

April 14th, 2021

Dear Hafsa,

On behalf of the CIRCLE team, I am delighted to confirm your admission in the Tech Karo Web Development Program 2021 for the term starting **April 22nd - September 30th 2021**. Let me add my congratulations on this achievement since you were identified as a strong candidate demonstrating passion, commitment, and desire to learn.

CIRCLE, a leading social enterprise recognized by Microsoft for Startups, aims to make Pakistan a tech-oriented country leveraging the talents of its youth especially women. I started CIRCLE in 2016 with the belief that women and youth have a key role to play in Pakistan's development & that we must invest in skills. We are proud that 65% of our Tech Karo cohorts are made up of women. Other than Tech Karo, CIRCLE plays a part in She Loves Tech, which is the world's largest startup competition, and ELEVATE which was launched to promote gender diversity, inclusion and grow women leaders.

You will be joining a strong Tech Karo alumni community of 300+ youth that is now working in some of the best technology firms of Pakistan (such as 10pearls, IBEX, VentureDive, Savvy.com) and doing freelancing work, making us and their families proud. CIRCLE & Tech Karo have been featured in places such as [Reuters](#), [Dawn](#), [BBC Urdu](#), TechJuice, [Business Recorder](#), and [Mount Holyoke](#).

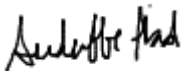
We bring you the best of curriculum designed by input from tech industry leaders, a strong team of instructors combined with key life skills training and mentorship to help you succeed. We believe you must make this decision thoughtfully and commit to put in the efforts to help you succeed. We are strict on our attendance policy and are looking for the best of talent in our flagship Tech Karo Web Development Program.

Your Web Development classes will be taking place **6 days a week**, and will be divided into online and offline classes. It is mandatory to attend the online classes that will take place on **Thursday, Saturday and Sunday from 12:00PM - 3:00PM**. The remaining 3 classes can be taken anytime during the rest of the days.

You have until **April 17th, 2021** to confirm if you will join the Tech Karo Program by signing this agreement. The purpose of this is to lay out what we expect from you and what you can expect from us during the course. The commitments in this agreement are intended to help us both maximise the potential benefits of this experience.

We are really excited about welcoming you to the Tech Karo community.

Sincerely,



Sadaffe Abid  
Founder & CEO, CIRCLE

**YOUR COMMITMENT**

Tech Karo is a program that encourages the learner to take responsibility for their learning and development, rather than being passive recipients of knowledge. Without your proactiveness and positive engagement, we cannot achieve what we set out to - which is to develop strong talent and passionate learners.

You will become part of the vibrant Tech Karo community, including mentors, tech companies, trainers, and will play a role in shaping it for many years to come. We hope that you are proud of your involvement with CIRCLE's Tech Karo Program and represent us in the best possible way with external stakeholders.

If your contribution is not of a standard that is deemed acceptable by Tech Karo, we will try our best to support you to improve your performance. However, if this does not improve or if you conduct yourself in an unethical, professionally unacceptable or irresponsible way, we will be forced to ask you to leave the program. This is to ensure that we have a positive and healthy learning environment for all.

### Values and Attitude

By committing to the program, you will aim to uphold our mission and values. You will make conscious efforts to behave in a way in which you:

- Take responsibility for your learnings and aim for high standards
- Are punctual and professional, and communicate regularly
- Are a team-player and work to collaborate with your classmates
- Display honesty and integrity in your work
- Show respect to your classmates, staff members and mentors
- Build connections and invest in relationships with peers, supervisors, mentors
- Stay disciplined and grounded in your mission to become the best Tech Karo Web Developer
- Give back to the Tech Karo community and to the youth of Pakistan by sharing your learnings and journey with at least 5 individuals

Tech Karo is a young program and we are still learning as we go – and always will be. We ask that you join with a creative and constructive spirit, and feel free to provide us with feedback and suggest ways to build the effectiveness and impact of the program.

### Attendance Policy

You are required to commit at least 4 hours on a daily basis for the 5-month duration of the program. If you cannot dedicate this time to the program, you will be wasting someone else's seat.

Punctuality is highly essential, and missing or coming late to classes will not be acceptable. Attendance will be checked for each class, and students casually taking the course may get de-enrolled after the first module.

You can take up to two days leave (not consecutive) in case you are unwell or have an emergency given a genuine reason. We ask that you give us as much notice where possible. If you need to take planned leave please submit a leave application by informing us so we can approve it in advance. Regular communication is highly important.

Should you decide to discontinue the program, we ask you to reach out to us for support if needed and give us as much notice as possible. Again we emphasise that please think through carefully about your commitment and interest in this programme.

## Class Schedule

Below is the class schedule. We monitor attendance closely during video lectures and from time to time we'll check in on your group or pair programming work as well.

If you have missed a live lecture, assignment, project, or any other designed activity in the scheduled class time then you have to complete that work by giving extra hours outside of scheduled class time within the same week.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
15 mins	Daily standup	Daily standup	Daily standup	Online Class  LifeSkills Class + Technical Class  12 - 3 PM	Project Submission Day!	Online Class  Technical Class  12 - 3 PM	Online Class  Technical Class  12 - 3 PM
50 min	Videos + Quizzes	Videos + Quizzes	Videos + Quizzes				
20 min	Coding Task	Coding Task	Coding Task				
30 min	Reading material	Reading material	Reading material				
120 min	Weekly Project	Weekly Project	Weekly Project				
Total 4 hours Each Day							

## Requirements for Graduation

To graduate from Tech Karo Web Development Program and receive a certificate of completion, you will need to:

- Participate actively in all aspects of the program – from technical sessions to life skills sessions, mentor meetups and individual/group project work
- Complete mid-term and final projects
- Complete technical portfolio
- Have an attendance record of > 80%
- Prepare materials to get job-ready (e.g. setting up a LinkedIn profile, CV draft)

### **Fees and Scholarships**

The Tech Karo Web Development Program is valued at PKR 90,000 per student. It is heavily subsidised and only costs students PKR 5,000. Payment of PKR 1,000 will be required on a monthly basis, on the 5th day of each month, via Easy Paisa or Interbank Fund Transfer.

We also offer scholarships for those who need financial assistance. Since 2018 we have offered scholarships to 30% of our students.

### **Opportunities after Tech Karo**

We expect students to play an active part in seeking employment opportunities and greater financial empowerment for themselves. This means being proactive from the start of the programme and especially during hiring processes, taking full ownership over your next steps. There is a Coach who will be working with you through the course to support your work readiness and you will be assigned regular tasks.

We hope that you will engage and contribute actively to the Tech Karo community, inspiring thousands of youth to believe in themselves and explore technology so Pakistan can become stronger and more equitable. As your career becomes more established, we would love for you to contribute to the development of Tech Karo and of future students – e.g. by offering advice and support to other students, or helping us make sure our curriculums stay up to date with industry standards.

### **OUR COMMITMENT TO YOU**

We recognise that you have taken a big step to apply to the program and are dedicated in committing time to learn about Web Development. As a team, we feel a great responsibility to enable you to achieve your goals through the program.

## The Program

As part of your Tech Karo Web Development experience, we commit to enabling you to:

- Receive training on front-end web development technologies e.g. HTML, CSS, JavaScript and React
- Get hands-on experience working on projects and building your portfolio
- Receive support from tech experts who will mentor and assist you in your projects
- Add technical skills to your career path
- Receive training on life skills required for the workplace e.g. communication, presentation skills, resilience, team-working and leadership
- Receive support with employment opportunities post-graduation

## Your Wellbeing

Tech Karo Web Development Program can be professionally and personally challenging. We think that challenging situations can be brilliant opportunities for personal development.

If you have any concerns during the program, we will be happy to offer advice and support to the best of our abilities. We commit to striving for the right balance between supporting you, challenging you and giving you space for you to grow independently.

## Opportunities after Tech Karo

We understand that the end of the program is also only the beginning of your journey into Web Development. To support you with your next steps and with finding employment opportunities, we will:

- Conduct individual and group counseling sessions to help you make an informed career decision and explore different occupations
- Teach and coach you in self-directed job search strategies
- Provide resume and cover letter critiques, and interview skills training
- Invite professionals from local and international tech industries to help and mentor you once a month during the program
- Open up our strong network of 100+ partners and mentors, and introduce you to relevant people who might lead to key opportunities
- Actively seek out employment opportunities and share them with you
- Alert you to key events, hackathons etc for collaboration and networking

## AGREEMENT

Please confirm by signing in the space below, that you:

- Formally accept your place on the Tech Karo Web Development Program 2021
- Have read and understood the agreements outlined in this letter
- Have obtained answers to any questions you may have

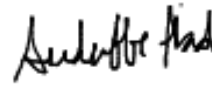
**Signed and agreed:**



4/21/2021

Hafsa Siddiqui

**Signed on behalf of Tech Karo:**



Sadaffe Abid  
Founder & CEO, CIRCLE