

**Vanuatu Technical and Vocational Education
and Training Sector Strengthening Program**



**EMPLOYMENT AND TRAINING FUND (ETF)
MANUAL**

JULY 2011

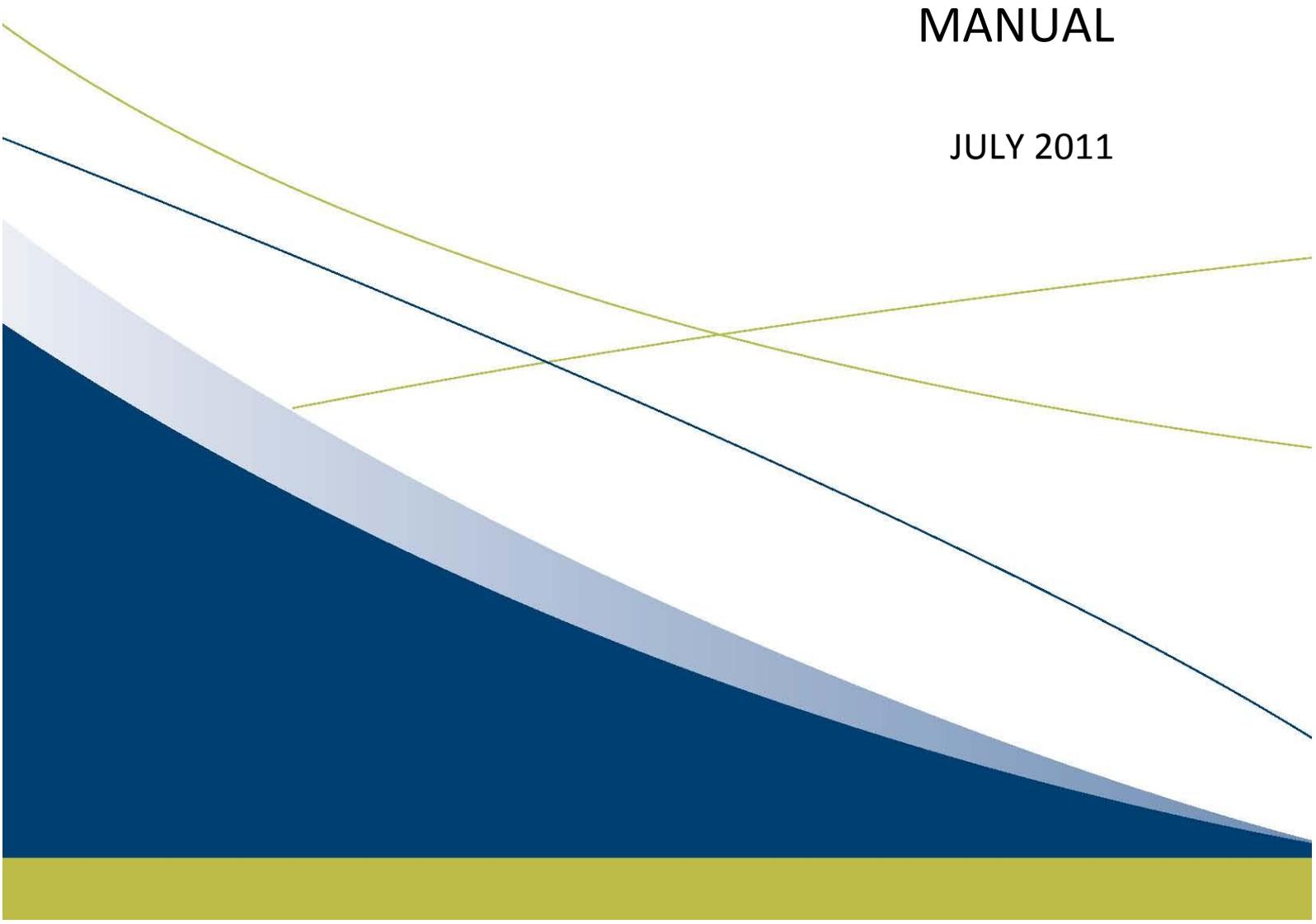


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ACRONYMS

AusAID	Australian Agency for International Development
AMS	Activity Monitoring System
ETF	Employment and Training Fund
DTL	Deputy Team Leader
M&E	Monitoring and Evaluation
NGOs	Non Governmental Organisations
PS	Productive Sector
PSR	Private Sector Representative
PTB	Provincial Training Board
TL	Team Leader
TP	Training Provider
TVET	Technical and Vocational Education and Training
VTVET Program	Vanuatu Technical and Vocational Education and Training Sector Strengthening Program

EMPLOYMENT AND TRAINING FUND (ETF) OPERATIONS MANUAL

1. Introduction to the ETF Operations Manual and the ETF

1.1 About the ETF Operations Manual:

The ETF Operations Manual provides the TVET Centre Manager and staff, the Vanuatu TVET Sector Strengthening Program (VTVET Program) Team, and the SANMA and MALAMPA Provincial Training Boards (PTBs) guidelines for the implementation of the ETF and for promoting the ETF to Training Providers in Vanuatu and productive sector stakeholders in SANMA and MALAMPA provinces.

It describes the ownership and management structure of the ETF and spells out the criteria, policies, and procedures governing the accessing of the ETF, the releases of the funding for approved proposals, the reporting requirements, and the monitoring and evaluation of the outcomes from the conduct of the ETF funded courses.

While the disbursement of ETF funding requires robust levels of accountability, reporting and documentation as outlined in the Manual, there is a recognition that, in the local context, there needs to be capacity building assistance and resources provided to potential ETF applicants to meet these requirements. Issues of literacy and unfamiliarity with reporting requirements stipulated in the Manual should not be an impediment to access. The TVET Centre staff, the VTVET Program Team and the PTBs strongly commit themselves to the provision of all necessary assistance to make the ETF accessible to the target groups and Training Providers. In addition, all promotional materials and forms required for completion by ETF funding applicants will be available in Bislama.

1.2 ETF Basic Features:

The ETF is an AUD 1.5 million Fund established as a support mechanism for the delivery of training services by Training Providers for the economic and social benefit of the people of SANMA and MALAMPA provinces. Funds for the ETF are provided by AusAID and are channeled through the VTVET Program. A key element of the Program is the establishment of a TVET Centre in SANMA and MALAMPA provinces respectively which provides a number of TVET-related services, including the ETF.

As one of the services to be provided by the TVET Centres of SANMA and MALAMPA, the ETF will be managed by the TVET Centres in cooperation with the PTBs and under the supervision of the VTVET Program Team Leader.

2. Objectives of the ETF

The ETF aims to:

- stimulate economic activity through providing access to training that will support economic and entrepreneurial development;
- support communities in their acquisition of skills for the initiation, implementation, and improved management of income generating projects;
- provide funding to training providers to conduct demand based and employment oriented courses and services resulting directly in employment and income generation for the course participants;

- promote constructive competition among training providers;
- act as a leverage for coordination between demand and supply for employment;
- support the enhancement of the capabilities of the training providers in the development and delivery of their services;
- provide incentives for training providers in the delivery of quality courses that have direct employment oriented outcomes;
- support the enhancement of capabilities of the SANMA and MALAMPA PTBs and TVET Centres managers, together with their key staff, to better link training provision with employment/income generation opportunities within the context the provincial economic development plans and priorities.

3. Target Beneficiaries

The ETF is intended to directly benefit two groups. The first group of beneficiaries are trainees who, having participated in courses that have been designed specifically to meet a productive sector skill demand, will enhance their opportunities for employment, to undertake income generating projects, or to start/improve their own businesses. The second group of beneficiaries are those from the productive sector who will have access to training graduates with newly acquired skills that are specific to an identified need. In the remainder of this Manual this second group of beneficiaries, which includes cooperatives, community groups, sectoral organisations and associations, businesses, and entrepreneurial individuals, will simply be referred to as Productive Sector stakeholders.

By entering into partnership with ETF, training providers stand to benefit in terms of acquiring financial and technical assistance in the delivery of their services. They will also benefit from the support ETF will be giving them in enhancing their capability to develop and deliver demand driven courses.

4. Policies and Procedures

4.1 Management of the ETF

Structure

As a key element of the TVET Centre's operations, the ETF functions under the management of the TVET Centre. The TVET Centre Manager and staff are responsible for day-to-day operational management including processing of training provision requests from productive sector stakeholders and training proposals submitted by Training Providers. The TVET Program team composed of the Technical Director, Team Leader, the Deputy Team Leader, and the Program Manager provides the direction and assumes ultimate responsibility for the management of the ETF.

TVET Centre staff will be closely working together with provincial planning units and focal persons of various productive sector groups in the identification of demand based skills training to be funded from ETF and in the validation of participants to these courses.

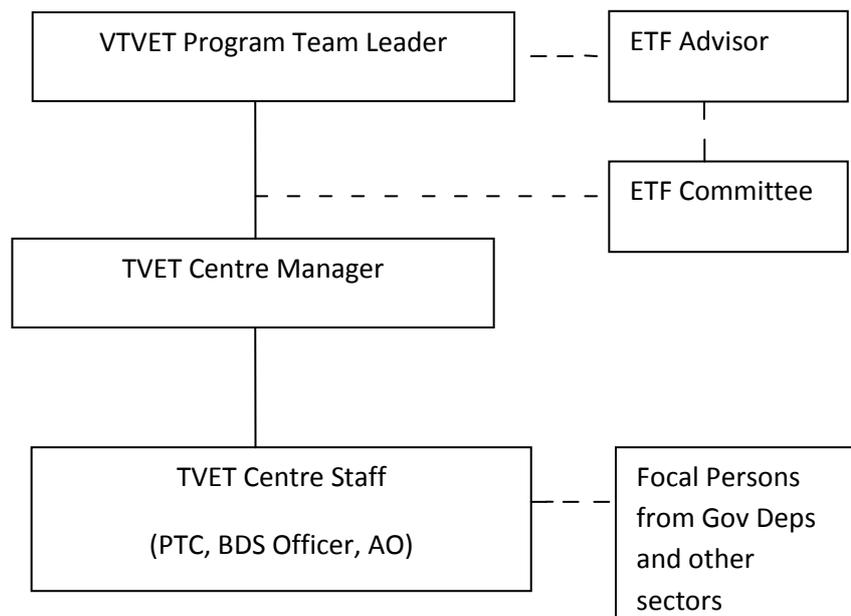
It is anticipated in the future that the management of the TVET Centre services, including the ETF, will be overseen by the PTB, within the overall responsibility of the VNTC.

To build its capacity to assume this role, the PTB is to be directly involved in the implementation of the ETF, while under the management of the TVET Program. The primary mechanism for this is the

establishment of the PTB ETF Committee, comprising three nominated members from the PTB, under the guidance of the Centre Manager, and the overarching direction of the Team Leader. The ETF Committee assumes oversight and provides recommendations in the implementation of the ETF and including for all training provision requests and training proposals submitted. The PTB Chairperson is the ETF Committee Chairperson and the Provincial Planner and another nominated member with a strong background and experience in the delivery of training services and/or the productive sectors act as members. The presence of at least 2 members of the ETF Committee constitutes a quorum and in the absence of the PTB Chairperson, the Provincial Planner chairs the meeting. Sitting with the ETF Committee members during its meetings are the TVET Centre Manager (CM), the Provincial Training Coordinator (PTC), and the TVET Centre Administrative Officer (AO). The CM and the PTC act as resource persons for the Committee during the meetings while the AO provides the administrative and secretarial support services needed.

The VTVET Program Team, specifically, the Team Leader, Deputy Team Leader, and the ETF Advisor (for the duration of his contract), provides advisory and technical support to the ETF Committee. Final approval for all financing of training through the ETF rests with the Team Leader. Below is the structure for the management of the ETF.

Chart 1. ETF Management Structure



Decision making

Based on his/her pre-assessments, TVET Centre Manager tables requests for training provision and training proposals at the ETF Committee meeting. In undertaking the pre-assessments of training provision requests the TVET Centre staff take into consideration the recommendations and comments of relevant focal persons. All pre-assessments should be submitted to /discussed with the Team Leader prior to its tabling at an ETF Committee meeting.

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The ETF Committee meets at least every month and acts on matters endorsed or tabled for consideration by the TVET Centre Manager. It also makes recommendations to the VTVET Program team relating to the operations of the ETF, including recommendations relating to approval or disapproval of training proposals for ETF funding and ETF-funded training provision requests and setting or revisions of ETF policies and procedures. Minutes of the meetings are recorded and all resolutions are documented and prepared for confirmation/signing by the Chair of the meetings.

The VTVET Program Team Leader makes the final approval on all ETF related matters. The Deputy Team Leader, in consultation with the VTVET Program Manager and Technical Director, is the Team Leader's delegate during her/his absence.

Management of day to day activities

Under the guidance of the Technical Director, Team Leader, the Deputy Team Leader and the Program Manager, the TVET Centre Manager and administrative staff will be responsible for managing the day to day activities of the ETF in their respective province. The Administrative Officers in each location are responsible for the provision of administrative support including record keeping of ETF related matters as well as facilitating coordination between the ETF Committees and the TVET Centre/Program staff in both provinces. Record keeping for ETF follows an index filing system for various documents ranging from communications, requests for training provisions, training proposals, and letters of agreement to completion reports and monitoring and evaluation reports (see the Operations Manual for the Program filing index).

Table 1, ETF Processes, Documentation, and Filing, shows in detail the processes involved in the implementation of the ETF together with persons responsible for specific activities, relevant documents, and filing indices. Filing of ETF documents is done in hard copy format and electronically.

ETF bookkeeping and financial reports preparations

Bookkeeping and financial reporting for the ETF rely on the support of the VTVET Program Administrative and Financial Manager and the VTVET Program Accountant. The VTVET Program Administrative and Financial Manager will keep financial records of all disbursements and other financial transactions pertaining to operation of the ETF. Reporting will be integrated with the VTVET Program's accounting and financial reporting system and in accordance with the Financial Manual.

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Table 1. ETF Processes, Documentation and Filing

Activity	Responsible Person	Related Documents
1. Training Needs Assessment		
1.1 Compilation of devt plans of various sectors and local govt units	PTC/CM	Skills Development Plan 2010-2015, REDI Plans, Tourism Sector Plan, Census on Agriculture of 2007, Fisheries Development Plan, others
1.2 Development of working relationships with focal persons	CM/PTC	
1.2 Analysis of the compiled plans and other related documents	CM/PTC	
1.3 Preparation of draft report on training priorities of each productive sector in the province and finalization based on comments from the TL	CM in consultation with focal persons	Draft TNA Report Template on TNA by TL
1.6 Dissemination of the TNA Report to training providers and other stakeholders	CM	TNA Report
2. Processing of Requests for Training Provision		
2.1 Assistance in the preparation of training provision requests		
2.1.1 Filling up of training provision request form	Focal persons assisted by PTC/or PTC and CM if TVET Centre initiated	Attachment 2: ETF Training Provision Request Form
2.2 Receipt and logging in of training provision request	AO	Completed ETF Training Provision Request Form
2.3 Assessment of training provision requests		
2.3.1 Pre assessment of the training provision request and clearing from TL	CM	Attachment 3: ETF Training Provision Request Assessment Form
2.4 Tabling of training provision request at ETF Committee meeting	CM	Revised pre-assessment based on comments from TL/DTL; endorsement letter
2.5 Convening of the ETF Committee and preparation of Agenda	CM, AO	Notice to ETF Committee members and observers
2.6 Assessment of the request by the ETF Committee	ETF Committee members; CM	ETF Training Provision Request Assessment Form
2.7 Drafting, finalization, and dissemination of minutes of the ETF Committee meeting	AO, CM	Minutes of Meeting of ETF Committee

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2.8 Notification of decision of ETF Committee on the training provision request	CM	Attachment 4: Notice of Approval/Disapproval of Training Provision Request
3. Determination of VNTC accredited course addressing request		
4.1 Matching requested training with list of VNTC accredited course modules	CM/TPSS Officer	Updated list of VNTC accredited courses
4.2 Obtaining confirmation from VNTC of the accreditation of the matched course modules	TPSS Officer	Copy of course module descriptors
4. Getting the requested course module accredited (in case of no accredited course module)		
5.1 Identifying qualified course module developer for requested course module	TPSS Officer, VNTC	List of qualified course developers (to be prepared by the TPSS Officer)
5.2 Coordination with VNTC for the accreditation of requested course module	TPSS Officer	
5.3 Identification of qualified course module curriculum developer	TPSS Officer, VNTC	List of qualified course developers
5.4 Preparing draft contract for curriculum development and accreditation of requested course module	TPSS Officer	Draft contract
5.5 Review of draft contract	TL/DTL/Adv	Comments from reviewers
5.6 Finalisation of contract and contracting	TPSS Officer, CM	Final draft of contract
5.7 Review of course module developer's outputs	TPSS Officer, CM, VNTC	Comments from reviewers
5.8 Revision of developer's draft course module curriculum	Course developers	Revised course curriculum
5.9 Submission of course module(s) curriculum to VNTC for accreditation	TPSS Officer	Final version of the course module(s) curriculum
5. Request for Proposals (RFPs)		
6.1 Identification of qualified training providers	CM	Updated list of VNTC registered Training Providers and their scope of registration
6.2 Sending out of RFPs	CM, AO	RFPs
7. Processing of Training Proposals		
7.1 Receipt of proposals	AO, CM	Attachment 5: Training Provider Proposal
7.2 Pre assessment of proposal	CM	CM Pre Assessments using

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		Attachment 7: Training Provider Proposal Assessment Form
7.3 Consultations with TL on pre assessment	CM	Comments from TL
7.4 Discussions with Training Provider on items for revisions or supply of additional information	CM	
7.5 Review of revised proposal	CM/TL	Comments from CM
7.6 Convening of ETF Committee meeting and preparation of agenda	CM	Notices to ETF Committee members/observers; agenda
7.7 Assessment of Proposal by ETF Committee	ETF Committee members; CM, PTC, AO	Attachment 6: Training Proposal Assessment Form
7.8 Drafting of minutes of ETF Committee meeting	AO	Draft Minutes of the ETF Committee Meeting
7.9 Dissemination of draft minutes to ETF Committee members, CM, PTC, TL	AO	Draft Minutes
7.10 Finalisation of minutes, dissemination and filing	CM, AO	Final draft of minutes
8. Notification of Results of ETF Committee Decision on the training proposals		
8.1 Notification of Training Providers on decision of ETF Committee (CM prepares Letter; TL/DTL signs; AO logs and sends out signed letter)	CM/AO/TL/DTL	Attachment 7: Notification Letter on the Approval/Disapproval of Training Proposals
8.2 Notification of requesting productive sector group on the decision of the ETF Committee	CM, PTC	Notice letter prepared and signed by CM
8.3 Defining with requesting productive sector and the training provider final schedule of the course	CM, PTC	
9. Letter of Agreement Between TVET Program and Training Provider		
9.1 Drafting of the LOA	CM	Attachment 8: LOA Between TVET Program and Training Provider
9.2 Review of the draft LOA	TL/DTL	Comments from reviewers
9.3 Finalisation of the draft LOA	CM	Final draft of LOA
9.4 Discussions of final draft LOA with Training Provider	CM	
9.5 Finalisation of LOA	CM	Final LOA
9.6 Signing of LOA	TL, Head of Training Provider	Signed LOA

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10. Pre Course Implementation Activities		
10.1 Selection of participants based on completed Expression of Interest forms	Focal Persons and PTC	Attachment 1: Training Expression of Interest Form
10.2 Reconfirmation of schedule, venue and participants with productive sector group	PTC	
10.3 Preparation of internal budget for review by CM and approval by TL	PTC, CM/TL	Internal budget spreadsheet
10.3 Processing and release of first tranche payment to Training Provider	CM , Finance Manager	
10. 4 Travel arrangements for trainers /TVET Centre Staff and participants, and other logistical preparations	PTC, AO, FM	Signed Travel Requisitions;
10.4 Ensuring all training materials, draft participant list, and blank participant evaluation forms are provided to the trainer before the commencement of training	AO	Draft Participant List and Participant Evaluation Forms (found in Attachment 8: Letter of Agreement);
11. ETF Funded Course Implementation		
11.1 Assisting participants fill out baseline data form and collection of same form;	M&E Officer	M&E Baseline Data Form (AMS)
11.2 Observations by TVET Centre staff with photo documentation	PTC	Training Observation Report Form (AMS)
11.3 Preparation and submission of observation report to TL, DTL, CM	PTC	Training Observation Report Form (AMS)
12. Post Course Implementation Activities		
12.1 Follow up on submission of Training Completion Report by Training Provider	CM	
12.2 Receipt and logging in of Training Completion Report	CM, Secretary	Training Completion Report (found in Attachment 8: Letter of Agreement)
12.3 Initial review of Training Completion Report for verification of data and identification of missing information and attachments	CM	Comments from CM
12.4 Review of budget/financial report section of the training provider Completion Report	Finance and Administration Manager	Training Completion Report (found in Attachment 8: Letter of Agreement)
12.6 Follow up on submission of missing information or attachments	CM	
13. Monitoring and Evaluation		

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13.1 Scheduling of M&E visits and coordination with training provider on their participation	M&E Officer with support from PTC	
13.4 Collection of baseline data and follow-up data	M&E Officer	M&E Baseline Data Form and M&E Follow-up Data Form (AMS)
13.5 Entry of M&E data into M&E reporting system	M&E Officer	
13.6 Filing of the M&E data	AO	
13.7 Preparation of ETF Weekly Progress Reports	CM	
13.8 Preparation of Draft ETF Quarterly and Annual Progress Reports	CM	Draft quarterly/Annually Report (attached to)
13.9 Updating of the ETF Information Board	PTC	Updated data on the ETF Information Board

4.2 Marketing of the ETF

Promotion of the ETF is an integral part of the promotion of the TVET Centre services. Necessarily, all TVET promotional materials such as brochures, radio broadcasts, posters, and press releases include the ETF's features and information on where and how to access ETF support.

In addition, the TVET Centre staff will conduct specific promotion of the ETF through visits to training providers, members of the business community, cooperatives, associations, non-governmental organizations (NGOs), sectoral groups (including youth, women, farmers, etc...), and relevant provincial bodies. Such visits will be carried out to explore and identify situations where ETF funding could be provided for courses that stimulate and support economic activities involving the various groups mentioned.

The ETF Committee as well as all members of the PTB will be expected to play an active role in the coordination of the promotional activities for the ETF in the various sectors and constituencies represented in the PTB and in tapping their existing networks.

4.3 Validation of the Training Provision Requests and Proposed Course Participants

In the identification of training needs of target beneficiaries and validation of participants to the requested courses, existing provincial plans and programs of the province and the various economic sectors as well as the prospect of immediate application of the learning from the courses by the participants are taken into consideration. The recently developed Sanma and Malampa Skills Development Plans 2010-2015 will be a significant validation tool in this regard. This will be undertaken through close coordination with focal persons representing local government planning units and of various productive sector groups.

Existing development plans such as the provinces' REDI Plans and Tourism Plans are collated, reviewed and integrated. Focal persons from government and private organizations are identified and working relationships with respect to the delivery of ETF as well as of other TVET Centre services are established, maintained and developed. Requests for training provisions from various productive sectors for ETF funding are generated and processed in close coordination with the relevant focal persons and in consideration of priority provincial development goals.

4.4 Criteria for Accessing ETF Funding/ETF-Funded Training Provision

4.4.1 Productive Sector stakeholders with needs for specific skills required to take advantage of an economic opportunity (livelihood/income generating project or business expansion, for example) can apply for ETF-funded training provision, providing that:

- they submit a short request in which it is clearly demonstrated that an existing economic activity or planned economic initiative has a need for specific training provision to maximize its outcomes (see Attachment 2: **ETF Training Provision Request Form**) ;
- the types and nature of requested training provision are identified including competency areas, proposed trainee profiles, tentative timing of course delivery, etc...;
- the training provision request provides a clear rationale as to how/why the training provision will lead to improved employment/income generation outcomes; and
- the activity to be supported is consistent with provincial development plans

The TVET Centre may then assist the group in determining the specific training needed and thereafter initiate and manage a training provider selection process for the development and/or delivery of such a training, inviting Training Providers registered with VNTC to submit proposals.

The TVET Centre can also initiate training provision requests, based on analysis of key documentation such as the Sanma and Malampa Skills Development Plans.

4.4.2 Training providers can access ETF funding if they meet the following criteria:

- they have demonstrated or are in a position to demonstrate how the course will meet a specific employment/income generating need in one or both provinces;
- they are VNTC registered as a training provider;
- their courses are VNTC accredited; and
- their trainers are recognized by VNTC.

4.5 Steps and Guidelines in Accessing ETF Funding

4.5.1 Productive Sector Stakeholders Accessing the ETF

Businesses, cooperatives, community groups and entrepreneurs interested in obtaining ETF-funded training provision will need to complete the following steps:

- i. Discuss with the Provincial Training Coordinator (PTC) of the TVET Centre the economic opportunity (e.g.: livelihood/income generating project or business expansion) requiring training provision;
- ii. Focal person assisted by the TVET Centre PTC prepares the Training Provision Request using Attachment 2 and attaching the list of target participants (if applicable);
- iii. Focal person submits the ETF Training Provision Request to the TVET Centre;
- iv. TVET Centre Manager assesses and endorses the request to the TVET Team Leader;

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- v. ETF Committee recommends approval/disapproval of the request following endorsement by the Team Leader, after assessing the request using Attachment 3: **Assessment Form for Training Provision Requests**; and
- vi. TVET Centre Manager notifies the Productive Sector Group on the approval/disapproval of its request for training provisions using Attachment 4: **Notice of Approval/Disapproval of Training Provision Request**.

More proactively, the TVET Centre in cooperation with suitable focal persons may initiate efforts to assist Productive Sector stakeholders in identifying specific skills/course modules that will result in employment and income generation outcomes. Likewise, the TVET Program may then work with training providers in the development and/or delivery of such a training and invite VNTC registered Training Providers to submit proposals.

4.5.2 Training Providers Accessing the ETF

Training Providers registered with VNTC and having under their scope of registration accredited courses that address the requested training of productive sector stakeholders can access ETF funding by going through the following steps:

- i. Positively respond to the request for proposal and discuss with the TVET Centre Manager the request for training provision requested by productive sector stakeholders;
- ii. Submit to the TVET Centre Manager of a **Training Proposal for ETF Funding using Attachment 5**. This form will cover, among others, the following:
 - clear evidence of understanding by the training provider of the assessed/expressed need of the requesting productive sector group (community group, cooperative, or business group);
 - concrete evidence of the training provider's capability to effectively provide training to meet that need;
 - title of the accredited course module to be conducted and an attachment of its full module descriptor ;
 - proposed number of hours of the training;
 - proposed resource materials;
 - proposed resource persons proposed schedule and venue;
 - proposed budget;
 - evidence of VNTC registration as a Training Provider;
 - proposed detailed delivery plan of the training including how participants will be assessed; and
 - covering letter of submission of the proposal signed by the head of the training provider.

Without having to wait for a request for proposals from the TVET Centre, registered training providers can submit a training proposal for funding from ETF based on identified training needs of productive sector groups in support of their planned or existing employment/income generation activities.

- iii. Sign a Letter of Agreement with the TVET Program

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This ***Letter of Agreement between the VTNET Program and the Training Provider (Attachment 8)*** contains details on what is agreed upon, when and where the agreed upon service(s) will be delivered, to whom, and by whom. It also includes the rights and responsibilities of the parties to the Agreement:

The proposing Training Provider's rights and responsibilities include the following:

- commitment to deliver the course(s) as proposed;
- commitment to assign only trainers recognized by VNTC as included in the scope of registration of the training provider;
- commitment to submit a ETF Funded Training Completion Report within 30 days after training completion;
- commitment to submit Financial Report Report;
- commitment to submit Participants' End of Training Evaluation Forms;
- agreement to a schedule of releases of the funding; and
- agreement to have the funds released to the bank account of the training provider.

The VTNET Program's rights and responsibilities include the following:

- provision of the funds as agreed and in a timely manner;
- monitoring the implementation of the course;
- ensuring the Training Provider submits progress reports as detailed in the relevant ETF Forms; and
- demanding return of the funding in whole or in part in the event that the course was not implemented or that the EFT funding was not utilized for the purpose it was agreed to be.

Steps for Training Providers in Accessing ETF

1. Discussions between the Training Provider and the TVET Centre Manager on the background and objectives of the training to be provided
2. Submission of a training proposal and other documents by the Training Provider to the TVET Centre (with assistance by the TVET Centre, as necessary)
3. Processing of the proposal by the TVET Centre
4. Endorsement for approval/disapproval of the proposal by the PTB/ETF Committee to the VTVET Program Team Leader
5. Approval/Disapproval of proposal by the PTB/ETF Committee
6. In case of approval, discussions between Training Provider and TVET Centre Manager re Letter of Agreement details
7. Signing of Letter of Agreement
8. Release of ETF funding
9. Initial tranche release
10. Commencement of the training
11. Submission by Training Provider of Training Completion Report to and acceptance by the VTVET Program within 30 days after training completion (with assistance from TVET Centre as needed)
12. Second tranche release based on acceptance by the TVET Program of a Training Completion Report from the Training Provider

4.5.3 Assistance for ETF Applicants

Assistance from TVET Centre staff and the VTVET Program Team will be available to potential ETF applicants in the completion of the documentation required as part of the application for ETF funding.

Non-VNTC registered Training Providers interested in accessing the ETF can also access assistance from the TVET Centre and the PTB in obtaining VNTC registration and course accreditation.

4.6 Processing of Applications for ETF Funding

4.6.1 Processing of Requests for ETF-Funded Training Provision

On the basis of the discussions between the productive sector stakeholders and the TVET Centre staff and upon concurrence by the focal person for the productive sector group, TVET Centre Manager will decide whether the initial request for ETF-funded training provision by the Productive Sector stakeholder is viable and can be addressed by accredited course module(s). Requesting productive sector group will then be asked to submit a Request for Training Provision (Attachment 2) for assessment and approval/ disapproval of the PTB/ETF Committee following endorsement by the TVET Program Team Leader..

In the processing of training requests from the Productive Sector stakeholders, the TVET Centre Manager and the ETF Committee are guided by an ETF Training Provision Request Assessment Form (**Attachment 3**) which makes use of defined criteria and rating scales. In the initial phase of ETF implementation, the TVET Centre Managers and the PTB/ETF Committee are supported by the ETF Adviser in the assessment process.

The productive sector stakeholders are formally notified of the results of their request for training provision in a letter signed by the CM (Attachment 4).

4.6.2 Processing of Training Proposals

Training proposals for ETF funding and tender offers received by the TVET Centre, with all required documents for submission duly completed are processed by the TVET Centre Manager and Centre staff and submitted to the PTB/ETF Committee after endorsement by the TVET Program Team Leader.

The TVET Centre maintains a logbook for receiving documents/communication/other materials from applying and/or bidding training providers and for sending out items indicating the type of item, dates when received or sent out and persons receiving the documents/communication

In the processing and subsequent approving/disapproving of training proposals from training providers, the Centre Manager and the ETF Committee are be guided by a **Training Proposal Assessment Form (Attachment 6)** which makes use of defined criteria and rating scales, including the cost effectiveness (or “value for money”) of the proposed training and the quantity and cost of resource materials.

Training Providers are formally notified of the results of their proposals/offer (see **Attachment 7: Notification Letter on Approval/Disapproval of Training Proposal**). The signature of the CM/Team Leader/DTL is affixed in the notices. The notification for accepted proposals/offers is to be accompanied or followed by a “Draft Letter of Agreement between the TVET Program and the Training Provider” for consideration by the Training Provider. To confirm further details, including the schedule of funds releases, the Training Provider will be contacted by the TVET Centre Manager prior to the finalisation of the Letter of Agreement. Formal signing of the Letter of Agreement will then take place between the Training Provider and the TVET Program.

4.7 Release of ETF Funding for Approved Training Provider Proposals

Upon receipt of the copy of the signed Letter of Agreement, the VTVET Program Team Leader arranges for the release of the funding. For accepted proposals/offers funds are released in two tranches. The first tranche is an advance to the Training Provider for purposes of meeting 75 percent of all their costs in the conduct of the training. The second will be released only after submission of the Training Completion Report accompanied with all the required attachments including the acquittal of the funds received from the ETF.

Checks are prepared by the TVET Program Finance and Administration Manager based on instructions from VTVET Program Team Leader/DTL. Wherever applicable and practicable direct payments of contracted goods and services to Training Provider's suppliers are made and only the net amount of the tranche scheduled for release is paid to the Training Provider. This is aimed at reducing possibilities of misuse of ETF funding.

4.8 ETF Operations Review and Reporting

As an integral part of Centre operations management, the TVET Centre Manager is responsible for managing the regular review of ETF accomplishments and for submitting ***ETF Fortnightly Progress Reports*** to the VTVET Team Leader and DTL. Monthly, and six-monthly reports are prepared by the Centre Manager, as part of the Program's broader reporting responsibilities, and shared with major stakeholders. The review and the reports take note of the problems encountered, lessons learned (both positive and negative) and may incorporate suggestions leading to potential revisions in policies and procedures. The TVET Centre Manager and staff are responsible for preparing the reports for submission to the VTVET Team Leader.

4.9 ETF Outcome Monitoring and Evaluation

The VTVET Program is responsible for monitoring and evaluation of the ETF with a specific focus on measuring training outcomes for ETF trainees in terms of improved employment and income generation levels. Outcome monitoring tracer studies are scheduled within six to twelve months upon completion of the training. The cost of the outcome monitoring and evaluation is shouldered by the TVET Program.

Through interviews and site visits the TVET Centre staff gather outcome monitoring and evaluation data on various indicators of changes in income generation and employment status of each of the participants (M&E Follow-up Data Form – see AMS). The data is analysed in conjunction with the initial baseline data that is collected at the beginning of the training course (M&E Baseline Data Form – see AMS). Findings are then recorded and compiled into an annual outcome evaluation report.

4.10 The ETF after the VTVET Sector Strengthening Program

The overarching principle of the VTVET Program is to embed Program activity in local structures and processes. As such the PTB is significantly involved in the operations of the TVET Centre, including the ETF, with the ultimate goal that, upon Program's completion, the PTB will oversee its management, under the overall responsibility of the VNTC and the

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Ministry of Youth Development, Sport and Training (MYDST). This is on the assumption that monitoring and evaluation results of the ETF are highly satisfactory and that the PTB/VNTC/MYDST would then have tangibly demonstrated its capacity to oversee the management the TVET Centre.

5. Attachments

For Productive Sector Stakeholders Seeking ETF-Funded Training Provision

Attachment 1: ETF Training Expression of Interest Form
Attachment 2: ETF Training Provision Request

For Training Providers Proposing a Course for ETF Funding

Attachment 5: Training Provider Proposal for ETF Funding

For Training Providers with Accepted Proposals/Tenders

Attachment 8: Letter of Agreement Between the TVET Program and the Training Provider (includes ETF Funded Training Completion Report Format and Participant End of Course Evaluation)

For the TVET Centre Manager/ETF Committee/TVET Program Team

Attachment 3: ETF Training Provision Request Assessment Form
Attachment 4: Notice of Approval/Disapproval of Training Provision Request
Attachment 6: Assessment Form for Training Provider Proposal for ETF Funding
Attachment 7: Notification Letter on the Approval/Disapproval of Training Proposal for ETF Funding

ATTACHMENT 1

**EXPRESSION OF INTEREST
TVET PROGRAM EMPLOYMENT AND TRAINING FUND/BDS PARTICIPANT
FORM**

OFFICE USE ONLY (For participant validation of confirmed trainings)

Training title: _____

Location: _____

Proposed Date: _____

DAET WE YU STAP FULAMAP FORM _____

1. Las nem:	2. Fes nem:	
3. Ples wea yu stap:	4. Tel:	5. Age:
6. Langwis wea yu toktok mo raet long hem – Englis / Franis / Bislama nomo (yu circlem)	7. Man/Woman:	
8. Wanem kaen skil trening yu wantem?		
9. From wanem nao yu wantem kasem ol skil ia?		
10. Wanem wok nao we yu stap mekem evri dei?		
11. Wanem nao bae yu wantem mekem long save mo ol skil we yu kasem sapos yu mekem wan trening?		
Note: <i>Bai I gat wan proses blong selektem ol patisipen blong ol trening folem ol kraeteria blong TVET Senta.</i>		

ATTACHMENT 2

Request for ETF Training Provision from Productive Sector

1. Name of Requesting Group/Organisation (if applicable):	
2. Contact Person(s):	3. Official Position:
4. Contact Details:	
5. Describe what skills training is requested:	
6. Why is this requested skills training needed?	
7. How were these skills training needs identified?	
8. Briefly describe who the target participants are and approximately how many they are:	
9. Why is this target group the most suitable for the requested training?	
10. If the proposed participants are already identified, please use the attached (Note: The proposed participants are not necessarily identified at this stage and attaching the List of Proposed Participants is not obligatory)	
11. Will they be available to attend full time for 2 weeks?	

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12. Are you aware of specific training courses that could provide the requested training provision? If yes, which are these and who conducts them?

13. Does the requested training address the priority development needs of the province and of the sector?

14. What are the expected outcomes of the requested training?

15. What effect will the development of the economic activity to be supported by the training have on the environment?

16. Other comments:

(Signature)

Name of the Focal Person:

Date:

Position:

Name of the Organisation:

Facilitated by:

Date:

Name of PTC

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List of Proposed Participants

No.	Last Name	First Name	Male (M) or Female (F)	Contact Details
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

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ATTACHMENT 3

Assessment Form for ETF Training Provision Request

Name of Requested Training:

Location:

Date of Assessment:

Criteria	Weight (W)	Rating (R)	Weighted Score (WxR)	Comments
1. Clarity of the link between the training request and improvement in income, productivity and/or employment levels	40%			
2. Consistency of the economic activity to be addressed by the requested training with provincial development plans and priorities	30%			
3. Suitability of proposed target group of the requested training	20%			
4. Evidence of no negative environmental impact	10%			
Total	100%			
General Comments:				

Rating Scale: 0 - 100

Scores Interpretation:

- 90 -100: priority request
- 80 – 89: highly acceptable
- 70 – 79: acceptable
- 50 – 69: barely acceptable
- Below 50: not acceptable

Assessed by TVET Centre Manager	
Signature: _____	Date: _____
Approved by ETF Committee	
Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____

ATTACHMENT 4



Australian Government

AusAID



Notice of Approval/Disapproval of Request for Training Provision

Date

Name of Training Request Representative

Position

Address

Dear Sir/Madam:

We are **pleased (sorry)** to inform you that your request for training provision for funding through the TVET Program Employment and Training Fund for **(training requested)** was:

- approved
- disapproved
- approved subject to revisions

(in the case of an approved request) In this regard, we invite you to visit our office at your convenience in order to finalise all the necessary formalities.

(in the case of a disapproved request) Our review of your request showed that **(give the reason for the disapproval)**

(in the case of approval subject to revisions) Kindly visit our office at your earliest convenience to discuss with us specific areas where further information is required before approval can be granted.

Respectfully yours,

(Name of TVET Centre Manager)

TVET Centre Manager

(Name of Province)

ATTACHMENT 5

Training Provider Proposal for ETF Funding

1. Name of Training Provider (TP):	
2. Address:	3. Tel. No:
4. Name of head of the TP:	5. Official designation:
6. Name, designation and contact details of staff coordinating this proposal submission with the TVET Program:	
7. Attach copy of current VNTC registration (<i>please note, if you have already provided this information to the TVET Centre, you do not need to attach again</i>).	
8. Title of the training being applied for ETF funding: Module Title: Course Title: Number of Hours:	9. Attach the VNTC accredited module descriptors and the corresponding assessment schemes.
10. Proposed dates of the conduct of the course:	11. Proposed venue:
12. Who will act as trainers for the proposed course module and what relevant qualifications do they have? Please attach their CVs using format as at Annex 1 .	
13. Please attach as copy of the VNTC scope of registration showing the inclusion of the names of the proposed trainers.	
14. List the stationery materials required for the conduct of the course and the quantities to be supplied by the TVET Centre	
<i>Type of stationery materials</i>	<i>Quantity</i>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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15. List the types of resource materials required to conduct the course and the quantities needed

<u>Type of resource materials</u>	<u>Quantity</u>	<u>Unit Cost</u>	<u>Total Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Other related costs (e.g. transport) to purchase resource materials (Add rows if insufficient space to list all resource materials)			_____

16. How much is the estimated total cost of the proposed training?
(please attach Proposed Module Budget using Budget Format at **Annex 2**)

17. VTVET Program expects that within 6 months after successful completion of the training, at least 50% of the participants would experience positive changes in their income/production level and/or employment status. Does the Training Provider commit itself to exerting its best efforts to achieve this same expected outcome of the training? yes no

18. Please attach the proposed Training Delivery Plan detailing daily schedules of learning sessions and corresponding learning outcomes, activities/topics, timing and duration, trainer responsible, and assessment schemes.

List of Attachments to be attached with the training proposal:

- 1 Copy of the Training Providers current VNTC registration *(if not already provided)*
- 2 Copy of the relevant module descriptors
- 3 Curriculum Vitae of the Trainers *(if not already provided)*
- 4 Copy of the Training Provider’s Scope of Registration *(if not already provided)*
- 5 Proposed Module Budget
- 6 Proposed Training Delivery Plan

Additional document to be attached:

- Submission letter accompanying this proposal signed by the Head (use official designation) of the Training Provider

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Annex 1

Curriculum Vitae of the Proposed Trainers

1. Family Name:	2. First Name:
3. Title:	4. Date of Birth:
5. Mailing Address:	
6. Email Address:	7. Tel. No.
8. VNTC recognized training qualifications:	
9. Educational Attainment:	
10. Work Experiences (list dates, names of employer, positions held, tasks undertaken):	
11. Other Relevant Information:	

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Annex 2

Proposed Budget Format (should be used also for financial report post-training)

Particulars	Budgeted	Actual	Variance	Comments
A. Fixed Costs				
1. Trainers Costs (_____ VT x ____ no. days x ____ no. of trainers)				
2. Coordinator's Fee (_____ VT x ____ no. of days coordination)				
3. Resource Materials (excluding stationery materials provided directly by TVET Centre) please provide total cost of Resource Materials listed in Section 15 of Training Provider Proposal Form.				
5. Management fee (should cover all overhead costs including insurance cost of the training provider's trainers and goods used in conducting the training)				
Total Fixed Costs				
B. Variable Costs				
1. Excess baggage				
2. Others				
Total Variable Costs				
C. Total Fixed and Variable Costs				
D. Unit cost per participant (total fixed and variable costs/no. of participants)				
E. Fund Releases:				
1. First tranche (to cover all costs in running the training less 25% of total fixed and variable costs)				

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2. Second tranche (representing 25% of total fixed and variable costs to be released only after acceptance of Training Completion Report and receipt by VNTC of participant assessment)				

Prepared by

Name and Signature

Designation

Date

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ATTACHMENT 6

ETF Funding Training Provider Proposal Assessment Form

Criteria	Weight (W)	Rating (R)	Weighted Score (WxR)	Comments
1. Quality of the training delivery plan including assessment	35			
2. Experience and proven capability of the Training Provider	15			
3. Qualifications/demonstrated competence of the proposed trainers in relation to their assigned sessions	25			
4. "Value for Money" of the proposal	15			
5. Appropriateness, adequacy, quality and cost of resource materials/aids to be used in conducting the course module	10			
Total	100%			
General Comments:				

Rating Scale: 0 – 100

Scores Interpretation:

- 90 -100: excellent
- 80 – 89: highly acceptable
- 70 – 79: acceptable
- 50 – 69: barely acceptable
- Below 50: not acceptable

Assessed by TVET Centre Manager	
Signature: _____	Date: _____
Approved by ETF Committee	
Signature: _____	Date: _____
Signature: _____	Date: _____
Signature: _____	Date: _____

ATTACHMENT 7



Australian Government
AusAID



Notification Letter on the Approval/Disapproval of Training Proposal for ETF Funding

Date

Name of Head of Training Provider

Official Designation

Address

Dear Sir/Madam:

We are **pleased (sorry)** to inform you that your proposal for the funding from the Employment and Training Fund (ETF) of the (specify the title of the proposed training) was:

- approved
- disapproved
- approved subject to revisions

(in the case of an approved proposal) In this regard, we will be sending you shortly for your comments/signature a Letter of Agreement between the TVET Program and your organisation in connection with the conduct and funding of the said training.

(in the case of a disapproved proposal) Our review of your proposal showed that **(give the reason for the disapproval)**

(in the case of approval subject to revisions) Kindly visit our office at your earliest convenience to discuss with us specific areas where more information is required before the proposal can be approved.

Respectfully yours,

(Name of TVET Centre Manager)

TVET Centre Manager

(Name of Province)

ATTACHMENT 8

Letter of Agreement between the TVET Program and the Training Provider

This Letter of Agreement is drawn up between:

With office located at:

Hereinafter referred to as the Training Provider,

and

the Vanuatu TVET Sector Strengthening Program with head office at TVET Centre, P. O. Box 528, Luganville, Santo Island, hereinafter referred to as the TVET Program

With regard to the conduct of “(name of course module and certificate course)” in (name of training venue).

Article 1: Purpose of the Letter of Agreement

Both parties agree to cooperate with regard to employment and income generation for the people of Sanma and Malampa Province through the delivery of training services. Specifically, the parties agree to cooperate in the conduct of the “Name of the Course Module”, the relevant module descriptors of which are shown in Annex 1.

Article 2: Terms and Conditions

- 2.1 Both parties agree to cooperate in the conduct of the said course modules for residents of Sanma and/or Malampa Provinces.
- 2.2 The course module will be conducted by the Training Provider’s trainers recognized by the Vanuatu National Training Council (VNTC).
- 2.3 The Training Provider will conduct the said course modules following the curriculum design shown in Annex 1 at (name of training venue) from (inclusive dates).
- 2.4 The Training Provider agrees to the withholding by the TVET Program of 25% of the total fixed and variable cost of the training until its submission and acceptance by the TVET Centre of a Training Completion Report. Course trainers responsible for the preparation and submission of the Training Providers Training Completion Report will receive a bonus payment of Vt5,000 on acceptance of the report by the TVET Centre.
- 2.5 It is prohibited to request any training participant to make payment for the training course.
- 2.6 Any monies obtained by the trainees through the sale of products made during the training course remain the property of the trainee and will not be handed over to either the Training Provider, its representative trainer(s), or the TVET Program.

Article 3: Rights and Responsibilities of the Respective Parties

3.1 Rights and Responsibilities of the Training Provider

- 3.1.1 The Training Provider has the right to implement the agreed training for the target participants with financial support from the TVET Program.

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- 3.1.2 In the case of an unsolicited proposal, the Training Provider has the responsibility to ensure that the participants to be selected for the said course are residents of Sanma and/or Malampa Provinces.
- 3.1.3 The Training Provider has the responsibility to use the funds received from the TVET Program in accordance with the purpose of the Agreement.
- 3.1.4 The Training Provider has the responsibility to inform the TVET Program of any basic stationery items (markers, butcher's paper, writing paper, etc.) that will be required for the purposes of the training course, as well as whether the use of a presentation laptop and data projector will be required.
- 3.1.5 The Training Provider has the responsibility to submit a written notification and to obtain concurrence from the TVET Program before making any change in the curriculum design of the agreed training or in the implementation of the said training that will imply changes on the agreed origin of the participants, impact of the said training or on the agreed budget allocation.
- 3.1.6 The Training Provider has the responsibility to submit a narrative report on the completion of the conduct of the said training following the Completion Report Format shown in Annex 2 incorporating, among others, the actual Delivery Plan and a financial report detailing the use of the funds received from the ETF following the budget format shown in Annex 3 not later than 30 days after completion of the training.
- 3.1.7 The Training Provider has the responsibility to undertake an end of course evaluation by the participants as shown in Annex 5. All evaluation forms as completed by each course participant will be attached to the training completion report to be submitted to the TVET Program.
- 3.1.8 The Training Provider has the responsibility to assess upon completion of the course each and every participant following guidelines set by the Vanuatu National Training Council (VNTC) and to submit to VNTC evidence of such assessment for the purpose of awarding certificates to successful course graduates. The assessment of the participants must be included in the Completion Report for submission to the TVET Centre.
- 3.1.9 The Training Provider has the responsibility to prepare a List of the Course Module Participants as shown in Annex 6, based on draft list provided by the TVET Program.
- 3.1.10 The Training Provider has the responsibility to return to the TVET Program unused funds in accordance with the agreed upon budget.
- 3.1.11 In the event of postponement or cancellation in the conduct of the said course, the Training Provider has the responsibility to provide the TVET Program a written explanation.
- 3.1.12 The Training Provider has the right to be provided with reports prepared by the TVET Program Monitoring and Evaluation Team relating to the follow-up evaluation of the results of the training course for course participants.

Rights and Responsibilities of the TVET Program

- 3.1.13 The TVET Program has the right to monitor and evaluate activities implemented by the Training Provider according to the agreed target participants, course module schedule, design, methodology and use of funds.
- 3.1.14 The TVET Program has the right to request the Training Provider for reports relating to the completion of the course module, the use of allocated funds for the said course module, and the training participants as stipulated in section 3.1 of this Agreement.
- 3.1.15 The TVET Program has the right to reclaim the disbursed funds either wholly or in part should the Agreement's objectives and conditions be not met by the Training Provider.

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- 3.1.16 The TVET Program has the responsibility to provide the Training Provider the necessary funding for the purchase of training aids for the conduct of the said course as advised by the Training Provider.
- 3.1.17 The TVET Program has the responsibility to directly pay, whenever practicable, for catering costs, venue rental, transportation of trainers, and if necessary, accommodation costs of participants.
- 3.1.18 The TVET Program has the responsibility to provide basic stationery items, including markers, butcher's paper, writing paper, etc. The TVET Program can also provide a presentation laptop and data projector if required.
- 3.1.19 The TVET Program has the responsibility to provide the Training Provider the necessary funding to implement the said course module up to an amount mentioned in section 4.1 of this Agreement.
- 3.1.20 The TVET Program has the responsibility to undertake monitoring and evaluation of the outcomes of the training between 6 – 12 months after training completion and to provide the Training Provider with the results of this activity.

Article 4: Funding

4.1 The TVET Program agrees to provide (**amount in words**) (**Vt _____**) for the successful conduct of the said training. This fund allocation is set forth in the attached approved budget using the budget template shown in Annex 3.

4.2 The TVET Program agrees to release the approved funding in the following manner:

- First tranche amounting to **Vt _____** covering the costs of conducting the training less 25% of total fixed and variable costs to be released within one week after receipt by the TVET Team Leader/Deputy Team Leader of the signed Letter of Agreement
- Second tranche amounting to **VT_____** and representing the balance of the approved funding support subject to: a) adjustments based on Training Provider's Funds Acquittal Report; and, b) acceptance by the TVET Program of the Training Provider's Training Completion Report.
- Bonus payment of VT5,000 will be provided to the Course trainer responsible for the preparation and submission of the Completion Report on acceptance by the TVET Program of the Training Provider's Training Completion Report.

4.3 The amount will be transferred to the following Training Provider's bank account as shown below:

Account No:
Account Name:
Bank:
Branch:

Article 5: Liability

5.1 The TVET Program will not be liable regarding any claims from the Training Provider or third parties, including for: a) loss or damage to the Training Provider's property and equipment used for implementation of agreed upon training course; b) personal injury or death of any person in connection with the Agreement; c) third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under the Agreement or the

operation of any other vehicles, boats, airplanes or other equipment owned or leased by the Training Provider.

Article 6: Dispute of Resolution and Termination of the Agreement

6.1 In the event of a fundamental disagreement or problem with regard to execution of this Agreement, this shall be resolved through discussion between the two parties.

6.2 In the event that a resolution is not reached both parties agree to bring forth the case of disagreement to the Australian Agency for International Development (AusAID) for adjudication.

Signed by Both Parties

Name of Training Provider

TVET Program

(Name of Head of the Training Provider)
(Designation)

Anna Gibert
Team Leader

Date:

Date:

Annexes to the Letter of Agreement Between TVET Program and Training Provider:

Annex 1: Module Descriptors and Delivery Plan of the Proposed Training Course

Annex 2: Training Completion Report Outline

Annex 3: Budget

Annex 4: Participants' End of Course Module Evaluation

Annex 5: List of Actual Participants to the Course Module

Annex 2

Training Completion Report Format

1. Name of Training Provider which conducted the course:	
2. Actual Dates the course was conducted: From: To:	3. Place where course was conducted: Name of training venue: Area Council: Province:
4. Problems encountered:	
5. Observations/Recommendations/Conclusions: 5.1 On how to improve future delivery of the course 5.2 On specific participants qualified for assessment of additional related competencies 5.3 Conclusions	

Attachments to the Training Completion Report:

1. Actual Training Delivery Plan indicating actual training dates /duration and schedule specifying titles daily learning sessions, name of trainer delivering the session, number of hours per session, total number of hours, etc.
2. List of Course Module Participants (see LoA Annex 5)
3. All course Participants' End of Course Module/s Evaluation forms (LoA Annex 4)
4. Final assessment sheets of the participants following guidelines set by the VNTC (also to be submitted to VNTC).
5. **Budget/Financial Report** (LoA Annex 3)

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Annex 3

Budget/Financial Report Format

Particulars	Budgeted	Actual	Variance	Comments
F. Fixed Costs				
1. Trainers Costs (_____ VT x ____ no. days x ____ no. of trainers)				
2. Coordinator's Fee (_____ VT x ____no. of days coordination)				
3. Resource Materials (excluding stationery materials provided directly by TVET Centre) please provide total cost of Resource Materials listed in Section 15 of Training Provider Proposal Form.				
5. Management fee (should cover all overhead costs including insurance cost of the training provider's trainers and goods used in conducting the training)				
Total Fixed Costs				
G. Variable Costs				
1. Excess baggage				
2. Others				
Total Variable Costs				
H. Total Fixed and Variable Costs				
I. Unit cost per participant (total fixed and variable costs/no. of participants)				
J. Fund Releases:				
1. First tranche (to cover all costs in running the training less 25% of total				

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fixed and variable costs)				
2. Second tranche (representing 25% of total fixed and variable costs to be released only after acceptance of Training Completion Report and receipt by VNTC of participant assessment)				

Prepared by

Name and Signature

Designation

Date

Annex 4

Training name:
Training location:
Training date:

Participants End of Training Evaluation (ETF/BDS courses)

Criteria	Happy ☺	Undecided ☹	Unhappy ☹
1. Acquisition of skills relevant to employment and/or income generation			
2. Relevance of new knowledge and skills to your employment and/or income generation goals.			
3. Confidence in using new knowledge and skills.			
4. Your expectations of the course met.			
5. Trainers and his/her methods.			
6. Learning from co-participants.			
7. Training room, facilities and training aids.			
8. Resource materials for participants.			
9. Food.			

What will you do with your new knowledge and skills after this workshop?

Other Remarks:

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Annex 5

List of Participants

Title of the Training:

Location:

Target Date of Training:

Actual Date of Training:

No.	Last Name	First Name	M/F	Confirmed Availability	Actual Attendance
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					