



# සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව சமுர்த்தி அபிவிருத்தி திணைக்களம் Department of Samurdhi Development



මුදල් අමාත්‍යාංශය  
සමෘද්ධි, ගෘහ ආර්ථික, ක්ෂුද්‍ර මූල්‍ය, ස්වයං රැකියා හා ව්‍යාපාර සංවර්ධන රාජ්‍ය අමාත්‍යාංශය  
நிதி அமைச்சு  
சமுர்த்தி, வதிவிடப் பொருளாதார, நுண்ணித்ய, சுயதொழில், மற்றும் வியாபார அபிவிருத்தி இராஜாங்க அமைச்சு  
Ministry of Finance  
State Ministry of Samurdhi, Household Economy, Micro Finance, Self Employment and Business Development

DSD/HO/13/TR/002/නිලලිපි/ වි.ශිෂ්‍යත්ව

2021.05.31

සියළුම දිස්ත්‍රික් අධ්‍යක්ෂවරුන්,  
සියළුම අංශ ප්‍රධානීන්,  
සමෘද්ධි සංවර්ධන දෙපාර්තමේන්තුව.

## විදේශ ශිෂ්‍යත්ව සඳහා අයදුම් කිරීම.

Digital Tools to Develop Basic English Language Proficiency

From 28.June – 02 July 2021 (on line)

උක්ත කරුණට අදාළව සමෘද්ධි, ගෘහ ආර්ථික, ක්ෂුද්‍ර මූල්‍ය, ස්වයං රැකියා හා ව්‍යාපාර සංවර්ධන අමාත්‍යාංශයේ සහකාර ලේකම් පාලනගේ SMS/ADM/11/4(iv) හා 2021.05.21 දිනැති මේ සමඟ අමුණා ඇති ලිපි හා බැඳේ.

ඒ අනුව තායිලන්ත රජයේ ආධාර මත පැවැත්වෙන පහත සඳහන් ශිෂ්‍යත්වය සඳහා අයදුම්පත්‍ර කැඳවයි. ඒ සඳහා කැමැත්ත හා සුදුසුකම් ඇති ඔබ දිස්ත්‍රික්කයේ /අංශයේ රාජකාරී නියුතු නිලධාරීන්ට එහි සඳහන් උපදෙස් පරිදි අයදුම් කිරීමට උපදෙස් ලබා දෙන මෙන් කාරුණිකව ඉල්ලා සිටිමි.

\තවද මෙම නිලධාරීන් online අයදුම්පත පුරවා තේරීමෙන් අනතුරුව පිටපත් 03 ක් අප වෙත ලබා දීමට කටයුතු කරන ලෙස උපදෙස් දෙන්නේ නම් මැනවි.

ශ්‍රියන්ත ලියනආරච්චි

නියෝජ්‍ය අධ්‍යක්ෂ (මානව සම්පත් සංවර්ධන)  
අධ්‍යක්ෂ ජනරාල් වෙනුවට.

පිටපත - සහකාර අධ්‍යක්ෂ (තොරතුරු හා සන්නිවේදන තාක්ෂණ) - මෙම තොරතුරු වෙබ් අඩවියට ඇතුළත් කිරීම සඳහා.

වන අදියර, 4 වන මහල, සෙත්තිරිපාය, බත්තරමුල්ල. /1<sup>st</sup> කட்டම, 4 වන ශ්‍රේණි, සෙත්තිරිපාය පත්තරාමුල්ල /1st Step, 4 th floor, Sethsiripaya Battaramulla

අධ්‍යක්ෂ ජනරාල්  
பணிப்பாளர் தலைமையதிபதி  
Director General  
Tel- 011-2872202  
Fax - 011-2889002  
E-mail- dg@samurdhi.gov.lk

අතිරේක අධ්‍යක්ෂ ජනරාල් (පාලන හා ආයතන)  
மேலதிக பணிப்பாளர் தலைமையதிபதி (நிர்வாகம்/தாபனம்)  
Additional Director General (Admin & Establishment)  
011-2873799  
011-2873996  
diradmin@samurdhi.gov.lk  
Hot Line :0112-889007

ප්‍රධාන ගණකාධිකාරී  
பிரதான கணக்காளர்  
Chief Accountant  
011-2869742  
011-2869742  
finance@samurdhi.gov.lk

අධ්‍යක්ෂ (ක්ෂුද්‍ර මූල්‍ය)  
பணிப்பாளர் (குறு நிதி)  
Director ( Micro Finance)  
011-2889003  
011-2887469  
Hot Line:0112-885582

කාර්යාලය  
அலுவலகம்  
Office  
0112872202  
Hot Line: 011- 21





## මුදල් අමාත්‍යාංශය

සමෘද්ධි, ගෘහ ආර්ථික, ක්ෂුද්‍ර මූල්‍ය, ස්වයං රැකියා

හා ව්‍යාපාර සංවර්ධන රාජ්‍ය අමාත්‍යාංශය

### நிதி அமைச்சு

சமுர்த்தி, வதிவிடப்பொருளாதார, நுண்ணிதிய, சுயதொழில்  
மற்றும்வியாபார அபிவிருத்தி இராஜாங்க அமைச்சு

### Ministry of Finance

State Ministry of Samurdhi, Household Economy, Micro Finance,  
Self Employment and Business Development

මගේ අංකය : SMS/ADM/11/4(III)

எனது இல:

My No.:

ඔබේ අංකය :

உமது இல:

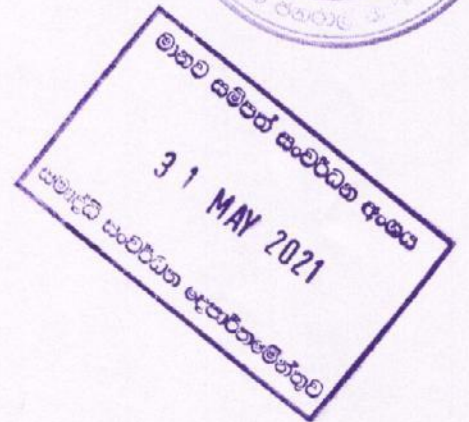
Your No.:

දිනය: 21.05.2021

திகதி:

Date:

Additional Secretary ( Administration )  
Additional Secretary ( Development I )  
Additional Secretary ( Development II )  
Additional Secretary ( Development III )  
Additional Secretary (Research, Statistics & Planning)  
Chief Finance Officer  
Director General, Department of Samurdhi Development  
Director General, National Institute of Social Development  
Director General , Saubagya Development Bureau  
Director General (Planning)  
Chief Internal Auditor  
Director, National Secretariat for Persons with Disabilities  
Director, Rural Development Training & Research Institute  
General Manager, Sri Lanka Social Security Board  
General Manager, Regional Development Bank



### Digital Tools to Develop Basic English Language Proficiency

- From: 28 June – 02 July 2021 (Online)

A copy of the letter, bearing No. TA/MY/S/16/21 dated 04.05.2021 received to me together with copy of annexure from the Director General of Department of External Resources, are hereby submitted for necessary action please.

Jayamali C. Wickramaarachchi  
Assistant Secretary (Administration)  
for Secretary

*Handwritten note:* Please call and the Head of the board among members  
05/31

අමාත්‍යාංශ කාර්යාලය/අභ්‍යන්තර කාර්යාලය/Minister General Office

දුරකථන/දුරකථන.පි.පි. : 011-2484 500, 011-2484 600

ෆැක්ස්/ෆැක්ස්/Fax : 011 - 2449823

රාජ්‍ය අමාත්‍යාංශ/මුදල් අමාත්‍යාංශය/State Minister

දුරකථන/දුරකථන.පි.පි. : 011 - 2861 145

ෆැක්ස්/ෆැක්ස්/Fax : 011 - 2884 613

රාජ්‍ය ලේකම් / මුදල් අමාත්‍යාංශය/State Secretary

දුරකථන/දුරකථන.පි.පි. : 011 - 2883 525

ෆැක්ස්/ෆැක්ස්/Fax : 011 - 2187 007

රාජ්‍ය අමාත්‍යාංශ කාර්යාලය/මුදල් අමාත්‍යාංශය/General Office

දුරකථන/දුරකථන.පි.පි. : 011 - 2887 349-51

ෆැක්ස්/ෆැක්ස්/Fax : 011 - 2877 127

රාජ්‍ය අමාත්‍යාංශය | 1 වන මහල, සෙත්තිරිපාය අදිසර II, බත්තරමුල්ල.  
මුදල් අමාත්‍යාංශය | 1 වන මහල, සෙත්තිරිපාය අදිසර II, බත්තරමුල්ල.  
State Ministry | 1<sup>st</sup> Floor, Sethsiripaya Stage II, Battaramulla.

විද්‍යුත් තැපෑල/மின்துறை/Email : mseseecretary@slnet.lk  
වෙබ් අඩවිය/இணையத்தளம்/Web site : www.socialemwelfare.gov.lk





# විදේශ සම්පත් දෙපාර්තමේන්තුව

வெளிநாட்டு வளங்கள் திணைக்களம்  
Department of External Resources

මුදල් අමාත්‍යාංශය  
මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி அமைச்சு  
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

The Secretariat (3<sup>rd</sup> Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය  
எனது இல  
My No

TA/MY/S/16/21

ඔබේ අංකය  
உமது இல  
Your No

Secretaries/ All Ministries  
Secretaries / All State Ministries  
Chief Secretaries/ All Provincial Councils  
All Heads of Departments / Institutions



04 May 2021



Attn: Officer- in-charge of Foreign Training

Dear Sir / Madam

**Digital Tools to Develop Basic English Language Proficiency**  
- From: 28 June – 02 July 2021 (Online)

The Government of Malaysia has invited nominations from eligible Government Officials in Sri Lanka for the above online programme. Copies of the programme details are enclosed.

We strongly recommend participation of suitable officers for this course and would be thankful if the nominations are submitted with the following documents on or **before 31 May 2021**.

- Dully filled Application Form (can be downloaded at [https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course) along with certified copies of the certificates of Academic and Professional Qualifications (in two sets)
- A copy of the passport
- Duly filled ERD form (could be downloaded from [www.erd.gov.lk](http://www.erd.gov.lk))

(For further enquiries please contact following officers of Technical Assistance Division;  
Ms. M.R.C.K Senanayake, Deputy Director – 0112484703 or Ms. Darshika Madurapperuma, Development Officer – 0112484995)

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa  
Additional Director General  
for Director General





*Phase 2: 28 June - 02 July 2021*







# ABOUT US

## THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the South-South Cooperation, in particular, the Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasizes on the development of human resources through the provision of trainings in various areas which are essential for a country's development such as the public administration, good governance, health, education, agriculture, sustainable development, poverty alleviation, economy and finance, ICT and environment. Annually, Malaysia offered more than 65 capacity-building and technical assistance programmes under the MTCP, which have benefited more than 34,000 participants from 144 countries.

### Objectives of MTCP

- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote technical cooperation among developing countries (TCDC)

## About ELTC

The English Language Teaching Centre (ELTC) was established on 1st June 2002 to undertake the specialist function of enhancing the teaching competencies of English Language teachers. The institution functions as a centre for innovation and research and development in the teaching and learning of English language. The institution is also tasked with the responsibility of setting standards and providing certification for English Language Teaching (ELT) professionals, in addition to developing expertise especially in the field of e-learning for ELT teacher education.



# **PHASE 1: TRAINING SCHEDULE**



MALAYSIA TIME	(1400 - 1500)	(1500 - 1700)	(1700 - 1900)	(1900 - 2300)
<b>DAY 1</b> 21.06.2021	<ul style="list-style-type: none"> <li>❖ Welcome address</li> <li>❖ Housekeeping</li> <li>❖ Photography session</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Listening (D1.T3.C1)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Listening (D1.T3.C1)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 2</b> 22.06.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Speaking (D1.T3.C2)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Speaking (D1.T3.C2)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 3</b> 23.06.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Writing (D1.T3.C3)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Writing (D1.T3.C3)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 4</b> 24.06.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Reading (D1.T3.C4)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Reading (D1.T3.C4)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 5</b> 25.06.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul>	<ul style="list-style-type: none"> <li>❖ MC: Improve Grammar (D1.T3.C5)</li> <li>❖ Improve Vocabulary (D1.T3.C6)</li> </ul>	<ul style="list-style-type: none"> <li>❖ Review of Phase 1</li> <li>❖ Certification of Phase 1</li> </ul>	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>

Indicates synchronous training via Microsoft Teams



# PREREQUISITES



MINISTRY OF EDUCATION MALAYSIA  
English Language Teaching Centre

## 10 DAYS

BEFORE COURSE  
COMMENCES

- ❖ Obtaining participants' email list.
- ❖ Setting up ELTC Microsoft accounts for participants.
- ❖ Invite participants into Microsoft Teams.
- ❖ Instructors introduce themselves via Teams.

## 7 DAYS

BEFORE COURSE  
COMMENCES

- ❖ Introduction to IMPROVE via Teams.
- ❖ IMPROVE Educator - participants create their profiles.
- ❖ Provide training schedule & instructions to participants via Teams.

## 3 DAY
















BEFORE COURSE  
COMMENCES


- ❖ CEFR-aligned proficiency test (pre-test) via Edusynch.
- ❖ Track progress & send reminders via Teams.



## PHASE 2: TRAINING SCHEDULE



MALAYSIA TIME	(1400 - 1500)	(1500 - 1700)	(1700 - 1900)	(1900 - 2300)
<b>DAY 1</b> 25.06.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ MC: Padlet for Collaboration I (D5.T1.C1) &amp; II (D5.T2.C1)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ MC: Padlet for Collaboration III (D5.T3.C1)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 2</b> 29.06.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ MC: Introduction to Edpuzzle (D1.T1.C2)</li> <li>❖ MC: Experiencing Edpuzzle (D1.T2.C2)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ MC: Becoming an Edpuzzle Teacher (D1.T3.C3) &amp; Coach (D1.T4.C1)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 3</b> 30.06.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ Micro course: Design &amp; development</li> <li>❖ Action Plan (course mapping)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ Micro course: Design &amp; development</li> <li>❖ Action Plan (course mapping)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 4</b> 01.07.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ ToT skills for online course moderation</li> <li>❖ Action Plan (course mapping)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ ToT skills for online course moderation</li> <li>❖ Action Plan (course mapping)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>
<b>DAY 5</b> 02.07.2021	<ul style="list-style-type: none"> <li>❖ Housekeeping</li> <li>❖ Reflection activities (Learning Journal)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ CEFR-aligned English language test (post-test)</li> </ul> 	<ul style="list-style-type: none"> <li>❖ Review of Phase 2</li> <li>❖ Certification of Phase 2</li> <li>❖ Closing</li> </ul> 	<ul style="list-style-type: none"> <li>❖ Self-access learning on IMPROVE &amp; Edusynch</li> </ul>

 Indicates synchronous training via Microsoft Teams





# APPLICATION GUIDELINE

Application should be made using prescribed MTCP forms available at:  
[mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](http://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course)

The application must be completed and endorsed by the Ministry of Foreign Affairs / Focal Points responsible for the MTCP Programme in the applicant's country, then submitted through the applicant's government with *Note Verbale* to the Ministry of Foreign Affairs Malaysia via the nearest Malaysian High Commission / Embassy.

Incomplete and/or unendorsed forms will not be processed.

Online training link will be sent out via email to successful candidate.

**CLOSING DATE OF NOMINATION: 07 JUNE 2021**

## Contact Details

English Language Teaching Centre,  
Ministry of Education Malaysia  
Kompleks Pendidikan Nilai,  
Lebuh Enstek, 71760 Bandar Enstek,  
Negeri Sembilan.  
(Att. : Dr. Mohd Faisal Farish bin Ishak)  
Email: [faisalfarish@eltc.edu.my](mailto:faisalfarish@eltc.edu.my)  
Tel: 06-7979000 (etx. 9173)  
Fax: 06-7979113/114