

Building up Industrial Relations towards training and employment opportunities

Enrolment as a partner with NAITA

**Format**

1. Name of the industry –
2. Chief Executive Officer (contact details) –
3. Locations (please give complete address with contact details )
  - 3.1 Head Office -
  - 3.2 Branches -
  - 3.3 Workshops/ Sites -
4. Nature of the activities/ business –
5. Workforce Capacity
  - 5.1 Management
  - 5.2 Supervisors
  - 5.3 Skill Manpower
  - 5.4 Semi – skill manpower
6. Areas of occupations – please specify areas of occupation with designations considering your involved activities/ business

Example 01

Production Manager  
Engineer  
Foreman  
Workshop Supervisors  
Skill Craftsman

Example 03

Manager  
Production Manager  
Quality Controller  
Assemblers  
Quality Assurance Executive

Example 02

Chief Chemist  
Laboratory In charge  
Laboratory Assistant  
Analyst  
Data Entry Operator

Example 04

Chef  
Sue Chef  
Manager  
F & B Manager  
Front Office Manage

7. Possible number of Trainee Accommodations

	Category of Occupations (Occupational Area)	Number which could be accommodated
<u>Example</u>		
x Once a Year	Electrician	10 No
x Twice a year	Fitter	05 No
x Once in two years		
x Once in three years		

8. Possible durations for accommodation

8.1	06 months – one year	- No that could be accommodated
8.2	one year – 02 year	-
8.3	02 year – 03 year	-
8.4	03 year and above	-

9. Any suggestions which you make towards development of quality of manpower requirement.

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We would be very much thankful & appreciate if you could fill the above format & return to the undersigned.

Head of Marketing & International Affairs Unit

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