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**SKILLS DEVELOPMENT**

**EMPLOYERS’ RECOGNITION AWARD**

**Celebrating and Promoting**

**Employers’ investment in Skills Development**

**CONTEST FORM**

**Submitted by:**

**Company Name:**

**Date:**

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**Section 1 – Company Information**

**Section 2 – Evaluation Questionnaire**

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| --- | --- | --- |
| **E-1** | **Training Infrastructure** | **20** |
| **E-2** | **Investment on Training Activities** | **30** |
| **E-3** | **Apprenticeship / Traineeship / Artisan Training Programme** | **30** |
| **E-4** | **Linkages with TVET Institutions / Academia** | **20** |

**Total = 100**

**Instructions**

* **Complete all questions in honesty & attach all necessary supporting documents**
* **Share the complete Form in**
  + **Soft copy -** WeTransfer or Drive
  + **Hard copy –** Mail/Courier
* **All entries will be evaluated by the Committee. The committee may contact for any queries for evidence & fact-finding**
* ***Confirm your participation by email on*** [***services@efp.org.pk***](mailto:services@efp.org.pk)
* ***All entries are subject to our terms and conditions and Committees' decisions will be final.***
* ***Entries will be processed after receipt of Processing Fee Rs. 20,000***

**Eligibility**

All employers in Pakistan are eligible for the Award. The enterprise must meet the following criteria.

* Have completed the nomination form.
* Agree to provide additional information and documents if needed.
* Have contributed in skills development of youth and employees.
* Agree to share best practices with other enterprises.

**Categories And Sectors Of Award**

Awards will be given in all the three large, medium and small categories in the different sectors.

**SECTION 1: COMPANY INFORMATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **ORGANIZATION** | | | | | | | | | |
| a. | Registered Name |  | | | | | | | |
| b. | Address |  | | | | | | | |
| c. | Name of Head of Org. |  | | | | | | | |
| d. | Designation of the Head of the Org. |  | | | | | | | |
| e. | Industry/Sector |  | | | | | | | |
| f. | Type/Categories | Multinational | \*Large National | | | \*\*SME | | \*\*\*Micro | |
| g. | Employees/ Manpower | **Category** | | **Male** | **Percentage** | | **Female** | | **Percentage** |
| Management | |  |  | |  | |  |
| Technical Staff/Executives | |  |  | |  | |  |
| Skilled Workers | |  |  | |  | |  |
| Un-Skilled Workers | |  |  | |  | |  |
| **Total Strength** | |  |  | |  | |  |
| h. | Contact Person(s) | Name | |  | | | | | |
| Designation | |  | | | | | |
| Contact No. | |  | | | | | |
| Email Address | |  | | | | | |

|  |  |
| --- | --- |
| **Signature** |  |
| **Name of Authorized Representative** |  |
| **Designation** |  |
| **Date** |  |
| **Stamp of Organization** |  |

**SECTION 2: EVALUATION QUESTIONNAIRE**

***Important Notes:***

* *Please indicate your choice as per the information asked for. All questions listed below must be answered.*
* *Please attach supporting documents and photos where required.*
* *Please mention N/A if the question does not apply to your company.*

|  |  |
| --- | --- |
| **Total Marks** | **100** |
| **E.1. Training Infrastructure (20 Marks)** | | | |
| 1. Do you have any training policies; if so, kindly attach a copy. |  | | |
| 1. Do you prepare an Annual Training Calendar for training and skills up-gradation of your employees? If yes, attach details. |  | | |
| 1. Do you have a training department or dedicated training officer for training activities? |  | | |
| 1. Do you have your own training center or training space for the training of youth/employees within your premises? If yes, attach details. |  | | |

|  |  |  |
| --- | --- | --- |
| **E.2. Investment on Training Activities (30 Marks)** | | |
|  | **Year 2021** | **Year 2022** |
| 1. (i) Total training hours per employee |  |  |
| (ii) Total training hours per employee on skills training |  |  |
| 1. (i) Total amount spent on employees’ skills development   (ii) Expenses on skills training as compared to the total amount spent  on training. |  |  |
| 1. A total number of youth/employees trained |  |  |
| * Within enterprise / In-house |  |  |
| * Got trained through other institutions / Training Programme |  |  |
| * Trainees provided On-the-Job Training or Internship |  |  |
| 1. Amount paid as donation or contribution to any TVET institution. |  |  |
| * How many females trainees |  |  |
| * How many differently ables persons |  |  |

|  |  |  |
| --- | --- | --- |
| **E.3. Apprenticeship / Traineeship / Artisan Training Programmes (30 Marks)** | | |
|  | **Year 2021** | **Year 2022** |
| 1. Are you implementing an apprenticeship training program within your enterprise? If yes, what number of apprentices were trained? |  |  |
| 1. Are you running any systematic in-house or artisan training programs for employees or youth? If yes, how many are trained? |  |  |
| 1. Do you offer internship/on-the-job training to trainees of TVET institutions? If yes, indicate numbers. |  |  |
| 1. Do you offer internships for university graduates? If yes, indicate numbers. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **E.4. Linkages with TVET Institutions / Academia (20 Marks)** | | |  |
|  | **Year 2021** | **Year 2022** |  |
| 1. Have you established any linkages with TVET Institutions/universities? |  |  |
| 1. Is your organization a member of any TVET Board or Council? Give name |  |  |
| 1. Is any of your employees a member of the Institute Management Committees of TVET Institution? Or any other committee. |  |  |
| 1. Do you support institutional training by offering industrial visits/lectures/counseling sessions? If yes,  * Number of visits from the Institution * Counseling Session * Visit the Institution |  |  |

|  |  |
| --- | --- |
| **Signature** |  |
| **Name & Designation** |  |
| **Stamp of Organization** |  |

***Note: Application form duly filled-in with supporting documents may be mailed to:***

**Mail Contest Form to:**

**Ms. Rabiya Anwer  
Employers’ Federation of Pakistan**

**2nd Floor, State Life Building No.2,**

**Wallace Road, Off. I.I. Chundrigar Road,**

**Karachi**

**E-mail:** [**services@efp.org.pk**](mailto:services@efp.org.pk)