

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
<b>Post Training Activities (Job Placement)</b>				
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
<b>Income Verification</b>				
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	<ul style="list-style-type: none"> <li>Add through local FM and news paper</li> <li>Flyers, brochure distribution, pamphleting</li> <li>FGD, KII interview</li> <li>Inform through email, social media, correspondence</li> </ul>	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

