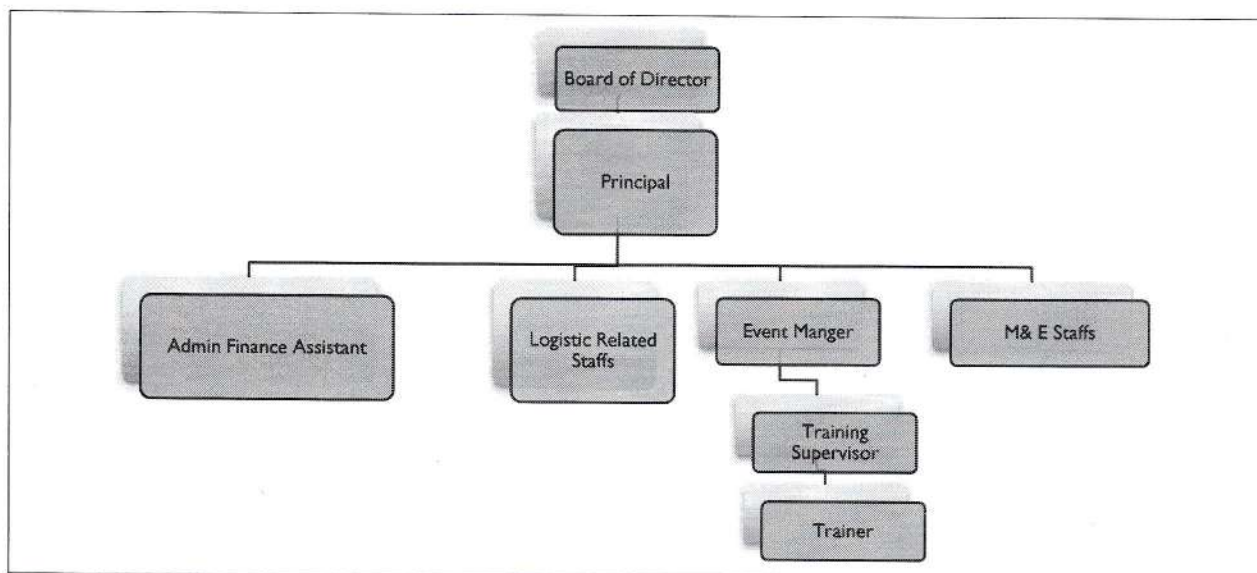


c. Management and Organizational Structure of BRPS



2.5 Infrastructure Facilities

BRPS has fully furnished and well equipped Office at Birendranagar-4, Bhairavsthan, Surkhet with well-equipped training centres and class room facilities. Details of the available facilities at office are as:

SN	Physical Facilities		
	Description	Size	Unit
1	Office building	2 storey	1
2	equipped workshop	50"x30" each	3
3	Furnished class room	30"x20"	2
4	furnished office room	12'X18'	1
5	Toilet male		1
6	Toilet Female		1
7	Desktop computer		20
8	Printer		2
9	Multimedia		1

Available Training Tools and Equipment		
Trade	Capacity to cover no of trainees at a time	Status of tools and materials
Mason	40	Sufficient tools and materials to provide training to 40 Mason at a time
Plumber	15	Sufficient tools and materials to provide training to 15 Plumber at a time
EDF (L2)	40	Sufficient tools and materials to provide training to 40 Students at a time
Building Electrician (L1, L2)	40	Sufficient tools and materials to provide training to 40 Electrician at a time
EDP Training	100	Sufficient tools and materials to provide training to 100 EDP at a time
Telecom Technician (L1,2)	40	Sufficient tools and materials to provide training to 40 Telecom Technician at a time
Village animal Health Worker (L1)	40	Sufficient tools and materials to provide training to 40 VAHW at a time
Community Livestock Assistant (L1)	40	Sufficient tools and materials to provide training to 40 CLA at a time
Computer Hardware	40	Sufficient tools and materials to

	Projector			Technician (LI)		provide training to 40 Students at a time
10	Sound System		1	Computer Operator (LI, L2)	40	Sufficient tools and materials to provide training to 40 Students at a time
				Livestock JTA	40	Sufficient tools and materials to provide training to 40 Students at a time
				Mobile Phone Repairing (LI)	40	Sufficient tools and materials to provide training to 40 Students at a time

2.6 Quality Assurance Process of the Organization

Quality Assurance is an essential part of the Vocational Education and Training, that only can be fulfilled its major objectives of socio-economic development and poverty reduction. From the previous training implementation, we have learnt that, enrolment of the needy people in to occupational training, training venue at proper location, timely availability of training tools and materials, support of local stakeholders in to training activities and their participation, ownership of the training in training management are the key factors for the successful implementation of such occupational training and employment services.

Board of director is responsible to ensure all these elements in each and every training event with the close coordination.

A monitoring check list will be duly field up by the Board of director during each and every visit to the training event. Side by side Managing Director and training Coordinator and other management team will regularly visit training location (at least twice during each training event) to ensure the smooth run of the training activities.

BRPS always give priority to mobilize highly motivated, experienced and result oriented key experts from the local geographical areas to conduct occupational trainings they are well oriented on GESI sensitization, documentation, community development works and training delivery. Some of the key elements that we are practicing to ensure the quality training are as:

- Select the right candidates from the targeted population that ensuring participation of adequate numbers of female, Dalit and other people from disadvantage group (DAG)
- Apply strong internal monitoring and evaluation system
- Develop structured Coordination with the Non-Governmental Organizations (NGOs), Government Organizations (GOs) and Community Based Organizations (CBOs) to make effective social marketing activities.
- Training venue management: Well-illuminated, well-ventilated and well-equipped classrooms, workshop and weather-protected solid walls and ceilings and access to separate toilet and washing facilities for male and female trainees in all the proposed training venues including facilities of special needs. Flexible training times to suit the trainees, and particularly women.
- Manage safe and healthy working environment with adequate first aid facilities and training material as per the curriculum including child care room, care person, clean drinking water etc.
- Allocate training hours as per the curriculum 390 hrs. at least 5 hours per day balancing 80% practical and 20% theory (skill related knowledge) in the way to Demonstration-Guided Practice Independent Practice and Evaluation.
- Arrange skill testing of the trainees on the respective training venue on time coordinating with the National skill Testing Board (NSTB).
- Plan and organize district level job fairs coordinating with the local stakeholder.
- Provide adequate post training supports such as linkage with the financial institutes/cooperatives so that they can easily receive loan from them to start a business and enterprise



2.7 Monitoring Frame Work

The monitoring frame work that BRPS is practicing to ensure the quality of the training is as:

Activities	Key performance Indicators	Means of Verification	Frequencies	Responsible person
Pre-training activities				
1.1 Arrange training Curriculum	Ready trade wise training curriculum	Training curriculum	Before the training	Training Coordinator
1.2 Prepare training inception report	Details plan of allocation of indicative trades by geographical region, trainers and resources mobilization plan	Approved inception report	Before the training	Managing Director
1.3 Conduct 2 days program orientation to project staffs	Major objectives and key scopes of the training assignment, training implementation modalities monthly reporting forms and formats and other M & E system	Orientation reports, Session plan	one event, prior to mobilize in to the program district	Program team
1.5 Conduct social marketing campaign and public announcement for the participants registration	- More than 80% target beneficiaries will be aware of the program	No. of leaflets, brochures, posters distributed	Before the training	Board of director
	- 70% target beneficiaries will approach for the training	Radio jingle CD	As per need	Board of director
1.6 Conduct one day interaction with LGA, employers, CBOs and other stakeholders	Commitment from local stakeholders for the successful implementation of the trainings and placement of the training graduates	Attendance of the participants, reports and Pictures		Board of director
1.7 Final selection of the trainees	Trade wise trainees selection	Trainee Registration	Before the training	Board of director, Local NGOs/CBOs
1.8 Establish well equipped, Trade and gender friendly training centres, training materials	No of training venues	No of established training centres at different location		Training Supervisor
	- Separate toilets for male and female			
	- Availability of ECD facilities			
Training Implementation				
2.1 Inauguration of the training program	No of potential employers, LGA and other stakeholders participated in the program	Report, photographs		Board of director
2.2 Orientation and career counselling	Participants will be aware of objectives of the training, scope of the trade, training curriculum and other facilities	Commencement reports	on the day first of the training	Trainer
2.3 Online data entry of trainees and verification	Online Registration of trainees by training events	Reports from the data system	regular	Data Entry Officer
1.4 Conduct weekly performance test	Improved learning practices of the trainees based on lesson plan	Progress report	regular	Trainer
2.5 Update weekly lesson plan, Trainer's log book, Visitor's log book, Trainees attendee, time sheet and other M& E tools	Total training participants, monthly attendance, trade wise performance, teaching and learning methodologies, curriculum followed, training materials used	Monthly Progress Report	Monthly	Trainer
2.6 Conduct life skills	Number of career counselling,	Trainees attendance	once, after	Trainer