

MEMORANDUM OF UNDERSTANDING:
Programme Agreement

This Memorandum of Understanding (“MOU”) is made at [place of execution] on this [date] day of [month [year] by and between:

- I. [Name of Foundation/Association/Enterprise/Chamber], [type of legal entity], having its office at [address] (hereinafter referred to as “the Lead Agency”), of the first part;

AND

- II. [Name of company], having its office at [address]
- III. [Name of company], having its office at [address]
- IV. [Name of company], having its office at [address]
- V. [Name of company], having its office at [address]

(hereinafter collectively referred to as “the Companies”), of the second part

AND

- VI. [Name of Institute], [type of legal entity], having its office at [address] (hereinafter referred to as “the Institute”), of the third part.

BACKGROUND:

1. Cooperative Vocational Training Schemes (“CVT”) have recently been introduced in Pakistan, based on the modified “Dual Training” concept in order to equip the youth of Pakistan with employable skills.
2. This training model requires companies and institutes to cooperate and provide technical and vocational training to individuals during the course of a specified period.
3. The objective of this training model is that the youth of Pakistan will be able to benefit from receiving specialized theoretical training from the Institute, as well as

practical training from the Companies, and thus secure meaningful employment and contribute to industries. The rules of operations are defined in the handbook on Cooperative Vocational Training, and shall be complied with by all parties.

THE TERMS OF THE MOU SHALL BE AS FOLLOWS:

1. The Companies, Institute and Lead Agency shall cooperate to provide technical and vocational training to the youth of Pakistan.
2. The training model will be such that an individual will be enrolled with the Institute and one of the Companies for a specified period. The intention is that the Institute will impart theoretical training to the individual, whereas the Companies shall give him/her practical on-the-job training.
3. At the time the individual is enrolled in one of the Companies and the Institute, he/she will enter into a written tri-partite arrangement (“the Arrangement”) with the concerned company and the Institute, which will specify the rights and obligations of all the concerned parties.
4. The Lead Agency shall aim to provide the following responsibilities as part of the training:
 - a. Planning of CVT courses, such as definition of trades, number of trainees, time schedules and sequencing of class-room and on-the-job training phases
 - b. Identification of training institutes and enterprises as implementing partners for the delivery of CVT courses
 - c. Management of contracts with training institutes, enterprises and trainees
 - d. Registration of trainees and maintenance of data and records, such as admissions, assessments and examination results
 - e. Facilitation of coordination between the training institute, enterprises and TVET authorities, such as NAVTTC, Trade Testing Boards and other organizations
 - f. Ensuring accreditation of courses, examinations and certificates
 - g. Supervision, arbitration and monitoring
 - h. Provision of organizational, administrative and technical support
5. Subject to the terms of the Arrangement, the Companies shall aim to provide the following responsibilities as part of the training:
 - a. Appoint an Enterprise Coordinator to coordinate training activities and liaise with the Institute Coordinator from the training institute
 - b. Appoint Instructors to implement on-the-job training within enterprise

- c. Select trainees in collaboration with the training institute through a pre-defined selection process
 - d. Introduce the trainee to all relevant rules and regulations of the enterprise, including occupational health and safety measures.
 - e. Impart the on-the-job training in line with curricula and monitor and record progress
 - f. Maintain a close liaison with the training institution on trainees progress
 - g. Support the examination bodies in final assessment of trainees
6. Subject to the terms of the Arrangement, the Institute shall perform the following responsibilities as part of the training:
- a. Appoint an Institute Coordinator to coordinate training activities and liaise with Enterprise Coordinator from partnering companies;
 - b. Conduct theoretical and practical courses in line with curricula;
 - c. Conduct regular pre-assessments and evaluate trainee's performance;
 - d. Provide companies with information concerning trainee's progress at institutes;
 - e. Hold regular meetings with the partner companies to monitor the training delivery;
 - f. Register trainees with Trade Testing Boards or other assessment bodies;

IN WITNESS WHEREOF the parties have put their respective signatures hereunder at Karachi on the day, month and year first above mentioned.

THE LEAD AGENCY

THE INSTITUTE

COMPANY NO. 1

COMPANY NO. 2

COMPANY NO. 3

COMPANY NO. 4

WITNESSES:

1. _____
Name:
N.I.C. #:

2. _____
Name:
N.I.C. #