

Bootcamp Trainee Handbook

1. Introduction to PSEB Deploy: AI Powered Bootcamps

PSEB Deploy: AI Powered Bootcamps is a national skills programme run by the Pakistan Software Export Board (PSEB) under the Prime Minister's Initiatives (PSDP Component-III). Its goal is to give Pakistan's digital workforce skills that industry is hiring for and that hold up internationally. The programme will train 3,384 people in 10 technology streams: Web Development (Python/Django), Cloud Computing (Azure), Artificial Intelligence, Cybersecurity, Software Testing, Mobile App Development, DevOps, Database Administration, UI/UX Design, and Game Development & Art. Training runs across Pakistan, across the North, Central and South regions, with an equal share of trainees in each. It is aimed at recent IT graduates, working IT professionals and, as now approved, final-year IT and computing students.

Each bootcamp is a 300-hour programme made up of three parts: 230 hours of technical training, 45 hours of soft skills, and a 25-hour AI and employability layer built into every course. Delivery is at least 70% in person, in classes of no more than 50 with one computer per trainee. Industry experts review and approve the curricula before delivery, and trainees take a mock exam before sitting an international certification from providers such as Microsoft, Pearson, ISTQB, Oracle and Unity. The programme is judged on results, not just attendance. Trainees must attend at least 80% of sessions, at least 60% of trainees must earn an international certification, and at least 70% of those certified should be in jobs or freelance work within two months of finishing.

2. Learning Pathways & Program Structure

Bootcamp offers structured training pathways across 10 streams:

1. **Web Development**
2. **Cloud Computing**
3. **Artificial Intelligence**
4. **Cybersecurity**
5. **Software Testing & QA**
6. **Mobile App Development**
7. **DevOps**
8. **Database Administration**
9. **UI/UX Design**
10. **Game Development & Art**

Each course includes:

- Theory Sessions
- Hands-on Practical Labs
- Project Assignments
- Weekly Tasks and Quizzes
- Final Project and Portfolio Development

Learning is delivered through physical labs, online learning platforms (LMS), and blended sessions, ensuring comprehensive skill-building.

3. Roles & Responsibilities of Trainees

To ensure a productive and professional learning environment, trainees must adhere to the following responsibilities:

3.1 Academic Responsibilities

- Attend all classes, labs, and assessments regularly.
- Complete assignments, quizzes, and projects on time.
- Follow curriculum guidelines and learning outcomes.
- Actively participate in discussions, workshops, and activities.

3.2 Behavioral Responsibilities

- Maintain respect for trainers, staff, and fellow trainees.
- Follow Code of Conduct (this document)
- Avoid disruptive behavior or actions that hinder learning.

3.3 Technical Responsibilities

- Use lab equipment responsibly and report any issues immediately.
- Maintain backups of their work and protect project files.
- Follow cybersecurity and data safety guidelines.

4. Lab & Equipment Usage Policies

To ensure smooth operations and equipment longevity, trainees must follow these rules:

4.1 General Lab Rules

- No food or drinks inside the labs.
- Keep your workspace clean and organized.
- Do not install unauthorized software or plugins.
- Use assigned computers and equipment only.

4.2 Equipment Handling

- Handle all devices—including PCs, tablets, cameras, and peripherals—with care.
- Immediately report malfunctioning or damaged equipment.
- Do not attempt repairs without authorization.

4.3 Internet & Network Use

- Use internet for training-related purposes only.
- Access to restricted or inappropriate websites is strictly prohibited.
- Do not share login credentials or passwords with others.

5. Safety, Cybersecurity & Data Protection Guidelines

5.1 Physical Safety

- Follow instructor guidance while using devices.
- Report any accidents, injuries, or hazards to staff immediately.
- Follow evacuation procedures during emergencies.

5.2 Cybersecurity

- Do not download pirated or harmful software.
- Avoid clicking suspicious links or attachments.
- Keep personal data secure and do not share project files publicly.

5.3 Data Protection

- We follow data privacy rules; trainees must not misuse personal information.
- Do not share another trainee's data, projects, or evaluations.
- Store personal project files responsibly.

6. Code of Conduct & Discipline

The following code ensures a respectful, inclusive, and productive learning environment:

6.1 Professional Conduct

- Respect all trainers, staff, and peers.
- Maintain discipline during sessions.
- Use professional and appropriate language.

6.2 Zero-Tolerance Policies

Strictly prohibited behaviors:

a. Religious discussions or debates

No religious preaching, criticism, sectarian discussion, or sensitive commentary.

b. Political debates or promotion

No political opinions, arguments, propaganda, or campaign-related remarks.

c. Racist, sexist, or discriminatory comments

No harassment, bullying, stereotyping, or offensive remarks related to gender, ethnicity, appearance, or personal identity.

d. Inappropriate behavior or harassment

Any harassment—verbal, digital, or physical—is grounds for immediate disciplinary action.

6.3 Disciplinary Actions

We may take the following actions depending on severity:

- Verbal or written warning

- Suspension
- Removal from cohort
- Blacklisting from future programs

7. Attendance Requirements & Reporting Rules

To ensure learning quality, follow attendance and class rules.

7.1 Attendance Requirements

- Minimum attendance required: **80%**
- Repeated absences without notice will lead to disciplinary action.
- Late arrivals beyond 15 minutes may be marked absent.

7.2 Reporting Mechanisms

- Trainees must inform the Training Manager in case of illness or emergencies.
- Attendance is recorded daily by trainers and M&E teams.
- Missing assessments or projects must be justified through official channels.

8. Communication Channels

Effective communication ensures timely resolution of queries and issues.

8.1 Academic Communication

- **Trainers:** For lecture/content questions
- **Lab Assistants:** For technical support
- **Training Managers:** For training processes, attendance issues, or batch concerns

8.2 Conflict or Complaint Resolution

- Trainees can submit concerns through the grievance mechanism, or queries through our ATS and LMS system.
- All complaints will be handled confidentially and fairly.

8.3 Reporting Misconduct

- Trainees must report harassment, unsafe behavior, or policy violations to the Training Manager or M&E team immediately.

9. Assessment, Grading & Completion

9.1 Assessment Components

- Weekly quizzes
- Assignments & lab tasks
- Mid-term evaluation
- Final project / portfolio

- Participation & engagement

9.2 Grading Breakdown

We follow a balanced grading structure combining theory, practical, and project-based work.

9.3 Certification Eligibility

A trainee must:

- Meet attendance requirements
- Complete all assignments & assessments
- Submit final project
- Achieve minimum passing grade

10. Support Mechanisms

We ensure all trainees have access to support services:

10.1 IT Helpdesk

- Hardware or software issues
- LMS support
- Login or access problems

10.2 Grievance Redressal

- Allows trainees to file formal complaints regarding behavior, academic issues, or administrative matters.

10.3 Mentoring & Guidance

- Trainers provide academic advising and project guidance.
- Dedicated mentors help with career pathways, portfolio-building, and skill enhancement.

By joining Bootcamp, every trainee agrees to follow this handbook and uphold the standards of the program. These rules ensure a professional, safe, and inclusive environment where all trainees can learn, collaborate, and succeed.

Trainee

Name: _____

Stream / Cohort: _____

Signature: _____

Date: _____

Bootcamp Consortium Partner

Name: _____

Stream / Cohort: _____

Signature: _____

Date: _____