A Proposal

for Conducting Market Oriented Short Term Training

in

different Occupations Proposal

Submitted to:

Council for Technical Education and Vocational Training

Sudurpaschim Province Office

Dhangadhi, Kailali

Submitted By:

……………………….

…………………………….

Phone:

Fax:

Email:

Website:

Date: 2075/11/

The Director

Council for Technical Education and Vocational Training (CTEVT)

Sudurpaschim Province

Province Office, Dhangadhi

**Sub: Proposal for Conducting Short-Term Training Programs**

Dear Sir,

With reference to the proposed short-term training programs of the Sudurpaschim Province, to be trained in different market oriented skills under Council for Technical Education and Vocational Training, we would like to submit a brief proposal for implementing the programs based on the market need in our catchment area…… wards…… VDC/municipality of ………. districts.

Since the programs must be completed within this fiscal year, we further request to provide …………….. ……… number in …… …………,………..………………,………………………………… occupations to be trained from our school so that we can easily complete the proposed number within the time coordinating and collaborating with local level government and concerned industries and associations.

Please find the brief RMA report with recommend letters from the local government.

Sincerely Office Seal

……………………………

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# Proposal for Conducting Short Term Skill Training

Name of the Organization:

Address:

Date of Establishment:

TVET Program Started Date:

Name of the Organization Chief: Mobile No.

Email address :

## Brief Introduction

## Skill Training Methodology

## Available Physical Facilities in the School

|  |  |  |
| --- | --- | --- |
| Class Rooms | Number | Description |
| Labs |  |  |
| Workshops |  |  |
| Library |  |  |
| Office Room |  |  |
| Instructors Room |  |  |
| Wash Rooms |  |  |
| Playground |  |  |
| Class room Tools and equipment |  |  |
| Space to increase training facilities |  |  |
| Hostel Facility |  |  |
| Cafeteria |  |  |

## Description of Running Program (Long- term)

|  |  |  |  |
| --- | --- | --- | --- |
| **Trade/Occupation** | **Program** | **Capacity to Enroll** | **Remarks** |
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## Human Resources

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Trade/Occupation** | **Full time** | **Part time** | **Total** | **Male** | **Female** |  |
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## Performance/experience of the organization in last 3 years ( on short term training)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Trade/Occupation** | **Year** | **Enrollment** | **Exam Passed** | **Employment %** | **Remarks** |
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## Proposed Skill Training Program

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| --- | --- | --- | --- | --- |
| S.N. | Proposed Training Venue | Proposed Occupation | Proposed Number | Organizations to be coordinated |
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Annexes

1. List of the Proposed Technical Team to be involved in the Training

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N.** | **Name** | **Designation** | **Occupation** | **Qualification** |
|  |  | Coordinator |  |  |
|  |  | Coordinator |  |  |
|  |  | Instructor |  |  |
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1. Recommendation letter from the Local Level Government, industries and other organizations