



Khyber Pakhtunkhwa
Economic Zones Development
& Management Company



Technical & Vocational Training Program

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List of Trades

Details regarding the type and duration of the different trainings/trades to be delivered to the trainees are as follows:

Sr. No	Trades	Industry	Location	Duration	Certificate
1.	Machine Operators	All sectors	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
2.	Electricians	All sectors	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
3.	HVAC/RAC	Pharma	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
4.	Pipe Fitting/Plumbing	Plastic, Pipe, Pharma	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
5.	Metallurgist	Steel	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
6.	Welding	Steel, Pipe	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
7.	Carpenter	Furniture	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
8.	Crane Operators	Steel	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training

9.	Testing	Steel, Pharma	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
10.	MS Word, Excel, PowerPoint	All Sectors	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
11.	Plastic Molding, grinding, Rotation	Plastic Industry	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
12.	Extrusion, Crushing and testing	Pipes	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
13.	Overhead and ladder operator	Steel	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
14.	Quality and Control	All Sectors	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training
15.	Health and Safety	All Sectors	Haripur and Mardan	6 Months	Government Approved Authority for Technical Education and Vocational Training



Assessment Criteria for Technical & Vocational Training Institutes

Information about the Institute

Name of Institute: _____

Name of Head of Institute & Focal Person: _____

Postal Address: _____

No. of Year of Experience: _____ Type of Institute (Public/Private/Other): _____

NTN No. of the Institute: - _____ Email: _____

Tel: _____ Fax:- _____ Website:- _____

MANDATORY REQUIREMENTS

- ◆ The grading of the institute shall be determined on overall Scoring as below:

**A+=85 & above, A=70-84 B= 55-69, C=40-54,
Below than 40% are non-qualifying institutes**

- ◆ The Pro forma consists of following 03 Sections

For official use only
Grading of institute:

Rating obtained:

General Parameters (Section-A)	Technical Parameters (Trade specific) (Section-B)
<ul style="list-style-type: none"> Accreditation/ Registration/Affiliation. Infrastructure, Type of building/ Training Unit (Hired, owned) No. of class rooms/ Training unit Management (Governance, Curricula, Linkage, Enrolment). Financial sustainability / mode of funding (Govt., PPP, NGO, Fee charging etc.) Trades offered in institute/ Industrial Requirements. Teaching & non-teaching staff / Trainer Employability of graduates/Apprenticeship Health & Safety Regulation Proactive IMC/Industrial Representation Continuous Evaluation Assessment 	<ul style="list-style-type: none"> No. of Labs / workshops (Trade-wise) Curricula adopted Quality of Equipment / machinery Qualification of instructor Qualification relevancy Instructor's job experience Trainee-teacher ratio Annual Pass-outs
	Other Facilities (Section-C)

- ◆ Categorization includes all Public/Private, NGOs & Welfare Trust etc. TVET institutes in Pakistan.
- ◆ Pro forma for General Parameters and the technical parameters may be filled trade-wise.
- ◆ The rating against assessment must be undertaken as (a = Maximum, d = Minimum, e = 0)

Instruction: Please tick the exact/suitable category (a, b, c, d or e) and encircle the weightage given at right side accordingly whereas, documentary evidences are required to be attached while selecting category A, B & C

Section A: (General Parameters)

Sr. No	ATTRIBUTES		MAXIMUM /OBTAINED RATING	REMARKS
1.1	Registration/Affiliation/Accreditation		10	Documentary Evidence Is Attached At Annex - A
	a.	Institute Registered / Affiliated with (TEVTA / NTB / HEC Recognized university) / Registered under industrial Act.	10	
	b.	Affiliated with BTE / TTB	07	
	c.	Accreditation with NAVTTC (in-process)	05	
	d.	Registration/Affiliation expired, in-process for renewal	03	
1.2	Institution Building		04	Documentary Evidence Is Attached At Annex - B
	a.	Owned (ownership documents + building plan)	04	
	b.	Rented for more than 05 years (with documentary evidence)	03	
	c.	Shared with other Institute/Organization	02	
	d.	Rented for < 5Years (no evidence)	01	
	e.	No evidence (No documents & plan exist)	00	
1.3	Infrastructure (Adequate No. of class rooms & Labs)		10	Documentary Evidence Is Attached At Annex - C
	a.	Sufficient rooms (20 & above), fully equipped	10	
	b.	Sufficient rooms (15-20), poorly equipped	08	
	c.	Insufficient rooms(08 to 14), equipped	06	
	d.	Insufficient rooms (< 03 to 07) not equipped (Dimensions/Capacity/Chairs/Fans/Provision of drinking water/sanitation must be reviewed)	04	
	e.	02 or below rooms	00	
1.4	Financial sustainability / Mode of Financing		04	Documentary Evidence Is Attached At Annex - D
	a.	Sufficient / Govt, PPP & NGO funded/Budget plan	04	
	b.	Fee charging & Public Private Partnership/Budget	03	
	c.	In-sufficient / Fee charging & NGO operating	02	
	d.	Very limited provision (only fee charging source)	01	
	e.	Budget scarcity/Constraints	00	
1.5	Trades offered within the institute		10	Documentary Evidence Is Attached At Annex - E
	a.	DAEs + Vocational (10 or above Trades)	10	
	b.	7 to 9 Trades	08	
	c.	4 to 06 Trades	06	
	d.	5 to 03 Trades	04	
	e.	2 or less	00	
1.6	Teaching & Non-Teaching staff with defined JDs		04	Documentary Evidence Is Attached At Annex - F
	a.	91-100% as per sanctioned strength with defined JDs	04	
	b.	81 to 90% as per designated job with defined JDs	03	
	c.	71 to 80% as per designated job with defined JDs	02	

	d.	51 to 70% or less as per designated job (Designated Teacher / Trainer for each subject of trade & Designated Officer for each non-instructional activity)	01	
	e.	Less than 50% filled/vacant posts with No JDs	00	
1.7	Employability of Graduates		04	
	a.	70% or above (Record/Evidence Exist)	04	Documentary Evidence Is Attached At Annex - G
	b.	50% to 69% (Record/Evidence Exist)	03	
	c.	30% to 49% (Record/Evidence Exist)	02	
	d.	20 to 29% or below (Record/Evidence Exist)	01	
	e.	Below than 20 % (Record/Evidence Exist)	00	
1.8	Health & Safety Regulations		04	
	a.	Dispenser/Dispensary/Fire hozers/ security/ Water Filters/Weaponed security personnel	04	Documentary Evidence Is Attached At Annex - H
	b.	Dispenser/First Aid box/Fire hozers/ security / Water Filters/Security personnel	03	
	c.	First Aid box/ Water Filters/Security personnel	02	
	d.	Water Filters/Security personnel	01	
	e.	None of above	00	
1.9	Proactive IMCs/ Industrial Representation		04	
	a.	Active & fully Functional IMCs	04	Documentary Evidence Is Attached At Annex - I
	b.	Notified but Inactive	02	
	c.	No IMCs exist	00	
2.0	Regular Evaluations/ Assessments		04	
	a.	Monthly	04	Documentary Evidence Is Attached At Annex - J
	b.	Quarterly	02	
	c.	External mechanism only	00	
2.1	Continuous Quality improvement		04	
	a.	Quality Manual, Quality Policy/SoPs/ToRs/Committees IMCs/Parent teacher Meetings	04	Documentary Evidence Is Attached At Annex - K
	b.	Effective feedback system with Regular Meetings and follow-up actions	03	
	c.	Less defined system	02	
	d.	Not defined but committed	00	
Total for General Parameter (Section-A)			/62	

Section B: (Technical Parameters) Name of Trade:

Sr. No	ATTRIBUTES		MAXIMUM /OBTAINED RATING	REMARKS
3.1	Lab/Workshop (Trade-wise)		04	Documentary Evidence Is Attached At Annex - 1
	a.	Up to date Labs / workshops (List of tools & equipment with allied facilities are to be attached)	04	
	b.	Traditional Labs / workshops (Dedicated/List)	03	
	c.	Sufficient Labs / workshops (To some extent)	02	
	d.	Insufficient Labs /workshops (Lab / workshop may be assessed in purview of facilities against strength for applied program)	01	
3.2	Equipment & Machinery installed in Labs/Workshops		04	Documentary Evidence Is Attached At Annex - 2
	a.	State of the art /Functional equipment & machinery	04	
	b.	Sufficient (as per requirement)/Functional	03	
	c.	Insufficient & Partially Functional	02	
	d.	Rare facilities (Equipment machinery may be assessed in purview of latest market technological upgradations).	01	
3.3	Qualification of Instructors		04	Documentary Evidence Is Attached At Annex - 3
	a.	Qualification of an instructor (B.E/ B.Tech/ Bachelor or above qualification in relevant area)	04	
	b.	Qualification of instructor (Intermediate/D.A.E & formal certification in relevant areas)	03	
	c.	Qualification of instructor (Formally certified by competent forum i.e. NAVTTC or TEVTAs/As per SoPs)	02	
	d.	Informally trained & experienced instructor	01	
3.4	Curricula adopted		04	Documentary Evidence Is Attached At Annex - 4
	a.	NAVTTC/NTB/Provincial TEVTA curricula adopted	04	
	b.	TTB/Provincial TVET curricula adopted	03	
	c.	Customized curricula adopted (Need clarification)	02	
	d.	Self-designed Curricula, endorsement by TEVTA/NAVTTC	01	
	e.	Self-designed Curricula with no endorsement	00	
3.5	Faculty / Instructors Job experience		04	Documentary Evidence Is Attached At Annex - 5
	a.	Teaching/Training -5 yrs or more Job experience	04	
	b.	Teaching/Training -3-5 yrs Job experience	03	
	c.	Teaching/Training - 1-2 yrs Job experience	02	
	d.	Teaching/Training - 6-11 months Job experience	01	
3.6	Qualification / relevancy of laboratory / workshop staff		04	
	a.	Formally certified & 5 yrs or more relevant experience	04	

	b.	Formally certified & 3-4 years relevant job experience	03	Documentary Evidence Is Attached At Annex - 6
	c.	No certification but 03 yrs or more experience	02	
	d.	No formal certification but 1 to 2 yrs job experience	01	
3.7	Trainee/Student – teacher / trainer ratio		04	Documentary Evidence Is Attached At Annex - 7
	a.	20:1	04	
	b.	21-24:1	03	
	c.	24-28:1	02	
	d.	29-35 :1	01	
	e.	36 or more : 1	00	
Total for Technical Parameter (Section-B)			/28	

Section C: (Other Facilities)

Sr. No	Attributes (if “yes” then attached documentary evidences)	Yes/No	Write 1 for YES and 0 for NO
1.	The institute has Linkages with the local/national/international industry.		
2.	The institute has Orientation/Counselling/ Job Placement and Services.		
3.	The institute has trainer’ evaluation/assessment (feedback)/ Enhancement system.		
4.	Does the institute offers any mechanism for the staff professional /career development?		
5.	The accounts of the institute are audited by qualified auditors or firm.		
6.	Whether the institute has ever acquired any International accreditation or any distinction/ award?		
7.	Are the training program /Objectives/Lesson planes and out-comes well defined?		
8.	The institute offers sports (Indoor-out-door games)/Hostel facilities.		
9.	The institute has transport facility (Owned/hired) for both student & Staff.		
10.	Is there Library / book bank (E-Library, Multi-Media lectures) facility available?		
Total			/10

Applicant Declaration

I, (Name) _____, Designation _____ hereby certify that:

- ◆ The information provided in this application is factually correct in all material respects.
- ◆ The (Organization Name) _____ is not blacklisted or facing debarment from any Government, or its organization or project.
- ◆ I am duly authorized by the Competent Authority of the organization to submit this application on behalf of (Organization Name) _____

Signature	
Name	
Designation	
Address	
Contact Numbers	
Email address	
Fax Number	
Date	

For official use only

Over All Rating

Sr. No	Attribute	Maximum Score	Score Obtained	Remarks
1.	General Parameters	62		
2.	Other facilities	10		
Total (General parameters + other facilities)		72		
3.	Technical parameters (Trade Wise)	Max 28 Each		Remarks (A+ or A or B or C)
I.	Machine Operators	72+28		
II.	Electricians	72+28		
III.	HVAC/RAC	72+28		
IV.	Pipe Fitting/Plumbing	72+28		
V.	Metallurgist	72+28		
VI.	Welding	72+28		
VII.	Carpenter	72+28		
VIII.	Crane Operators	72+28		
IX.	Testing	72+28		
X.	MS Word, Excel, PowerPoint	72+28		
XI.	Plastic Molding, grinding, Rotation	72+28		
XII.	Extrusion, Crushing and testing	72+28		
XIII.	Overhead and ladder operator	72+28		
XIV.	Quality and Control	72+28		
XV.	Health and Safety	72+28		

Member 1:

Member 2:

Member 3:
