

10. Job Placement

To input job placement data for trainees, user need to navigate "Job Placement" from left panel. It will expand with options-

- i. Self-Employment
- ii. Wages Employment
- iii. Upskill Employment
- iv. Job Release
- v. Job History
- vi. Show placement Information
 - First two options (Self Employment and Wages Employment) are only for "New Entrant" course type, those trainees who are self-employed like (freelancing, own start-up business/factory) user need to add employment information for those in Self-Employment.
 - Those trainees who got paid job in a company or institute user need to add employment information for those in Wages Employment.
 - And for the trainees of upskill courses user need to add employment information for those in Upskill Employment.

i. <u>Self Employment:</u>

To add self-employment information for a trainee, user need to navigate "Job Placement >> Self Employment".

- Select "Institute", "Tranche", "Course", "Batches" and "Trainee ID" no from the selection panel.
- Click on "Search" button to load the trainee's employment information.
- User need to click on "Current Employment Status" to add him/her as self-employed.
- Fill the information about that trainee and press the "Save" button.
- If the trainee is already in "Self Employment" status then user will see "Update" button instead of "Save" button" for updating new work information.
- If the trainee is employed and needs to change employment status then release him/her from current job first.
- After clicking "Save"/" Update "the information will be saved in system.





SEIP	Training M	anagement	System 🔳				_			🌔 adb 🔇	Schweizensche Eidgenossenschal Confederation suitse Confederation Svizzera Confederation svizze	baci.seip-
SEIP Admin		Add Sel	f Employmen	t Information					here t			
Dashboard		I Find Ce	rtified Trainee					trainee's employment status.				
Profile		Training	Provider		Institute	Tranche#						
Trainee		[840]	BANGLADESH ASSOCIATI	ON OF CONSTRUCTION L.	V AL-ISI	IAL INSTITUTE (ATEI) V TRANCHE-1 V						
Training	-											
Assessment		Courses				Batche			inees		Search	
Certification		BSPOO	0004 ELECTRICAL 3 30	0 35899	~	1		~	0500002308		~	
Job Placement												
Self Employment		뷰 Employ	ment Information									
Wages Employment			17.99 B. L. HARREST									
Upskill Employment			nt Employment St #Employment		nange tr				nt			
Job Release				st	atus as	Self Ei	mployr	nent.				-
Job History			s Currently Employed									No
Show Placement Infon	mation	- 100	Previous Employmen									
Billing	8	-		55								
Training Institutes	B 4	1 Curr	ent Business Informatio	n		Fill	up this	field v	with			
Courses		Comp	any Name *		Address	requ	lired ir	forma	ation.			
Trainers	1											
Assessors	4		re Start Date *	Designation			Busine	ss Type			Monthly Income	/Salary *
Monitoring Report		DO	MM-9999									
Stipend Management	• •	Rema	rks									
									Press	this but	ton to	
							Seve		save	the infor	mation.	
								L				
				For addin	g new job of trainee	you need to re	lease current job f	irst. For job rele	ease please go to	job Release		
			at Information									
		1 Employme	nt Information									
		SN.	Organization	Designation		Salary	Joining Date		Release D	ate	Duration (Months)	
						1	No History found.					
		@ 2019, Develop	ped and Maintained by Tap	pivere Solutions Limited								□ ⊕ ∅

Figure 1

ii. <u>Wages Employment:</u>

To add wages employment information for a trainee, user need to navigate "Job Placement>> Wages Employment"

- Select "Institute", "Tranche", "Course", "Batches" and "Trainee ID" no from the selection panel.
- Click on "Search" button to find that the trainee is employed or not.
- The trainee information is loaded. User need to click on "Current Employment Status" to add him/her as wages employed.





- If the trainee is already in "Wages Employment" status then user will see "Update" button instead of "Save" button for updating.
- If the trainee is employed and needs to change employment status then release him/her from current job first.
- After clicking "Save" / "Update" the information will be saved in system.

SEIP	Training M	anagemei	nt System 🔳						🧿 A	DB Schwe	rizerische Eidgenossenschaft deration suisse derazione Svizzera deraziun svizza	baci.seip+
SEIP Admir admin@seip		Add W	/ag <mark>es E</mark> mploym	ent Informatior	ı				Click hei			
Dashboard		Find	Certified Trainee						trainee's	emplo	oyment s	tatus.
Profile		Traini	ing Provider		Tranche*							
Trainee		[B	ACI]-BANGLADESH ASSOCIATIO	TRANCHE-2	2	~						
Training												
Assessment	*	Cours		N & MAINTENANCE 3 360 3	7000.74	Batches	~	Trainees	6507	V	Search	
Certification	6			a a monare avance (5) 500 (5	1000.74			00001				
Job Placement	_											
Self Employment		H Emp	loyment Information		Train	ee is alre	eady in	ı				
Wages Employment	\mathbf{A}					s Emplo						
Upskill Employment			Wages-Employment									
Job Release			rrent Employment St	atus								
Job History			S Is Currently Employed									Yes 0
Show Placement Infor	mation	123	n 🦏 Previous Employment	t								
Billing	٢											
Training Institutes	ile.	1 0	urrent Employer Informatio	on					ill up thi	ic field	with	
Courses		1.	mpany Name * I Mamun Supply & Engineer	ing	Addre	ss o Badda, Pachtola Ba	ar Badda Dhak		equired			
Trainers	1		e marrieri sabbiy er engrinee	"8	, and	0.00000, Facilitate da	ar, badda, bran	1	equireu	mom		
Assessors	4		ning Date	Designation			Departme				Monthly Income/Si	alary *
Monitoring Report	-	0	3-04-2018	Electrical Helper			Electrica	al Installation & Mal	intenance		10500	
Stipend Management	1 ®	Rei	marks									
						_	_					
							Update					
				For adding n	ew job of traine	e, you need to release	e current job first	t. For job release pl	ease go to Job Releas	e		
									Droc	a thia k	outton to	
		1 Employ	ment Information									
		SN.	Organization		Designati	on	Salary	Joining Date		update information.		
		1	Al Mamun Supply & Eng	pheering	03-04-2018	Till Date			14.53			
										Total		14.53
		@ 2019, Dev	eloped and Maintained by Tap	pware Solutions Limited								

Figure 2





iii. **Upskill Employment:**

Upskill trainees are those trainees who have already some skill but want to improve the aptitude for work by additional training.

To add upskill employment information for a trainee user need to navigate "Job Placement>> Upskill Employment".

- Select Institute, Tranche, Course, Batch and Trainee ID no from the selection panel.
- Click on "Search" button to find that the trainee.
- User need to click on "Job Type" to add him/her as wages employed/selfemployment.
- Fill the information about that trainee and press the "Save" button.
- The information will be saved in system.
- If there is previous job placement information for the trainee, user will see the "Update" button instead of "Save" button.





ny spinor in constant Program	ning Managem	ent System 🔳					🚺 🕺 ADB	afederative points
SEIP Admin Baci	Add	Upskill Employm	ent				here to find u	
iboard	D B N	nd Certified Trainee				traine	e's employm	ient status.
ie	Tra	aining Provider		Institutes			Tranche*	
æ		[BAC]-BANGLADISH ASSOCIATIO	on of construction ι_{-} . \lor	SHILL DEVELOP	MENT INSTITUTE	×	TRANCHE-1	×
ns		urses			Batches	Trainees		·
iment		IISP00008 PROJECT PROPOSAL	PREPARATION 2 50 23937	÷.		v 0500006.12		Search
cation								
cement.								
mployment	He	mployment information						
s Employment		urrent Employment St	atus					
I Employment		Is Currently Employed	ered.					(Yes)
Neuse		🔄 🚽 Previous Employment						
istory								
Placement Information	1	Placement Information						
	۲							
vg institutes		Job Type:	O Wages-Employment	Self-Employment				
	lin .	Company Name *	• Wages-Employment	Address				
	lin .		 Wages-Employment (Address	(Ground Floor) Lane-22;	New DOH5, Moharitali, D	Inaka-1206	
es 13	lin in £	Company Name *	Wages-Employment (Designation	Address		New DOHS, Mohakhali, D tonent	naxa-1206	Monthly income/Salary *
es 175 16075	lin in £	Company Name * MAQ ENGINEERING LTD		Address	Depar		Inaka-1206	Monthly Income/Salary * 45000
es rs sors uning Report	En 10. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Company Name * MAQ ENGINEERING LTD. Joining Date 11-10-2016	Designation	Address	Depar	tment	naka-1206	
es rs sors uning Report	En 10. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Company Name * MAQ ENGINEERING LTD Joining Date	Designation	Address	Depar	tment	пака-1206	
es rrs sors aring Report	En 10. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Company Name * MAQ ENGINEERING LTD. Joining Date 11-10-2016	Designation	Address	Depar	tment	нака-1206	
es rrs sors aring Report	En 10. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Company Name * MAQ ENGINEERING LTD. Joining Date 11-10-2016	Designation	Address	Depar	tment	Press this t	45000
es rrs sors aring Report	En 10. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Company Name * MAQ ENGINEERING LTD. Joining Date 11-10-2016	Designation	Address	Depar	tment		45000
is rs vars varing Report	En 10. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Company Name * MAQ ENGINEERING LTD. Joining Date 11-10-2016	Designation Assistant Manager	Address House # 142-8	Depa Engi	tment neering	Press this t update info	45000
IS 15 ors wing Report	En 10. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Company Name * MAQ ENGINEERING LTD. Joining Date 11-10-2016	Designation Assistant Manager	Address House # 142-8	Depa Engi	tment	Press this t update info	45000
IS 15 ors wing Report		Company Name * MAQ ENGINEERING LTD. Joning Date 11-15-2016 Remarks	Designation Assistant Manager	Address House # 142-8	Depa Engi	tment neering	Press this t update info	45000
IS 15 ors wing Report		Company Name * MAQ ENGINEERING LTD. Joining Date 11-10-2016	Designation Assistant Manager	Address House # 142-8	Update Engl I Update Ind to release current joo	tment neering	Press this t update info	45000
es rs sors uning Report	■	Company Name * MAQ ENGINEERING LTD Ioming Date I11-09-2016 Remarks Advertise Information Organization	Designation Assistant Manager For adding ne	Address House # 142:6	Update Update Ind to release current job	tment inearing first. For job release pleas Joining Date	Press this k update info ee go to job Release Release Date	escol
rg institutes es sors sors aning Report ad Management		Company Name * MAQ ENGINEERING LTD Ioming Date 11-0-2016 Remarks	Designation Assistant Manager For adding ne	Address House # 142:6	Update Engl I Update Ind to release current joo	tment inearing first. For job release pleas	Press this b update info	outton to prmation.

Figure 3

iv. <u>Job Release:</u>

To release an employee from current job, user need to navigate "Job Placement >> Job Release".

- Select "Institutes", "Tranche", "Courses", "Batches" and "Trainees" from the job release panel.
- Press the "Search" button to show the job placement information of the trainee. See the images below.





• To release a trainee from the current job, insert the release date and remarks then press "Release" button to release the trainee from current employment.

E I P Training Manag	ement System 📰				223	Charling Dimension bit
	and the second second				Click he	ere to find
SUP Admin Baci administration	lease from Placemer	nt			trainee	s to release
and D	Find Certified Trainee				them fr	<mark>om current job</mark>
	Training Provider		Institutes		Tranche®	<u>, </u>
	BACIS-BANGLADESH ASSOCIATION C	F CONSTRUCTION INDUSTRY	MONTAGE TRAINING & CERTIFICATIO	N (BANGLADESHI	TRANCHE-3	~
-						
• 🖻	Courses		Batches	Trainees		
nere 🚨	MNR MASONARY 3 360 36995	36				Search.
idon 📓						
			Ducast	his button to		
playment	Release Information					<u></u>
frequence	Release Date	Remarks.	release	employee fr	om job.	
Employment	24-06-2019					linication
**	Current Employment Information					
acement information						
Ø	Current Employment Statu	15				
Anattutes 🔤	S is Currently (implayed					Yes
	🛐 🐗 Previous Employment					e.
1 /1						
a 🔺	1 Organization Information					
ng Report 💼	Employment, Type.	Wages-Employment				
Management (3)						
	Organization Name Ershad Contractor					
	stones contractor					
	Address					
	Munda, Uttar Khan, Dhaka					
	Appointment information					
	Venture Start Date	Designation		Department		Satary
	15-04-2010	Mapony Helper		Masonry		17280
	Remarks					
	Employment Information					
	SN. Organization			-	Relation Rest.	Received Manufacture
	SN. Organization	Designation Masony Helper	Salary	Joining Date	Release Date	Duration (Months)
	5 P P C C S S S C C	ansat under	17200	12-22-2010	Total	
					TULAI	

Figure 4

v. <u>Job History:</u>

To find an employed trainee information user need to navigate "Job Placement >> Job History".

- Select the trainee's registration number.
- Press the "Search" button.





• It will show the employment information about the trainee.

SEIP Admin Baci admin@seip.com	Job History	Give trainee's registration number and Press the	
Dashboard	· ☐ Find Certified Trainee	button to show the result.	
Profile	050000386 Search		
Trainee			
Training	븜 Employment Information		
Assessment 🎍			
Certification	Current Info Wages-Employment		- 11
Job Placement	Sohel Mistiri Goalgur, Actim, Futbaria, Mymensingh Mason Helper Masony 7,50000		_
Wages Employment	I Job Duration : 15-10-2015 - Now		
Upskill Employment			
Job Release	© 2019. Developed and Maintained by Tappware Solutions Limited		0 # *
Job History			

Figure 5

vi. <u>Show Placement Information:</u>

It shows the information about the Employed trainees. Navigate to "Job Placement >> Show Placement Information".

- Select Training Institutions, Tranche, Training Courses and Course Batch.
- Press the "Search" button. It shows the Employed Trainees table.
- User can also export/download the result in Excel sheets, PDF or print the result. See image below:

SEIP Admin Baci admin@seip.com	Employment Information							Click here to have results in Excel/PDF/Print.								
Profile	Association *															
Trainee																
Assessment 🔒		Training Courses * Course Batches * MNR MAGONARY 3 360 35995.36 1 Saurch														
Job Placement																
Self Employment Wages Employment	Filtering															
Upskill Employment	Options		ion:[BACI]-Ba	-		n of Construct Female	ion Industry - Ins	titute:Montage Tra	-	cation (Banglad		Course:MNR N	lasonary Start	3 360 3	5995.36 - Batch: Placement	Placement
Job Release	SI	ті.	Course	BN#	Enroll#	Enroll#	*	Assessment#	Certified#	Certified#	Placement#	Placement#	Date#	Date#	(3M)#	(3M)(%)
Job History	1	MTCB	Masonary	1	20	0	20	0	19	0	16	0			16	84.21% v
Show Placement Informe																

Figure 6

