

**MEMORANDUM OF UNDERSTANDING
BETWEEN**

Vocational Training Authority of Sri Lanka (VTA)



AND

Skills for Inclusive Growth program (S4IG)

Phase 2



Skills for Inclusive Growth

23rd May 2022 – 31st December 2023

Memorandum of Understanding
between
Vocational Training Authority of Sri Lanka (VTA)
and
Skills for Inclusive Growth Program (S4IG)

This MOU is developed in-line with the subsidiary arrangement signed between Government of Sri Lanka and Government of Australia represented by the Ministry of Skills Development, Vocational Education, Research & Innovations and High Commission of Australia respectively on 31st March 2022.

This Memorandum of Understanding (MOU) is made and entered in at Colombo in the Democratic Socialist Republic of Sri Lanka on the 23rd day in the month of May 2022.

BETWEEN

Vocational Training Authority Of Sri Lanka established under the provisions of the Vocational Training Authority of Sri Lanka Act No.12 of 1995, having its Registered Office at No.354/2, "Nipunatha Piyasa", Elvitigala Mawatha, Colombo 05, Sri Lanka hereinafter referred to as VTA.

AND

The Australian Government funded Skills for Inclusive Growth Program managed by Scope Global (Australia) Pty Ltd (part of the Palladium International Group), located in Lee Hedges Tower, 349,9/1, Galle Road, Colombo 03, Sri Lanka, hereinafter referred to as S4IG of the "SECOND PART" and represented by its Team Leader. Australian government, through the Department of Foreign Affairs and Trade (DFAT) to implement the phase 2 S4IG program in Sri Lanka in accordance with the terms of a Subsidiary Agreement signed on 31 March 2022 between DFAT and the Sri Lankan State Ministry of Skills Development, Vocational Training, Research & Innovations.

The parties hereby agree to the following cooperation framework:

Article 1

1. SCOPE

In line with their organizational mandates, both parties agree to cooperate in working towards supporting in delivering the professional cookery course with the industry partner Chef Guild of Sri Lanka.

- (a) **Deliver a professional cookery, pastry & bakery, and confectionery program:** Provide technical assistance and support to deliver a professional cooking program which is more flexible, relevant, and responsive to the tourism industry to improve employment outcomes and service standards.

Specifically, the parties to this agreement will facilitate and support the training the industry Trainers, conduct trainings and provide certification services. This MoU commences as of 1st May 2022 and will expire at 31st of 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 in partnership with Vocational Training Authority (VTA).

2. TERM

This MOU shall become effective from date on which it is signed by the parties and shall continue for a period of 20 months or until it is terminated in accordance with clause 5.2.

Article 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. Professional Cookery Course

2.1.1 S4IG shall facilitate VTA and Industry (Chef Guild of Lanka) to jointly deliver a revised industry curriculum which has been validated by the Chef Guild of Lanka and industry professionals. The delivery of the course shall be in four training centres in Polonnaruwa, Kuchchaveli (Trincomalee), Ahangama (Galle) and Ambegoda (Badulla) in partnership with the Chef Guild of Lanka. Out of these four VTA centres Polonnaruwa and Ahangama centres shall get assistance which include of upgrading cooking facilities such as a training kitchen, kitchen equipment and utensils to ensure that the local industry has an ongoing and adequate supply of skilled labour to meet visitor expectations. These centers will become a 'Centre of Excellence' for the local hospitality employers to support improved quality of skills and employment outcomes.

2.1.2 S4IG shall agree on the training delivery arrangements for the Training of Trainers program for VTA Cookery Instructors by the Chefs Guild ensuring training delivery support, professional development, and quality assurance. A batch of 40 VTA trainers shall be trained during this period from any of the VTA centers. S4IG shall bear the logistics for the TOT training program for the VTA trainers.

2.1.3 S4IG shall support VTA with the support of CGL to train 80 trainees from four of the VTA centres in the professional cookery for six months and their on-the-job (OJT) training for six months. CGL will support VTA with placement services for on-the-job training of these trainees and support workplace assessment of skills. CGL will certify skills and provide job placement services once trainees have completed the training requirements of the professional cookery course in Sri Lanka to International standards, ensuring women, people with disabilities, remote communities, and other marginalized group in the industry have access and have skills recognised.

2.1.4 S4IG shall support to VTA with the support from CGL to enhance and upskill 80 existing chefs (Including Women) to be professional cooks ensuring improved opportunities from the industry.

2.2 Professional Pastry & bakery and confectionery course

2.2.1 S4IG shall support VTA with the CGL to upgrade the curriculum and the training materials for Pastry and Bakery, and Confectionary course to industry standards.

- 2.2.2 S4IG shall support to train a batch of 30 VTA trainers as Training of Trainers on Pastry & Bakery skills and Confectionery for total of ten (10) days.
- 2.2.3 S4IG shall support VTA for piloting the Pastry Baker & Confectionary 6 months course in Selected 4 VTA training centers of Polonnaruwa, Ahangama, Ambegoda, and Kuchchaveli). The results from the pilot will be shared with VTA for replication.
- 2.2.4 S4IG will facilitate CGL to support VTA to ensure on job training for these trainees, which will include women, people with disabilities, remote communities, and other marginalized group, to complete training requirements with skills assessment supported by CGL. CGL will further support VTA with employment services for trainees that complete training and assessment requirements.

2.3 Functional English

- 2.3.1 S4IG shall support the Functional English Training of Trainers program targeting the Professional Cookery, Pastry Bakery and Confectionery courses for VTA trade instructors by the reputed English training provider. A batch of 20 VTA trade instructors shall be trained during this period from any of the VTA centers.

2.4 Media Capacity Building

- 2.4.1 S4IG shall support the development of the VTA media team (7 days training) at Ahangama Training Center via the Foundational Studies in Televisual Skills course.
- 2.4.2 S4IG shall provide appropriate equipment for the reality show productions that are not available with the VTA media production team to roll out the Supreme Chef Youth edition competition as per the industry standard.

2.5 Mobile Training and Assessment:

- 2.5.1 S4IG shall support VTA 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 VTA. S4IG shall work with Sri Lanka Transport Board (SLTB) along with VTA to ensure the Bus is fitted as per an agreed design for the mobile training service.

2.6 Supreme Chef - Youth Edition

- 2.6.1 S4IG shall assist VTA to conduct the Supreme Chef Youth Edition 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 – Facebook and YouTube among the existing students who are following the Cookery Course in the VTA centers.

Article 3

3 ROLES AND RESPONSIBILITIES OF Vocational Training Authority

According to its responsibility in line with this MOU, Vocational Training Authority (VTA) agrees to the following:

3.1 Professional Cookery Course

- 3.1.1 VTA shall pilot the Chef Guild of Sri Lanka developed and industry validated professional cookery course in four of their training centres - Polonnaruwa, Kuchchaveli (Trincomalee), Ahangama (Galle) and Ambegoda (Badulla) (with the obligation to coordinate with regional centres to support the upgrading of cooking facilities) initially - A public private linkages model with the Chef Guild of Lanka will be applied to strengthen the quality of training delivery. VTA Shall initiate innovative selection of trainees including women, people with disabilities, remote communities, and other marginalized groups (20 per center, total of 80 participants) for training and skills development enabling job placement into the industry through the Chef Guilds of Sri Lanka.
- 3.1.2 VTA shall agree on the training delivery arrangements for the training of Trainers program for 40 VTA instructors from any of the VTA centers by the Chefs Guild ensuring training delivery support, professional development, and quality assurance. VTA shall cater the necessities of accommodating the trainers/assessors during the TOT program.
- 3.1.3 VTA shall train with the support of CGL 80 trainees from four of the VTA centres in the professional cookery for six months and their on-the-job (OJT) training for six months.
- 3.1.4 S4IG shall support to VTA with the support from CGL to enhance and upskill 80 existing chefs (Including Women) to be professional cooks ensuring improved opportunities from the industry.

3.2 Professional Pastry & bakery and confectionery course

- 3.2.1 VTA shall pilot the Chef Guild of Sri Lanka developed and industry validated professional Pastry & bakery and confectionery course in four of the VTA training centres, Polonnaruwa, Kuchchaveli (Trincomalee), Ahangama (Galle) and Ambegoda (Badulla). VTA Shall initiate innovative Selection of trainees including women and persons with disabilities rural and remote communities (20 per center, total of 80 participants) for training and skills development enabling job placement into the industry through the Chef Guilds of Sri Lanka.

- 3.2.2 VTA shall agree on the training delivery arrangements for the training of Trainers on Pastry & Bakery skills and Confectionery program for 40 VTA instructors from any of the VTA centers by the Chefs Guild ensuring training delivery support, professional development, and quality assurance. VTA shall cater the necessities of accommodating the trainers/assessors during the TOT program.
- 3.2.3 VTA shall pilot the Pastry, bakery and Confectionary course in four VTA training centers of Polonnaruwa, Ahangama, Ambegoda, and Kuchchaveli)
- 3.2.4 S4IG shall support to VTA with the support from CGL to enhance and upskill 80 existing chefs to be professional cooks ensuring improved opportunities for women from the industry.

3.3 Functional English

- 3.3.1 VTA shall pilot on the Occupational English Training of Trainers program targeting the Professional Cookery, Pastry & Bakery and Confectionery courses for 20 VTA trade instructors by the reputed English training provider.

3.4 Media Capacity Building

- 3.4.1 VTA shall support in supplying the media team members to work with S4IG and the external media consultants for seven days training at Ahangama Training Center.
- 3.4.2 VTA shall accept and incorporate S4IG supplied media equipment to the VTA inventory.

3.5. Mobile Training unit and Assessment:

Mobile Training Service - VTA shall work with S4IG to roll out training to the hospitality and tourism sector through a mobile training service which is a modern movable kitchen. The services to be provided by the Bus will be detailed in a subsidiary agreement between VTA and S4IG. VTA shall 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)

3.6 Supreme Chef - Youth Edition

- 3.6.1 VTA 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. The Supreme Chef Youth Edition will be conducted in the VTA training centers.

Article 4

4. GENERAL

VTA shall appoint a steering committee which will meet monthly initially and quarterly after 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. With S4IG's technical assistance, the steering committee will include promoting awareness of inclusion related initiatives across departments/sectors, participating in the development of an action plan, distributing actions to relevant parties, collecting data as required and monitoring implementation.

Suggested committee members of the steering committee are.

1. Ms. Chulangani Perera - Director General (VTA)
 2. Ms. Shanthi Edirisinghe - Director Training (VTA)
 3. Ms. Nipuni Daluwatta - Assistant Director (Hotel & Tourism) (VTA)
 4. Mr. Damitha Karunapala - Training Officer (Hotel & Tourism) (VTA)
 5. Mr. Sinthathurai Benjamin - Skills Engagement Specialist (S4IG)
 6. Mr. Gamini Nanda Kumara – Regional Program Coordinator (S4IG)
 7. Ministry Representative
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- 4.1 This MOU will be reviewed annually and at the end of this MOU in 20 months (31/12/2023) will be expanded or amended by agreement between both parties.
 - 4.2 S4IG and VTA agrees to implement inclusive practices in all activities to improve participation of women, people with disabilities, remote communities, and other marginalized group will be identified and rolled out (i.e., sourcing, enrolling, providing reasonable adjustments during training and assessment, etc.)
 - 4.3 VTA will be enabled to collect, analyze, store and report results-based performance data and other evidence of progress on a regular basis. To achieve this purpose S4IG will support the development of specific monitoring tools and methods as needed, and will collaborate to conduct baseline studies, analyze the context for successful performance. S4IG & VTA will jointly participate in field monitoring visits and learning events to share qualitative insights on case studies and stories of change.
 - 4.4 Both parties agree to collaborate on promoting awareness relating to the subject matter contained herein and agree to allow either party to publish awareness material that has been pre-approved in writing. Each Party authorizes the other to use its name, logo and/or trademark with notice to or consent by such Party, in connection with certain promotional materials that may disseminated to the public from time to time in connection with subject matter contained herein. Such promotional and awareness material

shall include but not be limited to brochures, videos, internet websites, press releases, advertising in newspaper and/or other periodicals. Parties further agree to utilize social media platforms and media channels for purposes of awareness and information sharing as deemed necessary by both parties. Parties further agree that in the event of logo use such materials shall be furnished to the Owner for approval”

- 4.5 S4IG and VTA will leverage public private partnerships as appropriate by means of prior consultation and agreement.
- 4.6 The financial, technical and the 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 work collaboratively in each of the specified areas of intervention contained in this MOU. According to the subsidiary agreement Australian Government has with the Govt. of Sri Lanka; both parties' resources will be shared in a mutually agreed budget. A disbursement agreement will be signed between both parties that details the disbursement of funds to VTA and the responsibilities described to support fund acquittals and quarterly financial variance reports. Disbursements will be results based supporting effective implementation and acknowledging financial variance reports.
- 4.7 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.
- 4.8 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.
- 4.9 This MoU 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.
- 4.10 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 initiative of the S4IG Program and its Skills Development Fund.
- 4.11 S4IG and VTA agree on a responsibility allowance (reporting, providing information for MELR system and data gathering purposes using agreed templates) payment of maximum 8% of the total spending of allocated program cost under this MOU.

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 dispute as follows,

- 6.1 If a dispute arises, the aggrieved party shall give written notice to the breaching party requiring that to 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 this 23rd of May 2022.

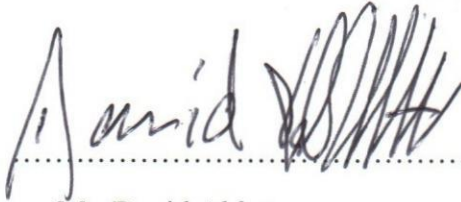
Signed for and on behalf of the VOCATIONAL TRAINING AUTHORITY (VTA) in the presence of:

Signature 

Name : Mr. Eranga Basnayake

Designation: Chairman – Vocational Training Authority (VTA)

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

Signature 

Name : Mr. David Ablett

Designation : Team Leader, Skills for Inclusive Growth

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