

## Coordination and Contacts

### Coordination & Course Details:

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### Payment Details, Invoices & Certificates:

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Management Assistant (Administration)

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For more details, please contact training coordinator or refer SLAB web site ( [www.slab.lk](http://www.slab.lk) )

## Eligibility Requirements/Registration/Fee

- All interested participants are requested to register for each programme through links to be published for each programme. Training fee shall be paid before registration and upload evidence for payment at the registration. Registrations are accepted on first come first serve basis and registrations are not accepted without payments. Registrations will not be accepted after closing date. Cancellation of programme will be announced on the closing date with new dates.
- All participants are required to provide their personal information as requested in the online registration forms.

### 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, name of the programme and date

**Cheques shall be addressed to “Sri Lanka Accreditation Board”**

## 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/loss of connectivity from the participants end.
- Participants are required to create **Gmail account** for the participation for this programme and be prepared to use google documents /forms and sharing documents through google drive.
- A copy of relevant standard shall be available with the participant.

## 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.

## Certificate for participation

An **e-certificate** will be issued to all participants.

## 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 be share with others.
- Participants shall participate continuously and ready to switch on video as and when requested by the resource person.
- 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=f Gbpw ZNW3oI](https://www.youtube.com/watch?v=fGbpwZNW3oI) & <https://www.youtube.com/watch?v=hlkCmbvAHQQ> )
- Participants are required to be 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.
- Training fee will not cover cost of the standard. SLAB will not provide copies of ISO standards. Training materials will contain comprehensive information on standard requirements.