Career One Platform Overview

- TVET Career Platform Project in Sri Lanka
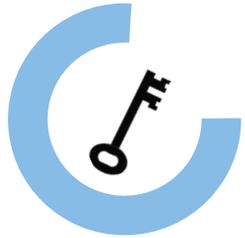
January, 2025
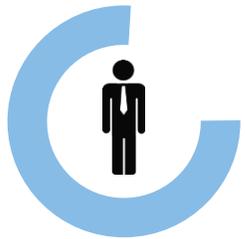
CAREER ONE

KOICA
Korea International Cooperation Agency

UBION
Growing Up, Every Day

Career Platform System Scope

[Project execution institutions]

70 Technical and Vocational Education Institutions in Sri Lanka (TVET Institutions)

[Target]

NVQ 5,6,7 of Technical & Vocational Education Institutions from 4 sectors (Construction, Manufacturing, ICT, Tourism)

[Users]

- Trainee: Trainees and applicants from 70 institutions
- CGO : NAITA(3), Others(4)
    DTET(CoT(9), TC(25)),
    VTA(DVTC(11), NVTI(6), VTC(5)
    UNIVOTEC : UNIVOTEC(1), UC(6)
- Industry Association (ICTISC, CISC, TISC, MESSCO) and companies
- General User

"TVET Career Platform"

Trainees will receive career guidance and job support through CGOs, create an environment of decent job opportunities by sharing employment information among Companies, TVET Institutions, and TVET Trainees.
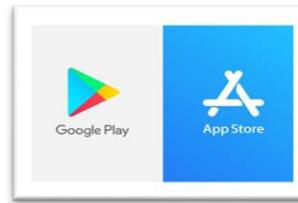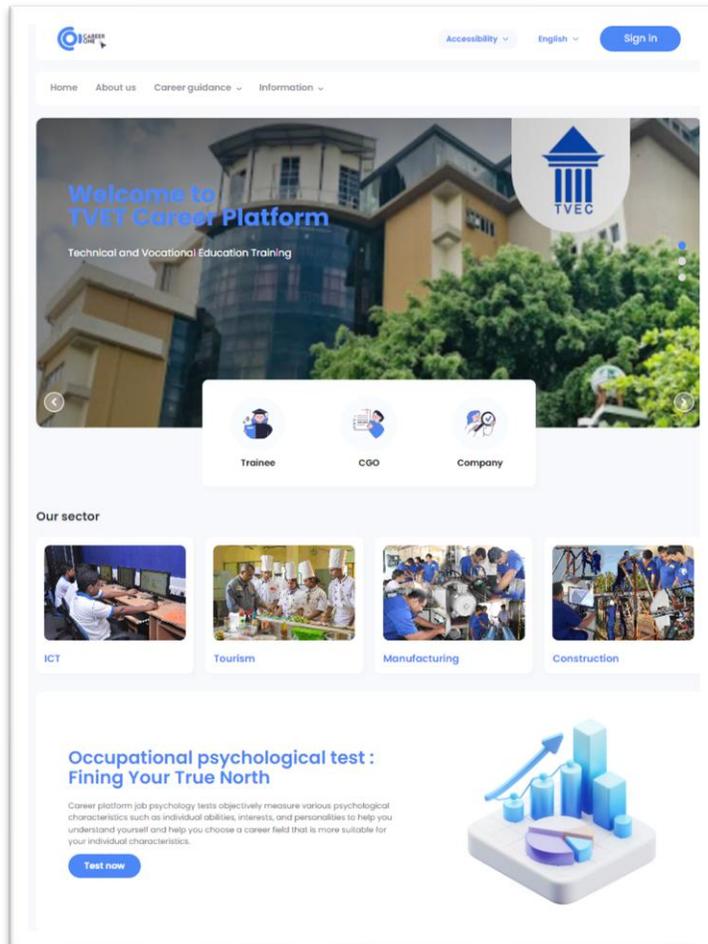

www.careerone.gov.lk

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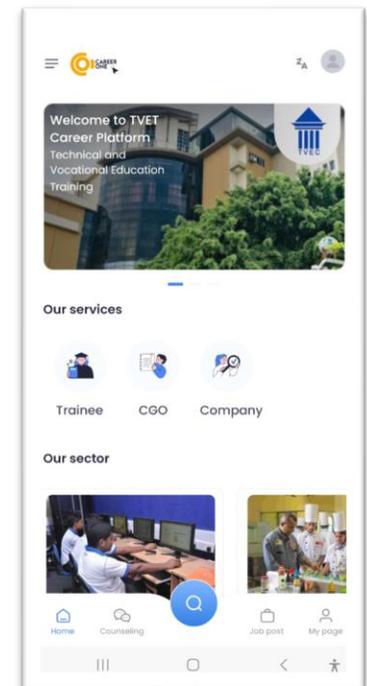# Access Methods of the CareerOne Platform

Web(PC, Mobile, Tab)

Mobile app (for Trainee)

www.careerone.gov.lk

Google play store / App store
"Careerone"

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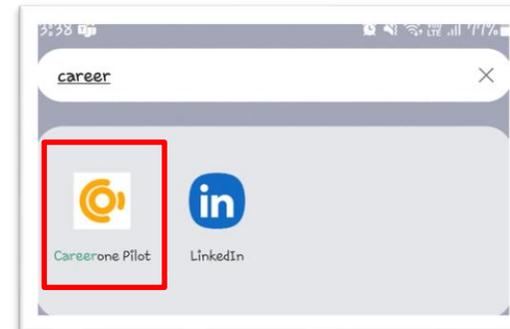
Key Functions

① Career Test ② Exploring Careers

Career Test and Career-Related Information Inquiry

- Career Test
- Job / Career / Sector Information
- Employment Policy & Newsletter
- Events, Q&A, and Notice
- Employment support

[Key Users] Trainees, CGOs

③ Career Guidance

Career Management and Guidance

- Online guidance
- Offline guidance

[Key Users] Trainees, CGOs

④ Graduateship Program Support

Share Company and job vacancies

- Company information
- Job vacancy
- OJT information
- Recruitment application, Trainee recommendations, workforce search

[Key Users] Trainees, CGOs Company

⑤ Portfolio

Career history management of Trainees

- Portfolio management

[Key Users] Trainees, CGOs Company

⑥ M&E(Monitoring and Evaluation)

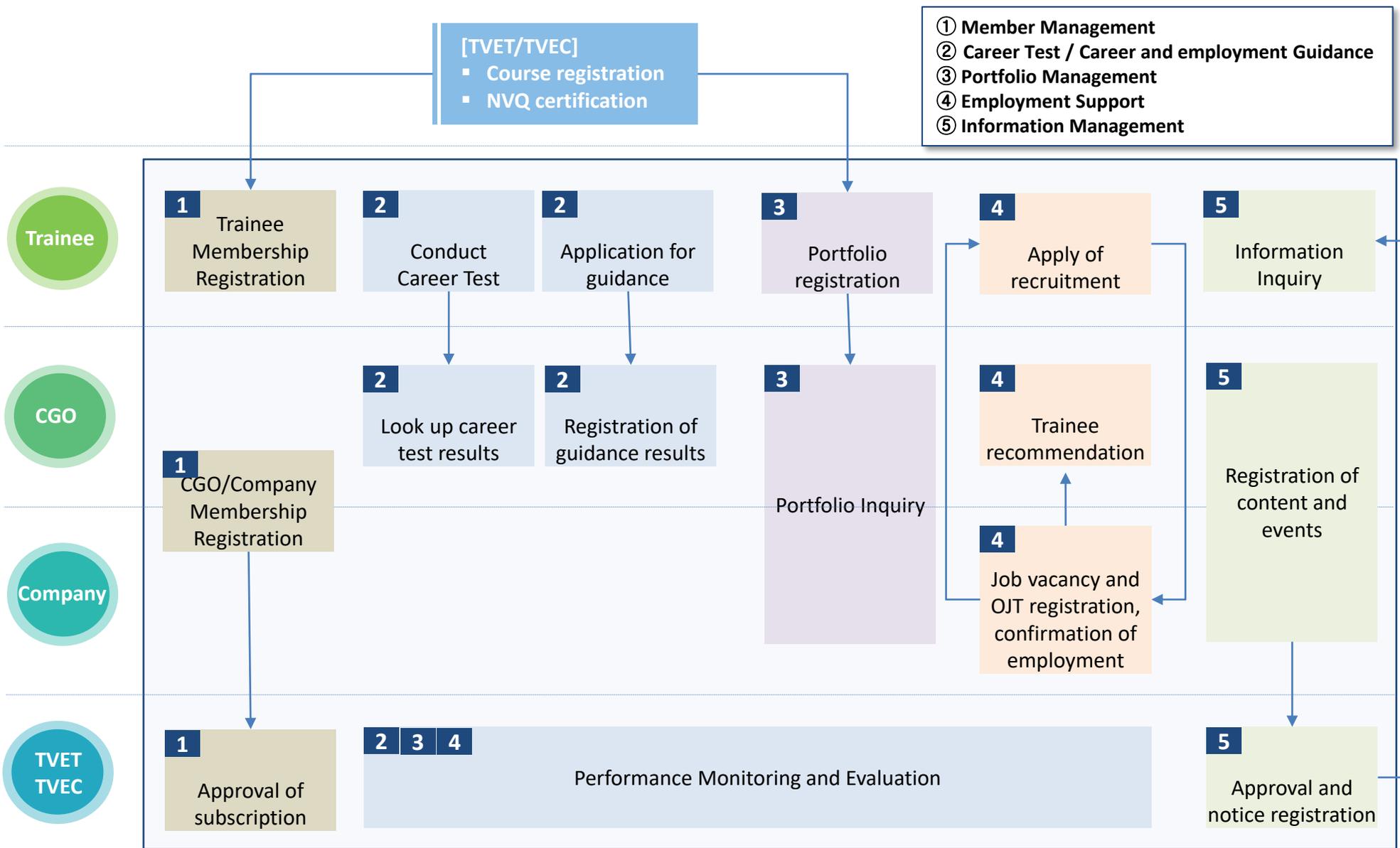**Monitoring career guidance and employment status**

- Performance Monitoring
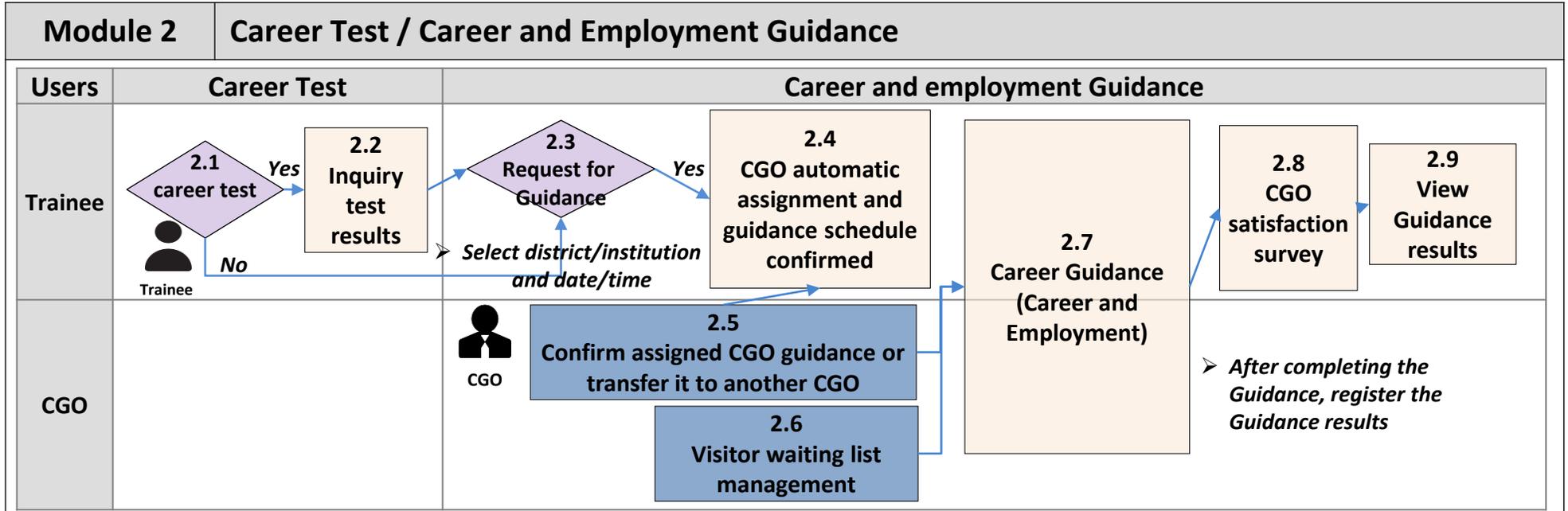- Platform Information Management

[Key Users] MoE, TVET, TVEC

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CareerOne Platform Overview

[TVET/TVEC]
- Course registration
- NVQ certification

① Member Management
② Career Test / Career and employment Guidance
③ Portfolio Management
④ Employment Support
⑤ Information Management

Trainee
- 1 Trainee Membership Registration
- 2 Conduct Career Test
- 2 Application for guidance
- 3 Portfolio registration
- 4 Apply of recruitment
- 5 Information Inquiry

CGO
- 2 Look up career test results
- 2 Registration of guidance results
- 3 Portfolio Inquiry
- 4 Trainee recommendation
- 4 Job vacancy and OJT registration, confirmation of employment
- 5 Registration of content and events

Company
- 1 CGO/Company Membership Registration

TVET TVEC
- 1 Approval of subscription
- 2 3 4 Performance Monitoring and Evaluation
- 5 Approval and notice registration

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Module 1	Member Management			Function

Users	Sign up		Management	Withdrawal
Trainee	Trainee **1.1.1 Registration membership** ➤ *trainees from 70 institution*	**1.1.2 System usage**	**1.1.3 Edit member information**	**1.1.4 Membership Withdrawal**
CGO / Company	CGO **1.2.1.1 Request for membership** Company **1.2.1.2 Request for membership (with Company Information)**	**1.2.3 System usage**	**1.2.4 Edit member information**	
TVEC Admin.	**1.2.2 Membership approval**			**1.2.5 Membership Withdrawal**

Function

[Sign up]
- Membership Registration (Trainee/CGO:NIC)
- CGOs and companies need TVEC's approval

[Member information management]
- Membership information will modify without approval
- Manage the password for the site

[Member withdrawal]
- Trainees can directly withdraw. If they sign up for a new membership after withdrawal, they will not be able to view their history.
- The membership withdrawal of CGOs and the companies is handled by the TVEC admin.
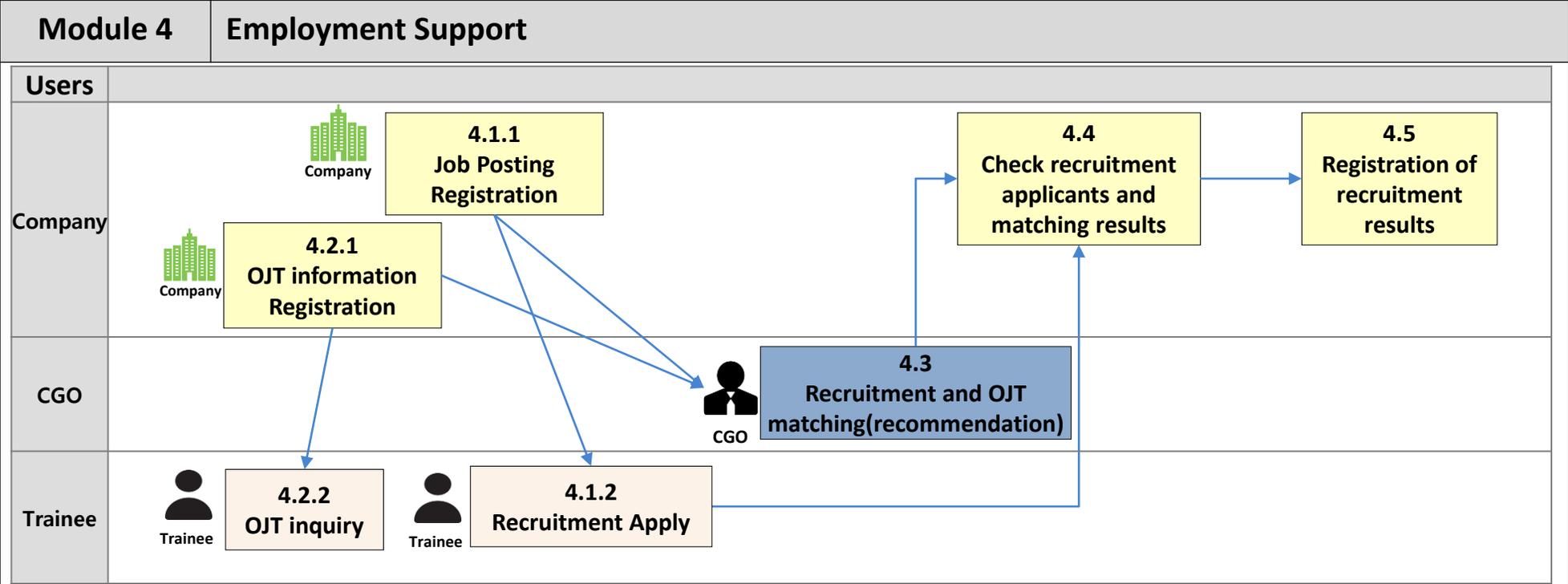
Module 2	Career Test / Career and Employment Guidance

Users	Career Test	Career and employment Guidance

Trainee

- 2.1 career test — *Yes* → 2.2 Inquiry test results
- *No*
- Trainee
- 2.3 Request for Guidance — *Yes* → 2.4 CGO automatic assignment and guidance schedule confirmed
  - ➤ *Select district/institution and date/time*
- 2.7 Career Guidance (Career and Employment)
- 2.8 CGO satisfaction survey
- 2.9 View Guidance results
- ➤ *After completing the Guidance, register the Guidance results*

CGO

- CGO
- 2.5 Confirm assigned CGO guidance or transfer it to another CGO
- 2.6 Visitor waiting list management

Function

Career Test and Guidance reservation	• Trainees can select career tests and view their results after testing. They are then directed to the NIE site to upload their results. CGOs can view trainees' career test results. • Trainees can make an online reservation for career guidance, regardless of their career test results. When a trainee visits the institution in person for a consultation, the CGO registers the list of Trainees.
Guidance	• When a trainee registers the district and time while making an online reservation, it is automatically assigned to a consultable CGO. • Assigned CGOs can confirm or reject the appointment. The TVEC administrator monitors the guidance reservations that are allocated to a CGO but cannot be confirmed. If a CGO rejects an assigned guidance more than three times in a month, an alarm is raised. • The guidance results must be registered after the session. During the guidance, the CGO can inquire about the trainee's career test results and portfolio information. • After the guidance, the trainee can view the results after completing the CGO satisfaction survey. • For online inquiry career guidance, when the Trainee registers the counseling request details, the assigned CGO can respond through the platform.

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Module 3	Portfolio Management		Function

Users	Portfolio	Consulting	[Portfolio management]

Trainee

👤 **Trainee**

3.1 Writing Portfolio

3.2.1 Registration of courses taken at educational institutions and other NVQ (Includes approval records)

3.2.2 OJT record registration (Includes approval records)

3.3 Print Resume(CV)

3.4 Request for Guidance — *Yes*

CGO

👤 **CGO**

3.5 Portfolio Clinic

Company

🏢 **Company**

3.6 View Trainee's portfolio

Only if the trainee has disclosed their portfolio information

[Portfolio management]

- Trainees register their portfolio information.
- Education and qualification information is automatically obtained from TVEC. Trainees can add additional information to their portfolios.
- If the Trainee chooses to disclose the portfolio, the company can view the Trainee's information.

[Consulting]

- Trainees can consult with a CGO about their portfolio (the guidance process is the same)

Module 4	Employment Support

Users

Company	4.1.1 Job Posting Registration / 4.2.1 OJT information Registration / 4.4 Check recruitment applicants and matching results / 4.5 Registration of recruitment results
CGO	4.3 Recruitment and OJT matching(recommendation)
Trainee	4.2.2 OJT inquiry / 4.1.2 Recruitment Apply

Function

Employment support	• When a company registers recruitment information, trainees can apply. CGOs can also recommend trainees to companies. • When a company selects applicants among or recommended candidates, an alarm will be sent to the trainee. If the company selects the trainee as the final employee, the result is also registered. • If a trainee opts to disclose their portfolio information, the company can inquire about the trainee's portfolio information.
OJT	• OJT information is registered by Companies and CGOs, and trainees and CGOs can inquire about it. • CGOs recommend trainees based on the OJT details, and the results can be viewed by Companies and Institutes. • Trainees register their results in the portfolio at the end of OJT.

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Module 5	Information Management			Function

Users	Contents & Event	Notice		Q&A	[Contents and Event]
ALL		**All** **5.2.2 Inquiry notice** **5.3.2 Inquiry FAQ**		**5.4.1 1:1 inquiry registration**	• CGOs and Companies can upload their own events or content. If the TVEC administrator approves, all users can inquire about them through the system.
CGO / Company	**CGO** **Company** **5.1.1 Register contents and event information**			**CGO** **Company** **5.4.2 1:1 reply registration**	**[Notice]** • Users can register to access TVEC's announcements or view answers to frequently asked questions.
TVEC Admin.	**System Admin** **5.1.2 Approved for posting**	**5.2.1 Register notice**	**5.3.1 FAQ registration**	**5.4.3 1:1 reply registration**	**[Q&A]** • If a user leaves a question, CGOs, Companies, and TVEC will provide answers. • The user can select a topic or category for their question when submitting it.

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Menu structure for all users

(**R:Register, V:View, C:Confirm**)

Menu			Trainee	CGO	Company	Admin
About us			V	V	V	R
Career Guidance	Career test	Career Interest Test, Career Key Test, Interest and Ability Test, Interest, Ability and Personality Test	R	V	-	V
Career Guidance	Counselling	Request, Counseling List, My schedule	R	R	-	V
Career Guidance	Portfolio		R	V	V	V
Career Guidance	Employment	Employment Policy, News Letter	V	V	V	R
Career Guidance	Job / Career Information	Job Information, Career Expert Interview	V	V	-	R
Career Guidance	Employment support	Portfolio Writing Tips, Interview Strategies Employment Tips, Success Stories	V	V	-	R
Job support	Company list		V	V	R	V
Job support	Job vacancy management		-	-	R	V
Job support	Job post list		R(apply)	R(match)	-	V
Job support	Trainee list		-	V	V	V
Job support	Candidate list		-	-	V	V
Job support	OJT list		V	R(match)	R	V
Information	Content management	Video, Document	-	R	R	R/C
Information	Events		V	R	R	R/C
Information	Q&A		R	R	R	R
Information	Notice	Notice, FAQ	V	V	V	R

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