

Annex 5: Existing paper forms used by Vocational General Directorate

The following lists of forms used by the General Directorate of Vocational Training for private training centers, including:

1. Training Program Accreditation Form.
2. Vocational Trainer Replacement Approval Form.
3. Vocational Center Manager Replacement Approval Form.
4. Training Institution Ownership Transfer Form.
5. Training Institution Name Change Request Form.
6. Training Institution Relocation Form.
7. Administrative Equipment and Furniture Form.
8. Training Center Staff Form.
9. Commitment to Conditions Form.
10. Funding Sources Commitment Form.
11. Training Course Opening Request Form.
12. Preliminary Licensing Form for a Training Institution.
13. Training Program Exam Scheduling Form.
14. Certification Licensing Request Form.
15. Licensing Grant and Renewal Form.
16. Field Inspection Form for Training Institution Licensing and Renewal.

Forms for Government Vocational Training Centers:

1. Field Training Form.
2. Monthly Report Form.
3. Trainee Card.
4. Practical Training Report in the Workshop.
5. Daily Field Training Report.
6. Trainee Distribution Table for Field Training.
7. Vocational Training Course Enrollment Form.
8. Production Request Form.
9. Course Opening Approval Request Form.
10. Commitment and Obligation Form.
11. Trainee Evaluation Form (Center-based).
12. Trainee Evaluation Form (Workplace-based).
13. Document Checklist for Trainee Registration.
14. Training Plan Form.
15. Workshop Cleanliness and Organization Form.
16. Operational Manual for the General Directorate of Vocational Training.
17. Minister of Labor's Instructions No. 138 of 2022 for the operation of private vocational training centers.
18. Further forms were obtained from Engineer Moath Abu Bakr, including:
19. Service Card and Training Center Licensing Forms.
20. Preliminary Application for Training Center/Institution Licensing.
21. Commitment to Technical and Administrative Conditions Form.

22. Funding Sources Commitment Form.
23. Training Course Opening Request Form.
24. Administrative Equipment and Furniture List.
25. Staff List for Training Institutions.
26. General Conditions for Licensing Private Vocational Training Centers.