



# Training Operation Manual

for  
**BEIOA**



**Skills for Employment Investment Program (SEIP)**

Finance Division, Ministry of Finance  
Government of the People's Republic of Bangladesh



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Operation  
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# A Introduction

## 1. Context

The present government has outlined its plans for the progress and development of Bangladesh in the Vision 2021 program. It pledges to combat poverty by building a Digital Bangladesh and obtain the status of middle-income country by 2021. The government also recognizes that there is a huge demand for skilled manpower at home and abroad, and that there is a possibility for increased demand in the future. It has therefore emphasized the production of more skilled manpower for work abroad. It envisages that all new entrants to the work force will be trained formally to enhance their knowledge, skills, and creativity to achieve nearly full employment by 2021. The government has also envisioned that both the public and private sectors will expand the network of quality vocational training institutes to ensure full-scale vocational training with adequate practical exposure.

The SEIP project supports the Government of Bangladesh's (GoB) reforms in skills development articulated in the National Skill Development Policy (NSDP) and National Education Policy (NEP). It will help catalyze the private sector in a major way in providing market responsive skills development and forging partnerships with public training institutions to make skills development responsive to emerging labor market needs. Private sector involvement will help in reducing existing glaring skills-gap, which in turn is crucial for Bangladesh to move away from the current "low-skill, low-wage equilibrium" to a higher skill, higher wage equilibrium necessary to transition to a middle income country. The project will help the government to scale-up skilling of new entrants and up-skilling of existing workers to increase productivity of its labor force, which will lead to increase in average household incomes and contribute to accelerating economic growth in priority sectors.

**Impact and Outcome:** The impact of SEIP project will be increased income and productivity of the working age population 15 years and over. The outcome will be increased employment in priority sectors and skills for males and females.

**Outputs:** Project will achieve four outputs that include the following : (i) market responsive inclusive skills training; (ii) quality assurance system strengthened; (iii) institutions strengthened; and (iv) effective program management.

## 2. Project Objectives

The overall objective of the project is to qualitatively and quantitatively expand the skilling capacity of identified public and private training providers by establishing and operationalizing a responsive skill eco system and delivery mechanism through a combination of well-defined set of funding triggers and targeted capacity support. Specifically, the objectives are to:

- i) Improve job focused skills along with up-skilling of the existing workforce to enhance productivity and growth of industry sectors;
- (ii) Impart skills training linked to gainful employment or self-employment through PKSF partners and their livelihood programs;
- (iii) Develop a network of training providers that are endorsed by industry for providing excellence of training to meet the skills needs of employers;
- (iv) Establish and implement a strategy to address the special needs of groups specified in the NSDP and ensure their participation in SEIP programs;
- (v) Implement a vocational trainer development program for trainers and assessors and a management leadership program for training provider management reflecting NSDP requirements;
- (vi) Strengthen capacity of BTEB in approving training provider's registration process, course accreditation and monitoring quality assurance and implementation procedures of training providers;
- (vii) Support the training providers for capacity development to ensure quality training delivery mechanism.

## 3. SEIP Training Target

The project will support skills training of 260,000 trainees, of which about 70% or 182,000 will be provided with gainful jobs. The training will be provided by institutions under both public and private sector. The breakdown of the trainees under different institutions is as follows:

<b>Public Training Institution</b>	
DTE	10,800
BMET	33,900
BITAC	2,700
<b>Industry Associations, BB SME and PKSF</b>	
BGMEA	43,800
BKMEA	41,310
BTMA	30,960
LFMEAB	21,385
BASIS	23,000
BACI	13,005
BEIOA	8,940
Shipbuilders Association/BACCO	10,000
BB SME	10,200
PKSF	10,000
<b>Total</b>	<b>260,000</b>

## 4. Summary of the Business Plan of BEIOA

The Bangladesh Engineering Industry Owners Association (BEIOA) has 4,000 SME members who are engaged in production and marketing of light engineering products. BEIOA's principal objective is to contribute continuously towards the development of light engineering sector of Bangladesh. In order to do this, BEIOA conducts inter alia promotional activities, provides information and services to its member and in doing so, it acts as a platform for the members to develop the industry.

By instating technology benchmarks and standards and regularly reviewing them, BEIOA has created an opportunity for its members to continuously assess the technological capabilities of the industry with the view to increasing productivity of the industry. BEIOA plans to develop formal clusters with its members to encourage collaboration and the sharing of best practices allowing cluster actors to improve capacity and competitiveness. Bangladesh Engineering Industry Owners' Association (BEIOA) has trained 3000 people in technical and management trades over the last five years. Present training capacity of the association is very limited in the backdrop of current and future requirement of skilled labors. Establishment of Centre of Excellence for Light Engineering Sector (COELES) will add incremental capacity to strengthen initiative of development of skilled manpower for light engineering industry in Bangladesh. BEIOA will train through its own practical training center COELES under SEIP funding to offer market driven and sector need based training courses which are not available in country's training market.

BEIOA has proposed in the business plan that a total of 8,940 trainees will be trained over the contract period of 3 years. In the 1st year, they will train 2,500 (28% of the total number of trainees) trainees. In the second and third year, training output will include 3,000 (33.5%) and 3,440(38.5%) respectively of total trainees. A total of eight courses with a duration of three months to six months will be offered. It has also proposed that the last cycle of training will begin around 6 months before the end of the project phase so that there is time for the trainees to be assisted into employment.

Proposal also shows how the three training centers and factory-based training programs will be resourced, and what methodologies, support and resources, BEIOA will arrange for effective coordination and logistics management to ensure smooth training delivery.

## **Impacts & Outputs of BEIOA**

### **Impacts**

- Produced more skilled and semi-skilled workers in Light Engineering sector.
- Sustainable and structured skill training programs for workers in Light Engineering sector.
- Achieved global competitiveness by producing skilled and knowledgeable workers.

### **Outputs**

- Up-skill 7,200 existing workforce through training on Master craftsmanship.
- Provide skills to 1,740 new entrants by offering demand-led courses and at least 70% job placements to be ensured after completion of training.

# B Purpose of the Manual

The purpose of this manual is to describe how the (i) courses are designed and offered, (ii) trainees are selected for training, supported for employment and tracked after training, (iii) trainers are selected, trained and capacity developed, and (iv) training facilities are improved. Training operation manual will help BEIOA to provide quality training, ensure effective implementation arrangements, procurement, employment services and M&E mechanism. This will also help to ensure proper governance structure, due diligence during implementation of training and payment process.

# C Implementation Procedure

## 1. Training Management Structure

The BEIOA will have a **Project Standing Committee** consisting a total of 7-10 members and the president of the association will be the Chairperson of the committee. President of BEIOA will sign the contract with SDCMU.

BEIOA will set up a **Project Implementation Unit** employing four core staff with some supporting staff to execute day to day project activities. The four key staff will include the following i) Chief Coordinator ii) Coordinator Finance & Procurement iii) Coordinator Job placement and database. Chief Project Coordinator for the Project implementation Unit will be responsible for effective implementation at the institution level and answerable to the Project Standing Committee. There will be three training centers located in Dhaka to deliver training and each center will have a administrator/Principal who will report to the Chief Project Coordinator on the progress of training program at the institution level. Market responsive training will also be organized at the premises of factory located in different places. Association will engage two industry experienced trainers for delivery of each course.

The Standing Committee of the association will monitor and provide overall guidance to the Project Implementation Unit for successful implementation of training programs.

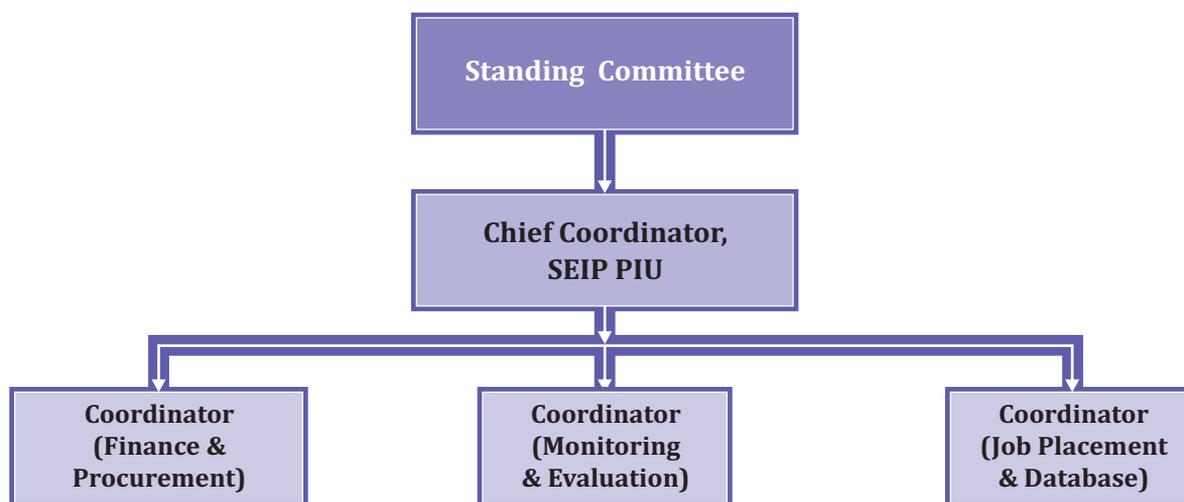
Project Implementation Unit of BEIOA will ensure to deliver high quality training and job placement services and demonstrate the capacity to i) manage effective implementation of training programs at the institution level ii) manage significant budgets for training programs and disbursement of training allowances for trainees iii) arrange allocation of consumable supplies on time, tools and equipment for delivery of training programs iv) updating curricula with involvement of industry experts and the members of ISC v) Training assessment by engaging

industry assessors and certification of trainees vi) Manage database of trainees and employment status and assist in managing tracking system

The Composition of Project Standing Committee is shown below.

Project Standing Committee	
President of the Association	Chairman
One Member of ISC (Light Engineering)	Member
Executive Committee members of the Association	Member (3)
Representative of SDCMU	Member (1)
Chief Coordinator, PIU, BEIOA	Member -Secretary

### Organogram of BEIOA for SEIP Training Operation



## 2. Training Course

BEIOA will offer modular based training programs. The duration of training programs for new entrants may vary from three months to six months depending on courses. Gradually the training program will shift from modular based to competency based training reflecting NTVQF requirements. BEIOA will start Competency Based Training (CBT) from the beginning of the 2nd tranche of SEIP financing.

In the 1st tranche, the training courses will ensure delivery of occupational health and safety (OSH), OHS practice, hazard identification and control and soft skills (including use of basic mathematical concepts, knowledge and skills to apply mathematical methods such addition, subtraction, multiplication, division, workplace communication, present and apply workplace information etc) in addition to the occupation specific skills/practice and occupation specific theory/knowledge. Minimum contact hours per week for each training course (for new entrants) will be 20 hours.

The following trades will be covered under SEIP in the 1st tranche. Trainees will be trained and placed in employment in these trades/occupations:

- Lathe Machine Operation
- Milling Machine Operation
- Welding (Arc and TIG/MIG)
- Engineering Drawing
- CAD and CAM Design
- CNC Operation and programming
- Master Craftsmanship
- Business Accounting
- Business Management
- Overseas Trading

### 3. Trainee Selection Criteria

During selection of trainees, BEOIA will follow the criteria outlined below;

- Trainees will be youth and young adults with minimum age 15+.
- Female trainees will have access to the training programs. In that case, BEOIA will maintain a minimum percentage of female trainees in total enrolled trainees for each course. (BEOIA will ensure a broader range of programs such as social marketing, gender friendly environment to increase female participation into training programs).
- Minimum entry level qualification for the courses like Welding, Milling Machine Operation and Lathe Machine Operation will be grade VIII and for other courses such as CAD and CAM Design, CNC Operation and Programming will be HSC.
- Trainees should include a mixed of target group such youth, low skilled people, people with disabilities (for person with disabilities, BEOIA will ensure upgraded facilities, customized curricula and training methods), ethnic minority group and indigenous people.

A waiting list of trainees will be maintained during selection of trainees so as to trainees who cannot be admitted into the training programs due to limited number of seats will have opportunity to get enrolled in the next session.

### 4. Enrollment

Enrollment of proper target group is important to avoid drop out of trainees. It is recognized that due to improper targeting, trainees in skills training courses generally have no intention to practice occupational skills they are training for. Therefore, BEOIA will assesses attitudes, aspirations and commitment of trainees during admission through interviews to select appropriate trainees. Association will follow the procedures stated below for achieving enrolment target two months before the training starts.

- Advocacy and Social Marketing.
- Consultation with Member Industries.
- Promotional activities through distribution of Brochure, Poster, Leaflet & conducting Counseling.
- Floating of Admission Notice in the Website highlighting salient Features of Training Program.
- Vocational Guidance at the School and Colleges located near to the training centers.
- Advertisement through Electronic Media.

To avoid shortfall of achieving target of enrollment, industry briefings, active consultation with member industries, seminars, conferences and road shows will be carried out by BEIOA. For every training session, an advertisement for enrollment will also be floated in the national daily papers. A strong awareness campaign will be launched to make the people aware about the benefits of the training.

Besides, BEIOA will closely work with the SDCMU to implement a targeting strategy to address the special needs of the disadvantaged groups prioritized by NSDP and ensure their participation into training programs. BEIOA will also ensure 30% female participation in the training program.

## 5. Training Allowances for Trainees

Each trainee will be given BDT 3,120 per month as training allowance. Eligibility of training allowances will be based on the attendance of trainees in the training program. Trainee must ensure attendance at least 80% of total classes conducted. Training allowances will be disbursed through banks. Each training center will maintain attendance register and prepare a worksheet in the 1st week of every month indicating percentage of attendance for each trainee.

## 6. Selection of Trainers and Training of Trainers

Trainers must have an understanding of the occupational profiles and contents of the occupational field. The trainer should also have an ability to understand occupation-related learning techniques, the work process, and the nature of the working environment in industry. Following are the criteria for selection of trainers.

- The minimum qualification will be Graduation or Diploma in Engineering depending on the training course.
- Trainers should have minimum five year's industry experience with qualification of graduation/diploma in Engineering.
- Trainers having teaching experience will be given preference.
- In case of master crafts-man/Foreman having at least 10 years working experience in industry, educational qualification may be relaxed.
- During selection of trainers, share of female (25%), indigenous and ethnic, socially handicapped candidates etc to be considered subject to fulfillment of above qualifications.

Association will select trainers by conducting interviews (viva-voce & practical) and preference will be given to the candidates who have had hands-on experience in industry.

BEIOA will closely work with SDCMU to develop a plan to provide support through various methods in a continuous process for enhancing the skills and knowledge of the trainers. One-time efforts to organize training program do not work well for the capacity building of trainers. There should also be a program to encourage trainers to go through a life-long learning process that would help them to excel in their teaching-learning efforts. Therefore, Project Implementation Unit will conduct Training Need Assessment (TNA) for the trainers to identify the areas of weakness and suggest for training to enhance the skills and knowledge of the trainers.

## 7. Behavior of Trainers

Friendly behavior is important but trainer should not forget seriousness. In particular, when different manners or problems by the trainees are recognized, trainer should stop them decisively but politely. Trainer should be careful about time management and they should be punctual. Trainer should be ready to learn from the trainees and this attitude helps trainer react to various situations in the training flexibly. It also sends a message about openness and respect of trainer to the trainees.

## 8. Delivery of Quality Training

Training quality depends largely on the extent of appropriateness of practical training, therefore, ratio of practical/occupation specific skills to theory/occupation specific knowledge will be 80:20. Training Institutions of BEIOA will meet the quality standards that ensure the training facilities including adequate training equipment, tools and training materials required for training delivery and the knowledge and skills of the trainers and the standards of training programs delivered. Ineffective teaching methods, lack of competency based training, training materials and lack of trained trainers are also important factors that affect to the skills training programs. BEIOA will ensure the following i) Training should be based on approved curricula ii) Training delivery is learner-centered and should accommodate individualized and self-paced learning strategies iii) Training materials is directly related to the curriculum modules iv) Engagement of two qualified and industry experienced trainers for a batch of 20 trainees v) Ensuring well-illuminated, well-ventilated and well-equipped classrooms and workshop areas having weather-protected solid walls and ceilings and access to separate toilet and washing facilities for male and female trainees (Classroom size should be appropriate for the expected number of trainees) vi) Arrangement of flexible training time to suit the trainees, particularly for female trainees vii) Ensuring a safe and healthy training environment with adequate first aid facilities; viii) implementation of effective teaching methods (for example, group discussion, ice breaking, trainee-centric teaching-learning methods etc) ix) avoiding overemphasis in testing on theory at the expense of practical instruction; x) Ensuring adequate training equipment and consumable supplies for practical training.

The following information should be disseminated to the trainees before training is conducted

- Objectives and outputs of the training course
- Schedule of the training course
- Topics and the methods to be applied during training

## 9. Up-skilling Training for Existing Workforce

BEIOA will arrange up-skilling training programs at the selected industry/workshop owned by the members of association or in the well-structured training workshop. It will issue a letter requesting association members to nominate the existing workers who have never received training for up-skilling. Before starting training, trainer will assess the existing level of skills on the particular occupation and determine skills needs of the participants. Thereafter, trainer will deliver skills training to minimize the skills gaps. BEIOA will organize workshop-based training with the involvement of foreman or master craftsman to up-skill existing workers. In case of

management training, BEIOA will hire professionals from renowned business organizations or from IBA/BIM as trainer to impart training. The contact hour should be minimum 03 (three) hours a day and weekly 15 (fifteen) hours to make up course duration proposed in business plan.

## **10. Course Design, Development and Revision**

SDCMU and BEIOA will jointly design and develop its new course of study with the participation of employers, ISC members, industry experts and academicians. Course-curricula will be revised and updated once a year by organizing Curriculum Development Workshop/Meeting. Employers or their representatives, experts of other training providers, ISC members and the experts of SDCMU will be involved in curriculum development and revision process. BEIOA will value the feedback of employers on curriculum issues and finally incorporate their suggestions. It will also include a new set of contents with the existing courses to respond to the needs of industry and discard obsolete ones.

# D Procurement

SDCMU will provide training equipment and furniture to the training centers and BEIOA Implementation Unit as per the list of equipment, furniture and distribution plan submitted by BEIOA. It is important to keep records of the equipment and furniture so as to SDCMU can track the items provided. Training center will develop a preventive maintenance schedule to regularly maintain and service the equipment and furniture so that they can last for many years.

The procurement of teaching training materials (TTM) and other necessary items will have to be procured by the training institutions in accordance with the public procurement act -2006 (PPA) and public procurement rules -2008 (PPR). The PPR and PPA are available at the Website (**[www.cptu.gov.bd](http://www.cptu.gov.bd)**) of Central Procurement Technical Unit, IMED of Ministry of Planning. The latest amendment of PPR may be downloaded from the CPTU Website. BEIOA will constitute 'Tender Evaluation Committee (TEC)' as per PPA.

A strong monitoring system will have to be in place to ensure effective use of consumable supplies and avoid misuse of materials.

# E Assessment and Certification

Assessment process determines whether trainees can perform work independently. On completion of training, BEIOA will engage BTEB certified industry assessors to assess the skills acquired by trainees. Besides, training institution will conduct monthly test and final tests (both oral and practical) at the end of training and evaluate the skills received during training. Based on the marks obtained from the tests conducted by training center and recommendations of industry assessors, BEIOA will issue certificates. Principal of the training institution and the President of the association will sign the certificates. In case of up-skilling training, the president of the association and factory in-charge/nominated staff of factory will sign the certificates. BEIOA will ensure considerable efforts during 1st tranche to get all the courses affiliated from the BTEB or any international affiliation body so as to skills of trainees can be nationally or internationally recognized. Industry assessors will be selected based on the selection criteria provided by the SDCMU. BEIOA will provide BDT 500 to 1000 to the industry assessor depending on the course for conducting trainees performance assessment.

# F Employment Support Services

BEIOA will recruit one dedicated staff (Coordinator, Job placement and database) who will be engaged to provide labor market matching services or employment services for the trainees. Coordinator (Job Placement) will be assisted by Job Placement Officers to manage labor market matching services. Vocational counseling, guidance and job placement services will ensure in matching the supply of skilled labor with the demand for skilled workforce in light engineering sector. The employment support services will ensure the following i) Preparing database of the industries where trainees can be employed ii) Developing dynamic linkages with the employers iii) Disseminating training outcomes or skill levels of trainees to the employers when training is complete iv) Organizing job fair and ensuring participation of members of association to the job fairs v) Identifying job vacancies in industry and preparing trainees for interviews v) Keeping contacts with the trainees those who are employed and collecting information on skills needs that are not acquired by trainees during training in order to review and update curricula and standards for the successive cycles of training vi) Preparing documents that show wage/remuneration before and after training to indicate value addition of training; vii) Assisting for proper tracking system during implementation of training.

# G Monitoring and Evaluation

A comprehensive and integrated monitoring system will have to be in place to ensure that all project inputs, process, outputs and outcomes are tracked from the very beginning. As an internal monitoring mechanism a Data Processing Unit (DPU) will be established in BEIOA to perform the internal data collection and reporting. The Project Implementation Unit of BEIOA will collect and process data to prepare internal reports. It will work as a data bank and help to prepare the quarterly progress report which will provide necessary information to update the SDCMU's project performance reporting system.

One dedicated core staff, Coordinator (M&E), data collector and data entry operator will be engaged to perform the tasks for effective monitoring.

BEIOA will upload all trainee data and monitor their individual progress regarding:

- i) Ongoing individual trainee technical competency achievement, with trainers maintaining records of units of competency achieved for each trainee, for the trade being studied. Such records will be used for inspection and for the trainee to monitor his or her progress.
- ii) Post-training wage-employment or self-employment placement description and employment location address and contact information.
- iii) The ongoing employment placement progress at the 3-month post-training stage to assess how many trainees are becoming gainfully employed and how many are likely to become employed with higher salary than before receiving training, six months after the respective training period.

The approach of training, the results or outcomes of training and the things that hinder the progress of training, employment services & placement progress will be monitored and evaluated through internal monitoring process. The training and employment verification will also be carried out by the third-party monitoring and evaluation arrangements which would be contracted by the SDCMU. The SDCMU will share the third-party verification methodology and results with BEIOA.

# H Payment Procedures

Quarterly advance will be provided to BEIOA to meet the expected expenditure in the 1st quarter of training. Subsequent replenishment will be subject to liquidation of advances in line with the outputs achieved. SDCMU will release funds in three tranches based on three measures: (i) 40% on the number of trainees enrolled, (ii) 40% on the number of trainees who complete training and (iii) 20% based on the number of trainees placed in gainful jobs after the completion of training. Funds will be disbursed based on the training unit cost proposed by BEIOA. In order to minimize delays in releasing funds, BEIOA will keep close contact with SDCMU. This will help SDCMU to review the funds flow and to take timely measures to facilitate the process.

BOEIA will maintain an exclusive bank account for SEIP fund transactions. All kind of payments such as training allowances to the trainees, salaries of core staff, supporting staff, principals, trainers, allowances for assessors, vendors' payments etc will be made through banks. The petty expenditures will be made in cash. The payment receipts of all kind of expenditures will have to be maintained and entered into cash register. Expenditure will also be made in accordance with the requirements of Financial Management Manual.

# I Roles and Responsibilities of different Institutions/Committee

Institutions/Committee	Roles and Responsibilities
SDCMU	<ul style="list-style-type: none"> <li>▪ Setups guidelines and regulations and develops operation manual for effective project implementation;</li> <li>▪ Accomplishes contracts with associations, PKSf and MoU with BB SME;</li> <li>▪ Procure equipment and furniture for associations, PKSf and BB SME;</li> <li>▪ Plans, coordinates and manages project activities and prepares budgets and manages finance;</li> <li>▪ Review project progress;</li> <li>▪ Approves the project annual work plan including unit costs for courses to be offered and budget;</li> <li>▪ Approve all reports, including SEIP Monitoring;</li> <li>▪ Ensure oversight and guidance of PPP activities;</li> <li>▪ Monitor the implementation of GAP;</li> <li>▪ Ensure funding to support project activities.</li> </ul> <p>Monitors and coordinates tracking system</p>
Project Steering Committee	<ul style="list-style-type: none"> <li>▪ Oversee project implementation of SEIP;</li> <li>▪ Help solve policy-related issues that may arise;</li> <li>▪ Review project progress;</li> <li>▪ Approve the project annual work plan and budget;</li> <li>▪ Approve all reports, including SEIP Monitoring;</li> <li>▪ Ensure oversight and guidance of PPP activities;</li> <li>▪ Monitor the implementation of GAP;</li> <li>▪ Ensure adequate funding (including human resources) to support agreed project initiatives;</li> <li>▪ Approve project progress report.</li> </ul> <p>Committee will meet every three months</p>

Institutions/Committee	Roles and Responsibilities
Skills Development Implementation Committee (SDIC)	<ul style="list-style-type: none"> <li>▪ Prepare annual work plan and budget (AWPB) of the project in consultation with implementing agencies;</li> <li>▪ Manage and coordinate implementation of all project activities including supporting implementing agencies and training providers;</li> <li>▪ Review project implementation progress;</li> <li>▪ Manage the M&amp;E including trainee tracking system to provide SEIP data for reporting;</li> <li>▪ Collect and compile progress reports for the PSC meetings;</li> <li>▪ Prepare the Interim (unaudited) Financial Reports (IFR); and</li> <li>▪ Implement, monitor, and report on the Gender Action Plan (GAP), Environmental Assessment and Review Framework (EARF), and Small Ethnic Communities Planning Framework (SECPF).</li> </ul> <p>Committee will meet every one month</p>
Standing Committee of BEOIA	<ul style="list-style-type: none"> <li>▪ Recruit project staff and trainers and place them in appropriate positions;</li> <li>▪ Oversee project implementation;</li> <li>▪ Review project progress and expenditure made in the training centers and suggest for improvement;</li> <li>▪ Approve the annual work plan and budget for each training center;</li> <li>▪ Monitor the implementation at the training center;</li> <li>▪ Ensure adequate funding by keeping liaise with SDCMU to support training programs;</li> <li>▪ Involve ISC and Industry experts in setting content of curricula and develop training delivery mechanism;</li> <li>▪ Responsible for quality training, assessment, certification and job placements of trainees.</li> </ul> <p>Committee will meet every two months</p>
BEOIA Implementation Unit	<ul style="list-style-type: none"> <li>▪ Manage and organize training centers and enrollment of trainees;</li> <li>▪ Manage effective implementation of training programs at the institution level;</li> <li>▪ Manage significant budgets for training programs and disbursement of training allowances for trainees;</li> <li>▪ Arrange allocation of consumable supplies on time, tools and equipment for delivery of training programs;</li> <li>▪ Ensure effective use of consumable supplies;</li> <li>▪ Update curricula with the involvement of industry experts and the members of ISC;</li> <li>▪ Training assessment by engaging industry assessors and certification of trainees;</li> <li>▪ Manage database of trainees and employment status and assist in managing tracking system.</li> </ul>

# J Job Description of three Key Staff for BACI Project Implementation Unit

Position	Number	Job Description
Chief Coordinator	1 (one)	- The Chief Coordinator will be responsible for ensuring overall effectiveness of skills training programs by planning, managing, coordinating and implementing the activities undertaken for skills training in different training institutions to achieve the officially acknowledge training and job placement targets for BEIOA. The majors tasks of the Chief coordinator will include the following i) Apprising BEIOA Standing Committee about the progress of training programs; ii) Ensuring that key staff of implementation unit are productive in terms of service delivery; iii) responsible for achieving enrollment, training completion and job placement targets; iv) Updating, developing and finalizing course curricula/standards and relevant learning materials and ensuring quality of training program, assessment and certification; v) Responsible for expenditure with due diligence; vi) keeping liaise with SDCMU for timely receiving of the grants; vii) facilitation of external auditing, physical verifications and submission of periodical report on financial, training and placements.
Coordinator- Job placement & database	1 (one)	- The coordinator will plan and coordinate job placement support service to ensure at least 70% job placement of trainees enrolling and retention in jobs for at least six months. He/She will be responsible for preparing and maintaining the database and assist tracking of the successful trainees based on the trainee tracking software provided. He/She will (i) maintain and closely monitor the data on job placement including wages/remuneration and other related information; (ii) update information on any changes in wages/remuneration of those getting jobs; (iii) closely monitor the effectiveness of job placement officers in enhancing job placements including developing network with employers; and (v) perform any other task required by the chief coordinator or the management.

Position	Number	Job Description
Coordinator Finance and Procurement	1 (one)	- The coordinator will be responsible for ensuring effective accounting and financial management system in agreement with the Skills Development Coordination and Monitoring Unit (SDCMU). He/She will (i) maintain documentation in agreed formats, (ii) prepare documents for internal and external auditing, (iii) closely monitor all payments and expenditures, (iv) prepare and submit annual work plan and budget, and (v) manage and coordinate all procurement and contractual aspects of project-related goods, equipment in accordance with government procurement guidelines, and (vi) timely implementation of all financial and procurement activities as planned. He/She will also participate in regular meetings organized by the SDCMU related to financial management and procurement.
Coordinator Monitoring & Evaluation	1 (one)	- The coordinator will develop monitoring tools for effecting monitoring of training activities during implementation of the program. He/She will closely monitor the training programs from selecting trainees, enrollment, certification and job placement and retention up to 6 months. A performance monitoring plan and reporting formats for related activities will be prepared jointly with the Skills Development Coordination and Monitoring Unit (SDCMU). He/She will prepare monitor all activities closely and submit monthly, quarterly and annual progress reports to the SDCMU. He/She will also participate actively in monitoring meetings organized by SDCMU. He/She will also perform other related tasks as may reasonably be required by the chief coordinator or requested by the implementing agency.

# K Roles and Responsibilities of Principal and Trainer

Position	Roles and Responsibilities
Principal/Head of the training organization	<ol style="list-style-type: none"> <li>1. Responsible for training administration and financial management of the training institution;</li> <li>2. Responsible for implementation of quality training programs for achieving training targets;</li> <li>3. Responsible for reporting the financial and physical progress to SDCMU time to time;</li> <li>4. Responsible for monitoring of training programs;</li> <li>5. Responsible for effective job placement services to ensure at least 70% placement achievements;</li> <li>6. Keep liaison with the SDCMU for successful implementation.</li> </ol>
Instructor/Trainer	<ol style="list-style-type: none"> <li>1. Trainer is a professional who enables a group of learners to develop competencies to performing a particular trade or technical work;</li> <li>2. Trainer may assume various roles such as training facilitator, competency assessor, training designer, training developer and training supervisor;</li> <li>3. Ensure consistent delivery of quality training;</li> <li>4. Impart training in accordance with the curricula provided by BEIOA;</li> <li>5. Ensure 80% demonstration/practice/practical training;</li> <li>6. Carry out any other task as and when required.</li> </ol>

# L SEIP Training Admission Form

প্রশিক্ষণ কেন্দ্র/সংস্থার নাম:.....

প্রশিক্ষণ কেন্দ্র/সংস্থার ঠিকানা:.....

টেলিফোন:.....

ই-মেইল:.....

ওয়েবসাইট:.....

পাসপোর্ট  
আকারের  
২ কপি ছবি

## SEIP প্রশিক্ষণার্থীদের ভর্তি ফরম

আবেদনকৃত প্রশিক্ষণ কর্মসূচির নাম:

\_\_\_\_\_

১. সাধারণ তথ্যাবলী

\_\_\_\_\_

নাম: .....

\_\_\_\_\_

লিঙ্গ: পুরুষ  মহিলা

জাতীয় পরিচয় পত্রের নং: .....

\_\_\_\_\_

(সংযুক্ত করুন)

পিতার নাম: .....

\_\_\_\_\_

মাতার নাম: .....

\_\_\_\_\_

জন্ম সনদ নং: .....

(জাতীয় পরিচয়পত্র না থাকলে সংযুক্ত করুন)

জন্ম তারিখ (বছর/মাস/দিন): .....

বর্তমান ঠিকানা: .....

স্থায়ী ঠিকানা : .....

মোবাইল নং: .....

ই-মেইল (যদি থাকে): .....

২. ব্যক্তিগত তথ্যাবলী: .....

ধর্ম: .....

নৃতাত্ত্বিক/মাতৃভাষা .....

শিক্ষাস্তর:                      সর্বশেষ শিক্ষাগত যোগ্যতা:..... সর্বশেষ শিক্ষাবর্ষ .....

আপনার শারীরিক প্রতিবন্ধকতা রয়েছে কি?: হ্যাঁ  না

(যদি থাকে কি ধরনের?)

দৃষ্টিগত  চলাফেরায়  শোনায়  মানসিক  কথা  অন্যান্য

### ৩. পারিবারিক তথ্যাবলী

মাতার শিক্ষাগত যোগ্যতা: .....

পিতার নাম: .....

পিতার বার্ষিক আয়: .....

পিতার/ভাই-বোন/বন্ধুবান্ধবের মোবাইল নং: .....

আপনার নিজস্ব বাড়ি আছে কি/না?: হ্যাঁ  না

আপনার নিজস্ব জমি আছে কি/না?: হ্যাঁ  না

আপনি কি বর্তমানে কর্মরত?: হ্যাঁ  না

ভাই-বোনের সংখ্যা : .....

### ৪. অঙ্গীকার:

ক) আমি এই মর্মে অঙ্গীকার করছি যে, ভর্তি আবেদন ফরম এ দেয়া সকল তথ্য সঠিক।

খ) প্রশিক্ষণ শেষে সংশ্লিষ্ট শিল্প ভিত্তিক প্রতিষ্ঠানে কাজ করার জন্য আমি আমার ইচ্ছা প্রকাশ করছি।

প্রশিক্ষার্থীর স্বাক্ষর

তারিখ

Name of the Association.....

Name & Address of the Training Center:.....

Telephone Number:.....

Email:.....

Web Address:.....

Photo  
(2 Copies)

## SEIP Trainee Admission Form

Course Applied

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### 1. Basic Information

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Name: .....

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Gender                      Male                       Female

National ID Number : .....

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*(Copy of NID to attached)*

Birth Registration Certificate Number: .....

*(If NID not available then Birth Registration Certificate to be attached)*

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Date of Birth (YYYY/MM/DD): .....

Present Address: .....

Permanent Address: .....

Home District & Upazilla: .....

Mobile No: .....

E-mail (if available): .....

**2. Personal Information:**

Religion: ..... Ethenic Group: .....

Education Level: ..... Highest Class Completed: ..... Year: .....

Are You Currently Employed?  Yes  No

Family's Monthly Income (BDT): .....

Are you physically challenged?  Yes  No

(\*if yes)

Seeing  Movement  Hearing  Speech  others

### Family Information

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Mother's Education Level: .....

Father's Education: .....

Father's Annual Income: .....

Mobile Number of Father/Brother/Sister/Friend: .....

Does your family own home?:  Yes  No

Does your family own land?:  Yes  No

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### IV. Declaration:

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- 1) I certify that I correctly provide my information and qualifications in the student admission form.
- 2) I express my willingness to render my services to the related industrial sector after completion of the training program.

.....  
Signature of Trainee

.....  
Date

**Skills for Employment Investment Program (SEIP)**  
UCEP Cheyne Tower (2nd floor), 25 Segunbagicha, Dhaka 1000  
Phone: +88 02 8392463-5, Fax: +88 02 8392462, Web: [www.seip-fd.gov.bd](http://www.seip-fd.gov.bd)