

Dattopant Thengadi
National Board for Workers Education & Development

1 day Theme based Training Programme for Unorganised Sector workers

Short Term Training Programme (STTP) is a new pattern of interventional Learning, it not only saves time and resources of both Trainees & Trainers but also is more impactful. Learning & Development experts advocate for Short term guided learning processes that are most effective in the developmental training process. Short term Trainings with theme based approach not only improves participants learning experience but also more result oriented and have more impacts.

Standard Organizing Procedure (SOP)

Selection of Area & Theme:

- These STTP can be organised in both Rural/Semi Urban/ Urban Clusters in Jurisdiction of the Regional Directorate. (Example: No restriction on Village/ Panchayat /NAC/ Municipality/ Corporation limitations)
- STTP can be organised for both Rural as well as Unorganised Workers, its worthwhile to mention the recent guidelines for e-Shram registration by Ministry of Labour has mentioned the nomenclature of unorganised workers only as well as numerous ILO definitions mention the word informal sector. (Example: Targets are not restricted for a particular sector, E.O.s have the flexibility to choose cluster and Group considering vulnerability of particular category workers with pre-decided parameter)
- STTP has focused on the common category of workers based on the nature of employment and type of workers so that discussion related to particular category of workers can be planned beforehand and intervention techniques as well as topics, Guest Speakers and supportive agency to such programmes can be planned beforehand. (Example: If a programme organised for construction Workers, the State BOCW Board can be involved and Guest speakers having expertise in issues related to Workplace safety and issues related to such field may be involved.)
- The STTP has a minimum number of 80 Participants involving two Education Officers or One Education Officer & Regional Director with help of Two Rural Volunteers/Facilitators.
- There is no restriction on maximum number of participants in these STTP, the same may be increased in consultation with the Regional Director

as and when required. (Example: In case few more participants turned up and can be accommodated at venue may be enrolled, the involvement of expenses multiplies with number of participants, for RV/Facilitators and Guest Speakers remains constant)

- STTP can be of two types, one with Per Diem Allowance (PA), Boarding Charges (BC) and Transportation Allowance (TA) to participants for workers in the informal sector and the other STTP Sponsored is for the Formalized sector in Industrial or Trade Clusters, where there is no need to provide Per Diem Allowance (PA) and transport as workers are on wage day sponsored by Trade Unions/ Industry Clusters/ Body or associations or Contractors.
- STTP shall be conducted by a Team of Officers to have a better impact and have meticulous planning involving Regional Director and staff at Regional Directorate wherever required.
- The Programmes can be planned with support of trained Rural Volunteers, Facilitators or empanelled NGOs at Public venues like Government Buildings (School/ College/ITI/Conference Hall/Rajiv Seva Kendra/ SHG Building/ Panchayat Hall/ Dharamsala/ Community Hall/ Cyclone Shelters) or Premises of Trade Unions/NGOs/Industry Associations etc.
- All STTPs have to be planned in advance and shall be part of the Training Calendar of Regional Directorate. (Example: Theme (Street Vendor) Venue: (Distt./ Block/Municipality) Date: (1st Week of July 22)
- The deliverables in STTP to be planned in advance with both quantitative as well as qualitative outcome parameters. (Example: Digital Literacy, Financial Literacy, Labour Codes, Government Schemes for segment, Workers Organisation, Skill Ecosystem, Alternate Employment etc.)
- Each STTP shall have a detailed report with 07 Parts –
 - a. Programme details like Venue, Participants Statistics and other details.
 - b. Session details delivered and observable change in outcome parameters.
 - c. Participants referendum regarding Schemes meant for the target group.

- d. Future Road Map of programme (Possible Linkage/ Follow-up/ Impact Study).
- e. 02 Photographs of Participants including officer in charge of inauguration & Valediction sessions
- f. 2-3 minutes video clippings shall be stored at Regional Directorates.
- g. Press Release/ Press clippings etc.

Procedural Checklist of STTP:

- Each STTP shall be part of Quarterly advance Training Calendar.
- Letters must be written to local administration or line depts. well in advance
- Other departments of MoLE and State Labour Machinery or Line Deptt. may be informed.
- Press Note to Local Media or Press Release to PIB has to be ensured.
- The Proposed List of Participants has to be sent by the supporting agency in the excel sheet in template.
- Study Material/Leaflet/ Brochure in the local language related to the Programme.

Responsibilities of Education Officer

- Advance planning of STTP and intended theme in discussion with RD
- Submission of Proposal, Session Planning involving Guest Speakers & Experts
- Liaisoning with other Govt Depts for better coordination for STTP
- Submission of Programme Vouchers (Within 5 days of the completion of the Programme)
- Submission of detailed Report to office (within 5 days).
- Checking the data entered by staff and verification.
- Impact Report as well as deliverables in each programme.
- Ensure availability of Brochures in local language & Banner for displaying.

Responsibilities on part of Rural Volunteers/ Supporting Agency (Empanelled)

- Pre-Programme Survey of Participants and Programme in prescribed format.
- Collection of UAN and Aadhar & Bank Accounts details for DBT of Per Diem Allowances.
- Finalisation of Programme Venue in consultation with EO.
- Basic facilities at Venue : Sitting arrangements, Toilets, Drinking Water
- Contact with Local representatives (Parshad/Sarpanch etc.)
- Contact with Guest Speakers and delivering letters to local administration.
- Assisting E.O. in preparing the Voucher & organising the programme.
- Programme Feedback

Responsibilities of Regional Directorate (Staff)

- Issuing Letters to Dignitaries & Guests.
- Assisting the E.O.s where number of Officers less in organising Programs.
- Entries in MIS of Participants immediate after Programme
- Processing of PFMS for DBT (Within 15 days of submission of Voucher).
- Up-keeping of all Programme reports.
- Up keeping PFMS status of each Programme.
- Storage of Programme Photo, Videos, News Paper cuttings in soft form.
- Updating forms and formats on instruction from H.O.

Responsibilities of Regional Director/ RD Incharge

- Monitoring advance Planning & Training Calendar for STTP
- Prioritising the theme and focus of STTP as per guidelines
- Ensuring quality of contents and deliverables by inspecting the programme and review in monthly Programme Monitoring & Review Meeting (PMRM)
- PMRM Registers to be maintained invariably, shortcomings in programme are to be part of meeting as well as best practices may also be entered in Registers.

- Organising refresher courses or discussion with Facilitators and Volunteers as and when required (Online/Offline)
- Monitoring flow of funds and requisition of Funds to H.O. as per advance calendar.
- Ensuring checklist, at the time of approval.
- Monitoring the entries in MIS by staff and submission by E.O.s.
- Monitoring timely payment of DBT to Participants & maintenance of Registers by staff at Office.
- Guiding Education Officers in maintaining contact with administration as well as collaborating agencies.
- Motivating Education Officers for organising theme based Sponsored STTP.

Responsibilities of Zonal Director/ ZD Incharge

- Monitoring the progress of STTP in RDs in Zone.
- Consolidating the reports of Zone of different theme based STTP
- Organising Monthly Zonal Level PMRM (Online) with all Officers of Zone for motivating and sharing best practices.
- Inspection of Regional Directorate as well as Programmes to monitor the quality of deliverables.
- Monitoring Progress on basis of adherence to Calendar, Timely Payment in DBT, E.O. wise progress, uniformity of Content, Media / Social media coverage, involvement of Staff in post programme activities.
- Motivating E.O.s for organising more sponsored STTP with help of Trade Unions, Employers Federation, Industry Association etc.

Responsibilities of Education Section at HO

- Standardising Forms & Formats, certificates for STTP to have uniformity pan India.
- Prioritising themes for Month/Quarter to encourage Advance calendar.
- Monitoring Progress of Programme and availability of Funds.
- Random visit and monitoring of STTP at Regional Directorate.
- Monitoring Content and Deliverables.
- Ensure time bound online reporting mechanisms

- Monitoring & Marinating records of themes based STTP on basis of reports of ZDs
- Motivating the Field officers to keep up the tempo and quality of deliverables and avoid fatigues in process by inculcating new ideas.
- Monthly e-Magazine for presentation before MoLE regarding STTP.
- Guiding RDs for few impacts assessment and budgetary allocation as and when required.

Expenditure Pattern
Short Term Training Programme- STTP

For 100 Participants	
Per diem+ Boarding Charges + TA = 150+50+50 = Rs. 250/- per day	Rs. 25,000/-
Facilitation Fee to NGO/ RV/ Facilitators Two Facilitators (Rs. 1000X 2 = Rs. 2000)	Rs. 2000/-
Guest Speaker Fees (Rs. 500X2= 1000)	Rs. 1000/-
Miscellaneous (Pen/Pad/Study Materials etc.)	Rs. 2000/-
Physical Arrangement (Hall Rent, Mike etc)	Rs. 2000/-
Total	Rs. 32000/-

Expenditure Pattern

Sponsored Short Term Training Programme- SSTTP

For 100 Participants	
Per diem+ Boarding Charges + TA	NA
Facilitation Fee to NGO/ RV/ Facilitators Two Facilitators (Rs. 1000X 2 = Rs. 2000)	Rs 2000/-
Guest Speaker Fees (Rs. 500X2= 1000)	Rs 1000/-
Miscellaneous (Pen/Pad/Study Materials etc.)	Rs 2000/-
Physical Arrangement	NA
Refreshment for Participants for 01 day @60/-	Rs. 6000/-
Total	Rs 11000/-

1. In case of theme-based Programme facilitated or sponsored by Sectoral Trade Unions / Industry associations/ Trade Associations/ Industry Body/ Traders Associations/ Skill Councils, P/A and TA can be freeze and only refreshment can be arranged @60/- per Participants.
2. Number of participants can be increased with Consent of RD in sponsored Thematic Seminars, in that case financial expenses can be increased for refreshment.