**Bherirapti Prabidhik Shikshalaya Pvt.Ltd**

**COMPANY PROFILE**

|  |
| --- |
| **Bherirapti Prabidhik Shikshalaya Pvt.Ltd** |
| Estd: 2014 |
| **Birendranagar,4surkhet**  **Tel: 083–523139**  **Mobile: 9858030217**  **Email: www.brps2070@gmail.com** |

2/14/2019

TABLE OF CONTENTS

[Company profile **Error! Bookmark not defined.**](#_Toc524471082)

[Table of contents 1](#_Toc524471083)

[Introduction 2](#_Toc524471084)

[Vision 2](#_Toc524471085)

[Mission 2](#_Toc524471086)

[Objectives 2](#_Toc524471087)

[i. Organization fast preview 3](#_Toc524471088)

[1. General information 3](#_Toc524471089)

[2. Legal information 3](#_Toc524471090)

[3. Area of specialization/working sector 3](#_Toc524471091)

[4. Human resource and management 4](#_Toc524471092)

[5. Management and organizational structure of BRPS 5](#_Toc524471093)

[6. Infrastructure facilities 6](#_Toc524471094)

[7. Quality assurance process of the organization 6](#_Toc524471095)

[8. Monitoring frame work 7](#_Toc524471096)

[9. Monitoring tools 9](#_Toc524471097)

[10. Indicators for performance evaluation 10](#_Toc524471098)

[11. Information flow system 11](#_Toc524471099)

[12. Market linkage with the training system 11](#_Toc524471100)

[ii. Experience of the organization 11](#_Toc524471101)

1. INTRODUCTION

BheriraptiPrabidhikShikshalayaPvt. Ltd is a **Private company** registered under the Office of Company Register in the year 2070 BS and got affiliation with Government of Nepal Cottage and Industries in the same year. It is one of the renowned **Vocational Training and Employment Service Provider,** run and manage by group of well experienced and qualified youth professionals who have expertise in the field of Vocational Education and Training,interprise development Engineering, Social science, Market research and social marketing, Livestock and Agriculture Project design/implementation and M&E and so on. Its clientele is diverse, that compromise both national Government,LocalGoverment as well as private/public Sectors, Overseas Placement Agencies and various International Non-Government Organization.

Its primary objective is to produce qualified semi-skilled and skilled technical workforce as per the demand of the market and provide placement and counselling services so that the graduates have an opportunity to engage in employment. The main thrusts of the organization are quality service delivery, sustainability, competitiveness, innovative technologies, employability and research, employment generation and career development. The training, counselling, promoting, research and development are the means the organization uses to mainstream and empower the target group. The school dropouts, out-of- school youths, job aspirant unskilled youths, industrial workers, youths from disadvantaged group (DAG), Dalit, women, conflict affected and internally displaced groups are our primary focus.

We conduct Monitoring and follow-up as the regular process for providing quality training and employment services. The Pre-training, during training and post training and career counselling and vocational guidance sessions monitoring system is adopted by the organization for the quality of trainings and gainful employment after the training. The organization has its own training centres and coordinators managing mobile basis training at the rural areas in various districts.

By qualified training at product for qualified EDF par years 40 participants we are Employ in MEDEP/AND MEDEPA.

### VISION

Create employment/self-employment opportunities among youth and needy population through implementing quality vocational Education and Training (VET) programs and kill development training. Or Give the all vocational short term training.

### MISSION

Develop Vocational Education and Training as well as skill development training network throughout the country to produce skilled human resource as per the need of the domestic and international labour markets demand. At most employ of participant different types of social organization.

### OBJECTIVES

The general objective of the organization is to contribute on poverty reduction of the nation by minimizing the unemployment ratio of the country by providing qualitative job oriented vocational training to the needy person. Other specific objectives are as:

* Provide quality skill development training related to Agriculture sector (like: VAHW/Agriculture, Livestock JTA-L2, Dairy Development, CLA,ETC.)
* Provide skills development training and employment services in Service sector (like: Security Guard, Driving, Tailoring and dressmaking, Hand Embroidery, Handicraft, Cook, Waiter/Waitress, ECD)
* Provide training in manufacturing Sector( Mobile phone Repairer, Colour TV and Radio Repairer, Electrical vehicle maintenance, Diesel mechanic, AC Mechanic)
* Provide consultancy services to the government and other organization in project monitoring, supervision and evaluation of training programs and data management.
* Conduct technical and public service preparation classes and other tuition classes.
* Provide necessary consultation and consultancy related to technical and non-technical education.
* Operating language classes of various countries.
* Conducting Health, account and all levels subject related teachers, receptionist, office assistant, manager, supervisor, social mobilizer etc. related employment, skill based and skill development training and consultancy.

1. ORGANIZATION FAST OVERVIEW

### General Information

|  |  |  |
| --- | --- | --- |
| **Full Name of the Organization** | BheriraptiPrabidhikshikshalaya PVT.LTD | |
| Acronym | BRPS |  |
| Registered Address | District | Surkhet |
| Municipality/VDC | Birendranagar |
| Ward Number | 4 |
| Tole | BhirabsthanSurkhet, Nepal |
| Office Address | Birendranagar 4, Bhairabsthansurkhet | |
|  |  |  |
| Communication Address | Telephone No. | 977-083-523139 |
| Mobile Number | 977-01-9858030217/9848094217 |
| Email Address | [brps2070@mail.com](mailto:brps2070@mail.com) |
|  |  |  |
| Contact Person | Name | SumanNath Yogi |
| Designation | Managing Director |
| Mobile Number | 9858030217 |
| Email Address | [Sumansyogi55@gmail.com](mailto:Sumansyogi55@gmail.com) |

### Legal Information

|  |  |  |
| --- | --- | --- |
| Major Shareholders and their holding in company | **Name of Shareholders** | **Share Amount (Rs)** |
| 1. Single |  |
|  |  |  |
| Registered at Office of the Company Register | ***Registration Number*** | 118443/070/071 |
| ***Registration Date*** | 2070/09/25 |
|  |  |  |
| Affiliated with Council for Technical Education and Vocational Training (CTEVT) | ***Affiliation No.(if any)*** | 129 |
| ***Affiliation Date*** | 2073/04/09 |
|  |  |
|  |  |  |
| Registered at Inland Revenue Office (for VAT purpose) | ***VAT Reg. Number*** | 603842797 |
| ***Registration Date*** | 2076/02/03 |

### Area of Specialization/Working Sector

|  |  |
| --- | --- |
| Sector | Occupation Trade |
| Construction | Professional Mason, Professional Plumber, Shuttering Professional Carpenter, Steel Fixer, Scaffolding, Construction Carpenter, Finishing carpenter, House Painting, Tile/Marble fixer/polisher, construction workers, Furniture Maker, |
| Electrical/electronics | Building Electrician, Industrial Electrician, Electrical Motor Re-winder, Electrical motor repairer, Mobile phone repairer, Colour TV Repairer, Junior Building Electrician,Computer hardware technician Computer operator,Computer System Administrator And Developer,telecome Technician |
| mecanical | Arc welding, Aluminium Fabricator, Junior Auto Mechanics, Mechanical Fitter, Motorcycle Service Mechanics, Heavy Machinery Operator |
| Service Sector | EDF,Dress maker/tailoring, Beautician, Hand Embroidery, ECD, Garment fabrication, Shoe maker, care Giver, Security Guard Housekeeping/Cleaner, Cook, Bar Tender, Bell Boy, Waiter/Waitress |
| Agriculture | Community Livestock Assistant, Livestock JTA, VAHW,Nersery and Garden Assistant,Sericulture technical worker, dairy product and sweet Maker, Off season vegetable producer, Bee Keeping, ETC.... |

### Human Resource and Management

1. **Profile of Governing Board**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name** | **Position** | **Sex** | **Cast / Ethnicity** | **Qualification** | **Expertise** |
| SumanNath Yogi | Chairperson | M | Brahmin/Chhetri | Master,s In RD.  Bachelor’s in Education . | Education, Vetenary JTA, TOT |

1. **Profile of other related Staffs**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Full name | Position | Academic Qualification | Sex | Major responsibilities | Expertise | Years of Experience |
| DharmarajLamichhane | Principal | Bachelor Degree in management (BBS) | M | * Program development, planning and implementation * Overall management of the training program, training team and reporting * Maintain and establish cordial working relationship with various stakeholders * Coordination and networking * Financial management * Prepare training implementation plan and conduct orientation * Training plan Prepare project related reports | Vocational training management, social marketing, social mobilization and community development, Training manual development, proposal and report writing, behaviour change and communication, Training facilitation, | 3 years |
| KarnaaBahadur BK | Training Coordinator | Bachelor Degree in Arts | M | * Overall management of the training program and training team * Prepare trainer mobilization and resource allocation plan * Training venue verification * Monitoring quality of the training implementation * Supervise and coordinate training team * Verification and validation of training data * Prepare training completion report | Manage and supervise overall technical training activities | 5 years |
| SunmayaSunar | Trainer | Bachelor Degree in Arts | F | * Provide training to the students | EDF trainer | 3 years |
| Ram Bahadur BK | Co-Trainer | +2 | M | * Provide training to the students | EDF Co-trainer | 3 years |
| Rabin Khadka | Trainer | Bachelor in Education | M | * Provide training to the mobile phone repairing students | Mobile Phone Repairer Trainer | 2 Years |
| Ramesh Pudasaini | Training Supervisor | Diploma in Civil Engineering | M | * Overall management of training program at district level * Carry out social marketing activities * Coordinate district level stakeholders for the successful implementation of the training * Supervise daily performance of Trainers * Ensure safety measure, first aid and safe drinking water facilities at training venue * Ensure availability of training tools and materials * Coordinate for the timely arrangement of skill test | Implementation of vocational training and employment services | 10 years |
| Laxmi Khanal | Trainer | Bachelor in Management, Education | F | * Provide training to the EDF Students | EDF Trainer | 6 years |
| Ramesh Ghimere | Trainer | Bachelor in Education | M | * Provide Building Electrician Training | Building Electrician Trainer | 3 years |
| YuvarajGhimere | Trainer | Bachelor in Education | M | * Provide Building Electrician Training | Building Electrician Trainer | 3 years |
| PrakashRamtel | Trainer | SLC | M | * Provide Telecom Technician Training | Telecom Technician Trainer | 2 Years |
| Shyam BahadurThapa | Trainer | +2 | M | * Provide Telecom Technician Training | Telecom Technician Trainer | 2 Years |
| Mukeshpande | Trainer | Bachelor in Electrical Engineering | M | * Provide Telecom Technician Training | Telecom Technician Trainer | 5 Years |
| RupeshShriwastav | Trainer | Computer Engineering | M | * Provide Computer operator Training | Computer Operator Trainer | 3 Years |
| PrakashKathayat | Trainer | Bachelor | M | * Provide Telecom Technician Training | Telecom Technician Trainer | 2 Years |
| PramodKhadka | Trainer | Masters in RD | M | * Provide VAHW/CLA/All veterinary training | Veterinary | 3 Years |
| Sunil Hamal | Trainer | +2 | M | * Provide VAHW/CLA/All veterinary training | Veterinary | 3 Years |
| Kamal BK | Trainer | Masters in Sociology | M | * Provide VAHW/CLA/All veterinary training | Veterinary | 5 Years |
| Bhupendra BK | Trainer | +2 | M | * Provide Computer operator and Hardware training | Computer Hardware | 5 Years |
| KhagendraGautam | Trainer | Master's in Education | M | * Provide Computer operator and Hardware training | Computer Hardware | 5 Years |
| Ashok Sunar | Trainer | Bachelor in Education | M | * Provide training to the mobile phone repairing students | Mobile Phone Repairer Trainer | 2 Years |
| Ishwori yogi | Trainer | Master | F | * Mason,Plumber | Traner | 5 year |
| Nama raj puri | Trainer | Diploma in civil | M | * Mason,Plumber | Trainer | 4 year. |

1. **Management and Organizational Structure of BRPS**

### 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** | | |  | **Available Training Tools and Equipment** | | |
| **Description** | **Size** | **Unit** |  | **Trade** | **Capacity to cover no of trainees at a time** | **Status of tools and materials** |
| 1 | Office building | 2 storey | 1 |  | Mason | 40 | Sufficient tools and materials to provide training to 40 Mason at a time |
| 2 | equipped workshop | 50”x30” each | 3 |  | Plumber | 15 | Sufficient tools and materials to provide training to 15 Plumber at a time |
| 3 | Furnished class room | 30”x20” | 2 |  | EDF (L2) | 40 | Sufficient tools and materials to provide training to 40 Students at a time |
| 4 | furnished office room | 12'X18' | 1 |  | Building Electrician (L1, L2) | 40 | Sufficient tools and materials to provide training to 40 Electrician at a time |
| 5 | Toilet male |  | 1 |  | EDP Training | 100 | Sufficient tools and materials to provide training to 100 EDP at a time |
| 6 | Toilet Female |  | 1 |  | Telecom Technician (L1,2) | 40 | Sufficient tools and materials to provide training to 40 Telecom Technician at a time |
| 7 | Desktop computer |  | 20 |  | Village animal Health Worker (L1) | 40 | Sufficient tools and materials to provide training to 40 VAHW at a time |
| 8 | Printer |  | 2 |  | Community Livestock Assistant (L1) | 40 | Sufficient tools and materials to provide training to 40 CLA at a time |
|  |  |  |  |
| 9 | Multimedia Projector |  | 1 |  | Computer Hardware Technician (L1) | 40 | Sufficient tools and materials to provide training to 40 Students at a time |
| 10 | Sound System |  | 1 |  | Computer Operator (L1, 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 (L1) | 40 | Sufficient tools and materials to provide training to 40 Students at a time |

### 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

### 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 training | Number of career counselling, Business motivation, health, Work place safety trainings conducted | Trainees attendance | once, after completion of first month training | Trainer |
| 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 |

### 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 completion date, benefits should clearly mentioned | Board of director |
| 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 |

### 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 |

### 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.

1. 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 | 40 | 2 |
| 2 | | 2073 | Veterinary JTA | 40 | 2 |
| 3 | | 2073 | Village Animal Health Worker | 120 | 1 |
| 4 | | 2073 | Junior Telecom Tehcnician | 40 | 1 |
| 5 | | 2073 | Junior computer Hardware Technician | 20 | 1 |
| 6 | | 2073 | Mobile Phone Repair | 20 | 1 |
| 7 | | 2073 | Enterpreneurship Development Facilitator | 40 | 2 |
| 8 | | 2074 | Enterpreneurship Development Facilitator | 65 | 2 |
| 9 | | 2074 | SupplimentoryEnterpreneurship Development Facilitator | 30 | 2 |
| 10 | | 2074 | Junior computer Hardware Technician | 40 | 1 |
| 11 | | 2075 | Junior Telecom Tehcnician | 16 | 1 |
|  | |  |  |  |  |
| 12 | | 2075 | Computer Operator | 40 | 2 |
|  | |  | tt Total Participent | 511 |  |
|  |  |