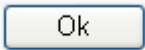




User Manual For EVENT Database System

of
Enhanced Vocational Education and Training Project
Subidhanagar, Kathmandu
Nepal

Technical Definitions

Object	Example Picture	Definition
Button		Command button which performs certain actions like saving, navigating etc.
Text Box		Input box where we can direct type the content as our wish.
Combo Box		List of Items from which we can select required item.
Check Box	<input type="checkbox"/> National Newspaper	An item or set of items where any or none of the items can be selected
Option Button	<input type="radio"/> Yes <input checked="" type="radio"/> No	Set of items where any one of the item can be selected.
Link Button	Main Menu	Text type button which navigates to defined page which converts mouse into hand if we over the mouse into it.
Browser /Web Browser		Internet Browsing Application like Internet Explorer, Firefox, Chrome, Safari etc.

Abbreviations

Term	Definition
TP	Training Partner
TG	Training Group
TG ID	Training Group ID
EVENT	EVENT Secretariat

System Requirements

A Desktop Computer/Laptop with Internet connectivity.

Microsoft Office

Web Browser (i.e. Internet Explorer, Google Chrome, Mozilla Firefox, Opera)

Date-Line for uploading the different information of training of different stages

Stage	Sn.	Required information	Respective format template number	Date-line for uploading	Remarks
Pre Training	1	Training Plan	TP -1	10 days after contract with EVENT	
	2	Public announcement of training event/s	TP-2	Within one week of 1 st date of announcement	
	3	Trainees selection interview dates and venue	TP-3 (update)	Before one week of the interview*	
	4	Individual trainee's profile details	TP-4	<ul style="list-style-type: none"> TP should start the profile entry once the application have been collected; Though, entry of selected candidate must complete after 2 weeks of training start 	<u>Name list of all the selected participants will be blocked after 2 weeks of training start date.</u>
During Training	2	Implementation of training event	TP-5 (update)	After interview and before start date of training*	
	3	Skill Plus Package information	TP-6	During skill plus package conduction	
	4	OJT information	TP-7	After one week of OJT start date	
	5	Skill test event information	TP-5 (update)	Before one week of skill test event date*	
	6	Graduation status and skill test information	TP-8	<ul style="list-style-type: none"> One week after skill test conduction (test appearance) One week after result publication by NSTB (result) 	
Post Training	1	Placement of trainees, employment status and recording of income	TP-9	<ul style="list-style-type: none"> Regular after placement starts, but not later than the one month after '3 months completion of training'. Not later than the one month after '6 months completion of training'. 	
	2	Linkage of trainees with credit service	TP-10	<ul style="list-style-type: none"> Regular, while progress achieved but not later than both of the entries after 3 and 6 month period. 	

*Must important information that needs to be forwarded to EVENT as prescribed date compulsorily. In the rare condition, the information from telephone to responsible person of EVENT will be accepted with proper justification.

Getting Started/How to Log in Into Web Database Software

Connect to the internet and go to the EVENT website www.event.gov.np

There you can see a button "EVENT DATABASE", click on that button. Login information will be asked there.

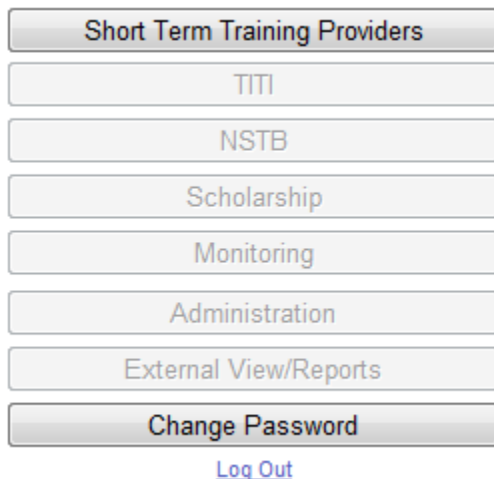


A login form with a blue background. It contains two input fields: "User Name" and "Password". Below the "Password" field is a button labeled "Ok".

Type the username and password provided by the EVENT personnel

Click on OK button

A list of Menu will appear like this



A vertical list of menu items, each in a light gray button with rounded corners. The items are: "Short Term Training Providers", "TITI", "NSTB", "Scholarship", "Monitoring", "Administration", "External View/Reports", "Change Password", and "[Log Out](#)".

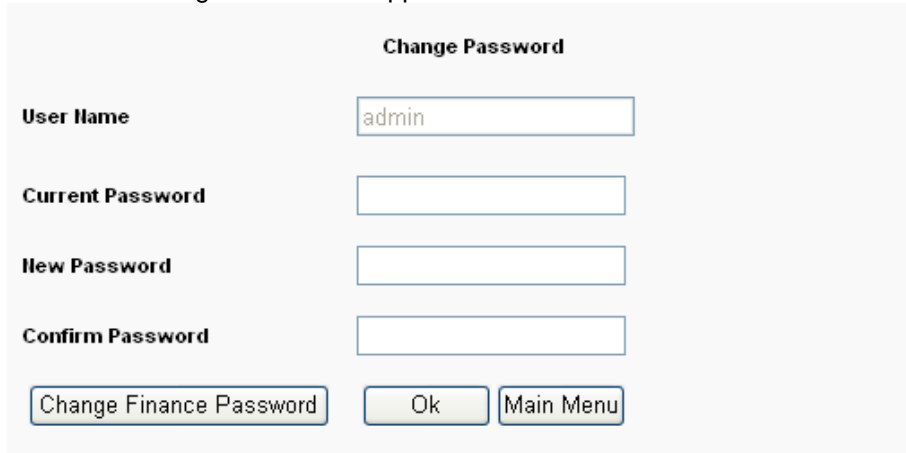
How to Change Password

It is a must when you login for the first time you have to change the password which was provided by EVENT personnel.

For this

Click on *Change Password* button in Main Menu

Password Change window will appear



Change Password

User Name

Current Password

New Password

Confirm Password

Type Current password

Type new Password and confirm new password

Click on Ok button

How to Change Finance Password

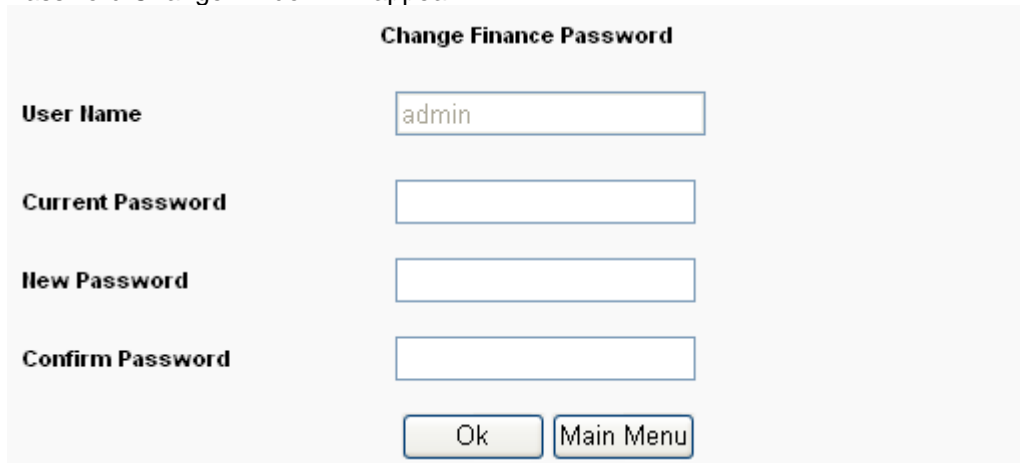
It is a must when you login for the first time you have to change the finance password which was provided by EVENT personnel.

For this

Click on *Change Password* button in Main Menu

Click on "Change Finance Password" Button

Password Change window will appear



Change Finance Password

User Name

Current Password

New Password

Confirm Password

Type Current password

Type new Password and confirm new password

Click on Ok button

How to Log out From System

In the main menu click on *Log Out* button

Training Providers Menu

Main Menu

Pre-Training
TP-1: Training Plan
TP-2: Public Announcement of Training
TP-3: Interview of Trainee for their Selection
TP-4: Individual Profile of Applicant/Trainee
List Edit Delete
Training
TP-5: Implementation of Training Event
TP-6: Participation of Trainees in Skill Plus Packages
TP-7: OJT/Apprenticeship of Trainees
TP-8 Graduation status and Skill Test of Trainees
Placement support and Observation of Earning
TP-9: Placement of Trainees Employment Status, Recording of Income
TP-10: Linkage of Trainee with Credit Service
TP-11: Declarations about the Adoption of Good Governance Norms
Reports

TP-1: Training Plan

Data related to the “Training Plan” includes the name of the T&E Service Provider, trade in which training will be conducted, location where training will be conducted, starting and closing dates of training, number of trainees planned under different categories (A, B and C and also different donor’s support) and technical background of the trainers and co-trainers to be involved in training. The template will also require filling of names of the contact persons (main and alternate) as designated by the T&E Service Provider given that it can facilitate occasional consultations for queries whenever there is a need.

Steps:

Click on “Short Term Training Providers” Button in Main menu

Click on “TP-1: Training Plan” Button

Training Plan Entry Window will appear i.e.

TP-1: Training Plan

Entry Date	<input type="text" value="02/Dec/2012"/>
Year	<input type="text" value="2012"/>
TP Name *	<input type="text" value="[Select]"/>
TG ID *	<input type="text" value=""/>
Trade Name *	<input type="text" value="[Select]"/>
Training District *	<input type="text" value="[Select]"/>
Training Duration(hrs.)	<input type="text" value="0"/>
Planned Number of Trainees Under Different Categories	
Total Female for the Training	<input type="text" value="0"/>
Total Male for the Training	<input type="text" value="0"/>
Planned Dates of the Training Event	
Public Announcement Date *	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)
Interview Date *	<input type="text"/> (dd/mmm/yyyy i.e. 05/Sep/2010)
Training Start Date *	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)
Training End Date *	<input type="text"/> (dd/mmm/yyyy i.e. 05/Sep/2010)
OJT Start Date	<input type="text"/> (dd/mmm/yyyy i.e. 05/Sep/2010)
OJT End Date	<input type="text"/> (dd/mmm/yyyy i.e. 05/Sep/2010)
Skill Test Date	<input type="text"/> (dd/mmm/yyyy i.e. 05/Sep/2010)
Training VDC/MP *	<input type="text" value="[Select]"/>
Training Venue	<input type="text"/>
Contact Person/Training Co-ordinator	<input type="text"/>
Contact No.	<input type="text"/>
Trainer Details	
Name	<input type="text"/> Copy From <input type="text"/>
Caste Group	<input type="text" value="Other"/>
Gender	<input type="text" value="Male"/>
Highest Academic Qualification	<input type="text"/>
Experience	<input type="text"/> (Years of Working Experience and/or Knowledge on Subject Matter and/or Exposure to similar training in the Past as Trainer)
Contact No.	<input type="text"/>
ToT Taken	<input type="text" value="No"/>
Co-Trainer Details	
Name	<input type="text"/> Copy From <input type="text"/>
Caste Group	<input type="text" value="Other"/>
Gender	<input type="text" value="Male"/>
Highest Academic Qualification	<input type="text"/>
Experience	<input type="text"/> (Years of Working Experience and/or Knowledge on Subject Matter and/or Exposure to similar training in the Past as Trainer)
Contact No.	<input type="text"/>
ToT Taken	<input type="text" value="No"/>

EVENT Contact Person Details		
Name	<input type="text"/>	Copy From <input type="text" value="[Select]"/>
Post	<input type="text"/>	
Contact No.	<input type="text"/>	
Email	<input type="text"/>	
Alternate Contact Person		
Name	<input type="text"/>	Copy From <input type="text" value="[Select]"/>
Post	<input type="text"/>	
Contact No.	<input type="text"/>	
Email	<input type="text"/>	

Type the details like TG ID, Training District, number of participants etc.
 Click on "Save" button
 Repeat the process if necessary

TP-2: Public Announcement of Training

As a first step towards the organization of training, the T&E Service Providers are required to make public announcement on the training course to be offered. Data related to such announcement will include details about the type of course to be offered, training venue, duration of the training programme, OJT provisions (if any), applicants' eligibility criteria and the priority target groups.

Steps:

Click on "Short Term Training Providers" button in Main Menu
 Click on "TP-2: Public Announcement of Training" button
 Public Announcement of Training Entry window will appear. i.e.

TP-2:Public Announcement of Training

Year	<input type="text" value="2012"/>	
TP Name	<input type="text" value="[Select]"/>	
TG ID	<input type="text"/>	
Trade Name	<input type="text"/>	
Announcement Date *	<input type="text" value="(dd/mmm/yyyy i.e. 05/Sep/2010)"/>	
Deadline Date *	<input type="text" value="(dd/mmm/yyyy i.e. 05/Sep/2010)"/>	
Specific strategy to reach target applicants	<input type="text"/>	
Information dissemination method used for announcing training (Can tick in more than one option)		
<input type="checkbox"/> Local Newspaper <input type="checkbox"/> National Newspaper <input type="checkbox"/> F.M./Radio <input type="checkbox"/> T.V. <input type="checkbox"/> Pamphlets in public Area <input type="checkbox"/> Personal Contacts <input type="checkbox"/> Others <input type="text"/>		
Information mentioned in public announcement		
Training Event Information <input type="checkbox"/> Title of Training <input type="checkbox"/> Start Date <input type="checkbox"/> End Date <input type="checkbox"/> Total Number of Hours <input type="checkbox"/> Schedule (days and timing) <input type="checkbox"/> Venue <input type="checkbox"/> Name of Training Provider <input type="checkbox"/> Contact Person Name <input type="checkbox"/> Contact Number	Eligibility Criteria <input type="checkbox"/> Age (16-40 Years for male, 16-45 for female) Training Cost <input type="checkbox"/> Free to public <input type="checkbox"/> Support of EVENT Project	Application Information <input type="checkbox"/> Where to collect application form <input type="checkbox"/> Where to submit applications <input type="checkbox"/> Application Deadline Priority Group <input type="checkbox"/> Dalit, janjati, women and girls <input type="checkbox"/> Employment seeking youths
Total number of days taken from Announcement Date to Training Start Date <input type="text" value="0"/> Days		
<input type="button" value="Save"/>		

Select TG ID, select information dissemination method, mentioned elements in the announcement, you can select multiple check box in this entry what ever you have used and mentioned.

Click on “Save” button

TP-3: Interview of Trainee for their Selection

The T&E Service Providers will request potential trainees to apply for training. They will be asked to fill 2 copies of the Application Form developed by EVENT with personal details, social and economic status of the family, education and interest of the applicant in training. The applicants have to submit the filled-in forms to T&E Service Providers at specified location within deadline specified. The forms received, so far will be short-listed using standard criteria in line with the objective of project including the conditions to be fulfilled according to the donor agreements.

For the short-listed applicants, interview date will be decided. Once the date is decided, the T&E Service Provider should inform contact/focal person of EVENT at least two weeks before such interview takes place. It will then facilitate EVENT staff to plan their visit and check the process during interview.

When the date is planned and the arrangements for the interview to select the trainees move ahead, the T&E Provider should enter the data related to these activities on the Web. The type of information to be entered will include name of the T&E, trade, proposed date for the interview, total male and female candidates short-listed for interview, members selected for the interview panel and their working area, relative scores obtained by the interviewees and their selection status.

Steps:

Click on “Short Term Training Providers” button in Main Menu
 Click on “TP-3: Interview of Trainee for their Selection” button
 Interview of Trainee for their Selection Entry window will appear. i.e.

TP-3: Interview of Trainee for their Selection

Year	2012				
TP Name	[Select]				
TG ID	[Select]	Copy From	[Select]	Copy	
Trade Name	[Select]				
Date of Interview *	[Text] (dd/MM/yyyy i.e. 05/Sep/2010)				
District *	[Select]	VDC/MP *	[Select]		
Tole/Village	[Text]				
Total Applied Applications	Male	[Text]	Female	[Text]	
Total applicants for Interview	Male	[Text]	Female	[Text]	
Members in the selection committee	[Text] Nos.				
Organizations represented by the Selection Committee members (Tick the members who are present during interview)					
Members	Name	Gender	Organization	Designation	Phone
<input type="checkbox"/> Trainer/Subject Matter Specialist	[Text]	Male	[Text]	[Text]	[Text]
<input type="checkbox"/> TP Representative	[Text]	Male	[Text]	[Text]	[Text]
<input type="checkbox"/> Potential Employer Representative	[Text]	Male	[Text]	[Text]	[Text]
<input type="checkbox"/> EVENT Representative (as observer)	[Text]	Male	[Text]	[Text]	[Text]
<input type="checkbox"/> Locally Respected Person(as observer)	[Text]	Male	[Text]	[Text]	[Text]
<input type="checkbox"/> Other Invitee (as observer)	[Text]	Male	[Text]	[Text]	[Text]
Ranking Form Prepared and Submitted to EVENT? <input type="checkbox"/>	Submitted Date [Text] (dd/MM/yyyy i.e. 05/Sep/2010)				
Save					

Enter TG ID, Date of Interview, Place of interview, district, VDC, total number of applications and interview committee member details etc.

Click on “Save” button

TP-4: Individual Profile of Applicant/Trainee

In the online database, each applicant will have his/her respective profile. For the purpose of analyzing what type of persons applied and who were selected, having data on their details will be necessary. Therefore, the T&E Service Provider should record data of all applicants short-listed for interview. It should include name of the applicant, category he/she belongs to, age group, special character represented (e.g. ex-combatant, IDP, widow etc.), education, level of food sufficiency in the family, trade applied, previous exposure to training, source of information helping to know about training event being organized, selection status (current level of earning, earning sources, income earned by other members in the family and their sources, marks obtained for selection etc.) and the reasons for rejection, if not selected.

Steps:

Click on "Short Term Training Providers" button in Main Menu

Click on "TP-4: Individual Profile of Applicant/Trainee" button

Select Year, TG ID

Click on "New Entry" Link Button

Applicant/Trainee Profile Entry Window will appear. i.e.

Main Menu

All dates should be in dd/MMM/yyyy format.
All dates should be entered in A.D.
* Fields are compulsory.

Total Applied Record(s) 1



(Maximum size 100KB, Format Supported: BMP, JPG, GIF, PNG)

Browse...

TP-4: Individual Profile of Applicant/Trainee

Photo will not be displayed at the time of upload instead it displays after saving data.

TP Name *	[Select] ▼
Entry Date	02/Dec/2012 [Select] ▼
Title *	Mr. ▼
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Caste Group	[Select] ▼
Gender *	Male ▼
Date of Birth *	A.D. <input type="text"/> (dd/mmm/yyyy i.e. 05/Sep/2010) B.S. <input type="text"/> (dd/mm/yyyy i.e 16/01/2045) <input type="button" value="Convert"/>
Age *	<input type="text"/>
Group *	Other ▼ <input type="checkbox"/> Madhesi
Special Condition (if Any)	<input type="checkbox"/> IDP <input type="checkbox"/> Single Woman <input type="checkbox"/> People Living with HIV <input type="checkbox"/> Ex-Combatant <input type="checkbox"/> Disabled(Differently Able) <input type="checkbox"/> Ex-Kamaiya <input type="checkbox"/> Ex-Haliya <input type="checkbox"/> Ex-Kamlari/Kamlar <input type="checkbox"/> Proof Submitted by Applicant <input type="button" value="Browse..."/> <input type="button" value="View Proof"/> (Maximum size 1MB, Format Supported: BMP, JPG, GIF, PNG)
Temp. Address	<input type="text"/>
Category	C ▼ <input type="button" value="Find Category"/>
Education	Below Grade 5 ▼
Current Status	Under employed ▼ (Under employed: Employed with income less than 3000 per month)
Average Monthly per Capita Income	0 (Total Family Income ÷ Total Family Members÷12)
Food Sufficiency Months in Year	<input type="text"/>

TG ID	[Select]
Trade Name Applied For	[Select]
Training Taken Before	No
Previous Training (if any)	
Training Name	
Duration	(in Month)
Reasons for Interested in the Training Program	[Select] <input type="checkbox"/> Others(specify) [Text]
Source of Information about the Training event	
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Poster
<input type="checkbox"/> Relatives/friends	<input type="checkbox"/> Pamphlets
<input type="checkbox"/> Dalit/Janajati Organizations	<input type="checkbox"/> Radio
<input type="checkbox"/> Training Institution	<input type="checkbox"/> Local organization
<input type="checkbox"/> Others(specify) [Text]	<input type="checkbox"/> Women Organization
Reference (If any)	
Name	[Text]
Contact No.	[Text]
Selection Status	<input type="radio"/> Selected <input checked="" type="radio"/> Not Selected
If Not Selected, Reason for not selection:	
<input type="checkbox"/> Education Criteria not met	<input type="checkbox"/> Income Criteria not met
<input type="checkbox"/> Over Education	<input type="checkbox"/> Previously training taken
<input type="checkbox"/> Other [Text]	<input type="checkbox"/> Under Age
	<input type="checkbox"/> Over Age
Details Explanation	[Text]
Further Information is required for selected candidate only. For other Candidate not required.	
Citizenship No.	[Text]
Citizenship Issued District	[Select]
Citizenship Issued Year(B.S.)	[Text]
Permanent Address	
District *	[Select]
VDC/Municipality	[Select]
Ward No.	[Text]
Tole	[Text]
Contact No	[Text]
Temporary Address	
District	[Select] <input type="button" value="Same as Permanent."/>
VDC/Municipality	[Select]
Ward No.	[Text]
Tole	[Text]
Contact No	[Text]
Mobile No.	[Text]
Father's Name	[Text]
Mother's Name	[Text]
Income Earned in Year by Trainee	
Source	Amount
Wage Labour	0
Employment (other than wage labour)	0
Agriculture	0
Trade	0
Self Owned Enterprise	0
Other Income	0
Other Income Source(Specify)	[Text]
Total	0
Monthly Average Income Earned by the Trainee (Total/12)	0

Family Income of the Trainee(Excluding Trainee's own Income in a year)	
Source	Amount
Family Members	<input type="text"/>
Wage Labour	0
Employment (other than wage labour)	0
Trade	0
Agriculture including Livestock	0
Remittance from family members	0
Family Owned Enterprise	0
Other Income	0
Other Income Source(Sepecify)	<input type="text"/>
Total	0
Monthly Average Income Earned by the Family (Total/12)	0

Marks Obtained During Selection	
Social Caste Group	0 (Max. 20)
Women	0 (Max. 10)
Economic Status	0 (Max. 15)
Disabled(Differently Able)	0 (Max. 10)
Geographical Representation	0 (Max. 15)
Trade Related Education	0 (Max. 10)
Interview	0 (Max. 20)
Total Mark Obtained	0 <input type="button" value="Calculate"/>
	<input type="button" value="Save"/>

Enter Applicant/Trainee Details

Remember

All dates should be in dd/MMM/yyyy format.

All dates should be entered in A.D.

* Fields are compulsory.

Click on "Find Category" button to Find candidates category or it will be automatically done when you save the record.

Click on "Save" button

How to Edit/Delete Applicant/Trainee Information

Click on “Short Term Training Providers” button in Main Menu

Click on “List|Edit|Delete” button

Select Year, TG ID etc as required

Click on “Search” Button

List of Applicant/Trainee Information Window will appear.

Click on “Edit” button to Edit and Click on “Delete” button to delete the record.

Remember that Locked record can be neither edited nor deleted. You have to take permission from EVENT personnel to do this

How to change Citizenship No(After Locked)

Click on “Short Term Training Providers” button in Main Menu

Click on “List|Edit|Delete” button

Select Year, TG ID etc as required

Click on “Search” Button

List of Applicant/Trainee Information Window will appear.

Click on View/Edit button of Trainee whose citizenship no to change

Enter the Citizenship Number, Issue District and Issued Year then click on “Change” button

How to upload Photo (After Locked)

Click on “Short Term Training Providers” button in Main Menu

Click on “List|Edit|Delete” button

Select Year, TG ID etc as required

Click on “Search” Button

List of Applicant/Trainee Information Window will appear.

Click on View/Edit button of Trainee whose photo to upload

Click on Browse/Select button

Select photo to upload

Click on Save Photo Button

TP-5: Implementation of Training Event

All T&E Service Providers intend to implement quality training for generating better outcome (i.e. gainful employment). In order to help reviewing such position, they should enter data about the way the event was implemented. In this context, the data included in the template should cover type of trade, venue of training, start date of training, completion date of training, category of participants covered under different donors' support, qualification of the trainers and co-trainers (including attendance of ToT), OJT provision for the trainees and date specified for the skills test.

This menu is used to update the Training Group information like Training District, Duration, Total Trainees, Start date, end date, OJT start date, skill test information, trainer information, co-trainer information, skill test assessor details etc.

Steps:

Click on "Short Term Training Providers" button in Main Menu

Click on "TP-5: Implementation of Training Event" button

Implementation Plan/Event Update window will appear. i.e.

All dates should be in dd/MMM/yyyy format.

All dates should be entered in A.D.

* Fields are compulsory.

TP-5:Implementation of Training Event

Entry Date	<input type="text" value="06/Oct/2012"/>
Year	<input type="text" value="2012"/>
TP Name *	<input type="text" value="[Select]"/>
TG ID *	<input type="text" value="Same as Planned"/>
Trade Name	<input type="text" value="[Select]"/>
Training District	<input type="text" value="[Select]"/>
Training Duration(hrs.)	<input type="text" value="0"/>
Reason behind the event could not be carried out	<input type="text"/>
Information about Number of Trainees	
Female Trainee for the Training	<input type="text" value="0"/>
Male Trainee for the Training	<input type="text" value="0"/>
Total Trainees Representing A Category	<input type="text" value="0"/>
Total Trainees Representing B Category	<input type="text" value="0"/>
Total Trainees Representing C Category	<input type="text" value="0"/>
Dates for the Training Event	
Public Announcement Date	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)
Interview Date	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)
Training Start Date	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)
Training End Date	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)
OJT Start Date	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)
OJT End Date	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)
Location of Training (VDC/MP) *	<input type="text" value="[Select]"/>
Ward Number	<input type="text"/>
Training Venue	<input type="text"/>
Contact Person/Training Co-ordinator	<input type="text"/>
Contact No.	<input type="text"/>

Trainer Details

Name

Caste Group

Gender

Qualification

Experience
(Years of Working Experience and/or Knowledge on Subject Matter and/or Exposure to similar training in the Past as Trainer)

Contact No.

ToT Taken

Co-Trainer Details

Name

Caste Group

Gender

Qualification

Experience
(Years of Working Experience and/or Knowledge on Subject Matter and/or Exposure to similar training in the Past as Trainer)

Contact No.

ToT Taken

Training Model

Skill Test Details

Skill Test Provisioned

Form Sent to NSTB

Form Sent Date (dd/MMM/yyyy i.e. 05/Sep/2010)

Skill Test Date to (dd/MMM/yyyy i.e. 05/Sep/2010)

Skill Test Assessors' Team from NSTB

S.No.	Name	Organization	Designation
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Skill Plus Packages

Participation in the Skill Plus Package

Type of Package Taken

- Life Skill
- Business Skill
- Pre departure orientation for overseas
- HIV/AIDS, Reproductive health, Labour Rights

Business Skill Training

Training Batch ID

Training Venue

Trainer 1

Trainer 2

Start Date (dd/MMM/yyyy i.e. 05/Sep/2010)

End Date (dd/MMM/yyyy i.e. 05/Sep/2010)

Training Location(Remote/Urban)

Life Skill Training	
Training Batch ID	<input type="text"/>
Training Venue	<input type="text"/>
Trainer 1	<input type="text"/>
Trainer 2	<input type="text"/>
Start Date	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)
End Date	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)

Finance							
Actual Training Cost per Participant	<input type="text"/>						
First Installment Received	No <input type="button" value="v"/>	Claim Date	<input type="text"/>	Batch	[Select] <input type="button" value="v"/>	Received Date	<input type="text"/>
Second Installment Received	No <input type="button" value="v"/>	Claim Date	<input type="text"/>	Batch	[Select] <input type="button" value="v"/>	Received Date	<input type="text"/>
Third Installment Received	No <input type="button" value="v"/>	Claim Date	<input type="text"/>	Batch	[Select] <input type="button" value="v"/>	Received Date	<input type="text"/>

6 Month Verification Batch [Select]

Enter the information about the training
 "Same as Planned" button is used to copy information from plan entry
 Click on "Save" to save and update event information.

How to Open Financial Section

Enter Finance Password in "Finance Password" box and click on Show Button
 Finance section is as follow in the Same "Implementation of Training Event" form.

Actual Training Cost per Participant	<input type="text"/>					
First Installment Received	No <input type="button" value="v"/>	Claim Date	<input type="text"/>	Received Date	<input type="text"/>	
Second Installment Received	No <input type="button" value="v"/>	Claim Date	<input type="text"/>	Received Date	<input type="text"/>	
Third Installment Received	No <input type="button" value="v"/>	Claim Date	<input type="text"/>	Received Date	<input type="text"/>	
<input type="button" value="Save"/>						

TP-6: Participation of Trainee in the Skill Plus Package

EVENT programme has envisaged that it support the opportunity for participation of trainees in the household, community and market related life skills and or business skill would be useful for their gainful employment. Accordingly, the curriculum applied for training the participants is expected to include these aspects in its coverage. Therefore, the T&E Service Provider needs to record data on whether the participants had opportunity to attend skills plus packages as a part of the training or not. If attended, then it would also be necessary to record data on what type of business skill and life skills training course the trainees had opportunity to participate.

Steps:

- Click on “Short Term Training Providers” button in Main Menu
- Click on “TP-6: Participation of Trainee in the Skill Plus Package” button
- Select the search criteria like Year, TG ID, and Training District etc.
- Click on Search Button
- Click on “Skill Plus Package” button of desired Trainee
- Participation of Trainee in the Skill Plus Package Entry window will appear. i.e.

TP-6:Participation of Trainee in the Skill Plus Package

Citizenship No. *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Participation in the Skill Plus Package	No <input type="button" value="v"/>
Type of Package Taken	<input type="checkbox"/> Life Skill <input type="checkbox"/> Business Skill <input type="checkbox"/> Pre departure orientation for overseas <input type="checkbox"/> HIV/AIDS, Reproductive health, Labour Rights
<input type="button" value="Save"/>	

Enter information about Skill Plus Package taken by Trainee
Click on “Save” button

TP-7: OJT/Apprenticeship of Trainee

OJT / Apprenticeship provide opportunity for trainees to refine their skills while at work. It is also a good opportunity for the trainee to be absorbed at work when the enterprise finds him/her dedicated and skilled to accomplish the technical tasks. As all training programmes may not have tagged such OJT / Apprenticeship provisions into the training programme, the data to be recorded in the first place requires to denote whether such provision is applicable or not. If provisioned, then it should provide other sets of data such as nature of the OJT, its duration, name of the enterprise providing OJT facility, name and contact no. of the OJT coach, starting and ending dates of OJT, location where OJT is conducted and the facilities provided (e.g. allowances, refreshments during the work or daily wage), if any during the OJT.

Steps:

- Click on "Short Term Training Providers" button in Main Menu
- Click on "TP-7: OJT/Apprenticeship of Trainee" button
- Select the search criteria like Year, TG ID, and Training District etc.
- Click on Search Button
- Click on "OJT" button
- OJT/Apprenticeship Entry window will appear

All dates should be in dd/MMM/yyyy format.

All dates should be entered in A.D.

* Fields are compulsory.

TP-7:OJT/Apprenticeship of Trainee

Citizenship No. *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Training Model	OJT <input type="button" value="v"/>
Copy From	<input type="button" value="v"/> <input type="button" value="Copy"/>
Going for OJT	No <input type="button" value="v"/> If not, Specify the reason <input type="button" value="[Select]"/> <input type="button" value="v"/>
If OJT, provide details	
Arrange made by	<input type="button" value="[Select]"/> <input type="button" value="v"/> Other(Specify) <input type="text"/>
Start Date	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010)
End Date	<input type="text"/> (dd/MMM/yyyy i.e. 05/Sep/2010) End Date Type <input type="button" value="Planned"/> <input type="button" value="v"/>
Institute/Contractor	<input type="text"/>
District	<input type="button" value="[Select]"/> <input type="button" value="v"/>
VDC/MP	<input type="button" value="v"/>
Tole	<input type="text"/>
Ward No.	<input type="text"/>
Contact Person	<input type="text"/>
Contact No.	<input type="text"/>
Allowance given?	No <input type="button" value="v"/>
Allowance per Day (NPR)	<input type="text"/> 0

Enter the information about OJT of the Trainee
Click on "Save" button.

TP-8: Graduation Status and Skill Test of Trainees

As all trainees may or may not complete training after enrollment, the first data needed to be recorded will be whether the candidate was able to graduate or not. Given that the skills test is made mandatory for the EVENT supported programme, the graduates are then expected to appear in such test.

When T&E Service Providers fix a date for such skills test, they must inform EVENT contact person at least two weeks before the activity takes place. It will facilitate visit of EVENT representative to observe the process on a random basis. The database must record the date of such skills test. Further, it should enter the venue where the test will take place. Data should also be entered on the names of the assessors proposed for the test. It should be modified later in case of any change.

Despite their eligibility, some graduates may not be able to attend skills test due to time pressure for some other activities. Therefore, data should also be recorded on how many of the graduates appeared in the test and how many of them passed out in the test.

Steps:

- Click on "Short Term Training Providers" button in Main Menu
- Click on "TP-8: Graduation Status and Skill Test of Trainees" button
- Select the search criteria like Year, TG ID, and Training District etc.
- Click on Search Button
- Click on "Skill Test" button
- Graduation and Skill Test Entry window will appear

TP-8: Graduation Status and Skill Test of Trainees

Citizenship No. *	<input type="text"/>		
First Name *	<input type="text"/>		
Last Name *	<input type="text"/>		
Graduation Status	<input checked="" type="radio"/> Training Completed <input type="radio"/> Training Not Completed		
Applied for skill Test	Yes <input type="button" value="v"/>		
Registration Number	<input type="text"/>		
Skill Test Appeared	No <input type="button" value="v"/>		
Skill Test Result	Process <input type="button" value="v"/>		
Certificate Received	No <input type="button" value="v"/>		
Skill Test Details			
Form Sent to NSTB	No <input type="button" value="v"/>		
Form Sent Date	<input type="text"/>		
Skill Test Date	<input type="text"/> to <input type="text"/>		
Skill Test Assessors' Team from NSTB			
S.No.	Name	Organization	Designation
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Save"/>			

Enter the information about Skill Test of the Trainee
Click on "Save" button.

TP-9: Placement of Trainees Employment Status, Recording of Income

The efforts made by T&E Service Provider for the placement of graduates to job should be recorded. It should be followed by their current employment status and the level of income earned after employment. For those who are applied, data should be entered regarding location of employment and the address of the contact person supervising his/her work.

The project has specified different income levels for different types of employment. Therefore, data should be entered to see if it was gainful.

Steps:

Click on “Short Term Training Providers” button in Main Menu

Click on “TP-9: Placement of Trainees Employment Status, Recording of Income” button

Select the search criteria like Year, TG ID, and Training District etc.

Click on Search Button

Click on “Placement, Employment & Income” button of desired Trainee

Placement of Trainees Employment Status, Recording of Income Entry window will appear

TP-9: Placement of Trainees Employment Status, Recording of Income

Citizenship No. *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Training Start Date	<input type="text"/>
Training End Date	<input type="text"/>
TG ID	<input type="text"/>
Trade	<input type="text"/>
Contact Status	Reached <input type="button" value="v"/>
Has Graduate been Employed?	No <input type="button" value="v"/> Locked No <input type="button" value="v"/>
Nature of work	[Select] <input type="button" value="v"/>
Source of access to employment	[Select] <input type="button" value="v"/>
Other(specify)	<input type="text"/>

Employment And Income Details(If Employed)						
Month #	Month Name	Employment Type	Grace Period	Income (in NPR)	Working in	Employment Organization Information
1	[Select] <input type="button" value="v"/>	[Select] <input type="button" value="v"/>	No <input type="button" value="v"/>	0	[Select] <input type="button" value="v"/>	Organization <input type="text"/> District [Select] <input type="button" value="v"/> VDC/MP <input type="button" value="v"/> Toile <input type="text"/> Ward No. <input type="text"/> Contact Person <input type="text"/> Contact No <input type="text"/>
2	[Select] <input type="button" value="v"/>	[Select] <input type="button" value="v"/>	No <input type="button" value="v"/>	0	[Select] <input type="button" value="v"/>	<input type="button" value="Same as Previous"/> Organization <input type="text"/> District [Select] <input type="button" value="v"/> VDC/MP <input type="button" value="v"/> Toile <input type="text"/> Ward No. <input type="text"/> Contact Person <input type="text"/> Contact No <input type="text"/>
3	[Select] <input type="button" value="v"/>	[Select] <input type="button" value="v"/>	No <input type="button" value="v"/>	0	[Select] <input type="button" value="v"/>	<input type="button" value="Same as Previous"/> Organization <input type="text"/> District [Select] <input type="button" value="v"/> VDC/MP <input type="button" value="v"/> Toile <input type="text"/> Ward No. <input type="text"/> Contact Person <input type="text"/> Contact No <input type="text"/>

4	[Select] ▾	[Select] ▾	No ▾	0	[Select] ▾	<input type="button" value="Same as Previous"/> Organization <input type="text"/> District [Select] ▾ VDC/MP ▾ Tole <input type="text"/> Ward No. <input type="text"/> Contact Person <input type="text"/> Contact No <input type="text"/>
5	[Select] ▾	[Select] ▾	No ▾	0	[Select] ▾	<input type="button" value="Same as Previous"/> Organization <input type="text"/> District [Select] ▾ VDC/MP ▾ Tole <input type="text"/> Ward No. <input type="text"/> Contact Person <input type="text"/> Contact No <input type="text"/>
6	[Select] ▾	[Select] ▾	No ▾	0	[Select] ▾	<input type="button" value="Same as Previous"/> Organization <input type="text"/> District [Select] ▾ VDC/MP ▾ Tole <input type="text"/> Ward No. <input type="text"/> Contact Person <input type="text"/> Contact No <input type="text"/>
7	[Select] ▾	[Select] ▾	No ▾	0	[Select] ▾	<input type="button" value="Same as Previous"/> Organization <input type="text"/> District [Select] ▾ VDC/MP ▾ Tole <input type="text"/> Ward No. <input type="text"/> Contact Person <input type="text"/> Contact No <input type="text"/>
8	[Select] ▾	[Select] ▾	No ▾	0	[Select] ▾	<input type="button" value="Same as Previous"/> Organization <input type="text"/> District [Select] ▾ VDC/MP ▾ Tole <input type="text"/> Ward No. <input type="text"/> Contact Person <input type="text"/> Contact No <input type="text"/>

Drop Out

Enter information about Income and Employment of Trainee

Click on "Same as Previous" button to copy previous month details

Click on "Get Status" button to get Status Employed/Dropout or It will be automatically calculated while

Saving record

Click on "Save" button

TP-10: Linkage of Trainee with Credit Services

The training graduates, who select “self-employment” option after training need resources for investment in the enterprise. Such training graduates tend to access credit for available sources. In this process, some graduates directly approach to the credit institutions, while the others are supported by the T&E Service Providers in establishing link between the graduate and the credit organization.

For the identification of graduates accessing the loan, data should be recorded on whether he/she has taken credit or not. If the graduate has taken, then further data required to be entered would be the purpose of taking such credit (i.e. the activity for which the loan is taken), the institution from where the credit is obtained, type of the institution and address of the institution. Similarly, data should also be recorded on matching fund invested by the graduate (as a mandatory condition for credit or from his/her own interest as available). It should also record interest rate applied on loan per annum and the duration for which the loan is taken.

Steps:

- Click on “Short Term Training Providers” button in Main Menu
- Click on “TP-10: Linkage of Trainee with Credit Services” button
- Select the search criteria like Year, TG ID, and Training District etc.
- Click on Search Button
- Click on “Credit Linkage” button of desired Trainee
- Linkage of Trainee with Credit Services Entry window will appear. i.e.

TP-10:Linkage of Trainee with Credit Services

Citizenship No. *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Loan Taken by the Graduate	No <input type="button" value="v"/>
if yes fill following information	
Purpose of Loan	[Select] <input type="button" value="v"/> Other(Specify) <input type="text"/>
Person/Institution Name	<input type="text"/>
Type of institution	[Select] <input type="button" value="v"/> Other(Specify) <input type="text"/>
Address of Institution	<input type="text"/>
Self Investment(in NPR)	<input type="text"/>
Total loan amount(in NPR)	<input type="text"/>
Total investment for the business(in NPR)	<input type="text"/>
Annual Interest on the loan(in percent)	<input type="text"/> (Example: if the interest rate is 3% per month that is 36% per year)
Loan Period(in months)	<input type="text"/>
	<input type="button" value="Save"/>

Enter information about Credit Linkage Details for Trainee for his further business/career
Click on “Save” button

TP-11: Declarations by Training Partner about the Adoption of Good Governance Norms and Practices

The T&E Service Provider is expected to follow established norms of good governance in the implementation of activities undertaken in partnership with EVENT. Therefore, they should certify that the data they have shared and the statements forwarded to EVENT are authentic. To make this sure, the T&E Service Provider should declare that there are no frauds involved, incomes reported are authentic, there is no conflict of interest between support organization and the T&E Service Provider implemented training activities etc.

Steps:

Click on “Short Term Training Providers” button in Main Menu

Click on “TP-11: Declarations by Training Partner about the Adoption of Good Governance Norms and Practices” button

TP-11: Declarations by Training Partner about the Adoption of Good Governance Norms and Practices Entry window will appear. i.e.

TP-11:Declarations by Training Partner about the Adoption of Good Governance Norms and Practices

TP Name *	[Select] ▼	Year	[Select] ▼	
There is no appearance of different applicants for different events in the same training (e.g. beginning of training, skill-testing and / or income verification)				<input type="checkbox"/>
Graduates are never put under pressure to report higher level of income				<input type="checkbox"/>
Graduates are never provided special incentive to report higher level of income				<input type="checkbox"/>
All information given by the graduates during income verification is authentic				<input type="checkbox"/>
There are no reported cases that include the training which was registered but not conducted				<input type="checkbox"/>
There is no reported training which has been sold to more than one donors				<input type="checkbox"/>
There is no reported training which involved the delivery of lower hours of work than planned				<input type="checkbox"/>
Reported income earning data is true and not inflated simply for the purpose of showing greater performance				<input type="checkbox"/>
There is no conflict of interest involved in the partnership (because of some responsible persons or their relatives working in the support agencies (e.g. Donor,EVENT, MOE, DOE etc.)) who offer undue favours.				<input type="checkbox"/>
Bookkeeping is true and fair without any mix of fraudulent transactions				<input type="checkbox"/>
Level of recorded income earning is not blurred with the confusion about gross income and net profit in the case of self-employed graduate				<input type="checkbox"/>
Level of recorded income earning is not inflated with a mix of monetized value of fringe benefits provided to the salaried employee				<input type="checkbox"/>
Level of recorded income earning is not influenced by a mix of employer's artificial reporting of higher wage rate/salary than it is actually paid				<input type="checkbox"/>
Level of recorded income earning is not inaccurate because of all graduates reporting same earning as they were interviewed in a group				<input type="checkbox"/>
<input type="button" value="Save"/>				

Check the check boxes you agreed upon.

Click on “Save” button

Reports Menu

This menu includes reports that are essential and helpful for T&E providers.

All report opening steps are same i.e

Click on “Short Term Training Providers” button in Main Menu

Click on Reports Button

Click on Desired Report

Select option as required

Click on “Show” button

Note: You can save report to excel by Clicking on “Save As” menu in Browser

Type the file name with .xls extension at last

Click on “Save” button

Reports

General Reports

Trade List - All	Displays List of All Trades.
Trade List - Awarded	Displays List of All Trades which are awarded in current session.
Training Plan	Displays Training Plan.
Public Announcement of Training	Displays Public Announcement detail report.
Trainee Selection Interview	Displays Trainee Selection Interview Detail report.
Score Form	Display Score Form for Trainee Selection.
Ranking Form/Trainee Selection Status	Display Ranking Form of Trainee Selection.
Selection Completion Form	Displays selection completion form with filled data.
Trainer List	Displays Trainer List.
Applied vs Selected	Displays Applied vs Selected Report
Report template as per Agreement Annex 1	Displays Report template as per Agreement Annex 1.
Training Status Report	Displays Training Status Report

TP First Quarter Reports

TG wise Trainee Report	Displays List of Trainee in Current Session Sorted on Event.
OJT Status Report	Displays OJT Status report for individual trainee.
Skill Test Status Report	Displays Skill Test Status Report for individual Trainee.
Skill Test Summary Report	Displays Skill Test Summary Report/Chart.
Skill Plus Package Delivered	TP wise Skill Plus Package Delivered report.
Life Skill Status Report	Displays Life Skill Training status for individual trainee.
Business Skill Status Report	Displays Business Skill Training status for individual trainee.

TP Second/Third Quarter Reports

Employment and Income Verification Report

First Three Months Income	Displays First three months income status of Individual Trainee.
Six Months Income	Displays Six months income status of Individual Trainee.
Eight Months Income	Displays Eight months income status of Individual Trainee.
TG wise Income Increment Report	Displays Income Increment report before and after skills training.
TG wise 3/6 month Employed Report	Displays 3/6 month employed report.
TG wise Trained and Employment(3 months)	Displays TG wise Trained and Employment Status based on three months data for the selected criteria.

Financial Report

First Claim	Displays first installment claim report.
Second Claim	Displays second installment claim report.
Third Claim	Displays third installment claim report.
Financial Report (With Dropout)	Displays financial claim report with dropout number of trainees.

Implementation Reports

District Wise Trainees	Displays District wise Summary of Trainees in current session with Map .
Trade Wise Trainees	Displays Trade wise Summary of Trainees in current session.
Training Implementation Status	Displays List of Training Events conducted by different TPs.

Outcome Reports

Trade wise Trained and Employment	Displays Trade wise Trained and Employment Status for the selected criteria.
TG wise Trained and Employment	Displays TG wise Trained and Employment Status for the selected criteria.
Type of Employment	Displays Type of employment report/ Chart .

Data Entry Status

Data Entry Status Summary	Displays Summary report for Data Entry Status of TP's.
Training Plan Data Check List	Displays Training Plan Data Checklist.
Training Implementation Data Entry Check List	Displays Training Implementation Data Entry Check List.
Photo not uploaded Trainees	Displays Selected Trainees list whose photo is not uploaded.
Proof not uploaded Trainees	Displays Selected Trainees list whose proof is not uploaded for special condition/group.

END