

Training Agreement
Under
Cooperative Vocational Training (CVT)

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

- I. [Name of individual], son of [Father’s name], resident of [Residential address] (hereinafter referred to as “the Trainee”), of the first part;

AND

- II. [Name of company], [type of company], having its office at [address], (hereinafter collectively referred to as “the Company”), of the second part

AND

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

WHEREAS the Trainee has been selected to be enrolled to receive institutional training from the Training Institute and on-the-job training from the Company on the following terms and conditions:

1. The entire course of the training, which will include training at the Institute and the Company shall be for a period of [number] months.
2. The Trainee shall receive the training as per the following schedule:
 - (i) training of [number] of months at Institute (“first institutional training phase”);
 - (ii) training of [number] of months at Company (“first on-the-job training phase”);
 - (iii) training of [number] of months at Institute (“second institutional training phase”);
 - (iv) training of [number] of months at Company (“second on-the-job training phase”).

After the completion of the last on-the-job training phase, the Trainee shall take part in an assessment conducted by an accredited assessment body. Thereafter, this MOU shall expire automatically unless renewed by the consent of the parties. The Trainee shall receive a certificate of successful completion after he/she passes the

written examination from an accredited assessment body. In addition, the Trainee shall receive an experience letter from the Company.

3. During the first and/or second institutional training phase, the Trainee will be required to attend training at the Institute as follows: [specify schedule]. In the event that the Trainee fails to attend at least 80% of his training, the Institute may refuse to certify this training.
4. During the first and/or second on-the-job training phase, the Trainee will be required to attend training at the Company as follows: [specify schedule].
5. The Trainee shall perform the following responsibilities:
 - (i) The Trainee shall attend the training at the Training Institute and the Company as per the schedules specified in this MOU;
 - (ii) The Trainee shall undertake the training received at the Training Institute and the Company with dedication and to the best of his or her ability. He/she shall not do anything to damage the business or reputation of the Company and/or its operations;
 - (iii) The Trainee shall comply with all professional and reasonable directions of enterprise coordinators and instructors at the Company, unless there is a possibility that such directions may endanger his/her health and safety;
 - (iv) The Trainee shall participate to any test or examination held for assessing the progress of his training;
 - (v) The Trainee shall, in case of any grievance against the Company, in the first instance raise the grievance with the management of the Company. In the event that the Trainee is still aggrieved, he/she may approach the Lead Agency [specify the organization] to redress the same;
 - (vi) The Trainee shall not cease training with the Company without seeking permission of the Company;
 - (vii) The Trainee shall receive a stipend of Rs. [insert sum] every month during training the following training phases [specify the phases]. The stipend shall be paid out by [specify the organization];
 - (viii) The Trainee is insured through an insurance provided by [specify the organization].
6. The Training Institute shall perform the following responsibilities:
 - (i) The Training Institute will conduct institutional training in a professional manner and as per the approved competency standards and curricula;
 - (ii) The teachers at the Training Institute shall provide quality training to ensure that concepts, techniques and theoretical lessons are successfully understood by the Trainee; and
 - (iii) The Training Institute shall prepare the trainees for the on-the-job training phase and make all preparations for the Trainee's examination after completion of the last on-the-job training phase.

7. The Company shall perform the following responsibilities:
 - (i) The Company shall ensure that the Trainee receives constructive on-the-job-training in a safe and professional environment so that he/she acquires employable skills;
 - (ii) The Company shall assign an enterprise coordinator to manage the training and instructors to supervise and assist the Trainee in the Company;
 - (iii) The Company shall expose the Trainee to different aspects of the business of the Company as per a defined rotation plan.
8. The Company shall be under no obligation to offer the Trainee any employment or an apprenticeship at any time after the expiry of this MOU.
9. Trainee shall be required to arrange his/her own boarding and lodging during the First Phase and the Second Phase.
10. The Trainee, the Training Institute or the Company shall be entitled to terminate this MOU at any time by giving a one week written notice. At the expiry of the one week notice period, none of the parties in the MOU shall have any rights and obligations specified herein.
11. This MOU shall be governed by the laws of Pakistan.

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

THE TRAINEE

THE COMPANY

THE INSTITUTE

WITNESSES:

1. _____
Name:

2. _____
Name:

N.I.C. #:

N.I.C. #