



T&E Name.....	Address	
Event ID.....	Trade Name:.....	
Training Venue:		
District..... Palika/Na.Pa..... Ward..... Tole.....		
Interview Date:		
Training Start Date.....	Training End Date.....	
Number of applicants: Total:.....	Men:.....	Women:.....
Total Shortlisted applicants:	Men:.....	Women:.....

SN	Pre-Training Activities	Compliance status		
		NCR ¹ (0)	PCR (0.5)	CR (1)
1.	Training Announcement			
1.1	Announcement duration followed as per implementation and monitoring manual (at least 15 days announcement)			
1.2	Applied mediums for announcement (at least 3 mediums-poster / pamphlets, FM, newspaper)			
1.3	Contents covered in announcement(as per manual)			
2.	Collection of application			
2.1	Collection of 150 percent applicants (i.e. 50 percent more than the minimum no. of trainees required to be selected)			
3.	Logistic arrangements			
3.1	Main Instructor (at least L-2 and 5 years of instructional experience in related trade, general ToT)			
3.2	Co-Instructor (at least L-1 and 5 years' working experience as practitioner in same occupation)			
3.3	Arrangement of training hall, drinking water, tiffin, toilets			
3.4	Arrangement of training materials			
3.5	Availability of factsheet, banner in the training site with complete information following the manual.			
4.	Trainees selection process			
4.1.	Preliminary screening done by T&E			
4.2.	Pre Scoring done by T&E			
4.3.	Formation of selection interview panel as per manual			

Selection Panel

SN	Name	Designation	Organization	Contact Number
1		T&E representative		
2		Government representative		
3		Instructor		
4		Representative from Collaborator /Employer		
5				

¹ NCR: Not Complied the Requirement, PCR: Partially Complied the Requirement, CR: Complied the Requirement

Name list of Shortlisted Applicants

SN	Name of applicants	Name of Palika	Contact Number	Man	Woman
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
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25					
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27					

Comments of HELVETAS Nepal representative:

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Monitored by:	
Signature:.....	Date:
Name:.....	Desisgnation:

