



NOTIFICATION

No. TEVTA / Acad / Curr / 5-24 / Pt.F / Vol-VII In pursuance of the Project Operation Manual, Punjab Skills Development Project (PSDP), Industries, Commerce, and Investment Department, Government of the Punjab, the Competent Authority is pleased to notify the following Roles & Responsibilities of key players for the implementation of the roll out plan under DLI-3, World Bank Project, in true letter and spirit:

1) Academics Department

- i) Monitor / review / participate in NAVTTC CBTA curricula.
- ii) Develop the list of CBTA packages to be rolled-out.
- iii) With the Operations department, identify the participating training institutions.
- iv) Assist in development of roll-out plan and implementation schedule.
- v) Support development of all elements of CBTA packages, and ensure their official approval by P-TEVTA and facilitate approval by NAVTTC.
- vi) Facilitate all project-related trainings.
- vii) With the Finance and Operations department, make arrangements for the sharing of resources with the industry.

2) Operations Department

- i) With the Academics department, prepare the list of all equipment and materials requirement needed at level of the training institutions.
- ii) Ensure the timely procurement of equipment and materials.
- iii) Assist in the development of roll-out plan and implementation schedule.
- iv) With the Academics department, facilitate all project-related trainings.
- v) Monitor the implementation of the roll-out plan and report on the implementation.
- vi) With the Finance and Academics department, make the arrangements for the sharing of resources with the industry.

3) Head of participating Training Institutions

- i) Ensure the course appears in published list of courses on offer.
- ii) Ensure the instructors are qualified.
- iii) Facilitate the student enrolment and final assessment.
- iv) Ensure access to equipment and materials, and provide the written TLMs produced by the project.
- v) Assist in the development of roll-out plan and implementation schedule.

- vi) In conjunction with TTB, facilitate the qualification assessments (plan, execute and report/follow-up).

4) Finance Department

- i) Prepare the annual cost-estimates and budget (development and non-development) for CBTA roll-out, and ensure that these are reflected in the annual budget negotiations with the Govt of the Punjab's Department of Finance.
- ii) Assist in the development of roll-out plan and implementation schedule.
- iii) With the Operations and Academics department, make the arrangements for the sharing of resources with industry.

5) PBTE/TTB/PSA

- i) Support development of assessment component of CBTA package, including training package for assessors.
- ii) Facilitate assessment-related project trainings, and ensure assessors participate in project training.
- iii) In collaboration with training institution, ensure students are tested for qualification using CBTA assessment standards.
- iv) Issue the qualification and keep the record of such.
- v) In conjunction with institution head, facilitate qualification assessment.

No. Even

Dated: April 13th, 2018


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Chief Operating Officer
TEVTA

Endst: No. Even

Dated: April 17th, 2018

A copy is forwarded for information to:-

1. All General Managers, TEVTA Secretariat, Lahore.
2. All DGM, TEVTA Secretariat, Lahore.
3. The Chairperson, TTB, 45-Garden Block, New Garden Town Lahore.
4. All Managers TEVTA, Secretariat, Lahore.
5. All District Managers TEVTA with request to disseminate the same to CBT&A, DLI-3 implementing institutes.
6. S.A to Chairperson TEVTA.
7. P.S to COO, TEVTA.


Dr. Syed Hossein Raza Hamdani
General Manager (Academics)

17 April 2018