training	Business motivation, health, Work place safety trainings conducted		completion of first month training	
2.6 Collect skills test form and submit to NSTB for the final skill test	Event wise Skill test form along with citizenship and passport size photo	number of skill test forms applied to NSTB	after completion of first month of training	Trainer
2.7 Final Skill test	No of trainees appeared at NSTB test	Trainees attendance at skill test date	On completion of skill test	Board of director
2.8 Certificate distribution and post training counselling	Training completion certificate	Progress report		Counsellor
2.9 Follow up and coordination with potential employers	No of local stakeholders, GLA, potential employers participated in the event	Progress report	regular	Board of director
Post Training Activities (Job Placement)				
3.1 Establish Post counselling Unit (PCU)	One PCU per district	Post counselling reports	Monthly	Board of director
3.2 Develop a roster of employers	At least a roster of potential employers in each district		regular	Board of director
3.3 Assist training graduates for business establishment, wage employment	Foreign employment destination, major trades, scopes and basic requirement	Foreign employment demands, documentary	regular	Board of director
	Percentage of the training graduates self-employed, wage	Employment record/ verification report		Board of director
Income Verification				
4.1 Conduct first income verification	Income patterns	First three months income records		Board of director
4.2 Conduct second income verification		Income at the end of 6 month		Board of director
4.3 Submission of the End of the Project Report				Training Coordinator

2.8 Monitoring Tools

SN	Monitoring tools	Where	When	How	Who
1	Social marketing and public announcement guidelines	Program district, Municipality and village municipal	Before the training	- Add through local FM and news paper - Flyers, brochure distribution, pampleting - FGD, KII interview - Inform through email, social media, correspondence	Board of director
2	Training venue standard guidelines	Training venue	Regular	verify minimum standard of each training venue based on CTEVT curriculum	Board of director
3	Training tools and materials inventory book	Training venue	Regular	Trainer need to up to date inventory book	Trainer
4	Trainee's application form	Program district, VDC	Before the training	Interested candidates shall fill the application form first	Board of director
5	Final selection list of the trainees	Training venue	After final interview	Selected list of the trainees with detail information should published and stitched at the class room	Trainer
6	Fact sheet, Banner	Training venue	Before training start	Objective of the training, training duration, training start and	Board of director

SN	Monitoring tools	Where	When	How	Who
				completion date, benefits should clearly mentioned	
7	Weekly lesson plan	Training venue	weekly	Weekly lesson plan based on CTEVT curriculum	Trainer
8	Trainer's log book	Training venue	Daily	Based on weekly lesson plan	Trainer
9	Visitor's log book	Training venue	Daily	During each and every visit of guest/client/management team	Trainer
10	Trainees Attendance sheet	Training venue	Daily	Trainees need to signed daily	Trainer
11	Performance evaluation form	Training venue	weekly	Each Friday, based on the weekly lesson plan	Trainer
12	Time sheet	Program district	Daily	Salary paid staffs need to submit time sheet at the end of the month	Board of director
13	Monthly work plan	Program district	Monthly	should clearly outline monthly scheduled activities	Board of director
14	Trip report	program district	Each trip	Should fill up the trip report along with monitoring form during every visit to training venue	Board of director
15	Local transportation claim form	Program district	Monthly	Based on time sheet	Board of director
16	Stipend distribution form	Training venue	Monthly	Based on trainees attendance sheet	Trainer
17	Life skills training attendance sheet	Training venue	After completion first month of training	Trainees attend the training	Trainer
18	list of the trainees applied for the skill test	Training venue	After completion first month of training	Trainees cent percent ready for the skill test	Trainer
19	OJT plan	Training venue	After completion 2nd month of training	Location, no of days, employer's contact details	Trainer
20	list of the trainees appeared in skill test	Training venue	On the day of skill test	Trainees appeared in the skill test	NSTB Manager
21	Detail list of potential employers	Program district	Regular	Prepare a roster of key stakeholders and potential employers with contact details	Board of director
22	Employment and self-employment plan	Training venue	After OJT	Need to fill up together with trainee to explore employment opportunities	Board of director
23	Placement verification form	Program district	within 3 months after skill test	Placement status of each training graduates	Board of director
24	Income verification form	program district	Income at the end of 6 month	Gainful income	Board of director
25	Monthly progress report	Program district	Monthly	Major accomplished activities and achievement	Board of director

2.9 Indicators for Performance Evaluation

SN	Evaluation Indicators	Means of Verification
1	Trainee selection	Gender
		Caste and Ethnicity
		Socioeconomic status
		Target group
		Training completion commitment
		Motivation level
		Employment plan after completion training

2	Establish training venue	At proper location for the target population
		Target group friendly
		Well equipped, well-furnished and well ventilated training venue
		Facility of separate toilets for male and female, drinking water, child care, first aid
3	Training hour	Flexible based on the trainees need
4	Language	Priority to local language
5	Training quality	Follow up of CTEVT curriculum
		Availability of training tools and materials based on the lesson plan
		Use of teaching and learning tools and methodologies
		Handling and storage of tools and materials
6	Trainers performance	Weekly lesson plan based on CTEVT curriculum
		Theory and practical class based on lesson plan
		Trainers log Book
		Visitor's log book
		Time sheet
7	Trainees performance	Daily attendance
		Participate in group activities
		Maintain daily diary
		weekly performance test

2.10 Information Flow System

Managing Director is solely responsible for the overall management of the training program and training team, make necessary decision at the right time and coordinate with the board of directors and other related stakeholders to ensure proper communication and quality interaction with the clients. He will be responsible for all kind of communication and correspondence with the clients.

The training management team lead by Managing Director will arrange regular meetings with the field team to share and disseminate project achievement, progress and best practices learned during the previous training activities. At least two days orientation program will be organized to each and every staffs on training objectives, scopes, expected outcomes, training implementation plan prior to the training implementation.

A strong internal control system will be developed through monitoring, evaluation and supervision to ensure delivery of high quality training in each and every training event, timely availability of the training tools and materials, strictly follow up training curriculum and to enable best teaching and learning practices.

Training Coordinator at central level is responsible to disseminate program related information deliver program related documents, correspondence to district level and to receive all the program related compliance, checked and verify all the report forms and formats.

MARKET LINKAGE WITH THE TRAINING SYSTEM

Since employment and self-employment of the training graduates are the major thrust of the training, we have always huge focus to enable positive environment with the INGOs, GOs, and potential employers from the day of training start. We prepare a list of the potential employers in each project district and coordination meetings will be organized on regular basis

Life skill training, entrepreneurship development training will be conducted based on TOPE and TOSE curriculum to those trainees who are interested to start up their own business following the training graduation. We will also coordinate with Key stakeholders, National Non-Government Organizations (NNGOs), working with the project for linkages with microfinance institutions for supporting to establish their own business and provide necessary counselling and guidance to the trainees (especially for female and people from the excluded groups) throughout the enrolment, training and post training period.

Based on the Trainers performance we will coordinate with TITI and clients to participate them skill upgrading training, ToT and Assessor training.

We invite potential employers to visit training event and evaluate trainee's skills learning status in line with their requirements. If necessary, can organize extra training classes/activities based on their recommendation and available curriculum.

3. EXPERIENCE OF THE ORGANIZATION

BRPS has several years of experience in delivering Occupational training and employment services in different occupational trades throughout the country covering major geographical regions. Its clientele are diverse, that compromise both Government as well as private/public Sectors, Overseas Placement Agencies and Various International Non-Government Organizations. Some of the major assignments we have accomplished successfully till date are described here under.

SN	Skill Test Date	Subject	No of students	Level
1	2073	Computer Operator/mason-40	40	2/1
2	2073	Veterinary JTA	40	2
3	2073	Village Animal Health Worker	120	1
4	2073	Junior Telecom Technician	60	1
5	2073	Junior computer Hardware Technician/plumber-20/mason-20	20	1
6	2073	plumber/mason	20/20	1
7	2073	Entrepreneurship Development Facilitator	40	2
8	2074	Entrepreneurship Development Facilitator	65	2
9	2074	Supplementary Entrepreneurship Development Facilitator/plumber-40/mason-20	30	2
10	2074	Junior computer Hardware Technician	40	1
11	2075	Junior Telecom Technician	16	1
12	2075	Computer Operator/Plumber-20/mason-20	40	2
		Total Participant	**551**	