CHECKLIST VOCATIONAL TRAINING:

Please fil and signed this checklist and return it to

info.k4DWB@gmail.com

Regional/Community Manager or Partner Contact details	
Name: GYIN Gambia Chapter	
Country: The Gambia	
Training Manager: Mamadou Edrisa Njie	
Contact: +220 3938929	
Date:2nd August, 2016	
Your Role 1.) You will recruit participants with an e-mail addresses or select partner organizations which are interested in the training 2.) You or the selected partner organization organize the facilities (Computer room with access to internet, or mobile device (android, iPad and iPhone) our application do not support windows phone 3.) You or the selected partner organization will select a volunteer local facilitator to help the participants during the training.	**Role of Our organization** 1.) We will conduct Basic ICT Skills Development Assessment 2.) We will develop the training materials after the Assessment 3.) We will deliver the training for free 4.) 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. 5.) We will deliver a certificate of participation when required by the participants.

Training Organisation		
Date & Venue	**Country**	**Local Partner**
15th August, 2016, Soma at the Information Centre	The Gambia	Information Centre, Soma

Venue of Training:	
Adress and how to reach venue by public transport or otherwise:	Participants will travel by bus to the training venue.
Legal arrangement (e.g. rental). If rented, please indicate monthly costs:	The venue will be rent. US $1, 500
Facilities (how many computers, beamers, classrooms etc.):	30 Computers. One (1) traning computer lab
Costs for facilities:	US $1, 500

Facilitator:	
Name of the facilitator	Mamadou Edrisa Njie
Specific skills of the facilitator (language, IT, etc.):	English, Mandinka, Wollof and Fula- Local Languages to be use during the training. Diploma & Advance Diploma in IT
Certification of trainers:	Please do not complete
Contractual arrangements with trainers:	Please do not complete
Salary for trainers:	Please do not complete
Costs for training material:	Please do not complete
Training:	
Days of training:	Monday to Friday every week
Language of training:	English and Mandinka- a local language
Training module and specific schedule:	Example: **Day 1:** 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… **Output of day 2:** Trainees shall be able to write a text in Microsoft Word on the PC **Day 2:** Explanation of benefits of internet research and how to use google and yahoo. Exercises how to use internet for research (job advertisements, information concerning health, legal, addresses, institutions, companies etc.) **Day 3:**

	Create an e-mail account… **Output of Day 3:** Trainees should be able after Day 3 to write, send and receive e-mails.
Training material:	Please do not complete
Cost of training material (preparation, print-outs, etc.)	Please do not complete
License for training in country of training:	Please do not complete
Cost of organization of trainings:	Please do not complete
Trainees:	
How are/were trainees recruited:	The selected trainers will be drawn from highly recognized IT schools in the country.
Number of trainees registered:	2 Training Centres
Statistics of trainees (percentage of females, area they are coming from, mother language, education, etc.)	30 females and 30 males. They will be selected from the rural regions of The Gambia.
Tests and delivery of certificate of participations:	Yes
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)	GYIN Gambia has been working with professional IT institutions delivering IT classes for rural youths.
Risk-mitigation measures:	Sign an agreement with IT Centres.

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: 02/08/2016

Signature;

Name of the Training Manager: Mamadou Edrisa Njie
Copyright© KFDWB
Website: http://www.knowledgefordevelopmentwithoutborders.org/