

MEMORANDUM OF UNDERSTANDING
BETWEEN
NATIONAL APPRENTICE AND INDUSTRIAL TRAINING
AUTHORITY (NAITA)



AND
Skills for Inclusive Growth program
(S4IG)



Skills for Inclusive Growth

Memorandum of Understanding

Between

The National Apprentice and Industrial Training Authority (NAITA)

And

Skills for Inclusive Growth Program (S4IG)

This Memorandum of Understanding (MOU) is made and entered Colombo in the Democratic Socialist Republic of Sri Lanka on the 29th day in April 2022

BETWEEN

National Apprentice and Industrial Training Authority is a statutory body duly established in the said Republic under the part II of Tertiary and Vocational Education Act No 20 of 1990 having its registered office at No 971, Sri Jayewardenepura Mawatha, Welikada, Rajagiriya hereinafter called and referred to as “**NAITA**” of the “**FIRST PART**” and represented by its chairman,

AND
The MOU

The Australian Government-funded Skills for Inclusive Growth Program managed by Scope Global Pty Ltd., located in Lee Hedges Tower, 349/9/1, Galle Road, Colombo 03, Sri Lanka, hereinafter referred to as S4IG.

The parties hereby agree to the following cooperation framework:

Article 1

1. SCOPE

This MOU aligned with reference of the subsidiary arrangement on S4IG Phase 2 signed between the State Ministry of Skills Development, Vocational Education, Research and innovation representing GoSL and Australian high commission representing GoA on 31st March 2022.

In line with their organizational mandates, all parties agree to cooperate in working towards supporting in the three major areas which are some of the avenues Skills for Inclusive Growth – Phase II operates viz., (a) Foundational Hospitality Skills - This is a trilingual, work-based training program for new entrants as well as the existing workforce and is designed to uplift skills to an international standard. The course is supported by tourism industry employers particularly those in the small and medium-sized enterprises., (b) Professional Cookery Course - which uplifts skills to international standards and enables employment with rated hotels and restaurants (c) RPL and Upskilling - to recognize skills and support workforce development across the tourism and hospitality sectors. Specifically, NAITA will support and accredit the foundational hospitality skills (NVQ 3), professional cookery (NVQ 4 or 5), RPL toolkit, train industry trainers & provide certification services,

and recommend industry assessors to TVEC training and provide mobile training and assessment services.

This MoU commences as of 29th April 2022 and will expire on 31st December 2023. The term and content of this MoU may be extended by mutual agreement between the Parties in writing.

This MoU sets out the terms on which the S4IG will plan and implement specified activities to support (a) Foundational Hospitality Skills, (b) Professional Cookery Course (c) RPL and Upskilling in partnership with National Apprentice and Industrial Training Authority (NAITA).

Article 2:

2. TERM

This MOU shall become effective from the date on which it is signed by the parties and shall continue for a period of two years or until it is terminated in accordance with clause 5.2.

ROLES AND RESPONSIBILITIES OF Skills for Inclusive Growth (S4IG)

According to its responsibility in line with this MOU, S4IG agrees to the following:

2.1 Foundational Hospitality Skills

- 2.1.1 S4IG shall facilitate NAITA to use and own the content of the materials produced by S4IG; also, to use appropriate branding in materials wherever necessary. The materials are designed to industry standards in 3 languages and can be used in workplaces or through distance and online learning modalities.
- 2.1.2 S4IG shall support NAITA to apply TVEC to accredit the Foundational Hospitality Skills at NVQ 3 level. Both parties will agree on any additional requirements that need to be addressed to support accreditation.
- 2.1.3 S4IG shall facilitate between NAITA and Industry (E.g., Federation of Chambers of Commerce and Industry of Sri Lanka – FCCISL) to issue an industry-accepted certification for the industry trainers and to the students/employees who complete this training course. S4IG will support the marketing of foundational level training across the hospitality sector.
- 2.1.4 S4IG shall facilitate in production a minimum of 12 Industry Master Trainers Cum Assessors and a minimum of 360 interested owners and managers of MSMEs from Matale, North centrale province, and eastern province district during this period. The trained owners and managers shall train a minimum of 1200 youth including young women and persons with disabilities in careers in hospitality.
- 2.1.5 S4IG shall work with NAITA/ TVEC to build the capacity of ensuring the reasonable adjustment in the assessor's training.
- 2.1.6 S4IG shall facilitate their minimum of 120 phase I industry partners (owners and managers) to NAITA to have skills assessed and recognized by NAITA who will issue qualifications (certification) to the current Trainers and Assessors that have been

involved in the Foundational Hospitality Skills course in Ampara, Batticaloa, Polonnaruwa, and Trincomalee Districts.

- 2.1.7 Mobile Training and Assessment: S4IG shall support NAITA to roll out training to the hospitality and tourism sector through a mobile training service. S4IG will engage a service provider to modify and fit out a bus donated by Govt. of Sri Lanka to NAITA. S4IG shall work with Ceylon transport Board along with NAITA to ensure the Bus is fitted as per an agreed design for the mobile training service.
- 2.1.8 The services to be provided by the Bus will be detailed in a subsidiary agreement between S4IG and NAITA. S4IG shall facilitate the operations of the bus but not the recurrent cost of the mobile Training Services in the regional Tourism corridors between Dambulla – Trincomalee (including Anuradhapura, Polonnaruwa, and Batticaloa) as well as from Hambantota – Ampara (including Ella, Monaragala, and Badulla)
- 2.1.9 S4IG shall provide technical assistance to support NAITA to use the foundational hospitality video modules in NAITA's LMS as online courses and support the training program recognized across the industry to support new entrants coming into the industry as well as upskilling of the existing workforce with new courses Digital Content Creation and Digital Marketing, Digital storytelling and promotion skills, And E tourism)

2.2 Professional Cookery Course

- 2.2.1 S4IG shall facilitate NAITA and Industry to jointly deliver a revised industry curriculum that has been validated by TVEC the Chef Guild of Lanka and industry professionals. The delivery of the course shall be in two training centres in Anuradhapura and another one in a suitable place in partnership with the industry body. This assistance shall include upgrading cooking facilities such as a training kitchen, kitchen equipment, and utensils to the centres to ensure that the local industry has an ongoing and adequate supply of skilled labour to meet visitor expectations. This center will become a 'Centre of Excellence for the local hospitality employers to support improved quality of skills and employment outcomes.
- 2.2.2 S4IG shall provide any additional technical assistance to NAITA to apply to TVEC for accreditation of the professional cookery course (NVQ 4 or 5).
- 2.2.3 S4IG & NAITA shall work on applying to TVEC for accreditation of the professional cookery course (NVQ 4 or 5).
- 2.2.4 S4IG shall support NAITA with the support of Chef Guild Lanka (CGL) to train 20 trainees in the professional cookery for a certain time period including OJT as per the TVEC accreditation program.
- 2.2.5 S4IG shall support to NAITA with the support from CGL to enhance and upskill 20 existing chefs from the industry.
- 2.2.6 S4IG shall support NAITA and the regional training centers to engage in the Supreme Chef 'Youth Edition' initiative in which a training institution-based competition is conducted nationally as a recruitment and marketing tool with institutional winners

competing for a national title that would be aired through social media – FB and YouTube.

- 2.2.7 S4IG shall support NAITA Media teams (with their facilities) for professional development training and content creation - (06 media team members)
- 2.2.8 NAITA shall work with TVEC to accredit the Digital Content along with approved National competency standard curriculum to get NVQ

2.3 RPL and upskilling

- 2.3.1 S4IG shall facilitate NAITA to use and own the content of Recognition of Prior Learning (RPL) documents and assessment tools prepared by S4IG and industry body - RPL Policy for the Tourism and Hospitality Sector, RPL Handbook, RPL Implementation Guide, RPL Assessors Course and Toolkit (which includes assessment tools), RPL Participant workbook and RPL Trainers Notes.
- 2.3.2 S4IG shall provide technical assistance to NAITA to fine-tune the assessment matrix to develop in the professional cookery program to support implementation.
- 2.3.3 S4IG shall support technical assistance to NAITA to develop an assessment matrix for other tourism and hospitality jobs in its value chain with the support of S4IG and TVEC.
- 2.3.4 S4IG shall support to NAITA to increase the number of RPL applicants with agreed in the monthly steering committee meeting

Article 3

3. ROLES AND RESPONSIBILITIES OF NAITA

According to its responsibility in line with this MOU, National Apprentice, and Industrial Training Authority (NAITA) agrees to the following:

3.1 Foundational Hospitality Skills

- 3.1.1 NAITA shall study and package the S4IG developed and industry-validated course for the hospitality industry and apply to TVEC to accredit the same at the NVQ level.
- 3.1.2 NAITA shall deliver this Foundational Hospitality skills course in both Center-based training (CBT) and Enterprise-based training (EBT) in all three languages.
- 3.1.3 NAITA shall work with FCCISL and Industry association to ensure reasonable and industry-accepted certification for the industry trainers and the students/employees who complete this training course.
- 3.1.4 NAITA shall apply TVEC to accredit the Foundational Hospitality Skills and TVEC gives authorization NVQ level.
- 3.1.5 NAITA to conduct the Course and upload the modules on their website. The training online will support self-paced learning, work-based learning, and support on job training

be recognized so that students can complete evidence guides and submit them for assessment. NAITA will facilitate assessment and provide enrolment and certification information for S4IG reporting purposes.

- 3.1.6 NAITA shall release a circular on, it is mandatory to complete the two weeks online/center-based foundational hospitality course for any students who enter into a NAITA for any tourism courses.
- 3.1.7 NAITA shall produce a minimum of 12 industry Master Trainers cum Industry Assessors during 2022 and another minimum of 18 Master Trainers cum Industry Assessors during 2023 minimum of 360 interested owners and managers of Micro, Small, and medium enterprises from Eastern and North Central provinces including Matale District targeting Dambulla and Sigiriya tourism hotspots during this period. The trained owners and managers shall train a minimum of 1200 youth including young women and persons with disabilities in careers in hospitality with the support of S4IG.
- 3.1.8 NAITA's media and communication unit shall do the campaign with S4IG on the Foundational Hospitality skills course to a wider audience promoting owners and managers.
- 3.1.9 NATA shall make arrangements with TVEC to assess and issue qualifications (certification
- 3.1.10) to a minimum of 120 phase I industry partners (owners and managers) to the current Assessors from the industry who involved in the Foundational Hospitality skills course for hospitality industry during S4IG phase 1 in Ampara, Batticaloa, Polonnaruwa, and Trincomalee Districts. The fee for the assessment is to be paid by trainers, assessors, and trainees with the support of S4IG.
- 3.1.11 NAITA shall roll out the Foundational Hospitality Skills to support industry recovery across the hospitality and tourism sector as needed either through classroom delivery or NAITA LMS online delivery.
- 3.1.12 Mobile Training and Assessment: NAITA shall support the rollout of training to the hospitality and tourism sector through a mobile training unit. The services shall provide by the Bus will be detailed in a subsidiary agreement between S4IG and NAITA. NAITA shall have the full operations of the bus mobile Training Services in the regional Tourism corridors between Dambulla – Trincomalee (including Anuradhapura, Polonnaruwa, and Batticaloa) as well as from Hambantota – Ampara (including Ella, Monaragala, and Badulla) in addition to other parts of the country as per the requirement.
- 3.1.13 NAITA shall work with TVEC to accredit the Digital Content Creation and Digital Marketing, Digital storytelling and promotion skills, And E tourism courses, which will be introduced in the future with NAITA training systems.

3.2 Professional Cookery

- 3.2.1 NAITA shall pilot the industry-validated TVEC-approved professional Cookery course in one of their training center by using the facilities provided by S4IG for kitchen facilities in Anurathapura centre and other centre recommended by the NAITA with needed and potential location as mentioned in the para 2.2.1
- 3.2.2 NAITA shall work on applying to TVEC for accreditation of the professional cookery course (NVQ 4 or 5). And support S4IG to apply for international accreditation (AQF – Australia)
- 3.2.3 NAITA will get the support of CGL and S4IG support to train at least 20 trainees in 2023 based on the TVEC approved duration.
- 3.2.4 NAITA shall train with the support from CGL to enhance and upskill 20 existing chefs from the industry.
- 3.2.5 NAITA's Trainer also shall work as a Co-Trainer with CGL resource personnel to train the youth to be a professional ongoing training program for NAITA trainers.
- 3.2.6 NAITA & S4IG shall apply TVEC to accredit the professional cookery course (NVQ 4 or 5).
- 3.2.7 NAITA shall support the initiative of Supreme Chef 'Youth edition' in which a training institution-based competition is conducted nationally as a recruitment and marketing tool with institutional winners competing for a national title that would be aired through social media – FB and YouTube.
- 3.2.8 Provide training to NAITA media teams for the professional development training on "Reality show production" using the NAITA facilities and resources with the support of S4IG.

3.3 Recognition of Prior Learning (RPL) and upskilling

- 3.3.1 NAITA shall work with TVEC and find the mechanism to implement the Recognition of Prior Learning (RPL) documents prepared with S4IG. RPL Policy for the Tourism and Hospitality Sector, RPL Handbook, RPL Implementation Guide, RPL Assessors Course and Toolkit, RPL Participant workbook, and RPL Trainers Notes will be applied to ensure RPL is available for the workforce in the hospitality and tourism sector.
- 3.3.2 NAITA shall review with TVEC the assessment matrix developed in the Cookery course and use that to assess the existing Chefs to provide a minimum of 50 RPL certifications for them. NAITA will facilitate applications for RPL assessment and mobilize its industry assessors to conduct assessments and support certification of skills across the industry.
- 3.3.3 NAITA shall support to development an assessment matrix for other tourism and hospitality jobs in its value chain with the support of S4IG and TVEC.
- 3.3.4 Mobile Training Service - NAITA will work with S4IG to roll out training to the hospitality and tourism sector through a mobile training service. The services to be provided by the Bus will be detailed in a subsidiary agreement between NAITA and

S4IG. NAITA will support the operations of the Bus and the mobile Training Services in 2 Regional Tourism corridors between Dambulla – Trincomalee (including Anuradhapura, Polonnaruwa, and Batticaloa) as well as from Hambantota – Ampara (including Ella, Monaragala, and Badulla) and other part of the country

3.4 Other Skill development activities

- 3.4.1 S4IG shall provide technical assistance with the development of training courses and flexible delivery systems in relation to the Tourism and Hospitality related (E.g., E-Tourism/Foundational and Professional Cookery/Foundation Tourism online courses wellness tourism, etc). These will be submitted to NAITA and converted into the online course mode. NAITA shall upload and implement these through their LMS.
- 3.4.2 S4IG shall submit the designed area tour guide and assessment criteria to NAITA for their review. NAITA shall study and review the Area tour Guide Curriculum and the assessment criteria and process with the accreditation process with TVEC.
- 3.4.3 S4IG shall work with NAITA's media and marketing unit to build their capacity to do social marketing, digital content creation; creating marketing leaflets; digital awareness programs. A suitable consultant or a firm will be procured to work with NAITA to enhance the capacity of the media and marketing unit of NAITA.

Article 4

4. GENERAL

- 4.1 National Apprentice and Industrial Training Authority (NAITA) will appoint a steering committee that will meet on a monthly basis initially and quarterly after the first 6 months, to implement the above commitments and monitor quality and enable S4IG to work with the steering committee to support effective delivery of this MOU.
Suggested committee members of the steering committee are.
 - I. Director (Training) – NAITA
 - II. Director (Planning and Monitoring) - NAITA
 - III. Director (Finance) – NAITA
 - IV. Representatives from Line Ministry
 - V. Regional programme Coordinator – S4IG
 - VI. Skills Engagement Specialist – S4IG
- 4.2 S4IG and NAITA will mutually organize a workshop to develop the detailed budget and work plan to implement this partnership and to ensure that relevant staff participate and are allocated roles and responsibilities to effectively deliver this MOU.
- 4.3 S4IG-NAITA-TVEC will meet once every two months about the progress and challenges in implementing this MOU.
- 4.4 S4IG will assist NAITA to create International Standard curricula and learning materials as appropriate by agreement between both parties.
- 4.5 This MOU will be reviewed annually and at the end of this MOU in 2 years will be expanded or amended by agreement between both parties.

- 4.6 S4IG and NAITA officials will collaborate for baseline studies, context analysis, monitoring data collection, joint monitoring field visits, gathering cases studies, lessons learned, and most signification stories.
- 4.7 The financial, technical, and human resources arrangements will be discussed and agreed by both parties on an activity-by-activity basis within the framework and principles set forth in this MOU. Both parties will commit to working collaboratively in each of the specified areas of intervention contained in this MOU. According to the subsidiary agreement the Australian Government has with the Govt. of Sri Lanka; both parties' resources will be shared in a mutually agreed budget.
- 4.8 Each Party agrees to keep confidential all information it receives or is disclosed to it by another Party to this MoU unless agreed by both parties for public release.
- 4.9 No Party will be liable to another Party for indirect or consequential loss arising out of or in connection with or related to this MoU.
- 4.10 This MoU, the implementation Agreement, and all annexures and any additional documents referenced will constitute the entire agreement between the Parties. Any prior understanding or representation of any kind preceding the date of this MoU is hereby superseded. To the extent of any inconsistency between this MoU and the Implementation Agreement, the Implementation Agreement will take precedence.
- 4.11 S4IG may terminate or suspend the whole or part of this MoU where a direction is made by the Australian government (through its Department of Foreign Affairs and Trade) or the Head Contract is terminated or suspended. The Head Contract is the agreement which the S4IG has in place with the Australian government which facilitates the initiation of the S4IG Program and its Skills Development Fund.
- 4.12 NAITA may terminate or suspend the whole or part of this MoU where a direction is made by the Sri Lankan government.
- 4.13 S4IG and NAITA agree on a responsibility allowance payment of a maximum of 8% of the total spending of allocated program cost under this MOU. NAITA has to provide an approved schedule of payments before the commencement of the responsibility allowances.
- 4.14 NAITA will provide S4IG with a list of personnel/designations that receive responsibility allowances under this MOU every quarter.

5. TERMINATION

- 5.1 This MOU shall be amended by mutual agreement of both parties and evidenced in writing and signed by the authorized individual[s].
- 5.2 This MOU may be terminated by either party by giving the other party thirty (30) days' notice in writing.


6. DISPUTE RESOLUTION

The sequential procedure that is to be followed to resolve the dispute is as follows,

- 6.1 If a dispute arises, the aggrieved party shall give written notice to the breaching party requiring that the said dispute be resolved in good faith, within thirty (30) days of the breaching party receiving the notice of dispute from the aggrieved party.
- 6.2 If the dispute is not resolved by negotiation as aforesaid, the aggrieved party may seek legal redress under the laws of the Democratic Socialist Republic of Sri Lanka.


IN WITNESS whereof, the parties hereto have duly executed this MOU in Colombo on the dates as stated below.


Signed for and on behalf of the NATIONAL APPRENTICE AND INDUSTRIAL TRAINING AUTHORITY (NAITA) in the presence of:

Signature:  **Tharanga Naleen Gamlath**
Chairman
National Apprentice & Industrial Training Authority

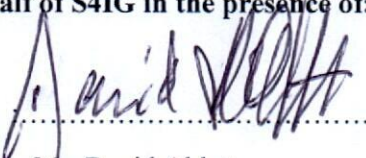
Name : Mr. Tharanga Naleen Gamlath
Designation : Chairman – National Apprentice and Industrial Training Authority (NAITA)
Date :

WITNESSES:

1. 
Name: Haluda Rupasingha
Designation: vice chairman
NIC No: 501383503 V
Date: 20.05.2022


2. 
Name: G. H. Nilantha
Designation: Director (Training)
NIC No: 650670752 V
Date: 20.05.2022


Signed for and on behalf of S4IG in the presence of:

Signature: 

Names : Mr. David Ablett.
Designations : Team Leader, Skills For Inclusive Growth (S4IG)
Date : MAY 20 2022

WITNESSES:

1. 
Name: K. Jayathas
Designation: Deputy Team leader
NIC No: 741891344 V
Date: 20th May 2022

2. 
Name: S. Benjamin
Designation: Skills Dev. specialist
NIC No: 792570328 V
Date: 20th May 2022