

**NATIONAL REGISTER SCHEME**

**FOR TRAINERS & CONSULTANTS**

**(NRT & NRC)**

**By**

**NATIONAL PRODUCTIVITY ORGANISATION**  
**MINISTRY OF INDUSTRIES & PRODUCTION**  
**GOVERNMENT OF PAKISTAN**

## BACKGROUND/ RATIONALE

The National Productivity Organization (NPO) is working under the umbrella of Ministry of Industries & Production, Government of Pakistan and is a Liaison Office of Asian Productivity Organization (APO) which represents 20 Asian Countries with the mandate to promote productivity and quality consciousness among the public and private sector organizations.

NPO is developing critical mass in Pakistan, whereby prime objective is to utilize services of professionals who would like to act as a catalyst in promoting productivity in the manufacturing, services and agriculture sectors as a **professional trainer and consultant**.

Pakistan's biggest industrial challenge today is to inculcate catalysts at vital industrial points that leaves long lasting effect on overall industrial and corporate productivity. The crux is that NPO is developing a pool of talented, experienced and qualified trainers/consultants/auditors who are willing to participate in the productivity drive in Pakistan to bring change in Pakistan. They will be instrumental in creating productivity, quality innovative culture at large. These catalysts will serve as guides and a source of knowledge for all.

## INTRODUCTION TO NATIONAL REGISTER SCHEME

With a philosophy of adding continuous value to quality productivity across Pakistan's industry, NPO has launched the schemes of National Register for Trainers (NRT), National Register for Consultants (NRC). Through these schemes, NPO intends to utilize the capabilities of available professional trainers and consultants to address the training and consulting needs of the country by offering services to increase productivity in all facets of the economy. Therefore, this scheme will introduce pool of professionals related to the field of training, consultancy and auditing.

NPO defines two tiers under this scheme. They are briefly explained below;

### 1. National Register for Trainers (NRT) Scheme

The National Register for Trainers (NRT) is a scheme that promotes a pool of professional's that are expert in "**Productivity, Quality and other management topics**" and can play a dynamic and proactive role in manufacturing, service and agriculture sectors of Pakistan as a "**Professional Trainer/Resource Person**". With these qualified trainers in the pool, NPO aims to capitalize its wide industrial network and utilize the services of trainers to deliver training sessions across the country.

## **2. National Register for Consultants (NRC) Scheme**

The National Register for Consultants (NRC) is a pool of professional resources that has experience and skills in the field of consultancy. The objective of this scheme is to develop a pool of “**Management Consultants**” having qualified individuals and associates on board, who can act as change agents by exploiting their knowledge, know-how, competencies and proficiency practically in multiple industries through the implementation of quality and productivity management tools & techniques. This scheme will also provide an opportunity to professional consultants to grow with NPO by following various levels of consultant career path from provisional to associate to lead consultant. This will also help industry to find the best resource suited to their needs from a single source of pool.

### **VISION OF NPO TOWARDS NRT/NRC SCHEME**

This scheme under the supervision of NPO will serve as recognized platform for the trainers/consultants at national level. Through this scheme, the member trainers/consultants across the country can visualize their path of growth in the field of “Training & Consultancy”.

In the broader sense the trainers/consultants will prove to be an asset for NPO to support its vision under the Pakistan’s Productivity, Quality and Innovation (PQI) initiative of Government of Pakistan.

## GOAL AND FOCUS

Serving as Productivity Catalyst for Pakistani economy, NPO aims to launch NRT and NRC scheme with the following goals:

### 1.1. Goal

- With the launch of NRT/NRC, a pool of “**Potential and Professional Trainers/Consultants**” shall be registered at government level with the mandate to promote Human Resource Development (HRM), Organizational development (OD) & System Development (SD) in Pakistan. The pool or register will represent individuals and associates from multiple backgrounds i.e. manufacturing, service and agriculture sectors, thereby bringing people from diverse background at one place.
- To help public and private sector organizations in the selection of professional trainers.
- To introduce career path as a “**Professional Trainer/Consultants**” to those who possesses good communication, presentation skills, competencies and know-how to provide training on various forums.
- To provide training & business opportunities to the professionals who intend to build their repute in local and international market.
- An intention of mobilizing a culture of HRD, OD & SD through a defined mechanism that leads towards skill & knowledge development.
- The overall goal is to strengthen the undeveloped community of trainers/consultants of Pakistan. The aim is to create a diverse reservoir of resources that will be allowed to capitalize NPO’s wide industrial network.
- Give the trainers/Consultants the necessary competence and ownership in order to deliver the services to the industries where productivity is poor, due to incompetence and inefficient human capital.

### 1.2. Focus

- In-hand reservoir of qualified people relating to multiple fields who can be mobilized for any national training courses/workshop/symposiums anytime and anywhere.
- A focus is to give trainers/Consultants of different level (beginner, mid-level, senior) an opportunity to utilize their potential and get industrial

exposure that serves as a vital ingredient for their professional development.

- Contribute to establish a common pool of resources through networking and alliance building to undertake effective initiatives and techniques for overall development process.
- Develop future strategies to implement a HRM, HRD, OD & SD programs at national level.
- Establish a common understanding on the conceptual framework of certification mechanisms such as National Register for Certified Consultants & Trainers and the strategizing process that is compatible with the ISO standards and IRCA.
- A focus is to define a clear road map for individual who have vision to grow and become reputed & qualified trainers/consultants in the national and international market.

#### **NRT SCHEME EXPECTED OUTCOME/BENEFITS**

- Creates a National Register of Trainers/Consultants in order to make it easy to find qualified and approved training providers.
- With the NRT/NRC, an environment of competition within the training providers would be taking place. Each trainer in a pool shall get an opportunity of counseling from the senior officials/ principal trainer of NPO who already have wide industrial experience.
- The NRT/NRC provides an exposure that takes a resource person systematically to higher level. It helps resource person to develop their skills steadily and will give them a chance to critically analyze their gaps and identify their strengths. The more the exposure they get the more they get to improve.
- NRT/NRC provides a framework to develop the knowledge and skills needed for success.
- With more industrial exposure, a registrant of NRT/NRC would get an opportunity to get establish their recognition in market.
- The capacity development phase would not only confine to local arena, but also will give them an opportunity to get international exposure through the courses of APO (Asian Productivity Organization).
- The most important outcome of NRT/NRC would be that it defines a clear road map of professional capacity development for the trainers/Consultants who intend to achieve excellence in a world of training and Consultancy. At the moment there

is no platform that helps professionals to follow on right track. With the inculcation of this scheme there is a good prospect of filling this gap up.

- With quality certified trainers/Consultants organization can witness an improved customer satisfaction, innovating work methods, increasing efficiency and reducing waste and cost, identifying and managing risk to the business considering corporate care and responsibility.
- The NRT/NRC scheme functions with an objective to sustain the unparalleled commitment to performance excellence and sends a strong message to the registrant of what is expected out from him/her in each training/Consultancy session. NPO's agenda is to maintain a culture of excellence all the way.

## **TRAINER'S CATEGORIES**

Under NRT Scheme following are the three categories available for registration:

- **Provisional Trainers**

*Junior most level of trainers who intend to start his or her career as a Professional Trainer or any individual who have the ability to deliver training programs as **Resource Person** or Any Individual who posses good communications, speaking ability & presentation skills.*

- **Associate Trainers**

*An individual who is at Mid career level of trainer and development and intends to further develop in a world of training & development and has at least **five years of training experience** in similar arena.*

- **Lead Trainers**

*An individual who has got substantial experience of training and qualifies to train members of client organizations in the core competencies for managing workplace and having at least **ten years of training experience** in similar arena.*

## CONSULTANT'S CATEGORIES

- **Provisional Consultants**

*Junior most level of consultants who intend to start his or her career as a Professional consultant who has the ability to understand the problems of processes and have made a roadmap to become a professional management consultant.*

- **Associate Consultants**

*An individual who is at Mid career level of consultancy and intends to further enhance it and has experience of at least **6 consultancy projects**. The individual has the aptitude to understand and improve organizational processes and systems design.*

- **Lead Consultant**

*An individual who has got substantial experience of consultancy and qualifies to deliver consultancy projects and provide services to members of client organizations. The core competencies should include skills related to HRM, HRD, OD & SD and has experience of more than **12 consultancy projects**.*

**APPLICATION/ PROCESSING FEE**

- **For Individuals**

In order to make process smooth and efficient an application/processing fees of Rs. 1,000/- shall apply. Applicants need to dispatch cheque/ draft /pay order in the favor of National Productivity Organization along with other application documents.

- **For Corporate/ Organizations**

NRT/NRC scheme is not confined to individual trainers/ consultants, institutes/organizations/firms/companies can also participate based on the magnitude of the service being provided.

In case of organization application/processing fees of Rs. 3,000/- shall apply. Companies need to dispatch cheque/ draft/ pay order in the favor of National Productivity Organization along with other application documents.

\*The Training/Consultancy firm should have at least 2 lead trainers/consultants and 3 associate trainers/consultants in order to satisfy the gold membership category.

\*\* The Training/Consultancy firm should have at least 1 lead trainers/consultants and 2 associate trainers/consultants in order to satisfy the silver membership.

- **Membership Card issuance Policy**

Once the applicant is scrutinized/vetted and categorized by the selection committee a **Membership Card will be** issued to the approved individuals/ companies.



**HONORARIUM**

- **Honorarium for Trainers**

The trainers selected to organize trainings from NPO platform will be paid following honorarium as per the category they fall.

<b>Trainer Categories</b>	<b>Per hr.</b>
Provisional Trainers	Rs. 800 – 1,000
Associate Trainers	Rs. 1,200 – 2,000
Lead Trainers	Rs. 2,000 – 4,000

- The honorarium is without boarding/lodging and other expenses.

- **Honorarium for Consultants**

NPO intends to engage individual consultants or consulting organizations to assist in its consulting projects. In this regard, percentage shall be agreed on the basis of nature of project. The honorarium shall be dependent on the consulting project agreement signed between NPO and interested stakeholder, however the following arrangement shall be kept confidential whereby consultant who would be assigned for the consulting service will only represent NPO-Pakistan.

**SELECTION AND ELIGIBILITY CRITERIA FOR TRAINERS**

The selection committee of NRT on the basis of documentation, general feedback and interview (if required) would grade each “**Resource Person**” for the category applied and would grant opportunities on the basis of their competencies and strengths. The following qualifying criteria shall be adopted for the selection of the Trainers:

Trainer Category	Description	Parameters	Weight - age %														
Provisional Trainer	For people starting their journey on the road to success as a trainer. On choosing area of interest/experty an individual will receive many opportunities of training and development.	*Atleast Masters Degree holder/Bsc. Eng./ Graduate  *Having atleast 2 years relevant training experience. (Note: Individuals having more than 2 years experience will get 5% addition weightage)  *Having atleast 2 International Professional Certification (P &Q related or any other).  *Any other additional achievement.	<table border="1"> <tr><td align="center" colspan="2">20%</td></tr> <tr><td align="center">20%</td><td align="center">25%</td></tr> <tr><td align="center">5%</td><td></td></tr> <tr><td align="center" colspan="2">40%</td></tr> <tr><td align="center" colspan="2">15%</td></tr> </table>	20%		20%	25%	5%		40%		15%					
20%																	
20%	25%																
5%																	
40%																	
15%																	
Associate Trainer	For people who further intend to expand their professional development and broaden their skills. This level of scheme is for paid trainer and he/she should also be certified provisional trainer for atleast 1 year.	*Atleast Masters Degree holder/Bsc. Eng. / Graduate *Having atleast 5 years or above relevant experience. (Note: Individuals having more than 4 years experience will get 5% addition weightage).  *Conducted atleast 10 professional Courses as a paid trainer.  *An applicant may submit 10-minutes, self video tape of a training program presentation (optional). *Ten Professional's references who have attended training presented by the applicant and post-session evaluations reports for atleast five training programs must accompany the application (optional). *Having atleast 4 International Professional Certification (P &Q related or any other).	<table border="1"> <tr><td align="center" colspan="2">20%</td></tr> <tr><td align="center">15%</td><td align="center">20%</td></tr> <tr><td align="center">5%</td><td></td></tr> <tr><td align="center" colspan="2">40%</td></tr> <tr><td align="center" colspan="2">10%</td></tr> <tr><td align="center" colspan="2">10%</td></tr> </table>	20%		15%	20%	5%		40%		10%		10%			
20%																	
15%	20%																
5%																	
40%																	
10%																	
10%																	
Lead Trainer	For people who have set their own Training team and qualify to train members of your client organizations in the core competencies for managing workplace. This level of scheme is for paid trainer and he/she may be Associate trainer for atleast 3 years.	*Atleast Masters Degree holder/Bsc. Eng. / Graduate *Having atleast 10 years experience in relevant field. (Note: Individuals having more than 10 years experience will get 5% addition weightage). *Conducted atleast 100 professional Courses. *Having atleast 4 International Professional Certification (P &Q related). * Having atleast two year experiences in industrial consultancy. * Having experience in conducting atleast 5 Public Seminar/Mega events.	<table border="1"> <tr><td align="center" colspan="2">20%</td></tr> <tr><td align="center">20%</td><td align="center">25%</td></tr> <tr><td align="center">5%</td><td></td></tr> <tr><td align="center" colspan="2">25%</td></tr> <tr><td align="center" colspan="2">10%</td></tr> <tr><td align="center" colspan="2">10%</td></tr> <tr><td align="center" colspan="2">10%</td></tr> </table>	20%		20%	25%	5%		25%		10%		10%		10%	
20%																	
20%	25%																
5%																	
25%																	
10%																	
10%																	
10%																	

**SELECTION AND ELIGIBILITY CRITERIA FOR CONSULTANTS**

The following qualifying criteria shall be adopted for the selection of the Consultants:

Consultant Category	Description	Parameters	Weight - age %
Provisional Consultants	Individuals and firms that have started their operations recently and intend to further develop their industrial linkages and expertise.	*Atleast Masters Degree holder/Bsc. Eng./ any Graduate	25%
		*Having atleast 2 years relevant experience. (Note: Individuals/firms having more than 2 years experience will get 10% addition weightage)	25% 10%      35%
		*Have worked on atleast 1 consultancy project.	40%
Associate Consultants	For people who further intend to expand their professional development and broaden their skills of consultancy.	*Atleast Masters Degree holder/Bsc. Eng./ Graduate with International professional certifications	25%
		*Having atleast 5 years or above relevant experience. (Note: Individuals/firms having more than 4 years experience will get 10% addition weightage).	25%      35%
		*Conducted atleast 6 Consultancy projects. The applicant has to submit at least 1 case study of his projects showing tangible improvements	10%
			40%
Lead Consultants	For people who have set their own Consultancy firm and qualify to conduct large consultancy projects and are members of your client organizations in the core competencies for managing workplace.	Atleast Masters Degree holder/Bsc. Eng. Graduate with min 04 International professional certifications	25%
		*Having atleast 10 years or above relevant experience. (Note: Individuals/firms having more than 8 years experience will get 10% addition weightage).	20%      35%
		*Conducted atleast 12 Consultancy projects. The applicant has to submit at least 2 case studies of his projects showing tangible and considerable improvements	10%
			40%

### **How to Apply?**

Please download and complete the application form, making sure that each required slot is filled, and then return to us by post or courier addressed to the following:

#### **Incharge**

National Register for Trainers & Consultants  
National Productivity Organization  
Ministry of Industries and Production  
2<sup>nd</sup> Floor, STP Building, F/5-1, Islamabad  
Phone: 051-2823304-5  
Email: info@npo.gov.pk

#### **Check list for the documents to be submitted:**

1. Application form
2. Applicants CV/ Company Profile
3. Two photographs
4. Experience of training – Certificates
5. Copy of Credentials ( Master & Above)

Note: *Each approved member would be assigned a unique membership ID.*