

ON-PREMISES TRAINING PROGRAM FOR SMEs

GUIDELINES



**NATIONAL BUSINESS
DEVELOPMENT PROGRAM
(NBDP)-SMEDA**

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National Business Development Program for SMEs (NBDP) is a project of SMEDA, funded through the Public Sector Development Program of Government of Pakistan.

1. About the Document

This document provides guidance regarding **ON-PREMISES TRAINING PROGRAM for SMEs (OPT)** including program objectives and its key components, eligibility criteria, training duration(s), applicable fee and training request processing methodology.

2. Program Objectives

The objective of On-premises Training Program is to provide SMEs with the opportunity to avail premium training services at their Business Locations. These trainings will be conducted by the quality assured trainers from the private sector with the customized training material on the basis of SME needs.

3. Eligibility

SME(s) related to Manufacturing & Services sector, operating in Pakistan including AJK and GB, meeting mandatory requirements as mentioned below are eligible to apply for On-Premises Trainings:

1. Valid Business National Tax Number (NTN)
2. Having staff strength of minimum 50 employees
3. Nomination of up-to 10 - 25 employees from the relevant function / department.

Until or unless specified, no geographical restriction will be applicable to any SME intending to opt for On-Premises Training Program. SMEs registered on SMEDA's SME Registration Portal, will be given priority.

4. Program Components

Following are the key components of On-premises Training Program:

4.1. SME Competency Profiling

Upon approval of the training request, NBDP will assign Consultant for the requested training program as per the NBDP's work allocation guidelines. The assigned consultant will assess the SME training need around requested training topic in coordination with the SME Owner through Competency Profiling Exercise¹

4.2. Training Need Analysis

The consultant will share findings of training need(s) with the SME Owner.

4.3. Training Material

The consultant will develop or align existing training material based on competency profiling and training need assessment of the SME. The finalized training material will be made available to the relevant SME in the soft form. NBDP will not bare any cost for printing of such material. Availability of training material for the employees of the SME in printed form will be sole responsibility of the SME applying for on-premises training program.

4.4. Training Plan

Consultant will submit the day(s) wise session plan with the NBDP & relevant SME(s) at-least 02 days prior to the event

¹ Competency Profiling: Identification and assessment of competencies believed to lead to higher employee performance through SME business health check exercise.

4.5. Training Execution

Upon finalization of the training plan the Consultant will conduct training on agreed terms and conditions.

4.6. Training Certificate

NBDP will provide training certificate to all the participants of the training. All costs associated with the design, printing and delivery of training certificates will be paid by the NBDP.

4.7. Post Training Assessment Report

After conclusion of the training session, Consultant will submit post training assessment report on a standardized format in coordination with the SME owner on the basis of feedback received from the participants.

5. Program Duration & Type

There will be two (02) types of on-premises trainings as listed below, SMEs may opt for any of the two, as per its requirement:

5.1. One-Day On-Premises Trainings

One Day training program consisting of 6 training hours exclusive of all breaks to be conducted at the premises of the SME.

5.2. Three-Day On-Premises Trainings

Three Days (03) training program consisting of 18 training hours exclusive of all breaks to be conducted at the premises of the SME.

5.3. Group Trainings

In case where a single SME cannot provide minimum number of training participants, two or more SMEs can form a group and apply for the requisite training. Provided that the total number of participants may not exceed 25. The application form will be submitted by any of the group members, who will be considered as Lead SME for this purpose.

6. Training Subscription Fee

This program is highly subsidized by the Government of Pakistan, the interested applicants (SMEs) will be charged with a nominal training subscription fee as mentioned below to ensure quality participation and sense of ownership by the SMEs. This fee is either payable online or in the form of a Pay Order / CDR in favor of National Business Development Program after the approval of the training request.

Consultant will be mobilized for the requested training after payment confirmation only. However, in-case of a force majeure event or any eventuality, if the particular training program cannot be executed, the submitted amount will be refunded to the relevant SME.

Following is the Training Subscription fee w.r.t. the duration of the training program selected by the SME:

S No.	Description	Subscription Fee For The Complete Training Program (PKR)
1	01-Day Training Program	5,000
2	03-Day Training Program	10,000

7. Finalization of Training Program

Upon receipt of the online application, NBDP will evaluate the request to determine the viability of training expertise requested by the SME on first come first serve basis. The viability and suitability of each training program will be determined on the following parameters:

- 7.1. Availability of the Trainer in the pool of Pre-qualified Trainers / Consultants related Field, Category and City.
- 7.2. Technical feasibility of the requested training program i.e. sector expertise, minimum training duration, relevant human resource, adequate equipment (Lab / Plant / Machinery etc.) required to conduct such training program.
- 7.3. Availability of appropriate training space at the SME premises with provision of necessary facilities, internet, sitting arrangement etc. to conduct such training program.
- 7.4. In case of third-party venue, offer letter from the host organization of the said premises for conducting such training at their location will be required.
- 7.5. Any reasonable additional requirement / document as may be deemed necessary on case to case basis.

8. Number of Training Programs for each SMEs

One SME can obtain up-to 03 training days of On-Premises Trainings in one Fiscal Year. SMEs registered at SMERP may utilize up-to 06 training days of On-Premises training programs.

9. Application Process

- 9.1. Eligible SMEs may select from the list of available “Training Categories” especially curated for on-premises training program and submit an online application through <http://nbdp.org.pk>.
- 9.2. After screening, eligible SMEs will be issued Letter of Intent on first come first serve basis.
- 9.3. Upon receipt of LOI, SME can proceed to execute approved training program as per the given schedule.

10. Other Applicable Conditions

- 10.1. Requests must be initiated through. <http://nbdp.org.pk>
- 10.2. NBDP will not acknowledge completion of the activity if the training was executed before the approval date.
- 10.3. NBDP reserves the right to amend or change the guidelines, terms and conditions at its sole discretion.
- 10.4. This facilitation is being provided in good faith, and to the extent of the scope of activity as described in this document. SMEDA / NBDP will not be responsible for any loss incurred while undertaking the program.
