



FEDERAL MINISTRY OF
EDUCATION



MODISH
FORMALS

IDEAS-TVET FASHION DESIGN & GARMENT MAKING TRAINING

TRANCHE 1

PROGRESS REPORT



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FACILITATED BY: MODISH FORMALS



TRANCHE 1 READINESS REPORT

IDEAS–TVET Fashion Design & Garment-Making Programme

Internal CEO Briefing | Modish Formal Ltd | 150Trainees

Status: Mostly Completed
Pending: Biometrics, account confirmation, evidence storage devices, ID cards

Coverage: Tranche 1 onboarding readiness, evidence management, digital QA and next approvals

Executive Summary

Tranche1 readiness has been substantially fulfilled, with clearly identified operational gaps for approval.

600+

applications received

150

trainees shortlisted

3 days

screening/onboarding event

6 months
placement

- Digital recruitment and advertisement generated strong interest.
- Screening/verification held on 14–15 & 17 June with facilitator support.
- Registration, onboarding, orientation, baseline assessment and documentation are completed or in place.
- Outstanding approvals required to prevent disruption: biometrics, evidence storage, ID cards, project account and additional trainers.

**FREE FASHION
DESIGN & GARMENT
MAKING TRAINING**

Do you want to learn a real skill that can help you earn, work, start a fashion business, or grow into the garment production industry?
Top-performing trainees will also be considered for job placement opportunities. Stipend will be provided.

WHAT YOU WILL LEARN

- ✓ PATTERN DRAFTING
- ✓ GARMENT CONSTRUCTION
- ✓ INDUSTRIAL SEWING TECHNIQUES
- ✓ READING/DRESS EMBELLISHMENT
- ✓ FASHION ILLUSTRATION

ADULT
18+ ONLY (MINIMUM REQUIREMENT)
JUNE 8, 2024

STARTS
STARTS 8TH JUNE 2024

APPLY
www.modishforums.com/training

FACILITATED BY: MODISH FORUMS

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Tranche 1 Checklist Status

Status against the immediate execution checklist and onboarding run sheet.

Action area	Status	Current position
Trainee readiness	Done	Final onboarding list confirmed; 150 selected.
Required documents	Done	BVN, NIN, bank details, phone, photo and emergency contacts collected via forms.
Onboarding tools	Done	Attendance register, trainee profile forms and consent forms prepared.
Biometric capture	Pending	Device/system not yet available.
Photo album/media	Done	Named photographs, group photos and multimedia files created.
TSDP / schedule	Done	Timetable, work plan and team rules available.
Project account	Pending	Project-specific account confirmation required.
GRM visibility	Done	Posters printed/displayed at venue.
Evidence folders	Partial	Digital/physical tranche evidence structure needs storage devices and prints.

Trainee Readiness & Verification

Recruitment, screening and onboarding completed in line with IDEAS-TVET requirements.

- Over 600 applications received from public call/adverts.
- 150 trainees selected based on proximity, programme fit and verification factors.
- Forms check, document verification and onboarding completed.
- Attendance evidence captures name, signature, arrival time and contact details.

ID	Name	Email	Gender	Location	Skill Level	Status
055	21	8169175170 sundayakoreddika@gmail.com	Male	Half valley Estate Asokoro	Complete beginner	Start a business
056	25	2348024274429 tawabenson731@yahoo.com	Male	APD WURHBA	Complete beginner	Start a business
057	24	705036740 timothydamian47@gmail.com	Male	Kpaga	Complete beginner	Start a business
058	30	8035161132 ailingloria@gmail.com	Female	Kabusa	Complete beginner	Start a business
059	29	2348103645581 netoonnyakno001@gmail.com	Male	Kubwa	Complete beginner	Start a business
060	28	2349167977802 elizabethsunday967@gmail.com	Female	Nyanya	Complete beginner	Start a business
061	18	7044402632 elahemma16@gmail.com	Male	Nyanya	Complete beginner	Start a business
062	40	7036166203 unedonmai@gmail.com	Female	Apo	Basic sewing knowledge	Improve my skills
063	40	706326251 dorcasunc111@gmail.com	Female	Gudu	Complete beginner	Start a business
064	49	7038972491 okpogoy11@gmail.com	Female	Anglican girls Grammar school Apo Gudu	Basic sewing knowledge	Start a business
065	38	7080089957 lucyogor67@gmail.com	Female	Apo	Basic sewing knowledge	Start a business

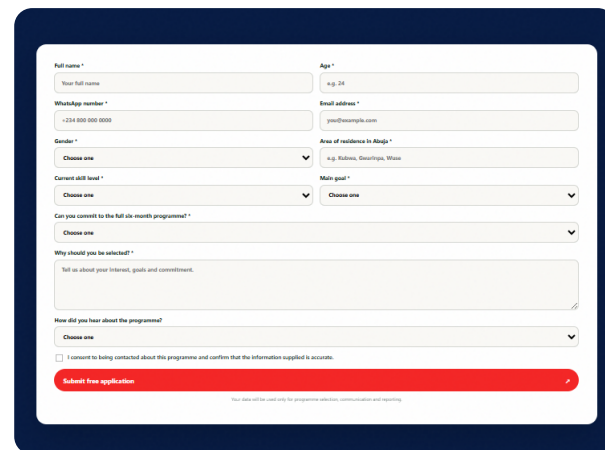
DONE

Biometric capture remains pending and should be resolved before full class tracking begins.

Onboarding Tools & Class Control

Tools are available to support daily control, traceability and stipend-linked attendance.

Tool	Status	Evidence / Comment
Attendance register	Done	Daily manual register already used.
Trainee profile forms	Done	Completed during onboarding.
Consent forms	Available	To be signed/resigned upon resumption as needed.
Class timetable	Done	4-day weekly class structure with Friday support.
Code of conduct	Available	Students to sign upon resumption Monday.
ID cards	Pending	Required for staff and students.



The screenshot shows a digital onboarding form for a trainee. The form is titled 'Trainee Onboarding' and includes the following fields and sections:

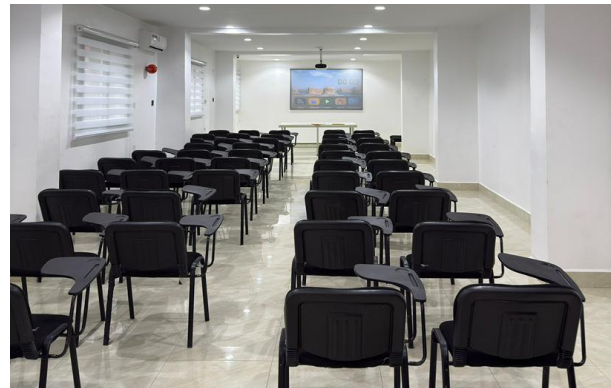
- Full name ***: Text input field.
- Age ***: Text input field with a placeholder 'e.g. 24'.
- WhatsApp number ***: Text input field with a placeholder '+234 800 000 0000'.
- Email address ***: Text input field with a placeholder 'you@example.com'.
- Gender ***: Dropdown menu with 'Choose one' and a downward arrow.
- Area of residence in Abuja ***: Text input field with a placeholder 'e.g. Fct Area, Gwarinpa, Wuse'.
- Current skill level ***: Dropdown menu with 'Choose one' and a downward arrow.
- Main goal ***: Dropdown menu with 'Choose one' and a downward arrow.
- Can you commit to the full six-month programme? ***: Dropdown menu with 'Choose one' and a downward arrow.
- Why should you be selected? ***: Text area with a placeholder 'Tell us about your interest, goals and commitment.' and a 'Show more' link.
- How did you hear about the programme? ***: Dropdown menu with 'Choose one' and a downward arrow.
- Consent**: A checkbox labeled 'I consent to being contacted about this programme and confirm that the information supplied is accurate.'
- Submit free application**: A red button with a white arrow.

At the bottom, there is a small note: 'Your data will be used only for programme selection, administration and reporting.'

Orientation, Safeguarding & Learner Conduct

Programmerules,stipendexpectationsandreportingchannelswerediscovered.

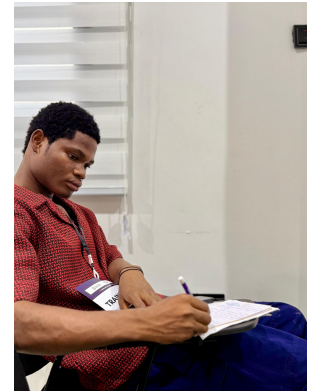
- Orientation covered training structure, timetable, attendance, stipend, placement and certification expectations.
- Baseline assessment conducted by facilitators to establish entry-level skills.
- Safeguarding briefing held; Code of Conduct available for signing on Monday.
- Students must comply with attendance, assignment submission, facility access, cleanliness and anti-harassment rules.



Media Documentation & Visibility

Multimedia documentation has started in line with media documentation guidelines.

- Named trainee photo album created.
- Individual, group and activity photographs captured.
- Short videos and social media publications initiated.
- Need digital camera for higher-quality live session recording and evidence capture.



Evidence Management & Compliance Gaps

Evidence is being generated; storage, physical filing and tranche folder discipline require immediate approval.

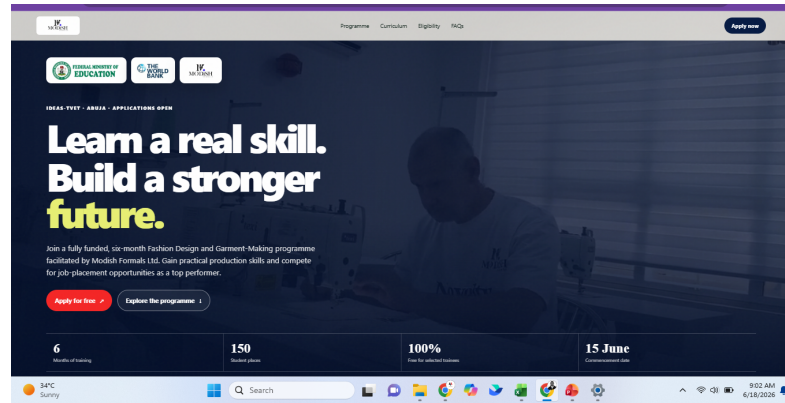
Evidence area	Current status	Need
Digital tranche folder	Started	Standard naming and central drive structure.
Physical evidence file	Pending	Colour prints, signed forms and folders.
Class recordings	Pending	2 x 1TB storage devices.
Biometrics evidence	Pending	Approved biometric device/software.
Project account evidence	Pending	Account confirmation and signatories.
Projector control issue	Observed	Remote/accessory replacement to improve sensitisation flow.



Digital Framework & Quality Assurance Positioning

Build a reusable digital system that aligns training with NOS/NSQ Fashion and Garment Making Levels 1–3.

- Create three course landing pages for Levels 1, 2 and 3 with NOS/NSQ-aligned curriculum positioning.
- Add workshop process videos, documentary clips, testimonials and class evidence.
- Create searchable student database for registration, verification, attendance and placement tracking.
- Develop alumni network portal using graduation code / certification number for access to materials, opportunities and job postings.



Immediate Resource & Approval Requests

Items required to protect delivery quality, evidence integrity and programme visibility.

Request	Purpose	Budget / Note
Biometric system	Attendance basis for stipend/validation	Spec to match FG/education team guidance
2 x 1TB storage devices	Class recordings, media and evidence archive	Immediate procurement
Digital camera	High-quality class and documentary recording	Immediate procurement
ID cards	Staff/trainee identification and access control	Immediate production
3 NSQ landing pages	Post-programme conversion and quality positioning	N250,000 each = N750,000
PR / newsletter publication	SEO, visibility and partnership credibility	Proposed N2,000,000
Additional trainers	Maintain 1:25 hands-on class ratio	At least 4 trainers recommended

Next 7-Day Action Plan

Focus: resume classes smoothly, close compliance gaps and establish a reliable evidence trail.

Day / Priority	Action	Owner
Before Monday	Print ID cards, finalise code of conduct signing pack and prepare attendance folders.	Admin / PM
Monday resumption	Capture attendance, sign code of conduct, verify class list and document all sessions.	Facilitators / M&E
48 hours	Confirm project account and biometric procurement path.	Finance / IT
This week	Set up evidence folders, acquire storage devices and camera.	M&E / Media
This week	Approve landing pages, PR plan and alumni portal structure.	CEO / Digital
This week	Recruit/confirm additional trainers to preserve 1:25 ratio.	Programme Lead

CEO DECISIONS NEEDED

- Biometrics route
- Storage + camera
- PR budget
- Landing pages
- ID cards
- Trainer approvals

Conclusion

Tranche 1 execution is on track, with clear approval items required for full validation readiness.

Overall position

Modish Formals has fulfilled the core Tranche 1 readiness requirements through recruitment, verification, onboarding, orientation, documentation and GRM visibility. The pending items are operational/compliance enablers that require immediate CEO approval to protect attendance validation, stipend qualification, evidence management and training quality.

ON TRACK

Next focus: biometric readiness, evidence storage, project account, ID cards, trainers and digital/PR assets.