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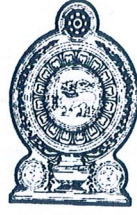
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Your No. }



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கல்வி அமைச்சு

Ministry of Education

"ඉසුරුපාය"
වත්තරමුල්ල.

'இசுரூபாயர்'
பத்தாமுல்ல.

"Isurupaya"
Battaramulla.

මගේ අංකය

எமது இல.

My No. } ඊසී/08/01/01/01

දිනය

திகதி

Date } 28.02.2017

Circular No: 14/2017

State Secretary of Education,
All Addl. Secretaries,
Chief Finance Officer,
Commissioner-General, Department of Examinations,
Director General, NIE,
Chief Commissioner, Education Publications,
Chief Commissioner, National Colleges of Education, and
All Directors of Education, MOE

Human Resource Training and Development: Policy, Planning, and Implementation

Notwithstanding any provisions in previous Circulars and instructions of the Ministry of Education in regard to policies, planning, and implementation guidelines for human resource training and development, the provisions of this Circular will come in to force on March 1, 2017.

2. The Document titled 'Training and Development Plan 2017-2018' (see www.moe.gov.lk for a copy, and referred to hereinafter as the T&D Plan) provides guidelines for training and development policies, programming, budgeting, decisions and actions by officers responsible for human resource training and development in the Ministry of Education, and the National Institute of Education.

3. The T&D Plan outlines the goals that training and development activities must strive to achieve. Funds are allocated accordingly, and training and development functions will be assessed accordingly. Budget allocations are provided under Divisions of the Ministry, Departments and Institutions whose heads will be responsible for utilization of the allocations by designing and executing programs.

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4. As a matter of priority, attention must be given to (a) reduction of disparities among schools and implementation of the 'near school is the best school' program, (b) enhancing overall teaching quality and student learning enhancement, (c) modernization of methods and utilization of technology and ICT, (d) improving teaching and learning of Science, Mathematics, English, Technology-based skills, Languages, ICT, Value education, Sports and Aesthetics in all schools at all levels, (e) giving opportunity to teachers in difficult areas, (f) development of educationists in National Colleges of Education, and (g) formulation and implementation of educational reforms under the policy framework of the government.

5. Assessment of impact of training and development must be undertaken in the context of the goals of respective programs.

6. Programs of training and development must be designed and implemented in respect of all personnel services: SLEAS, SLPS, SLTES, SLTS, and other personnel categories, and their impact must be assessed regularly.

7. Heads of Divisions, Departments and Institutions (Addl. Secretaries, Chief Financial Officer, Commissioner –General of Examinations, Director General of National Institute of Education, and Chief Commissioners are responsible for training and development planning in terms of Programs and Projects under them. The following procedure must be adopted:

7.1: Preparation of annual HR T&D plan and key programs and submission by heads for approval by the Human Resource Training and Development Committee (HRT&DC), and Senior Management Group;

7.2: Preparation of projects under key programs and submission by officers in charge of them for approval by their Heads;

7.3: Release of funds by CFO on the recommendations made by Heads for the projects in the programs approved by the HRT&DC; and

7.4 After the first quarter of operation of this Circular, Heads and CFO must insist on reports of assessment of T&D projects undertaken in the first quarter as a pre-condition for approving/releasing funds for subsequent projects.

8. You are expected to ensure that all officers working on training and development take steps to coordinate their programs and projects at national, provincial, zonal, divisional and institutional levels so that optimum results are obtained from the limited resources available – financial, human, and infrastructural.


9. You are expected to coordinate foreign-funded programs with other programs of training and development in order to avoid duplication of functions and use of resources.

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9. All HR Development proposals (including nominations for educational programs, scholarships and fellowships, and overseas training) in respect of employees must be submitted to the HRT&DC for its approval and, where necessary, for recommendations to the Secretary/Hon. Minister.

10. In making decisions on placements, transfers, and promotions, attention must be given to training and development achievements of employees so as to ensure maximum utilization of their capacity, knowledge and skills.

11. Please inform me the receipt of this Circular by returning the acknowledgement section below.


Sunil Hettiarachchi
Secretary

To: Mr. Ananda Weerasooriya,
Office of the Secretary,
Ministry of Education.

**Human Resource Training and Development: Policy, Planning, and
Implementation: Circular No: 14/2017**

This is to confirm the receipt of the above circular.

Date:

Signature:

Name:

Position: