of the country.

(2) Management of training budget. -
These are the essential requirements for the training management -

- (a) Instructor payment
- (b) Material cost
- (c) Maintenance cost.
- (d) Other expenses.

(3) Security Management:

Because safety is most important factor of Industrial and Work shop training.

Group B

* Safety Management

* Management of trainees

* Management of training Materials.

Safety

- safe is the first lesson in training
- safety management should be considered human life, equipments, machinaries & building etc.

Management of trainees.

Our main aims are developed human resource.

- First it depends on behaviour, & attitudes, after that training necessary develop skills.

1. Management of Training Budget

Reasons.

Prior financial allocations

Management of Budgetary allocations

Purchase of Required Materials & Equipment as planned.

2. Management of Training facilities.

Management of Training Materials.

Reasons

1. Inadequate training facilities and Materials amount for effective training.
2. Shortage of Materials would result in producing ~~sub~~ex-targeted trainees.

3. Safety

Reasons

1. ~~Safety of students~~ Engineering Safety of Students will encourage efficiency of Training centres.
2. To avoid any hazard or accident, to future generation.

Mechanize Carpentry
training centre.

Group D.

Priority

Improvement

1) Management of
training budget

1. Material cost
2. Machinery
maintenance
cost
3. New equipment.

1. Modernizing
2. Improvement
of trainees

2). Management of
trainees

1. Attendance
of trainees.
2. disciplines.
3. excersises.

1. And
Introducing
card system.

3). security
Management

1. Fire Protection
2. noises
3. Avoid accidents
4. First Aids.

1. Introducing
ear plugs.
2. more first
aid facilities.

MANAGEMENT .

1. Security Management .
2. Management of training budget .
3. Management of training guidance .

Comments -

- 1 - For ^{the} protection ^{of} the trainee who is a human resource .
- Protection of the trainee is ~~not~~ ultimately involves the production of the industry .

2 - ^{Training budget} helps ⁱⁿ planning ^{and supplying} the necessary equipment and material for the training course .

3. - ~~This~~ is Training guidance is important in setting up & planning of a training course .

- Management of training guidance helps ~~to~~ in giving a complete training to the trainees .

