

(Registration No: VW/FN/R/1/7/2010)

No-320/3, Pointpedro Road, Anaipanthi, Jaffna.

WEBSITE: [www.ecitycollege.lk](http://www.ecitycollege.lk) : EMAIL: [ecitycollege@gmail.com](mailto:ecitycollege@gmail.com): FACEBOOK: E-CITY

TEL: 0212217106 :: 0707717106 :: 0773400418

A training institute registered SKILLS DEVELOPMENT COUNCIL CANADA

(Registration No: NAL/DS/1388)

### Public Clarification on Certificate Authentication and Language Course Registration at E-CITY College

#### About E-CITY College

E-CITY College of English and IT Skills Development has been a trusted language training institute since December 12, 2009. We specialize in providing English and other language training through structured programs of three months, six months, or extended durations.

#### Our Programs and Training

- **Comprehensive Language Training** focusing on speaking, writing, listening, and reading skills.
- **International Exam Preparation** for globally recognized English language proficiency tests, including:
  - International English Language Testing System (IELTS)
  - Test of English as a Foreign Language (TOEFL)
  - General Certificate of Education (GCE) General Examinations in English
  - Cambridge English Exams
- **Workshops and Seminars** with interactive learning sessions to enhance practical English skills.
- **Career and Higher Education Support** helping students pursue university studies or secure job opportunities based on their English proficiency.

#### E-CITY College Certificates: Purpose and Authentication

E-CITY College issues course completion certificates under the following titles:

- Diploma in English
- Certificate in English

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# **E-CITY**



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### **Purpose of Our Certificates**

Our certificates serve as proof of training, verifying that students have successfully completed an English language program at E-CITY College. They help students to:

- Apply for further education by showcasing their English proficiency.
- Secure jobs by demonstrating their language skills during interviews and assessments.

### **Clarification on Certificate Recognition**

- E-CITY College certificates confirm successful course completion but are not government-accredited qualifications.
- They serve as proof of English language training, supporting students in education and employment.
- Students who take international exams such as IELTS, TOEFL, or Cambridge English receive globally recognized certificates from those exam bodies.

### **Legal Registration and Accreditations**

E-CITY College operates as a legally registered institution, with the following credentials:

- Business registration since December 12, 2009.
- Official company registration.
- Partner institution for IELTS, affiliated with the British Council for IELTS registration.
- Registered with the Skills Development Council in Canada.
- Previously registered with the Tertiary and Vocational Education Commission (TVEC).

Additionally, our students take both internal examinations and recognized international exams through IELTS, Cambridge English, and other globally recognized testing organizations.

### **Clarification on Diplomas for Short Courses in the International Education Framework**

Many educational institutions worldwide offer diplomas for short-term skill-based courses, especially in languages, information technology, and vocational training. These diplomas do not equate to national diplomas or academic degrees but serve as proof of structured training.



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### Global Educational Standards for Diplomas

In international education systems, the term diploma is used in two ways:

1.

#### Higher Education Diplomas

2.

- Typically one to three years in duration.
- Offered by universities and government-recognized institutions.
- Aligned with Level Five to Six qualifications in frameworks such as the European Qualifications Framework or the Sri Lanka Qualifications Framework.

3.

#### Skill-Based or Short-Course Diplomas

4.

- Typically three to twelve months in duration.
- Offered by private institutes, vocational schools, and professional training centers.
- Recognized as proof of training rather than a government-accredited qualification.

### E-CITY College Diplomas in Context

E-CITY College offers the Diploma in English as a short-course training certificate based on international standards:

- **Structured coursework** including teaching, assessments, and skill development in speaking, writing, listening, and reading.
- **Skill-based certification** recognizing students' achievement in language proficiency.
- **Global practice** similar to private language training institutes worldwide.



UNIVERSITY of CAMBRIDGE  
ESOL Examinations



Test Preparation  
TOEIC



Skill Development  
Council Canada

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### Key Clarifications on Short-Course Diplomas

- E-CITY College diplomas certify training completion but are not government-recognized qualifications.
- They add value for students' education and employment but do not replace accredited academic diplomas.
- They follow the international standard of skill-based certifications issued by training institutes.

### Public Clarification on Language Course Registration Under Tertiary and Vocational Education

#### Clarification on the Registration of Language Courses

It has come to our attention that there is confusion regarding whether language courses can be registered under the Tertiary and Vocational Education Commission in Sri Lanka.

To clarify, the Extraordinary Gazette Notification No. 887/8, published on September 7, 1995, defines the scope of tertiary and vocational education and specifies the types of courses that do not fall under these categories for the purpose of registration with the Tertiary and Vocational Education Commission.

#### Relevant Extract from the Gazette Notification

According to Section 2.2 of the Gazette, Tertiary and Vocational Education is defined as follows:

1. **Tertiary Education** refers to post-secondary education and training that prepares individuals for an occupation, profession, or further study at a university or similar institution.
2. **Vocational Education** refers to education or training that provides knowledge, operational skills, technical or craft skills, or experience required for a specific trade or occupation.



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### Courses That Are Not Eligible for TVEC Registration

The Gazette states that certain courses are not considered tertiary or vocational education for registration purposes. These include courses designed for self-enhancement and development rather than for preparing individuals for trades, occupations, or professions, such as:

- Languages or literature
- Sports and recreation activities
- Dancing, music, performing arts, or other aesthetics
- Culinary practices, housekeeping, or other household skills

### What This Means for E-CITY College and Other Language Institutions

- English language training does not fall under the category of tertiary or vocational education according to the Tertiary and Vocational Education Commission regulations.
- Language courses cannot be registered under the Tertiary and Vocational Education Commission because they are classified as self-enhancement courses rather than vocational training.
- This policy applies to all language training institutions in Sri Lanka, not just E-CITY College.

### E-CITY College's Approach to Language Training

Although language courses cannot be registered under the Tertiary and Vocational Education Commission, E-CITY College remains committed to providing high-quality English language training that helps students:

- Improve speaking, writing, listening, and reading skills.
- Prepare for internationally recognized exams such as IELTS, TOEFL, and Cambridge English.
- Enhance their career prospects and higher education opportunities.

We continue to operate legally under business and company registrations and as an IELTS Partner Institution affiliated with the British Council.



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### Commitment to Student Success

E-CITY College is dedicated to enhancing language proficiency and empowering students for success in their careers and further studies.

We organize certificate award ceremonies to recognize student achievements and encourage them in their future pursuits.

For further inquiries or clarifications, please contact:

E-CITY College of English and IT Skills Development  
Email: [ecitycollege@gmail.com](mailto:ecitycollege@gmail.com)

Since 2009 – Committed to Language Excellence



# **PART I: SECTION (I) – GENERAL**

## **Government Notifications**

### **MINISTRY OF LABOUR AND VOCATIONAL TRAINING**

#### **Tertiary and Vocational Education Commission**

##### **DEVELOPMENT PLAN FOR REGISTRATION OF INSTITUTES**

01. *Introduction, Rationale and Objectives of Registration.*– The Tertiary and Vocational Education sector has been subject to considerable expansion during the last few decades, mainly through relatively heavy government investments with support from international agencies, and recently through the initiatives of the private sector and non governmental organizations. However, largely due to historical reasons, these investments have been fragmented in a large number of Ministries and Statutory bodies and this has created serious limitations in maintaining economies of scale. It has also imposed constraints on management effectiveness of the institutes. Quality and relevance of training offered is also affected mainly due to weaknesses in developing effective linkages with the industry. Low quality and lack of relevance are associated with the training in the private sector and non governmental organizations as well. The attendant problems and weaknesses of the system were a cause for concern, for a long time. Almost all the reports to government on education and training reflected this concern.

2.1 To be considered for registration, the applicant should satisfy the Commission that the institute applying for registration -

- (a) has an established location and a regular office or place of business ;
- (b) has caused the name of the institute and the address painted or affixed in legible characters in the language in which the courses are conducted, in a conspicuous place at or near the entrance to the institute ;
- (c) provides classroom accommodation, workshops, library and recreation areas and office rooms commensurate with the student population and nature of courses conducted ;
- (d) provides basic amenities such as drinking water, lighting, fire protection facilities, first-aid facilities, sanitation etc, commensurate with the student population and the nature of courses conducted ;
- (e) uses curricula and syllabi which are valid and adequate, and conforming to established standards accepted by the Commission ;
- (f) utilizes machinery, equipment, tools, etc. required to effectively impart the knowledge and skills contents of each course ;
- (g) employs appropriate teaching methods and aids in the teaching process ;
- (h) employs valid and adequate methods for testing and measuring of achievement levels of students and maintains accepted norms and standards in issuing certificates for different competency levels ;
- (i) employs qualified teaching staff ;
- (j) has sufficient number of management personnel including Principals, Directors of Studies, etc, as the case may be, commensurate with the size of the student population and the level of the courses ;
- (k) has constantly abided by the provisions of the constitution under which the institute has been established ;
- (l) employs effective methods of selection which ensures the recruitment of applicants with correct aptitude for each course ;
- (m) adheres to accepted norms and guidelines issued by the Commission in exhibiting notices and advertisements offering courses of studies ;
- (n) provides counselling and guidance services to students, arranges for on the job/hands on experience with the industry wherever applicable and evaluates the effectiveness of training provided ; and
- (o) the institute is properly managed adhering to sound management approaches and maintaining effective academic, financial and administration methods and procedures.

2.2. *Tertiary and Vocational Education.*— The courses conducted at the institute should fall under the category of tertiary education or vocational education as defined below:

*Tertiary education.*— Tertiary education is defined as post-secondary education and/or training imparted to persons to prepare and fit them for an occupation/profession or for the purpose of further study in an university or similar institution.

*Vocational education.*— Vocational education is defined as education and or training imparted to persons for the acquisition of knowledge, operative skill, technical or craft skill or of experience needed for the pursuit of an occupation or trade:

Provided, however, that the courses of studies in the following areas shall not fall under the above definitions for the purpose of registration -

- (a) Courses in such areas as given below which are not designed to prepare persons for trades, occupations or professions but are pursued for self enhancement and development:—
  - (i) languages or literature,
  - (ii) sports and recreation activities,
  - (iii) dancing, music, performing arts or any other form of aesthetics, and
  - (iv) culinary practices, housekeeping or other household skills,



- (b) education or training in leadership, youth work, social work or community development for voluntary social workers ;
- (c) in-service training provided by organizations for their employees ;
- (d) education and training provided to employees of a particular sub-sector such as Banking Sector for skill upgrading or to award professional qualifications ;
- (e) religious education ;
- (f) occult sciences ;
- (g) orientation/awareness creating programmes for entrepreneurship development ;
- (h) training in the form of short term extension services for agricultural and fishery workers ;
- (i) any other course which does not directly fall into the above definitions of tertiary education or vocational education or training.

2.3. *Guidelines for awarding certificates.* - The Institute should follow the guidelines given below in designing and awarding of certificates to students who have attained the prescribed standards/levels at the completion of the courses. The Commission shall specify the name and level of certificate to be issued in respect of each course approved and to be conducted at the institute applying for registration.

The Commission in determining the name and level of the certificate to be awarded by the institute, shall be guided by the following :-

(a) Certificates shall be broadly classified into three levels :

<i>Level of the Certificate</i>	<i>Corresponding Occupational Level</i>
(i) Higher Diploma	Above middle Management/Technician level
(ii) Diploma	Middle Management/Technician level
(iii) Certificate	Operational level

(b) Level of the certificate shall be determined considering the combination of factors including -

- (i) entry qualifications (education, experience etc.) ;
- (ii) duration of the course (number of theoretical, practical and in-plant training hours);
- (iii) nature and scope of the subject matter knowledge and skills being imparted ;
- (iv) standard of training (categories of trades or occupations corresponding to the course) ;
- (v) degree of equivalency to the nationally and internationally recognized course in the field/trade concerned.

Commission may establish committees consisting representatives of the industry, NAITA, educational and training institutes, and employee / employer organizations to assist in the determination of the levels of certificates to be awarded.

All certificate should indicate, inter alia, the duration of the courses and the subject areas/modules completed by the certificate itself or in a document accompanying such certificate in the following manner :

<i>Subjects/Modules</i>	<i>Instructional hours</i>	<i>Practical hours</i>	<i>On the job training hours</i>
.....	.....	.....	.....

The Institute, as appropriate, may also indicate the gradings, positions and other distinctions achieved by the student in the certificate or in the accompanying document referred to above.