



FREE BASIC ICT VOCATIONAL TRAINING PACKAGE



Regional/Community Manager or Partner Contact details	
Name:	Henjo KEN
Country:	VANUATU
Training Manager:	Henjo KEN
Contact:	678 7754611
Training Date:	December 19th – 23rd , 2016
Important Information	We want to promote ICT in rural areas (www.iicsenta.wix.com/iics)

Training Outcome: Trainees should be able after the 3 training modules to use Internet research (job advertisements, information concerning SDGs, free online courses, health, legal, Women's rights, climate change, peace, addresses, institutions, companies etc.). In addition Trainees should be able to write, send and receive e-mail. After completing the training participants can join our Community of Practices where they will have access to the training materials and gain more knowledge on ICT and explore other development Opportunities. If required participation certificate can be delivered...

Training Organisation		
Date & Venue	Country	Local Partner
20th Dec 2016 iTurangi Infomesen Senta (iICS), Malo Island, Sanma Province - VANUATU	VANUATU	Henjo KEN
Venue of Training:		
Address and how to reach venue by public transport or otherwise:		<p>Avunamalai Village West Malo Island SANMA PROVINCE VANUATU</p> <p>To reach the Venue, we will need to take public land transport from Luganville the second city of Vanuatu in the northern province to a landing point where we will travel by boat for around 15 minutes to reach Malo island through a landing point called "Nanucu" and finally take public land transport to the venue.</p> <p>Note: please note that the venue is in rural and local community where the local houses are to be used and live locally. We have access internet and have a small lab with 6 laptops. We can arrange for other laptop to reach a number of 10 laptop.</p>
Legal arrangement (e.g. rental). If rented, please indicate monthly costs:		We will arrange for accommodation (local) and hospitality and the transportation cost from Luganville to

	the Venue will be a package of 600USD for 5 days.
Facilities (how many computers, beamers, classrooms etc.):	We have 6 laptops (and can arrange for another 4 to reach the number of 10 laptops), a projector, Color printer, photocopier, laminating, binding and internet available.
Costs for facilities:	300USD per day including refreshment and lunch
Facilitator:	
Name of the facilitator	Henjo KEN
Training:	
Days of training:	5 days
Language of training:	English
Training module and specific schedule:	<p>Example:</p> <p>Day 1:</p> <p>Introduction of trainer and overview Explanation of basic parts of computer, basic terms and how to switch on the computer, basic Microsoft Word skills like...</p> <p>Output of day 1:</p> <p>Trainees shall be able to write a text in Microsoft Word on the PC</p> <p>Day 2:</p> <p>Explanation of benefits of internet research and how to use google and yahoo. Exercises how to use internet for research (job advertisements,</p>

	<p>information concerning health, legal, addresses, institutions, companies etc.)</p> <p>Output of day 2: Trainees shall be able to research and find specific information online.</p> <p>Day 3: Create an e-mail account...</p> <p>Output of Day 3: Trainees should be able after Day 3 to write, send and receive e-mails.</p>
Trainees:	
How are/were trainees recruited:	<p>The trainees are recruited as follow:</p> <ol style="list-style-type: none"> 1. Certified from our Centre after attending our computer basic training 2. Local small business owner/manager 3. Local farmer 4. Youth association member 5. Church leaders/representative 6. Chief representative 7. Drop out students 8. Primary school teacher
Number of trainees registered:	30
Statistics of trainees (percentage of females, area they are coming from, mother language, education, etc.)	All of the selected/choosen trainees are coming from different working environment around Malo Island as stated above.

Tests and delivery of certificate of participations:	We do have all facilities that can facilitate the test and delivery of certificate of participations.
Monitoring:	
Monitoring during training:	There may be a local facilitator to help the trainees during the training and Facilitate the exercises.
Monitoring after training:	Participants can join for free our close Community of Practices where they will have access to the training materials and gain more exchange and Knowledge on ICT.
Risk-evaluation:	
Expected risks and obstacles (please also specify how you came to this conclusion, e.g. statistics, studies including sources)	<p>The major expected obstacles would be:</p> <ol style="list-style-type: none"> 1. The bad weather which might affecting our internet connectivity or our training environment 2. The low computer knowledge level from our participants that might need more time and may delay our expected training time frame
Risk-mitigation measures:	

NB: This Training Package will be delivered by our international training expert for free. The local Partner is in charge of the local facility and facilitation. Please if you have interest in this training program do not hesitate to get in touch with us on info.k4DWB@gmail.com. We could only offer live this training package from 5 participants up to 150 participants at the same time.

We respect data privacy.

Date Signature: 27 July 2016

Name of the Training Manager: Henjo KEN

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