My No: ……..……..

Date: ……../……./……..

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On the Job Training
For National Vocational Qualification Level 4 Programme – 20…….

The National Apprentice and Industrial Training Authority in collaboration with the Industrial Establishments have planned to provide six months on the job training for the Trainees in National Vocational Qualification programme which is a compulsory component in their course of study.

Therefore, please make provisions for the below mentioned trainees to undergo their on the job training in your establishment. List of instructions of on-the-job training in printed format has been given to each trainee.

A training contract should be signed by each trainee with training establishment. Three copies of this contract has given to each trainee. You are kindly requested to send duly filled contracts signed by both parties (Trainee and Employer) to me for registration. A registered copy will be sent you.

Se. No.	Name of the Trainee & Telephone No	NIC Number	Gender (M/F)	Trade & NVQ Level	Date of Commencement	Date of Completion	Period of Training
1.							
2.							
3.							
4.							

We greatly appreciate your co-operation to achieve the success of this national endeavor.

District Manager