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தேசிய பயிற்சுநர் மற்றும் கைத்தொழிற் பயிற்சி அதிகாரசபை
NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY

971, ශ්‍රී ජයවර්ධනපුර මාවත, වැලිකඩ, රාජගිරිය 10100 ශ්‍රී ලංකාව.
971, ஸ்ரீ ஜயவர்த்தனபுர மாவத்தை, வெலிகடை, இராஜகிரிய 10100 இலங்கை.
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31.12.2024

My No: SIT/PL/01/01

Industrial Training Procedures – NAITA.

Industrial Training Placement:

- The Industrial Training period for the particular degree/diploma programme, has to be decided by the university/higher educational institution. Normally, it is considered as 06-month period. If it deviates, it should be confirmed by the Dean of the faculty/Head of the institution. In the case of assignment is given, to cover up absent days in industry, kindly informed to refrain exceeding 30 days, to keep the quality of Industrial Training.
- Students' name list with university registration number and email address, should be received to the NAITA SIT division before the Industrial Training Awareness seminar. If any repeat student is available, those names are also should include to the current batch student list. No any student will be assessed at final Industrial Training Assessment, if that particular trainee's name is not included in the placement list.
- Hard copies of NAITA Contract form, Worksite form and Daily Diary will be shared among students on seminar day.
- Alternatively, the official e-copy of NAITA Daily Diary is also available depending on requirement.
- As NAITA, we don't keep direct contact with students regarding Industrial Training Placements. So, any industrial training placement requests should forward to SIT division NAITA through Industrial Training Coordinators of respective universities/higher educational institute, to issue Industrial Training Placement letter.
- Finding Industrial Placements to all students, is an impossible task to NAITA SIT division. So, finding & preparing industrial training placement list would be a collaborative effort of NAITA SIT Division, University/Higher education institute and the student.
- Any student requests regarding overseas training (on-board / Work -from-Home basis) can perform with the approval from university/higher educational institute.
- A google form will send you to share among the students for collect the student data regarding Industrial Training. A student should send his Training Contract form and Work site form through Google form to NAITA for registration.
- The date for the Industrial Training Awareness seminar should be reserved tentatively around one month prior and confirmed at least two weeks prior to the scheduled date.
- The industrial training awareness seminar will be conducted by an experienced industry expert representing NAITA, to aware industry nature , industrial training objectives, work ethics and NAITA procedures of industrial training.

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Industrial Training Monitoring

- Only NAITA registered trainees' information will share among NAITA Inspectors for training monitoring and address training issues.
- NAITA SIT division will take every effort to monitor every NAITA registered trainees at least two times during their industrial training period.
- NAITA Inspectors and/or university/higher education institute lecturers who involve in industrial training monitoring can evaluate trainees' progress through hard copy of NAITA Daily Diary or its digital version through any digital device and the inspection report should be email to particular student to add his digital Daily Diary.
- The third monitoring session will be organized by NAITA as virtual monitoring session by allocating industry expert relevant to respective field of study of the trainee to scrutinize his/her industry based technical knowledge, before appearing his/her final industrial training assessment.

Industrial Training Assessment

- The NAITA SIT division has to give its services to each and every higher education institution. Therefore, avoid congestion, you are kindly requested to reserve and fix tentative dates schedule for the final assessments of Industrial Training, by notifying it, one month in advance via an email to the NAITA SIT division and verify whether the dates can be allocated for the same. You can send your request to naitasitd@yahoo.com or adsit@naita.gov.lk
- You are kindly requested to allocate number of students to be evaluated, should not be more than twelve (12) per day, and time slot reserved per head, must not less than 25 minutes. If you want to increase the student count per day, then parallel sessions can be organized.
- Students who wish to participate for Industrial Training Assessment through NAITA, should obtain the registration as a trainee, at NAITA, by submitting a duly filled and signed, Contract forms to NAITA (With the Training Employer's signature and Stamp) through Google form given. Any kind of exemptions are not eligible for the Assessments and trainees should successfully complete their six-month training period before applying to the Viva Assessment.
- The primary requirement for the eligibility of appearing Industrial Training Assessment is, NAITA registration, duly filled and signed Apprentices Daily Diary, certified Training Report and minimum required attendance during internship period.





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- The evaluation of Training report should be done by the university/higher education institute academic staff. So, you are kindly requested to collect Training reports from all students and circulate those with relevant academic staff, giving sufficient time for assess them, before scheduling assessment sessions.
- The list of eligible candidates and their assessments sequence with time slots should be informed to SIT division at least two weeks before the assessment for make necessary arrangements from NAITA side.
- For Industrial Training Assessments, in view of keep the quality of Industrial Training assessments, the NAITA has created the External Appraiser pool from retired and currently In-service industry professionals.
- For Industrial Training Assessments, an experienced engineer or senior manager will be participated representing NAITA. He will assess the Daily Diary and industrially developed Technical Knowledge of all the students scheduled for the day. (Not exceeding 12 students per day). So kindly requested to arranged the session from 9.00 am to 4.00 pm for the day, either online or physical mode.
- Industrial Training assessment is a one-day activity. The responsibility of the all the panel members is to finalize the mark sheet the same day. Therefore, from the university/institute side, you are kindly requested to aware the academic panel members to issue the report marks, the same day.
- The evaluation criteria are as follows;

Criteria	Marks
Daily Diary	25
Training Report	15
Technical knowledge	40
Attendance	10
Knowledge about Labor Laws	10

- Trainee has to score 50% from the marks given in each category and total sum should be equal or greater than 50 or above out of 100, for pass the assessment.
- If any trainee is unable to earn minimum marks for the Daily Diary or Training report, the panel to re-submit it. Until then, his/her results will be withheld.
- The maximum leaves approved for 06 months training period is 10. Any trainee who exceeds maximum leave limit, has to cover up, by working on holidays or may be extended the training period for eligibility to appear for the assessment.





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- The questions asked for the technical knowledge, are based on course type, field, presentation, daily diary and technical report content.
- If any trainee is unable to score 50% from “**Technical Knowledge**” component, he will fail the assessment. In such cases, the assessment panel can get either of the following decisions.

- ✓ **To repeat the assessment or**
- ✓ **To extend the training period and repeat the assessment. Extending training period is decided by the assessment panel**

- However, panel of the industrial training assessment will be taken the final decision.
- Assessment results will be sent to respective department of the university/institute within 04 weeks, just after assessment date.
- The effective date of the assessment is the following day just after the assessment.
- The internationally valid industrial training certificate will be offered by NAITA to every trainee who successfully completed the industrial training programme.

Eng. Susantha Jayasinghe
Assistant Director
(Special Industrial Training)

