

**Monitoring Plan**  
**for**  
**Workplace-based Training (Apprenticeship)**

National Academy for Vocational Training (NAVt)

April 2025

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## Introduction

The On-the-Job Skill Upgrading Initiative (OJOSUI) Project, December 16, 2024 – May 15, 2025, seeks to enhance workplace-based (apprenticeship) training (WBT) in Nepal by supporting the National Academy of Vocational Training (NAVT) to implement it. The Project is supported by the World Bank Group and implemented with technical assistance from Helvetas Nepal. The Project's key components include supporting the NAVT in curriculum development, preparing the Project Operational Manual (POM), developing the monitoring and evaluation framework, and knowledge management and communication strategy, and institutional capacity building of the NAVT for the implementation of WBT (apprenticeship).

By implementing the WBT (apprenticeship), NAVT aims to bridge the skills gap between the requirement of the industries and of the unemployed youth. The WBT (apprenticeship) will be carried out in its entirety in industries, and comprises of the training component (one to six months) and employment component (two to six months), which upon completion by trainees result in industry ready graduates with relevant skills and experience.

## About the Monitoring Plan

This Monitoring Plan outlines how the monitoring of WBT (apprenticeship) will be carried out by NAVT for its quality assurance and to track progress and measure performance to support evidence based decision making. It serves as a guide for collecting, analyzing and using data to ensure that the objectives are being met and the resources are being utilized effectively.

This Monitoring Plan includes the Logical Framework, the Monitoring Framework and checklists of data collection in the pre training, during training and post training stages of training implementation.

Simply put, a Logical Framework outlines the project's goal, outcomes, outputs and activities with the corresponding indicators, means of verification and assumptions. It guides project planning. Monitoring Framework on the other hand specifies how the data against the expected results and its corresponding indicators (of the Logical Framework) will be collected, analyzed and reported to track project progress and performance. It includes tools, timelines and responsibilities for monitoring tasks. It outlines what needs to be monitored, how to monitor, when to monitor and who monitors.

Six different checklist sets have been developed for monitoring and data collection across the three stages of training implementation, namely, pre-training, during training and post training.

## Monitoring Framework

Stage of training	Major areas for monitoring	Monitoring indicators	Means of verification	Checklists to use	Monitoring frequency	Responsible person/s*
Pre training	Advertisement, application, social marketing, institutional coordination related to training announcement	<ul style="list-style-type: none"> <li>- Advertisement of training opportunity in the prescribed format</li> <li>- Advertisement published as planned</li> <li>- Formal communication with local government</li> <li>- Formal communication regarding training opportunities with concerned industries and associations</li> </ul>	<ul style="list-style-type: none"> <li>- Copy of newspapers with advertisement</li> <li>- Radio clips of announcement</li> <li>- Formal letters send to local government and to industries/associations</li> </ul>	Checklist for training announcement related activities	1	<ul style="list-style-type: none"> <li>- Staff from NAVT/centres under NAVT</li> <li>- Labour and Employment Office or</li> <li>- Employment Service Centre (ESC)</li> </ul>
	Readiness for training (training plan, human resource, workplace)	<ul style="list-style-type: none"> <li>- Training implementation plan</li> <li>- Training coordinator and trainer instructors appointed for training</li> <li>- Management of tools, equipment, raw materials as per technical proposal</li> <li>- Safety equipments and other facilities as per technical proposal</li> </ul>	- On site observation	Checklist for Industry's readiness for WBT (apprenticeship) training	1	

	Interview and trainee selection	<ul style="list-style-type: none"> <li>- Collection of sufficient number of application</li> <li>- Documentation of applications with required supporting documents</li> <li>- Applicants provided with orientation on WBT (apprenticeship)</li> <li>- Selection committee members as per POM and oriented on selection process</li> <li>- Preparation of interview checklist by selection committee</li> <li>- All selection committee members present in all interviews</li> <li>- preparation of final list of candidates along with 25% alternate candidates</li> </ul>	<ul style="list-style-type: none"> <li>- Related records maintained by industries</li> <li>- Direct observation</li> </ul>	Checklist for Interview of applicants and trainee selection	1	
During training	WBT (apprenticeship) implementation	<ul style="list-style-type: none"> <li>- Availability of updated training implementation plan, lesson plan, learning diary, visitor's log book, curriculum, POM</li> <li>- Availability of trainer; training coordinator as approved by NAVT</li> <li>- Attendance of trainees and trainers and time table</li> </ul>	<ul style="list-style-type: none"> <li>- On site observation</li> <li>- Records and respective documents</li> <li>- Interview with trainees and trainer</li> </ul>	Checklist for Quality assurance of WBT (apprenticeship) training implementation	1/month	

		<ul style="list-style-type: none"> <li>- Evaluation of learning as guided by curriculum</li> <li>- Facilities as per technical proposal</li> </ul>				
Post training	Employment verification (contract period)	<ul style="list-style-type: none"> <li>- Graduates working in the same occupation as trained in and drawing at least minimum salary (GoN) and SSF contibution</li> </ul>	<ul style="list-style-type: none"> <li>- Interview with graduates and employer (WBT apprenticeship)</li> <li>- Record of salary paid and SSF contribution, payroll,</li> </ul>	Checklist for Employment verification	1 <sup>st</sup> month and last month of employment	
	Employment verification (post contract period)	<ul style="list-style-type: none"> <li>- Graduates working in the same occupation as trained in and drawing at least minimum salary (GoN) and SSF contibution in same or different industry from which trained in</li> </ul>	<ul style="list-style-type: none"> <li>- Interview with graduates and employer (WBT apprenticeship)</li> <li>- Record of salary paid and SSF contribution, payroll,</li> </ul>	Checklist for Employment verification (post contract period)	3 months and 6 months post WBT (apprenticeship contract period)	

\*The monitoring team may be joined by representatives from industry associations and federations

Reporting: A format for monthly Info-sheet with main reporting topics may be developed for monthly reporting which compiled for 3 months will contribute to quarterly report and so forth for presentation to NAVT

## Logical Framework

	Description	Performance Indicators	Means of Verification	Baseline*	Piloting Target**	Assumptions
				2024	2025	
<b>Impact</b>	By implementing the WBT (apprenticeship) model, unemployed youth acquire industry-relevant skills, resulting in a reduced skill gap, increased employment rates, and enhanced economic productivity for both individuals and industries.	...% of the industries implementing WBT (apprenticeship) strongly agree that the training model is effective in bridging the skills gap	Report on employment and income verification 6 months after completion of WBT (apprenticeship) contract of trainees using checklist 6			The RMA effectively identifies the occupations with high demand; curricula for the occupations with high demand developed in collaboration with industries their associations and federations; Industries implement WBT (apprenticeship) training; NAVT supports WBT
		...% of the graduates strongly agree that WBT (apprenticeship) taught them majority of the skills needed at their jobs				
		% of graduates who shifted into regular employment in the industry where they received WBT (apprenticeship) training				

		Annual increase in salary by ...% of the employed graduates				
		Improved productivity by WBT (apprenticeship graduates) - improved time efficiency, lower defect rates, higher output rate, lower waste rate				
<b>Outcome 1</b>	Youth have improved their employability through WBT (apprenticeship)	At least ...% of training graduates are in the same occupation post WBT (apprenticeship) in 3 months employment verification	Report on employment and income verification 6 months after completion of WBT (apprenticeship) contract of trainees using checklist 6  - Payroll of industries			<ul style="list-style-type: none"> <li>- Trainees of WBT (apprenticeship) complete their training and employment period and obtain related certificate and experience letter</li> <li>- WBT (apprenticeship) are offered in occupations with high labour demand</li> </ul>
		Increased interest among graduates to take respective skills test by NSTB	- Report on Employment verification (during contract) using checklist 5			



		Graduates salary is at least same or more than in the WBT (apprenticeship) contract period with contribution to SSF six months after the contract term	Report on employment and income verification 6 months after completion of WBT (apprenticeship) contract of trainees using checklist 6	-		
<b>Output 1.1</b>	Unemployed youth have access to WBT (apprenticeship)	Increase in the no. of unemployed youth enrolled in WBT (apprenticeship) by ...% each year	- WBT (apprenticeship database)	-	200	- Industries offer WBT (apprenticeship) opportunities to unemployed youth
		At least ...% of those enrolled complete their training course	- WBT (apprenticeship database);  - Training report by industry as per annex 6 of WBT (apprenticeship) implementation working procedure, 2081			- Unemployed youth are registered in the ESCs at the local level  - Unemployed youth are informed about WBT (apprenticeship) opportunities
		Of those who complete their training course ...% complete the employment period as per WBT (apprenticeship) contract	- WBT (apprenticeship) database; - Final report by industry as per annex 7 of WBT (apprenticeship)			

			implementation working procedure, 2081 -			
		At least ... communication means used by industries/ their associations/ their federations to inform youth about WBT (apprenticeship) opportunities at each training announcement	<ul style="list-style-type: none"> <li>- Notice on websites of respective ESC, industry associations, NAVT, ....;</li> <li>- PSAs on FM radios;</li> <li>- Pamphlets/flyers;</li> <li>- Miking</li> <li>- Social media such as ...</li> </ul>	-		

<b>Output 1.2</b>	WBT (apprenticeship) is implemented	At least .. no of training events are implemented each year	- WBT (apprenticeship) database;	-		<ul style="list-style-type: none"> <li>- Approval of Workplace-based training - procedural guidelines by MoLESS;</li> <li>- Trainers are available;</li> <li>- Industries support WBT (apprenticeship);</li> <li>- Unemployed youth are interested and apply for the opportunity;</li> </ul>
		At least ... curricula on WBT (apprenticeship) developed/ adapted by NAVT by ....	- Respective Curricula	-		<ul style="list-style-type: none"> <li>- Occupations to develop curricula in are approved by the NAVT Board;</li> </ul> <p>Industries participate in curriculum development process conducted by NAVT</p>

<b>Output 1.3</b>	NAVT's institutional capacity is strengthened to implement WBT (apprenticeship)	Project Operational Manual (POM) is developed and used in the implementation of WBT (apprenticeship); KM strategy is developed and implemented; M&E framework is developed and implemented; capacity development plan developed and implemented	POM document; KM and Communication Strategy document; Knowledge products; Website of NAVT re-engineered; Social media presence (facebook, Twitter); ... no. of podcasts; M&E framework for WBT (apprenticeship); Capacity development plan; report of capacity development events conducted			<ul style="list-style-type: none"> <li>- NAVT management and staff support and engage in development and implementation of POM, curriculum development, Knowledge Management and Communication Strategy, Monitoring Framework, and capacity development of its staff – for WBT (apprenticeship)</li> </ul>
<b>Outcome 2</b>	Industries' needs for skilled workforce effectively addressed by WBT (apprenticeship)	...% of WBT (apprenticeship) graduates retained in the same occupation 6 months post contract period	Report on employment and income verification 6 months after completion of WBT (apprenticeship) contract of trainees using checklist 6			<ul style="list-style-type: none"> <li>- Labour market assessment rightly identifies occupations with high demand;</li> <li>- WBT (apprenticeship) is effective in addressing skills development and employment among unemployed youth</li> </ul>

		... % employers are satisfied with the performance and skills level of the graduates during employment period				- Industries implement WBT (apprenticeship)
		Improved productivity by WBT (apprenticeship graduates) - improved time efficiency, lower defect rates, higher output rate, lower waste rate				
		Increase in demand from industries, their associations or federations to implement WBT (apprenticeship model) – Increase in demand in the no. of such training each year by ...%; Increase in types of occupations for WBT (apprenticeship) requested by industries and associations	Rapid market appraisal report; EOI			
<b>Output 2.1</b>	Industries participate curriculum development process	At least .. no. of instructors/representatives from the respective industry included in the committee for curriculum development	List of members in the respective curriculum development committee			- Industries have skilled craftsperson who participates and contributes in the curriculum development committee  - Industries see the value in

						being involved in the curriculum development process
<b>Output 2.2</b>	Youth are informed about opportunities in WBT (apprenticeship) in different occupations and understand this model of training	<ul style="list-style-type: none"> <li>- Industries, their associations or federation inform respective ESCs and at least .. no. of youth groups and respective organizations (representing the marginalized groups) about upcoming training opportunities targeting the unemployed youth</li> <li>- Increase in the number of industries, their associations and federation participating in employment fairs and seminars;</li> <li>- At least ... agenda presented at the employment seminar through industry associations or federations to promote WBT (apprenticeship) among youth and industries</li> </ul>	<p>Formal letter to ESCs and respective organizations or record of information sharing events (meeting);</p> <p>Newspaper reporting;</p> <p>Record of event participants</p>			The means of communication to reach the unemployed youth is appropriate

		At least ... communication means used to inform youth about WBT (apprenticeship) opportunities	<ul style="list-style-type: none"> <li>- Notice on websites of respective ESC, industry associations, NAVT, ....;</li> <li>- PSAs on FM radios;</li> <li>- Pamphlets/flyers;</li> <li>- Miking - .....</li> </ul>	-		
<b>Outcome 3</b>	Industries offer conducive work environment	<ul style="list-style-type: none"> <li>- Industries follow GoN's standards for salary, SSF contribution and at least .. more provisions (re. leave, over-time, festival allowance, ....)</li> <li>- Industries have and implement the OHS plan</li> <li>- Industries have and implement Human Resource Development plan</li> </ul>	<ul style="list-style-type: none"> <li>- Employment contract;</li> <li>- Salary slip;</li> <li>- Report on employment and income verification using checklist 6</li> <li>-</li> </ul>			<ul style="list-style-type: none"> <li>- Industries see the value of offering conducive work environment for its income, staff retention and profitability</li> </ul>

<b>Output 3.1</b>	Industries have developed Human Resource Development (HRD) plan	Human Resource Development plan	- Human Resource Development plan			<ul style="list-style-type: none"> <li>- Availability of HR in the industry who can develop HRD plan, or support from NAVT or industry association</li> <li>- Industries' management supports developing and implementing HRD plan</li> </ul>
<b>Output 3.2</b>	Industries have OHS plan to implement the OHS standards developed by MoLESS	OHS plan	- OHS plan			<ul style="list-style-type: none"> <li>- Industries' management supports developing and implementing OHS plan-</li> <li>- Availability of HR in the industry who can develop OHS plan, or support from NAVT or industry association</li> </ul>
<b>Output 3.3</b>	Industries have enhanced their capacity to implement WBT (apprenticeship)	At least ...% of industries implementing WBT (apprenticeship) have skilled craftsperson inhouse to provide the training	- Evidence of participation in the WBT (apprenticeship) orientation or ToT certificate			<ul style="list-style-type: none"> <li>- Skilled craftsperson provided with ToT or orientation on WBT (apprenticeship) implementation;</li> <li>- Availability HR plan that considers WBT (apprenticeship) to fulfill need in workforce</li> </ul>
		At least ...% of industries consider WBT (apprenticeship) graduates in their human resource planning	- Human Resource plan			



		Infrastructure and facilities available for WBT (apprenticeship) implementation	- Observation (infrastructure, OHS instruction), curricula, POM, lesson plan, learning diary, ...			
*Baseline: Data from current training models implemented by NAVT and other projects implementing Apprenticeship model may be used as proxy where available						
	**Piloting Target: Take baseline data as a reference to set the target					

## Checklists

### Checklist 1: Checklist for training announcement related activities

Name and address of industry (employer):					
Name of occupation:					
Proposed location for WBT (apprenticeship):					
Proposed time WBT (apprenticeship):			Start date:		End date:
Name of training coordinator:				Contact no.:	
S.N.	Activities	Measurement of indicators			
		Yes (2)	Some (1)	No (0)	Remarks
a	Promotion and dissemination of information:				
1	Used various means of communication to disseminate information on training				
1.1	Training announcement in FM and radio continuously for a week				
1.2	Training announcement in local and national dailies twice in interval of a week				
1.3	Training announcement followed the format as presented in the POM				
2	Coordinated with local government for dissemination of training announcement				
3	For participation in the training by marginalized, women, Dalit, Janajatis, communicated officially and coordinated with at least 2 related organizations and groups				
4	Which means of communication was found effective in dissemination of training announcement?				
5	Collection of applications:				
5.1	Collected more applications than the number of individuals to be trained				

5.2	Collected the required documents along with the applications and registered the applicants				
5.3	All information (5.2) are entered in the database				
Findings from the monitoring:					
Suggestions:					

**From NAVT\*:**

Name:

Designation:

Organization:

Signature:

Date:

**From employer:**

Name:

Designation:

Signature:

Date:

\* staff from NAVT/centres under NAVT or Labour and Employment Office or Employment Service Centre

## Checklist 2: Industry's readiness for WBT (apprenticeship) training

<b>a</b>	<b>Proposed plan for WBT (apprenticeship)</b>				
	Name and address of industry (employer):				
	Name of occupation:				
	Proposed location for WBT (apprenticeship):				
	Proposed time WBT (apprenticeship):	Start date:	End date:		
	Proposed time of employment:	Start date:	End date:		
	Proposed trainee no.:				
<b>b</b>	<b>Proposed human resource</b>				
	Name of training coordinator:	Proposed/new	Qualification	Experience	Contact no.
	Name of trainer/s	Proposed/new	Qualification	Experience	ToT
	1.				
	2.				
<b>SN</b>	<b>Activities</b>	<b>Measurement of indicators</b>			
		<b>Yes (2)</b>	<b>Some (1)</b>	<b>No (0)</b>	<b>Remarks</b>
c	Preparation for workplace for training:				
1	Management of training workplace as per the technical proposal				

2	Management of tools and equipment as per the curriculum				
3	Training implementation plan made available in the training area				
4	Curriculum and training manual made available in training venue				
5	Clean toilets (separate for men and women)				
6	Dining, changing, resting area, enough tables and chairs				
7	Availability of first aid kit in the training area				
8	Availability of fire extinguisher				
9	Availability of safety equipment and PPE, and demonstration of their use in training area				
10	Information about the training (banner)				
11	Availability of adequate stationery				
12	Availability of required forms (attendance, lesson plan, logbook, visitors logbook, learning diary,...)				

13	Workplace (training venue) approved for training				
Findings from the monitoring:					
Suggestions:					
<b>From NAVT*:</b>			<b>From employer:</b>		
Name:			Name:		
Designation:			Designation:		
Organization:			Signature:		
Signature:			Date:		
Date:					
* staff from NAVT/centres under NAVT or Labour and Employment Office or Employment Service Centre					

### Checklist 3: Interview of applicants and trainee selection

Name and address of industry (employer):					
Name of occupation:					
Proposed location for WBT (apprenticeship):					
Proposed time WBT (apprenticeship):		Start date:		End date:	
Proposed trainee no.:					
Orientation date:				No. of applicants present:	
Proposed time of employment:		Start date:		End date:	
Interview date:			Interview location:		
No. of interviewees:			Female:		Male:
SN	Activities	Measurement of indicators			
		Yes (2)	Some (1)	No (0)	Remarks
1	Applicants oriented prior to interview				
2	Selection committee members** oriented on the selection process as per POM				
3	Selection committee provided with the list of applicants from database				
4	Interview conducted as per the checklist developed				
5	As per the POM, collected all required documents from applicants				
6	Kept record of applicants present at the interview				
7	Published the details of selected candidates with 25% in the waiting list and informed the respective applicants				
Findings from the monitoring:					

Suggestions:	
<b>From NAVT*:</b>	<b>From employer:</b>
Name:	Name:
Designation:	Designation:
Organization:	Signature:
Signature:	Date:
Date:	
* staff from NAVT/centres under NAVT or Labour and Employment Office or Employment Service Centre (ESC)	
** Employer representative and staff from NAVT/centres under NAVT or staff from ESC	



#### Checklist 4: Quality assurance of WBT (apprenticeship) training implementation

Name and address of industry (employer):		
Name of occupation:		
Location for WBT (apprenticeship):		
Time of WBT (apprenticeship):		
Trainee no.:		
Duration of WBT (apprenticeship):		
Start date:		End date:
Proposed time of employment:		
Start date:		End date:
Name of training coordinator:		Contact no.:
Name of instructor:		Contact no.:
Curriculum used:		
<b>SN</b>	<b>Activities</b>	<b>Measurement of indicators</b>
<b>1</b>	<b>Employers (workplace):</b>	
1.1	Situation of the workplace <sup>1</sup>	
1.2	Facilities available at the workplace <sup>2</sup>	
1.3	Availability of instructor	
1.4	Response of trainees to the training provided by the instructor along with name and contact no.	
1.5	Process/method of program implementation	
1.6	Follow the set time table	
1.7	Appropriateness of raw materials and technology used	
1.8	Curriculum used	
<b>2</b>	<b>Related to trainees</b>	

2.1	No. of trainees selected for training					
2.2	No. of trainees participating in training					
2.3	Follow the set time table and code of conduct					
2.4	Interest in learning skills					
2.5	Got equal opportunity to learn					
2.6	Access to training procedure					
2.7	Situation of facilities					
<b>3</b>	<b>Related to trainer</b>					
3.1	Implementation of activities as per curriculum					
3.2	Follow the set time table					
4	Progress of WBT (apprenticeship)					
	<b>Major activities</b>	<b>Supporting activities</b>	<b>Indicator</b>	<b>Means of verification</b>	<b>Progress status</b>	
4.1						
4.2						
4.3						
4.4						
5	Quality of training implementation					
6	Situation on the day if monitoring					
6.1	Presence of trainer					
6.2	Presence of trainees					
6.3	Brief description of activities carried out					
7	Response of trainees to the service and facilities provided by the employer (include names and contact no.)					
8	Response of trainers to the service and facilities provided by the employer (include names and contact no.)					

9	Other activities as per the MOU between NAVT and employer	
9.1		
9.2		
9.3		
Findings from the monitoring:		
Suggestions to trainee:		
Suggestions to trainer:		
Suggestions to employer:		
<sup>1</sup> tidy, training banner, safety instruction, stationery, logbook, attendance, curriculum, POM, training plan, lesson plan, tools and equipment		
<sup>2</sup> adequate furniture, toilet, drinking water, dining & resting area, first aid, PPE, fire extinguisher		
<b>From NAVT*:</b>		<b>From employer:</b>
Name:		Name:
Designation:		Designation:
Organization:		Signature:
Signature:		Date:
Date:		
Date of submission of report:		
* staff from NAVT/centres under NAVT or Labour and Employment Office or Employment Service Centre (ESC)		
** Employer representative and staff from NAVT/centres under NAVT or staff from ESC		

## Checklist 5: Employment verification (during contract)

Name and address of industry (employer):	
Name of occupation:	
Location for WBT (apprenticeship):	
Duration of WBT (apprenticeship):	
Start date:	End date:
Proposed time of employment:	
Start date:	End date:
Name of training coordinator:	Contact no.
Name of instructor	Contact no.
Curriculum used:	
Graduate's name:	
Designation:	
Graduate's contact no.:	
Gender:	
Start date of employment (during contract):	
<b>Graduate/employee:</b>	
1	List down the tasks (specific actions as a part of large process or role) you are required to perform in your job.
2	Do you think that WBT (apprenticeship) was sufficient to teach you the related knowledge, skills and attitude to carry out your tasks and job well?
	a) Strongly agree
	b) Agree
	c) Neutral (neither agree nor disagree)
	d) Disagree
	e) Strongly disagree
2.1	If you answered (d) or (e) , what additional skills, knowledge and attitude needs to be taught in the training?
3	Do you get mentoring support or guidance during work?

	a) Yes    b) No
3.1	If you answered "Yes", by whom?
4	Are you satisfied with your current job?
	a) Very satisfied
	b) Satisfied
	c) Neutral (neither satisfied nor dissatisfied)
	d) Dissatisfied
	e) Very dissatisfied
4.1	If you answered (d) or (e), what needs improvement either in the training or at the workplace or both?
	a) In the training:
	b) At the workplace:
5	What is your salary/month?
6	Besides salary, do you get SSF contribution and any other benefits?
	a) Yes    b) No
6.1	If you answered "Yes" What other benefits do you get?
7	Do you get overtime?
	a) Yes    b) No
7.1	If you answered "Yes", on average how many hours/month and at what rate per hour ?
8	Have you taken skills test?
	a) Yes    b) No
9	Are you interested to take skills test?
	a) Yes    b) No    c) Not decided
9.1	If you answered "Yes" do you need any support to take the skills test?
	a) Yes    b) No
9.2	If you answered "Yes", what support do you need?
10	Would you be interested for a training to upgrade your skills?
	a) Yes    b) No    c) Don't know
10.1	If you answered "Yes" , what kind of training?
11	Are you planning for foreign employment?
	a) Yes    b) No    c) Not decided

Employer:						
1	Are you satisfied with the graduates work (performance and skills level)?					
	a) Yes    b) No					
1.1	If you answered "No", what needs improvement?					
2	Are you satisfied with the graduates conduct at work?					
	a) Yes    b) No					
2.1	If you answered "No", what needs improvement?					
3	Do you think that the training model has been effective in bridging the skills gap? (tick one)					
	a) Strongly agree					
	b) Agree					
	c) Neutral (neither agree nor disagree)					
	d) Disagree					
	e) Strongly disagree					
3.1	If you answered (d) or (e), how can the skills gap be bridged?					
4	Do you agree that the productivity (example: output per labor hour) of your company has increased by employing WBT (apprenticeship graduates)?					
	a) Strongly agree					
	b) Agree					
	c) Neutral (neither agree nor disagree)					
	d) Disagree					
	e) Strongly disagree					
4.1	<b>Total no. of workers in production (a)</b>	<b>Hours worked/day (b)</b>	<b>No. of working days/month (c)</b>	<b>Total labour hours/month (d)</b>	<b>Output/ month (e)</b>	<b>Productivity: Output/ month (f) = e/d</b>
5	Do you agree that the WBT (apprenticeship) graduates work have resulted in lower defect rates?					
	a) Strongly agree					
	b) Agree					
	c) Neutral (neither agree nor disagree)					
	d) Disagree					

	e) Strongly disagree				
6	Do you agree that the WBT (apprenticeship) graduates work have resulted in higher "output rates"?				
	a) Strongly agree				
	b) Agree				
	c) Neutral (neither agree nor disagree)				
	d) Disagree				
	e) Strongly disagree				
7	Do you agree that the WBT (apprenticeship) graduates work have resulted in lower "waste rates"?				
	a) Strongly agree				
	b) Agree				
	c) Neutral (neither agree nor disagree)				
	d) Disagree				
	e) Strongly disagree				
8	Do you agree that the "waste rates" have lowered?				
	a) Strongly agree				
	b) Agree				
	c) Neutral (neither agree nor disagree)				
	d) Disagree				
	e) Strongly disagree				
9	What is the salary/month of ....?				
10	Besides salary, do you give SSF contribution and any other benefits?				
	a) Yes    b) No				
10.1	If you answered "Yes", what other benefits do you give?				
11	Do you give overtime?				
	a) Yes    b) No				
11.1	If you answered "Yes", on average how many hours/month and at what rate per hour?				
12	Please check (tick mark) all that apply to your industry:				
		<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Remarks</b>
	a. Your company has HRD plan				

	b. Your company implements the HRD plan				
	c. Your company has OHS plan				
	d. Your company implements OHS plan				
	e. Leaves (weekly, public holidays, home leave, sick leave, maternity leave, paternity leave, mourning leave, leave in lieu)				How many days in each category?
13	Has your company considerer apprentices in its HRD plan?				
	a) Yes    b) No				
13.1	If you answered "No", can you explain why not?				
Findings from the monitoring:					
How was the form filled?					
1. By meeting the graduate at the workplace					
2. Via telephone					
<b>From NAVT*:</b>			<b>From employer:</b>		
Name:			Name:		
Designation:			Designation:		
Organization:			Signature:		
Signature:			Date:		
Date:					
* staff from NAVT/centres under NAVT or Labour and Employment Office or Employment Service Centre (ESC)					
** Employer representative and staff from NAVT/centres under NAVT or staff from ESC					



## Checklist 6: Employment verification (post contract period)

Graduate's name:	
Graduates address:	
Graduate's contact no.	
Current designation/occupation:	
Occupation (wbt (apprenticeship) trained in:	
Gender:	
Name of industry/employer:	
Address of industry:	
Contact no. of industry:	
Name of supervisor:	
Start date of employment (post WBT (apprenticeship) contract period):	
<b>Graduate/employee:</b>	
1	List down the tasks (specific actions as a part of large process or role) you are required to perform in your job.
2	Do you think that WBT (apprenticeship) was sufficient to teach you the related knowledge, skills and attitude to carry out your tasks and job well?
	a) Strongly agree
	b) Agree
	c) Neutral (neither agree nor disagree)
	d) Disagree
	e) Strongly disagree
2.1	If you answered (d) or (e) , what additional skills, knowledge and attitude needs to be taught in the training?
3	Do you get mentoring support or guidance during work?
	a) Yes    b) No
3.1	If you answered "Yes", by whom?
4	Are you satisfied with your current job?
	a) Very satisfied

	b) Satisfied
	c) Neutral (neither satisfied nor dissatisfied)
	d) Dissatisfied
	e) Very dissatisfied
4.1	If you answered (d) or (e), what needs improvement either in the training or at the workplace or both?
	a) In the training:
	b) At the workplace:
5	What is your salary/month?
6	Besides salary, do you get SSF contribution and any other benefits?
	a) Yes    b) No
6.1	If you answered "Yes" What other benefits do you get?
7	Do you get overtime?
	a) Yes    b) No
7.1	If you answered "Yes", on average how many hours/month and at what rate per hour ?
8	Have you taken skills test?
	a) Yes    b) No
9	Are you interested to take skills test?
	a) Yes    b) No    c) Not decided
9.1	If you answered "Yes" do you need any support to take the skills test?
	a) Yes    b) No
9.2	If you answered "Yes", what support do you need?
10	Would you be interested for a training to upgrade your skills?
	a) Yes    b) No    c) Don't know
10.1	If you answered "Yes" , what kind of training?
11	Are you planning for foreign employment?
	a) Yes    b) No    c) Not decided
<b>Employer:</b>	
1	Are you satisfied with the graduates work (performance and skills level)?
	a) Yes    b) No
1.1	If you answered "No", what needs improvement?

2	Are you satisfied with the graduates conduct at work?					
	a) Yes      b) No					
2.1	If you answered "No", what needs improvement?					
3	Do you think that the training model has been effective in bridging the skills gap? (tick one)					
	a) Strongly agree					
	b) Agree					
	c) Neutral (neither agree nor disagree)					
	d) Disagree					
	e) Strongly disagree					
3.1	If you answered (d) or (e), how can the skills gap be bridged?					
4	Do you agree that the productivity (example: output per labor hour) of your company has increased by employing WBT (apprenticeship graduates)?					
	a) Strongly agree					
	b) Agree					
	c) Neutral (neither agree nor disagree)					
	d) Disagree					
	e) Strongly disagree					
4.1	<b>Total no. of workers in production (a)</b>	<b>Hours worked/day (b)</b>	<b>No. of working days/month (c)</b>	<b>Total labour hours/month (d)</b>	<b>Output/ month (e)</b>	<b>Productivity: Output/ month (f) = e/d</b>
5	Do you agree that the WBT (apprenticeship) graduates work have resulted in lower defect rates?					
	a) Strongly agree					
	b) Agree					
	c) Neutral (neither agree nor disagree)					
	d) Disagree					
	e) Strongly disagree					
6	Do you agree that the WBT (apprenticeship) graduates work have resulted in higher "output rates"?					
	a) Strongly agree					
	b) Agree					

	c) Neutral (neither agree nor disagree)				
	d) Disagree				
	e) Strongly disagree				
7	Do you agree that the WBT (apprenticeship) graduates work have resulted in lower "waste rates"?				
	a) Strongly agree				
	b) Agree				
	c) Neutral (neither agree nor disagree)				
	d) Disagree				
	e) Strongly disagree				
8	Do you agree that the "waste rates" have lowered?				
	a) Strongly agree				
	b) Agree				
	c) Neutral (neither agree nor disagree)				
	d) Disagree				
	e) Strongly disagree				
9	What is the salary/month of ....?				
10	Besides salary, do you give SSF contribution and any other benefits?				
	a) Yes    b) No				
10.1	If you answered "Yes", what other benefits do you give?				
11	Do you give overtime?				
	a) Yes    b) No				
11.1	If you answered "Yes", on average how many hours/month and at what rate per hour?				
12	Please check (tick mark) all that apply to your industry:				
		<b>Yes</b>	<b>No</b>	<b>Partly</b>	<b>Remarks</b>
	a. Your company has HRD plan				
	b. Your company implements the HRD plan				
	c. Your company has OHS plan				

	d. Your company implements OHS plan				
	e. Leaves (weekly, public holidays, home leave, sick leave, maternity leave, paternity leave, mourning leave, leave in lieu)				How many days in each category?
13	Has your company considerer apprentices in its HRD plan?				
	a) Yes    b) No				
13.1	If you answered "No", can you explain why not?				
Findings from the monitoring:					
How was the form filled?					
1. By meeting the graduate at the workplace					
2. Via telephone					
<b>From NAVT*:</b>			<b>From employer:</b>		
Name:			Name:		
Designation:			Designation:		
Organization:			Signature:		
Signature:			Date:		
Date:					
* staff from NAVT/centres under NAVT or Labour and Employment Office or Employment Service Centre (ESC)					
** Employer representative and staff from NAVT/centres under NAVT or staff from ESC					