

**KINGDOM OF CAMBODIA
NATION RELIGION KING**



**Ministry of Social Affairs, Veterans
And Youth Rehabilitation**

Document For

**QUALITY STANDARDS FOR
VOCATIONAL TRAINING IN
REHABILITATION SECTOR**

A document prepared by

**Disability Action Council's
Vocational Training/ Income Generation
Job Placement Committee**



Phnom Penh, 2006

CONTENTS

CONTENTS.....	1
DOCUMENT PREPARATION MEMBERS.....	2
FORWARD.....	3
BACKGROUND.....	4
THE STRATEGIC PLAN OF VTC SECTOR.....	5
ROLES OF VOCATIONAL TRAINING CENTERS IN THE REHABILITATION SECTOR.....	6
DIFFERENCES BETWEEN VOCATIONAL REHABILITATION CENTER & OTHER VOCATIONAL TRAINING CENTERS.....	7
14 QUALITY MINIMUM STANDARDS FOR VOCATIONAL TRAINING CENTER IN REHABILITATION SECTOR.....	8
QUALITY STANDARD OF VOCATIONAL TRAINING CERTIFICATES.....	9
MONITORING MACHANISM.....	10
ONGOING TASKS.....	11
REFERENCES.....	12

Document Preparation Members

1. Ministry of Social Affair, Veterans and Youth Rehabilitation (MoSVY)
2. Disability Action Council (DAC)
3. Jesuit Service Cambodia (JS-Cambodia)
4. National Center for Disabled People (NCDP)
5. World Rehabilitation Fund (WRF)
6. Association for Aid and Relief (AAR) Japan
7. Japan-Cambodia Interactive Association (JCIA)
8. Cambodian War Amputees Rehabilitation Society (CWARS)
9. World Vision Cambodia (WVC)
10. Handicap International Belgium (HI-B)
11. Cambodia Volunteer for Community Development (CVCD)
12. Reverse The Curse of land mines (RTC Cambodia)

Foreword

These Quality Standards have been developed between organizations and related institutions in the vocational training sector with the Rehabilitation Department especially Vocational Training and Employment Office, Ministry of Social Affairs, Veterans and Youth Rehabilitation. The purpose of these standards is to provide guidelines for the provision of vocational training services and job placement. They will also facilitate official recognition of the competency level and potential of people with disabilities who have successfully completed the training courses at vocational training centers.

The achievement of Developing Quality Standards for Vocational Training and Certificate setting for the range of training courses is the result of the hard work of the Vocational Training, Income Generation and Job Placement Committee members, who represent government institutions, national and international NGOs and other stakeholders.

On behalf of the document preparation committee, we would like to express grateful thanks to all members of VT/IG/JP Committee who have shared their knowledge, experiences and other resources. Especially we would like to express gratitude to the officers from the Vocational Training and Employment Office, Ministry of Social Affairs, Veterans, and Youth Rehabilitation and also Disability Action Council (DAC) for coordinating the establishment of these Quality Standards.

Background

In Cambodia, People with Disabilities are the poorest among the poor. Thus the support and action to improve living conditions is crucial to economic, social and cultural rehabilitation. In order to improve living conditions, income generation and job placement activities are important for them and their family. Not only for establishing a sense of dignity and self-confidence but for poverty alleviation & socio-economic development.

Since 1987, Vocational Training Services for PwD are provided by Government and Non-Government Organizations. Due to high demand, Vocational Training Centers have increased in size in recent year.

In 1997, based on a 1996 Task Force recommendation vocational training service providers organized themselves into the Vocational Training, Income Generation and Job Placement Committee served by Disability Action Council. Since then, the vocational training services providers have met regularly to discuss technical issues aimed at ensuring maximum equitable distribution of quality training services to all disabled persons in Cambodian society and to avoid overlap in service provision.

Most organizations provide vocational training to their target group based on their own criteria. The different training curricula development without guidance or curricula orientation or a standard of quality resulted in a lack of effectiveness and recognition-nationally.

The VT/JP/IG Committee comprises representatives from Non-Governmental Organizations, International Organizations and Governmental institutions. The mandate of this committee is to enhance economic development for disabled persons through supporting vocational training, job placement and income generation activities.

In the year 2001, the DAC-VT/JP/IG Committee developed a Sector Strategic Plan for Training and Employment. Amongst the objectives of the plan was to develop Quality Standards for Vocational Training and training curriculum, response to market demand. For this, a working group was established with the task to coordinate the development of a Quality Standards for Vocational Training and Certificate Setting for all Vocational Training Centers.

Ministry of Social Affairs, Veterans and Youth Rehabilitation (MOSVY) plays an important role in sustainability of services. Presently the Ministry provides a number of its own staff to cooperate with NGO's. However, the Ministry has

not sufficient operational budget to cover all the needs, additional fund are therefore needed.

The Strategic Plan of VTC Sector

Vision

The basic needs of PWD and their families are better satisfied through long-term benefits from skill training, income generation and job placement program.

Goal:

Sources of income generation for PWD are increased through skilled employment and business opportunities.

Immediate Objective:

Skills and knowledge received by PWD must meet the market demand and they are active and effectively used for their daily lives.

Output/Result 1:

The quality of diversification types of training is improved to meet the market demand and refreshment course is provided to ex-trainees.

Activities:

1. Establish Working Group with a clear TOR and action plan.
2. Prepare work plan for the Working Group.
3. Draft concept paper (framework/outlines on standard training curriculum and certificates development).
4. Collect existing training curriculums and certificates.
5. Review and analysis training curriculum and related documents.
6. Draft standard training curriculum format and certificate format.
7. Development a draft of training curriculum and certificates.
8. Documentation and update the training curriculum.
9. Present draft standard training curriculum and certificates.
10. Improve and finalize the standard training curriculum and certificates.
11. Organize workshop to present and endorse the final standard training curriculum and certificates setting.
12. Seek for official approve from MoSVY on standard training curriculum and certificates.

Roles of Vocational Training Centers in the rehabilitation sector

Vocational Training Centers aim to improve household incomes and develop the capacity of People with Disabilities. For this, the VTC must have the roles to:

1. Provide technical training
2. Facilitate the access to credit and provide capital
3. Provide moral supports
4. Provide ongoing capacity development
5. Facilitate income generation activities

The above Vocational Training Centers' roles enable People with Disabilities and their families to increase their income generation activities through household production, employment and other business activities and ongoing capacity development.

Differences between Vocational Rehabilitation Centers & other Vocational Training Centers

The following points present the difference between Vocational Rehabilitation Centers & other Vocational Training Centers:

Vocational Training Centers in Rehabilitation Sector:

1. Aiming at Disabled Person with proper selection criteria for recruitment.
2. Free of charge training and support for accommodation, food, health care and other facilities.
3. Support and provide training materials, capital/resource, and encouragement for starting business and getting employment.
4. There is no competition among the Centers.
5. Local market oriented skills training and address urgent needs for household consumption.
6. Provide Center based Training and Community Based training and follow up.

Other Vocational Training Centers:

1. Open for all kind of people
2. Pay for training services (some exceptions)
3. High competition amongst each centers
4. Lack of follow up and assuring of employment

14 Minimum Quality Standards for Vocational Training Centers in Rehabilitation Sector

Quality Standards

To be a Vocational Training Center which is officially recognized on quality standards achievement, the centre must follow the 14 minimum quality standards as below:

1. Has Memorandum Of Understanding (MOU) with Ministry of Social affairs, Veterans and Youth Rehabilitation (MoSVY)
2. Follow the Quality standards set by MoSVY.
3. Study the labor market to determine what skills could be taught in cooperation with Technical Department of Ministry of Labor and Vocational Training (MoLVT).
4. Provide counseling services to orient the trainees on selection of appropriate skill or employment.
5. Provide professional training skills which satisfy current and future market demand.
6. Make sure the trainer have suitable competency and pedagogy.
7. Center must update its training curriculum in response to the market demand.
8. Provide technical and moral supports to student both on training and during employment period.
9. Provide ongoing capacity development and opportunities to graduates during their employment.
10. Developing the internal regulations to ensure the successful implementation of training programs.
11. Provide the extra courses on related topics and build the opportunities for trainees to participate in social activities.
12. Provide and facilitate loans without interest or low interest, grants, and tools to help people with disabilities for self-employment and facilitate job placement.
13. The centers follow up on graduates' activities and support to ensure sustainability.
14. The infrastructure of the center should be accessible to all kind of disabilities.

Evaluation Criteria:

Each center should meet the following criteria:

1. The appropriate duration for the training courses

- ✚ Long Term training curriculum for 12-24 months with certification.
 - ✚ Medium Term training curriculum for 6-12 months with certification.
 - ✚ Short Term training curriculum for 3-6 months with certification.
2. The qualification of trainer should be:
 - ✚ Having recognition from any accredited Institute or Official Vocational Technical Training Center.
 - ✚ Having qualified teaching skills/experiences.
 - ✚ Having pedagogy or competency in transferring knowledge and experiences.
 3. Having diversification of types of training (literacy, numbering, business, marketing, and principle management... etc.)
 4. Update training modules/curriculum according to the market demands
 5. Having adequate training material and equipment
 6. The training theories should follow with adequate practices (30:70).
 7. The center should provide health care and facilitate for the use of assistive devices to the trainees. (training duration)

Quality Standards for Vocational Training Certificates

After graduating from any vocational training course and having passed the final examination, all the graduates will gain the specialized skills and knowledge both theory and practices which respond to market demand and certify certificate which will be provided by the service institute and officially recognized by the Ministry of Social Affairs, Veterans and Youth Rehabilitation.

Standards of certificates

The standards of certificates are divided into two types. The format and meaning as follow:

1. The first one is used for more than six months vocational training course which will be signed by Ministry of MoSVY.
2. The second one is used for less than six months vocational training course which will be signed by chief of Provincial Department of Social Affairs, Veterans and Youth Rehabilitation.
3. The certificate standard must include Royal Insignia of Kingdom of Cambodia in gold color on the top and in the middle of border frame.
4. All type of certificates must have the border frame in traditional Khmer style in gold color.
5. The logo of MoSVY and the logo of service provider must on the same level.

6. All types of certificates must be signed by the director of service provider institute.
7. For less than six months vocational training certificate must use white color paper.
8. For more than six months vocational training certificate must use pink color paper.
9. Both type of certificates must indicate the training curriculum/module on the back of certificate and signed by school director with approval signature by center president.
10. Use font Khmer Limon R4, font size 32 in black for the phrase “Kingdom of Cambodia” and use font Khmer Limon R4, font size 31 in black for “Nation Religion King”
11. Use font Khmer Limon R5, font size 34 in black for “Vocational Training Certificate” phrase.
12. Use Arial font, size 10 in black for Vocational Training Certificate phrase in English.
13. Use Arial black font, appropriate size for the name of organization or service provider and place under the organization’s logo.
14. Use Limon S4 font, size 22 for number in Khmer.
15. Use Arial font, size 10 for number in English.
16. For the certificate which recognize on ministry level must write Ministry of Social Affairs, Veterans, and Youth Rehabilitation under it’s logo by using Limon R4 font, size 24.
17. The certificate which is recognized at provincial department level must have written Ministry of Social Affairs, Veterans, and Youth Rehabilitation and Social Affair, Veterans, and Youth Rehabilitation department under logo by using Limon R4 font, size 24.
18. Stick the recent graduate’s picture, size 4x6, center at bottom of certificate.
19. The Khmer phrase of the certificate format must use Limon S4 font, size 24 in black meanwhile the Khmer Phrase indicate the Identification and result of graduates must use Limon R4 font, size 24 in black color.
20. The English phrase of certificate format must use Arial font, size 10 in black color, meanwhile the English Phrase indicate the Identification and result of graduates must use Times New Roman font, bold style, size 12 in black.
21. Both types of certificate use Khmer Limon S4 font, size 24 in black for “date” and “Read and Approval” phrase
22. Both types of certificate must use Khmer Limon R4 font, size 24 in black for the position of signatory.

Monitoring Mechanism

The purpose of a monitoring mechanism is to further the effective implementation of the Quality Standard. It will assist each vocational training

center in assessing its level of implementation of the quality standard and in measuring its progress. A working Group will form to monitoring and evaluation and recommend on activities implemented by service provider to be compared with Quality Standards. This working group will comprise of representatives from MoSVY, DAC and individual organizations. The panel of experts has the responsibility to review, advise and provide feedback and suggestions on the promotion, implementation and monitoring of the Standard. The Working Group will prepare monitoring and evaluation report for submission to the MoSVY and send a copy to individual organization. The individual organization is encouraged to support this working group for its monitoring activities. This working group has to set up a working procedure to implement this activity.

Ongoing tasks

Although, the quality standards for vocational training centers and certificate for diversification types of training is developed, improvement and updating is still important for the ongoing process.

Reference:

The quality standard of vocational training center and certificate setting for diversification types of training document has been developed based on the document from some relevant organizations and vocational training centers such as:

1. DAC Strategic for the Disability and Rehabilitation Sector in Cambodia (Second Edition); February 2001
2. Jesuit Service Cambodia (JS-Cambodia)
3. World Vision Cambodia (WVC)
4. Association for Aid and Relief (AAR) Japan
5. Japan-Cambodia Interactive Association (JCIA)
6. Cambodian War Amputees Rehabilitation Society (CWARS-Cambodia)
7. ILO/Debra A. Perry, Moving Forward, Toward Decent Work for People with Disabilities-Examples of good practices in vocational training and employment from Asia and the Pacific, 2003
8. <http://www.worldenable.net/wadbangkok2003/matlemployment.htm>
9. http://www.bc.edu/bc_org/avp/soe/cihe/newsletter/News33/text006.ht
10. <http://www.ilo.org/public/english/region/ampro/cinterfor/publ/papel2/>