

General Guidelines for SLAB Online Training -March 2021

1. Training Coordination

For more details, please contact training coordinator or refer SLAB web site (www.slab.lk)

2. Contacts

For Course Details: Ms. Tharangi Mudalige

Assistant Director (Accreditation)

Tel: 0112689157/8, Ext.204 Mobile : 0777346779

Email: slabtraining2018@slab.lk

For Payment details & Invoices: Mr.Jagath Madurapperuma

Management Assistant (Administration)

Tel: 0112689157/8, Ext.117 Mobile : 0711026080

Email: slabtraining2018@slab.lk, jagath@slab.lk

3. Eligibility Requirements

All participants are required to fulfil minimum eligibility requirements as given in the training schedule. March 2021.

4. Registration & Fees

All interested participants are requested to pay the training fee and register for each programme through links provided for each programme. All participants are required to provide their personal information, a copy of national identity card or valid identify card (driving license or passport), passport size photograph and name to be appeared in the certificate.

Registrations will not be accepted after closing date. Cancellation of programme will be announced on the closing date with new dates.

Number of maximum participants for each programme is given in the training calendar.

Registrations are accepted on first come first serve basis and registrations are not accepted without payments.

Fees

Training fee shall be paid before registration and upload evidence for payment at the registration. Bank details as follows;

Name of Bank -Bank of Ceylon

Account Number:3000203

Account Name: Sri Lanka Accreditation Board,

Branch -Kollupitiya 2nd Branch.

Payment description : Name of participant and name of the programme

Cheques shall be addressed to “ Sri Lanka Accreditation Board”

5. Facilities required from participants

- Individual computer (laptop/desktop/ mobile phone) with continuous internet connection. Audio and Video devices (inbuilt to computers) or suitable devices to facilitate clear audio and video modes. SLAB is not responsible for interruptions/lost of connectivity from the participants end.
- Participants are required to create Gmail account for the participation for this programme and ready to use google documents /forms and sharing documents through google drive.
- A copy of relevant standard shall be available. If available, cost of standard will be deducted from the training fee.

6. Language

All course materials will be provided in English and explanations will also be done mainly in English and clarification in Sinhala will also be provided as and when required.

7. Certificate for participation

An **e-certificate** will be issued to all participants. A photograph of participant will be endorsed into the certificate.

- **General terms & conditions**
- Interested participants are required to register and settle training fee at least two days before the raining programme
- Training programme link shall not share with others.
- Participants shall participate continuously and ready to switch on video as and when requested by the resource person.
- Photos submitted at the registration and participant images will be crosschecked before issuing certificates
- Programme coordinator will monitor participants and their active participation throughout the programme.
- All participants are required to complete group activities with individual contribution and share group work with resource person and training coordinator. Therefore, all participants are required to prepare for the programme with suitable environment where there are no disturbances.
- Participants are requested to familiar with Zoom online platform before the training programmes. (Please visit: <https://zoom.us>, <https://www.youtube.com/watch?v=fGbpwZNW3oI> & <https://www.youtube.com/watch?v=hIkCmbvAHQQ>)
- Participants are required to ready for continuous assessment at any time during the programme
- Participants are instructed to confirm to copyright rules and not authorized to share training materials with others.
- If a copy of ISO/IEC 17025 standard is available, it is to be informed at the registration. Training fee will cover cost of the standard. SLAB will not provide copies of other ISO standards. Training materials will contain comprehensive information on standard requirements.