

# Instruction Sheet

**Please read these instructions carefully before submitting your applications.**

## **1 Entry Qualifications for the Bachelor of Labour Management/ Bachelor of Labor Management (Honors)**

1.1 possess one of the following academic qualifications,

a. Any Diploma which is equivalent to Sri Lanka Qualification Framework (SLQF) Level 3 offered by Institute of Human Resource Advancement or any other Higher Educational Institute:

Or

b. Has passed G.C.E (Advanced Level) Examination in four (4) subjects prior to 2000 in one and same sitting or passed three (3) subjects after 2000 in one and same sitting as the case may be:

Or

c. Has passed Diploma in Labour Education conducted by this Institute:

And

1.2 Is not less than 22 years of age:

And

1.3 Is currently being employed / self-employed and has at least two years of working experience as an employee or a self-employed person after having the above academic qualifications: *(Refer Note 1)*

And

1.4 Has reached the qualifying standard in Academic Ability and Readiness as determined by the institute at a selection examination and/or an interview conducted by this Institute.

## **2. Entry Qualifications for the Diploma Programme.**

2.1 Has passed GCE Ordinary Level Examination in one and same sitting with six (6) where three (3) of which must be Credit (C) passes:

And

2.2 Is not less than 22 years of age:

2.3 Is currently being employed / self-employed and has at least two years of working experience as an employee or self-employed person after having the above academic qualifications: *(Refer Note 1)*

And

2.4 Has reached the qualifying standard in Academic Ability and Readiness as determined by the institute at a selection examination and/or an interview conducted by the Institute.

## **Note 1**

### **Determination of the age and the working experience of an Applicant**

All applicants who apply for either degree or diploma programme should not be less than 22 years as at 07.09.2020 and need to fulfill their two years of working experience in private/public sector on the same day.

If you are self-employed, your business should have been registered prior to two years from 07. 09. 2020 in the respective divisional secretariat which must be currently operational while being operational for the past two years.

### **3. Selection**

3.1 The applicants who have satisfied the qualifications mentioned above will be selected **through a selection test and/or an inetrview.**

The Selection Test shall assess the applicant's suitability for the programme in terms of his/her ability to communicate in the language in which the programme is delivered, analytical skills and Intelligent Quotient (IQ). The interview shall assess the suitability in terms of appropriateness of the programme for the candidate's present job and the carrier development, his/her commitment to continue the programme and options available to him/her for higher education.

3.2 All the applicants must fulfil the required academics qualifications prior to the closing date of the applications as at 28. 08. 2020.

### **4. Delivery of Lectures**

Lectures are conducted at the University of Colombo from 5.00 p.m. to 7.30 p.m. on weekdays. Some of the lectures will be conducted online. **The 80% attendance for each subject is compulsory in order to be eligible for the examinations.**

### **5. Fee Structure**

A large portion of the costs involved in conducting the programme are borne by the government, you are required to make the following fees to read this degree/diploma.

#### **Bachelor of Labour Management/ Bachelor of Labour Management (Honors)**

Registration Fees - Rs. 10,000.00 (Per annum)

Computer Laboratory Fees - Rs. 7, 000.00 (Per annum)

Refundable Library Deposit fee - Rs. 1000.00

#### **Diploma in Labour Education**

Registration Fees - Rs. 8,000.00 (Per annum)

Refundable Library Deposit fee -Rs. 1000.00

**6. Following category of applicants do not qualify to register themselves to follow either the Bachelors or the Diploma Programme.**

a. Any person who possess a first degree from a recognized University or Higher Educational Institute (Local/Foreign)

Or

b. Any person who is currently registered to follow a Bachelors/ Postgraduate degree or who had registered him/herself to follow a Bachelors/Postgraduate degree in a recognized University or Higher Educational Institute (Local/Foreign)

**Special note**

- The applicants who are qualified to follow the Bachelor of Labour Management degree must apply only for that programme.
- Bachelor of Labour Management degree is awarded by the University of Colombo at its General Convocation.
- A student who wishes to register him/herself for the Bachelors programme through the Diploma in Labour Education will not be awarded a certificate in such an event.
- Those who wish to follow the Bachelor of Labour Management Degree in English medium should demonstrate their ability to engage in academic activities in English.

**7. Documents that needs to be uploaded in making the application**

Applicants are only allowed to submit online applications. Any applications made through post or which are hand delivered will not be accepted.

7.1 The following documents should be scanned and uploaded with the application.

**(Only PDF files should be uploaded)**

- I. Documents to prove two years of working experience after obtaining the academic qualifications mentioned at 1.1 and a service letter from the current place of employment certified by the Head of the Department or any other authorized person.
  - II. A self-employed applicant must submit the following documents.
    - a. Documentary evidence to prove that the business is registered under the name of the applicant prior to two years from 07. 09. 2020 in the respective divisional secretariat.
    - b. A letter obtained from the respective Grama Niladhari certified by the respective divisional secretariat certifying that the business is currently operational while being operational for the past two years.
- 7.2 The Bank Receipt to prove that the amount of Rs 1,200.00 as the application fee to the course is paid.
- 7.3 The result sheets of G.C.E (Ordinary Level) and/or G.C.E (Advanced Level) obtained from the Department of Examinations.
- 7.4 The Birth Certificate.

**(The original copies related to documents mentioned in 7.1 (i) or (ii) a, b, and, 7.2, 7.3 and 7.4 should be presented at the interview)**

## **Payment of Application Fees**

An applicant must pay a sum of Rs. 1200.00 as the application fee for the Bachelor of Labour Management or the Diploma in Labour Education Programme to the following collecting accounts of the Peoples' Bank (Thimbirigasyaya Branch)

Bachelor of Labour Management: **301200000000**

Diploma in Labour Education : **311200000009**

## **How to submit the online application**

- Login to [www.ihra.cmb.ac.lk](http://www.ihra.cmb.ac.lk) to fill the application
- Upload the documents mentioned above at 7.1 (i) or (ii) a, b, and, 7.2, 7.3 and 7.4 (Only upload pdf files)
- Once you fill the application and make a submission, either save or take a print out of the submitted form using (Ctrl+p)
- Please contact 011-2581504 (during 09. 00 am to 04. 00 pm on weekdays) for any assistance.
- The applicant must take the full responsibility for the accuracy and the correctness of the information provided in the application and the Institute shall not bear any responsibility in this regard. Providing incorrect or inaccurate information will result in the application being rejected.

Deputy Registrar,  
Institute of Human Resource Advancement  
No. 275, Baudhaloka Mawatha, Colombo 07  
[www.ihra.cmb.ac.lk](http://www.ihra.cmb.ac.lk)