

BUSINESS RULES

Community Based Trainings

The table specifies key performance indicators which are required to be followed by training provider and the same will be observed during the visits by Third Party Monitoring Firm (TPM). In case of further inquiry is required, PSDF may investigate and condone the reported observations.

MONITORING PRACTICES

- Pre-training centre inspection before commencement of training
- If course duration > 1month; 1 monitoring visits per classes/month¹
- If course duration<=1 month; 2 monitoring visits for classes/month
- Post training verification of market linkages

Compliance Risk	No.	Key Indicators	Description of key indicator
Centre Readiness	1	Unannounced centre relocation	The training centre is relocated to a different site without prior approval or information to PSDF
	2	Non-functional Classes	Class is locked/trainers or trainees are not present. Trainees found present, but class is not in progress due to any reason. e.g. non-availability of Instructor, backup source of electricity (Subject to the trades) or trainees found involved in any other activities instead of training. ²
Trainee Selection Compliance	3	Selection/enrollment of vulnerable trainees in line with BISP poverty score and DAE's	<ul style="list-style-type: none"> - Trainee age should be 18 years with upper age limit of 45 years by completion of course. - Should not be enrolled earlier in any PSDF funded training - Should be in line with BISP poverty score - Trainees previously enrolled in DAE programs from PBTE should not be enrolled except in trainings courses where DAE is the Pre-requisite of advance level course.³
Participation Compliance	4	Marginal Trainee	<p>For course >1month</p> <ul style="list-style-type: none"> - Entire stipend will be with-held if a trainee remains marginal and same should be reimbursed if trainee remains 'Present' in subsequent month <p>For course <=1month</p> <ul style="list-style-type: none"> Entire stipend will be deducted, if trainee is not found in two visits. If found in any visit 1/2 stipend will be released.
	5	Confirmed Marginal (Drop out)	Trainee marked absent in two consecutive months during TPM visits with course duration > 1 months (Drop out). In case duration is <= 1 month, trainees remain absent in two visits will be drop out.

¹ Monitoring visits can be increased for any training provider based on risk assessment.

²A- If class is reported as non-functional during first visit of first month by TPM, payment will be made from second visit date by TPM.
B- If class is reported as non-functional in first two consecutive months, the class will be considered as cancelled.

C- If class is reported as non-functional during all visits by TPM for a particular month (except 1st month), payment will be withheld and reimbursed only if attendance reaches 70% in the following month otherwise retained amount shall be forfeited.

D- If class is reported as non-functional during visits of last month payment will be processed in accordance with number of trainees appeared in final exam.

³ If at any stage of training, non-compliance on induction criteria is identified by PSDF, entire training cost of such trainee will be deducted since inception.

	6	Fake/ghost trainee	Marked present found absent in two consecutive visits OR Identified during physical verification through trainee Profile / trainee CNICs. ⁴
	7	Accuracy of attendance register (visit day)	a) Attendance is not marked in the register. b) A trainee is marked present but found absent. c) A trainee is dropped out but marked present in the register. d) Trainee names of current and previous months will be compared. If trainees name deleted / added, the same will be reported. All above scenarios (a,b,c & d) will be reported in trainee count. ⁵ e) Register format not followed f) Trainee attendance register is not available
	8	Physical Count	If the trainee's attendance is less than 70% of enrolled trainees (excluding dropouts) an amount shall be withheld using percentage point difference formula and is reimbursed if the attendance reaches 70% in subsequent month or forfeited if the attendance continues to remain below 70% ⁶
	9	Any fee charged from trainees	The trainees report about payment of any kind of fee at any time during the training
Deliverables Compliance	10	verification of deliverables from trainees	Uniform/Bags cost & stipend payments (If applicable) will be deducted in proportion to verification results. Third party monitoring firm will carry out this activity a maximum of two times after first month of class commencement.
Qualitative Compliance	11	Teacher Change	Will be recorded as non-compliance on second occurrence if not informed and approved by PSDF.
	12	Books/manual/hand-outs	More than 20% trainees report non-provision of books/manuals. However, same will not be recorded during 1st Month of training.
Assessment Compliance	13	Failed trainees	If more than 20 % trainees of a class are fail and absent in the test of the testing/certifying agency, 10% of the training cost per trainee for all failed and absent trainees above the threshold will be deducted.
Employment Commitment Compliance	14	Committed employment targets	Payment against committed employment targets will be released as follows; - 95% & above verified; Full payment will be released - 90% - 95% verified; 75% payment will be released. - 80% - 90% verified; 50% payment will be released. - If verified employment commitment remains less than 80% full remaining amount will be deducted.
Reporting Compliance	15	Late submission of reports	2% fine will be applied on late submission of reports.
Contractual to Enrollment Compliance	16	No. of Cancelled classes	If number of cancelled classes of a training provider is more than 20 percent of the entire contractual classes awarded to that particular training provider for a given scheme, 10% contractual training cost of cancelled classes will be deducted for a given scheme.

⁴ The identified trainee will be expelled from training and complete training cost of individual will be deducted since inception. If TPM reports the same incident in subsequent month/batch, the contract with the TSP will be terminated and TSP will be declared ineligible to work with PSDF for next one year.

⁵ Attendance will only be considered for those trainees whose trainee profiles are received and accepted by PSDF.

⁶ The amount deducted will be seventy percent of trainees minus trainees present, multiplied by training cost

- Inquiry will be held in case of reported observations cited at serial no. **6 & 9**. Further, invoices for the month will be withheld until the completion of inquiry that can result up to 20% fine in training cost of monthly invoice.
- 5% fine will be imposed in the case of non-compliance of key indicators listed at **1,2,7,11 & 12**.
- 2% additional fine will be imposed against each indicator if non-compliance of more than three below listed indicators are recorded.
 - Shift /Time changed unannounced, Unannounced trainer change, Provision of Consumables, Trainee ID card, Uniform; Stationery, Bags, Study plan provision & Contractual Credit Hours not being followed⁷
- Violation against Trainee ID card, uniform, stationary and bags will not be recorded in first month of training.
- No deductions against reported observations will be applied during the first invoice of training contract i.e. first month of contract (**Except listed at 2, 6, 9 and 15**)
- In any given month, the financial deductions imposed will not exceed 20% of monthly invoice for the class except observations listed at serial **2, 6 & 9**.
- In case of missing or unverified CNICs PSDF will withhold training cost of such trainees since inception. The same amount will be released only once PSDF receives valid CNICs for such trainees.
- Short Leave Rule; Upto 10% of enrolled trainees on visit day, however those trainees who were reported as marginal cannot avail short leave in subsequent month.
- Drop out allowance for any class is 25% in community-based programs.

Further Rules

1. Training service provider is required to start their classes as per the contract start date. No extra time will be given for trainee profile submission and inception reports (as specified in PSDF business rules). A minimum 40 days for mobilization after the signing of the contract will be given by PSDF. If there is less than 40 days mobilization time, TSP may be compensated to start the un mobilized class in next batch, approved by PD (Depends upon center capacity).
2. Stipend payments (If applicable) will be deducted in proportion to verification results run by call center agency while processing the final invoices.
3. Examination fee will be deducted on account of testing & certification in case of Fail, absent and drop out (after registration with PBTE) Trainee.
4. In case of international certification, the trainee has to qualify both theocratical and practical exam of both the modules, only then a trainee will be considered pass. Registration, testing and certification fee will be reimbursed upon successful passing of examination.
5. Training service provider is required to enter correct trainee data i.e. CNIC issue date and CNIC number. If TSP fails to follow the instructions the invoice will be released in next month.
6. In case training service provider entered wrong trainee data in MIS, no stipend will be released until the correct data is provided by TSP. In this case, the stipend will be released in next due disbursement cycle.
7. Stipend will not be disbursed to trainee holding B-form. It is mandatory for trainee to have a correct CNIC.
8. TSP can't enroll any trainee without valid CNIC issued by NADRA. No trainee can be enrolled based on B-form.
9. Every trainee must keep original CNIC with him during Third Party Monitoring visit. Trainee will be considered as "Absent" in case of non-availability of CNIC. "Marginal trainee rules" will be applicable on trainee if not found compliant with the requirement and considered as "**Expelled trainee**".

⁷ If compliance is less than 80% (where applicable)