

## Personal and Training Information (व्यक्तिगत विवरण)

Name of Trainee: .....

Date of Birth: .....

Current Address: .....

Permanent Address: .....

Local Guardian Name and Contact: .....

Cell Phone: .....

Name of Training: .....

Name and Address of Industry: .....

Total Training Duration in Months:

Training period ..... and Employment Period .....

Training Period Start and End Date: .....

Employment Period Start and End Date: .....

# Welcome to the Program

## (कार्यक्रममा स्वागत)

Welcome to National Academy of Vocational Training's (NAVTV) Workplace-based (apprenticeship) training program. This handbook is designed to guide you through your training journey, outlining your rights, obligations, and the numerous opportunities available through our program.

## Program Overview

### (कार्यक्रमको बारेमा)

### Benefits and Opportunities

What will you gain?

- Practical, hands-on skills in authentic work environment
- Industry work experience
- Industry recognized certificate, which is eligible for nationally accredited certification
- Professional mentorship and guidance
- Enhanced employment prospects

### Training Roadmap

Your training journey follows these key phases:

1. Selection (after agreement with employer) and Orientation
2. Workplace assignment
3. On-the-Job Training
4. Continuous evaluation and feedback
5. Certification
6. Employment

## Your Rights and Responsibilities (तपाईंका अधिकार तथा दायित्वहरू)

### Rights:

As a trainee, you are entitled to:

- A secure and respectful working environment
- Equitable treatment
- Regular feedback and professional guidance
- Timely remuneration or benefits

### Responsibilities :

Your responsibilities include:

- Punctuality and adherence to work protocols
- Active participation and continuous learning
- Upholding workplace safety and ethical standards
- Reporting any issues to your supervisor

## Workplace Guidelines (कार्यस्थल मागदर्शन)

Ensure adherence to the following workplace protocols to maintain an efficient and harmonious environment:

- Formal dress code and professional demeanor
- Defined working hours and structured breaks
- Strict observance of safety procedures
- Immediate reporting of any grievances

## Assessment and Certification (मूल्याङ्कन तथा प्रमाण-पत्र)

### Assessment Criteria:

- Technical proficiency and skill application
- Quality of workplace behavior and professionalism
- Attendance (80% at least) and commitment

### Certification:

On successful completion, you will be awarded 'Training Completion Certificate' by NAVT at the end of Training Period, and you will be provided 'Work Experience Letter' by Employer at the end of Employment Period. Both will serve as a testament to your acquired competencies and readiness for advanced opportunities.

## Learning Support (सिकाइमा सहयोग)

To enhance your learning experience, the following tools are at your disposal:

- A logbook for recording daily insights
- Mentorship sessions for guidance
- Feedback forms to communicate your learning experience

## Grievance and Support System (गुनासो तथा सहयोग प्रणाली)

Should you encounter challenges or issues during your training, please follow these steps:

- Address your concern with your workplace supervisor or mentor
- Contact the NAVT coordinator for further assistance
- Utilize the anonymous feedback option if preferred

## Life After Training (तालिम पछि जीवन)

Upon completion of the program, number opportunities await you:

- Employment or placement in renowned organizations
- Accreditation or Further upskilling prospect
- Continued support and networking through Alumuni network

## Trainee Acknowledgement (प्रशिक्षार्थीको स्वीकृति)

By signing below, you confirm that you have read, understood, and agree to abide by the guidelines, responsibilities, and procedures as outlined in this handbook.

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Trainee Signature

# Learning Record

Date/Day

Job/s done today

Learning from today

Supervisor's Remarks

Signature with date

# Attendance

Date	Attendance	Signature of trainee	Verified by Supervisor