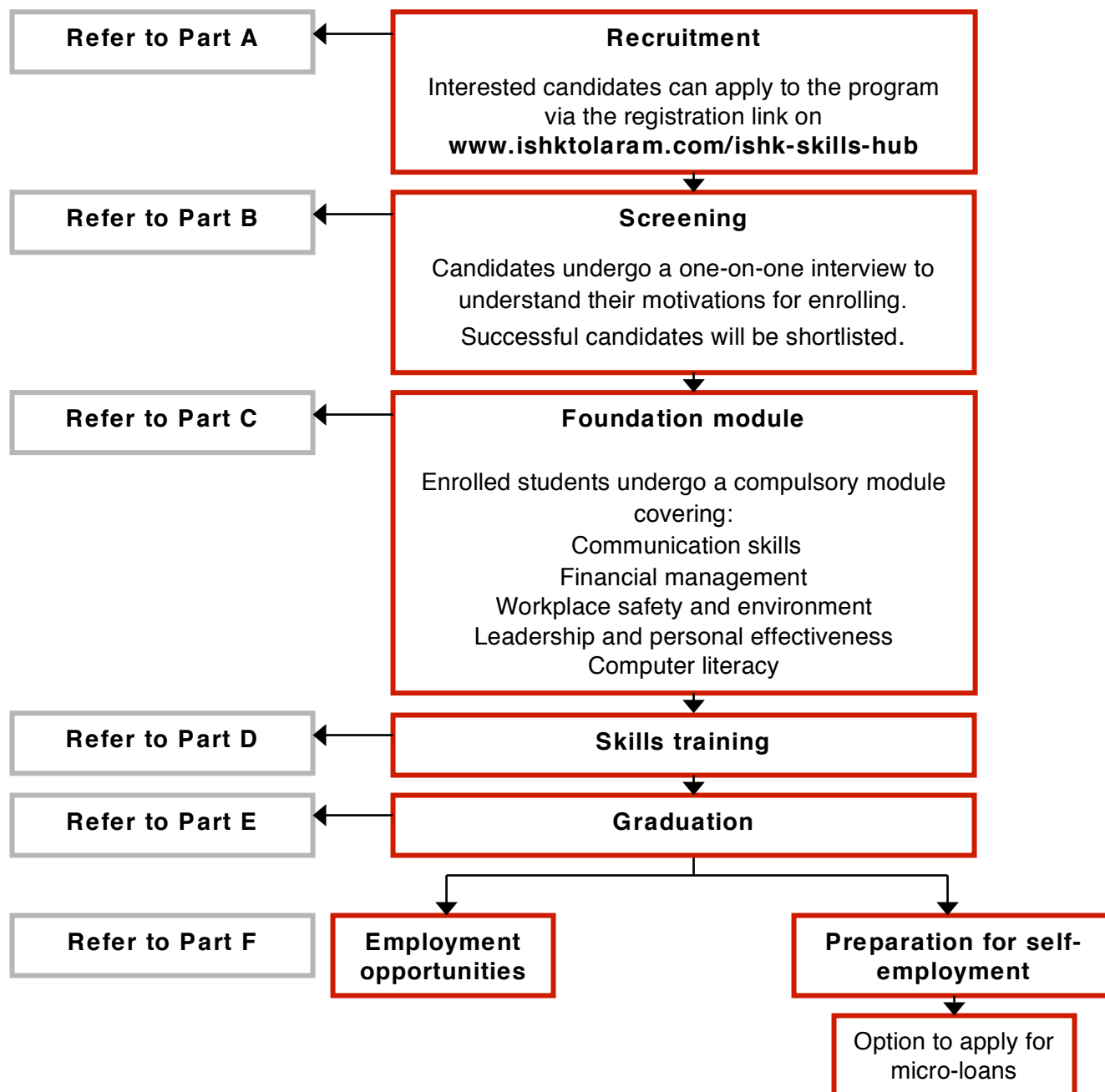


Information sheet

Ishk Skills Hub (ISH) supports entrepreneurial and vocational training for unemployed and underemployed youth in Nigeria to enable them to secure productive livelihoods and support themselves and their families.

Program Model



PART A: Recruitment

To qualify for Ishk Skills Hub, you must meet the following criteria:

- Based in or near Lagos
- Aged 20-35 years
- Completed secondary school
- Unemployed or underemployed*
- Seeking sustainable employment
- Have a guarantor

* Not having enough paid work or not doing work that makes full use of your skills and abilities

Who can act as a guarantor?

Your guarantor must be:

- Over 30 years of age
- An employee/member of an organizations for at least 2 years
- Someone who knows you personally

Role of the guarantor:

- To vouch for you as a good candidate to join the program
- To fill and sign a guarantor's form*
- To be updated on your progress in the program

You can apply via the online form on www.ishktolaram.com/apply-to-skills-hub. Once applications are processed, you will be notified whether you are eligible for the program, and if so, the team will invite you for a one-on-one interview.

**Guarantors are not expected to make a financial contribution to you or Ishk Skills Hub.*

PART B: Screening

Screening helps us understand your motivations for applying to the program and allows you the opportunity to ask any questions you may have.

You will receive a message (through SMS and email) about the time and place of the interview and are required to bring the following documents to your interview:

- Any means of identification (LASSRA, Voter's card, School ID, etc.)
- Secondary school certificate(s) and other school certificates (if any)
- Any previous training certificate (if any)

Payment structure

Once you are successfully enrolled into the program, you will be required to pay the following:

Registration fee of **₦5,000**

AND

10% of training and materials fee (this can vary based on the course)

Once you successfully complete the foundation module, the remaining 90% of your total skills training and material fees will be covered by Ishk Skills Hub, **up to ₦100,000**. You will be required to pay any remaining costs.

All fees collected from you are **non-refundable** once the program starts.

Example 1: If your training program is **₦80,000**:

- You will pay a registration fee: **₦5,000**
- You will pay 10% of the training and material fee: **₦8,000**
- Ishk Skills Hub will pay 90% of the training and material fee: **₦72,000**
- Your total amount will be: **₦5,000 + ₦8,000 = ₦13,000**

Example 2: If your training program is **₦137,000**:

- You will pay a registration fee: **₦5,000**
- You will pay 10% of training and material fee: **₦13,700**
- Since 90% of the training and materials fee exceeds **₦100,000**, Ishk Skills Hub will only pay: **₦100,000**
- You will pay the remaining amount: **₦23,300**
- Your total amount will be: **₦5,000 + ₦13,700 + ₦23,300 = ₦42,000**

**The above applies to basic courses only. Please speak to our team separately if you are interested in intermediate or advanced courses as costs may vary.*

PART C: Foundation module

The Foundation module is **free*** and compulsory for all students. Over approximately 9 days, you will learn the following skills to prepare you for your future workplace:

- Communication skills
- Financial management
- Workplace safety and environment
- Leadership and personal effectiveness
- Computer literacy

**Students are responsible for their own transport to and from the training center. Lunch will be provided per training day.*

PART D: Skills training

Ishk Skills Hub partners with vocational training institutes to provide students with high-quality skills training. These will be held either at Ishk Skills Hub or off-site with our partner institutes.

The skills offered are:

- Tailoring and fashion design
- Baking and cooking
- Hair dressing
- Electrical training
- Makeup
- Customer service e.g. front desk, admin, etc.

You will be asked to choose your preferred skill from a list on the registration form.

Depending on your chosen skill, training may range from a minimum of 3 weeks to a maximum of 6 months. You are expected to complete the course that you sign up for.

After completing your skills training course, you may also choose to sign up for our free trainings such as resume writing, interview skills, basic entrepreneurship training etc. These courses will be held at Ishk Skills Hub.

PART E: Graduation

When you graduate from Ishk Skills Hub, you will receive the following:

- A certificate from Ishk Skills Hub
- A certificate from your skills training institute
- A letter of completion that you may use for future employment

We will also hold a graduation ceremony to celebrate your hard work!

After you graduate, you will become a part of our alumni network and will have access to the following:

- Resources within Ishk Skills Hub for professional use such as computers, meeting rooms and the library
- Access to professional development opportunities such as courses, seminars, etc.
- Opportunities to engage with current students as a peer mentor

PART F: Employment opportunities and Self-employment

Once you have successfully completed your skills training and all relevant assessments, Ishk Skills Hub will share relevant employment opportunities for you to apply for.

If you choose to be self-employed, we encourage you to undergo a free, short entrepreneurial training course. Completing this training is required for you to apply for micro-loans from our partnering institutes.

PART G: Acknowledgement of information

Once you have finished reading this information sheet, please provide your name and signature below and bring this page to your screening interview.

This is to indicate that you have been informed of all relevant details related to your time with Ishk Skills Hub.

Name

Signature

Please refer to our website for more information and share this information sheet with your guarantor before applying!