Financial Assistant

Procedure for Financial Assistant - Private & NGO sector

1. Receive applications/ courses from Standards & Accreditation division
2. Call quotations from institutes
3. Evaluate the quotation
4. Obtain Commission's approval
5. Obtain the Hon. Minister's approval and the Treasury approval
6. Sign agreements with institutes
7. Receive bills/receipts on items procured by the institute
8. Visit the institutes for verification of the items procured
9. Reimburse the relevant cost
10. Monitor the progress of the courses

Procedure for Financial Assistant - Public sector

1. Select suitable activities specified in VET plans on priority basis
2. Invite proposals from relevant public sector training providers
3. Desk evaluation of proposals to select suitable institutes to provide assistance
4. Field evaluation
5. Obtain the Commission approval for selected institutes
6. Obtain approval of the Hon. Minister
7. Obtain the approval from the General Treasury
8. Signing of agreements

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Organization Information.

Tertiary and Vocational Education Commission

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Deputy Director General

Administration Division

Standards and Accreditation Division

Planning and Research Division

Information Systems Division

NVQ Division

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