

දුරකථන/தொலைபேசி இல./Telephone Nos.

අමාත්‍යවරයා  
அமைச்சர்  
Minister

2784832  
Fax : 2784825

ලේකම්  
செயலாளர்  
Secretary

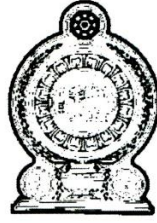
2784812

කාර්යාලය  
அலுவலகம்  
Office

2785141-50  
Fax: 2784846

ඊමේල්/ஈ-மேயில்/E-mail : isurupaya@moe.gov.lk

ඔබේ අංකය  
உமது இல.  
Your No.



අධ්‍යාපන අමාත්‍යාංශය  
கல்வி அமைச்சு  
Ministry of Education

ඉසුරුපාය' ශ්‍රී ජයවර්ධනපුරකෝට්ටේ  
வந்தரவුල්ල

இசுரூபாய் ஸ்ரீ ஜயவர்தனபுரகோட்டை.  
பத்தரமுல்ல.  
"Isurupaya", Sri Jayawardhanapura Kotte.  
Battaramulla.

03/20/02/01/02/New

මගේ අංකය  
எமது இல.  
MyNo.

දිනය  
திகதி  
Date

2016/11/16

**Circular no. - 28 /2016**

All

Provincial Directors of Education,  
Provincial Secretaries of Education,  
Zonal Directors of Education  
Principals of Teachers' Colleges,  
Principals of Schools.

**Providing two years teachers' training by teachers' colleges for untrained teachers.**

Teachers' education and teachers' training are the major factors in the success of the teacher who is a decisive resource in the entire Education process. Teacher has a special responsibility in developing the future of the nation. Teacher should be developed with knowledge and quality if to build a future generation with better attitudes and knowledge through strengthening the learning and teaching process. Main objective of teachers' training given by the teachers' colleges is to mould a teacher enriched with knowledge, skills, and experiences by supplying required facilities.

Every untrained teacher should undergo a training to become trained according to Sri Lanka Teachers' Service Minute and the Teachers' colleges render a quality training as a two-year training course prepared as per applicable methodology. Following methodologies are scheduled to be applied with the intention of admitting all untrained

teachers in the system for training courses in order to realize the concept that all untrained teachers should be trained teachers by year 2018.

## **2. Teachers eligible for the training**

2.1 Untrained teachers serving at government schools with formal appointments with the signatures of either the Secretary of Public Service Commission or the Secretary of Education Services Committee or the Secretary of Provincial Public Service Commission

2.2 Teachers included in the private schools register certified by the Director of Education for private schools register certified by the Director of Education for private schools at the Ministry of Education and been approved by the Provincial Director of Education,

2.3 Untrained Piriven teachers with appointments approved by Provincial Director of Education registered in Pirivena Education branch of the Ministry of Education,

2.4 Teachers having confirmed by teacher training authorities of been failed after following distant, Princet, Teachers' Colleges old syllabus at National Institute of Education of Maharagama and untrained non – graduate teachers failed the teachers training course conducted,

## **3. Nature of the Course**

3.1 This is a two-year academic training and, permission is only given to be accommodated near teachers' college subject to written permission of the Principal in cases where there are no sufficient hostel facilities available.

3.2 Since the Teachers' Colleges where courses are conducted will be decided according to the facilities available for conducting courses, closest Teachers' Colleges cannot be given every time and teachers' college cannot be changed however after inaugurating the course.

3.3 Following other courses or appearing other examinations should not be done during the training period in the Teachers' College. Information on such incidents and desertion of courses after registration will be dealt with disciplinary actions after formal inquiry.

3.4 Once entered into a teachers' college for teachers' training, no trainee can quit the course. However, in case of such incident, steps will be taken to recover the surplus along with estimated government expenditure.

3.5 Every applicant should hand over the following documents at the calling date of registering for teachers' training

- (a) Completed bond documents,
- (b) Copy of an agreement entered with the government or governing board confirming the working for 05 years continuously in schools to where they will be appointed after teachers' education course (government teachers in government schools and non – government teachers under the relevant governing board),

4. 4.1 Trainees will be removed from the training if fail to attain the standard expected by the Teacher Principal, general conduct / behavior is not applicable to the discipline of the teachers' college, as well as failed to show enthusiasm in learning. If attendance of a trainee teacher reach less than 80%, the relevant individual will not be eligible to sit the final examination. However, decision of the Secretary of Education will be the final under particular special circumstances.

#### 4.2 **Leave:**

Two years study leave with full payment will be given for the institutional training. It is necessary to completely engage in studies pertaining to training course during this period of study leave. However, a limited number of casual leave can be taken if the Principal is satisfied that leave is essential for the trainee. It is emphasized that Principal's prior approval should be obtained. Leave taken as such should not exceed more than ten days.

If the Principal report that the progress of studies of the course is not satisfactory with regard to a particular trainee due to taking excessive leave, the study of the course will be suspended and sent back to schools. A certificate of a government or government recognized medical practitioner should have to be obtained for medical leave.

5. Teachers' training certificate will be awarded to those passing the tests conducted by the Teachers' college and the final examination held by the Commissioner General of Examinations after completing two years teachers' training successfully



6. **Salary Scale**

After absorbed into teachers' service trained teachers will be instated in the salary scale applicable subject to revisions later on pertaining to the teachers' service minute.

7.

7.1 Every applicant should follow the teachers' training in the same subject he / she was being appointed. However, teachers appointed to other subjects, too can apply only to special education course. When the subject of appointment of teachers is not indicated in the appointment letter of teachers with government appointments they can apply for the teachers training from one of the subjects they appeared for G.C.E. (Advanced Level) examination. A copy of the approved time table should be submitted at the interview in proof of that. When subject of appointment is not given in the appointment letter of those recruited subject to G.C.E. (Ordinary Level) qualification, the appointment is considered as a primary education appointment. When subject is not indication in the appointment letters of teachers they will be selected according to the subject they teach. It is essential to submit a copy of the approved time table containing the signature of the head of the institution.

7.2 Following are the courses named for the training.

**Name of the course**


Sinhala	Arts
Primary Education	Music
Sociology	Dancing
Science	Arabic
Mathematics	Special Education
Agri Science	Handicraft and Technology
Home Science	Commerce
English	Tamil
Buddhism	Physical Education
Christianity / Roman Catholic Religion	Second Language (Sinhala / Tamil)
Hinduism	Information Technology
Islamic	Counselling
Library Science	

## 8. Applying for the Teachers' training

8.1. Calling letters should be forwarded through the Principal of the school where teaching is performed for teacher's training and application attached to the calling letter should be completed and forwarded to the Ministry.

8.2. Since teachers' training is compulsory to each untrained teacher, the Principal should compulsorily release the teacher for the teachers' training.

8.3 All applications received under 2.1 -2.4 will be considered for teachers' training and admissions are made by the Teachers' Colleges subject to the list of names send to Teachers' Colleges by the Ministry. The ministry decide the number of admissions for the relevant year based on the space available at the Teachers' Colleges.



Sunil Hettiarachchi,  
Secretary,  
Ministry of Education.  
Isurupaya, Battaramulla.