

# Income & Work

## Department Summary

Please summarise your department's work this month.

### Vocational Training

#### Reporting: SOEUR Sokunthea

##### 1. Sewing

**Staff in charge: Ms. MARCH Samphas**

#### Highlights:

- One baby dress mode was made.
- Two women were recruited into a vocational training program at RKF.
- A sample of plush toy was made for Singapore.
- Designed and made samples of handicraft products for the handcraft trainer to use to teach the students.
- Taught the females how to draw party dresses and blouses.
- Designed and made a new model of female student uniforms.
- The females in the sewing classes made 75 sets of uniforms.
- Six females participated in the trip to KEP.
- The capacity has increased and the females can now sew uniforms faster than they could last month.

#### Challenges

- This month a few students didn't attend class regularly and were frequently absent due to family problems.
- The number of uniforms made has decreased because most women have recurrent family problems
- A women name S asked for permission very often to sing at wedding ceremonies.
- We spend a lot of time to changing the females' behavior and attitudes, which was tough to do.
- There isn't any information update from V. P.S. She has been absent for almost two and half months.
- Most of the females lack responsibility, they do not take up their task seriously and they always need the trainer to alert them.
- There is a small problem with hygiene levels in the class, when students are in charge.

#### Activities for Next Month

- Participate in Financial workshop management conducted by Danielle.
- Participate in Business plan writing workshop with Danielle.
- Cooperate with Vocational Training Coordinator's visit to Westline university to take uniform samples.
- Buy sewing material and handcraft material.
- Quote machine with Vocational Training Coordinator
- Buy new sewing machine with Vocational Training Coordinator.
- Continue teaching mode for female sewing class.
- Continue making student uniforms and design more baby dresses.
- Making uniform samples for Westline University.
- Participate in life skills classes with life skills teachers.

##### 2. Handcraft

**Staff in charge: Soeur Sokunthea**

#### Highlights

- Handcraft class started on the 11<sup>th</sup> December 2012
- There were four women recruited who studied in handcraft class
- About 18 samples of products for Christmas were made by the handcraft trainer

#### Challenges

- One women who was supposed to study handcraft declined to participate in the program when the class was about to start

- Two students had no experience using the sewing machine and needed a lot of practice before they could catch up with the sample that the trainer made for them.

### Activities for Next Month

- Cooperate with micro-administrator making handcraft to plan lessons.
- Cooperate with handcraft trainer to find markets for handcraft products.

### Job Placement

Reporting: Ms. SOEUR Sokunthea

### Highlights

- Brought two women who can sew (**H.S and J.D**) from cycle one to have an interview at the wedding dress shop.

### Challenges:

- Both of the women felt nervous when interviewed because it was their first time.
- The women didn't remember the place of the interview, thus we needed to support them till the last process of recruitment (three steps).

### Plan for next Month

- Facilitated both women above with the process of recruitment till the end.

### Piecework (Boostraps)

Reporting: SOEUR Sokunthea

### Highlights

- Four women studied at the Hagar NGO and attended the course regularly:
  - C. R
  - L.C
  - K.S
  - S. S
- Three women (**L. C, C. R and K. S**) kept working during the weekends in order to earn some income

### Challenges

- P. B was still absent from the course and she dropped out of Hagar.
- N.P didn't attend the course the whole month due to her pregnancy (now reaching seven months).

### Activities Next Month

- Follow up with P. B and N.P case
- Follow up with women studying at Hagar

### Financial Training Seminar

Reporting: S. S

### Highlights

### Challenges

### Next Month

- Continue with the 3<sup>rd</sup> lesson of the program on January 23<sup>rd</sup>

### Evaluations

None Due

Yes, attached as \_\_\_\_\_ (file name)

## **Administration and Record Keeping**

### **Reporting: METH Savda**

#### **Highlights**

- Micro-team participated in business plan workshop with Danielle four times.
- Vocational Training Coordinator cooperated with Program Director and Danielle, and visited the Westline University to promote RKF uniforms.
- Conducted field trip to KEP for women and girls in vocational training both at RKF and outside training.
- Micro-team cooperated with management team and Danielle did market research and analysis at two markets and three private shops.
- Facilitated a meeting for Susan with the manager of Juliana Hotel, who will direct her.
- Vocational Training Coordinator assisted Danielle to translate the database for marketing research.
- Vocational Training Coordinator participated in the Gender Training Analysis at Oxfam.
- Vocational Training Coordinator participated in an annual meeting and certificate giving ceremony at Hagar.
- Micro-business administrator and Vocational Training Coordinator cooperated with all staff to lead an advocacy walk for a Singapore student.
- Micro-business administrator cooperated with Social work (**Ms.Davan**) to assist with a community survey of Singapore student at Compassion House,
- Micro-business administrator participated in Peaceful Family workshop last session at Chabdia coalition.

#### **Challenges:**

- Vocational Training Coordinator unable to do marketing promotion to Glory due to an urgent task regarding marketing research
- Vocational Training Coordinator unable to do marketing promotion to Belti because the Head of Beltei didn't grant the meeting due to his health issue.

#### **Plans for next Month**

- Participate in business plan meeting with micro-team, management team and Danielle.
- Participate in financial workshop conducted by Danielle and the Deputy Director.
- Cooperate with Vocational Training Coordinator making Handicraft lesson plans.
- Conduct monthly meetings with women and micro-team.
- Monthly action plan and budget plan writing.
- Do cash advance and settlement.
- Vocational Training Coordinator to cooperate with social work leading the advocacy walk.

## **Loan**

### **Reporting: METH Savda**

#### **Highlights**

- S. S completed her loan.

#### **Challenges:**

- H. S asked for an extended loan till she get a job to do.
- Mr. S R will return he loan starting from January,
- S, S. H asked for an extension because they needed money for new year celebration.

#### **Plan for next Month**

- Home visits and collection of loans from clients.

## **Direct Cash Aid**

### **Reporting: METH Savda**

#### **Highlights**

- Seven GRGs families did an assessment on ABCD families.

- Completed ABCD family evaluation of GRGs cycle IX.
- Cooperated with Get Ready Program Coordinator to conduct a parental meeting with GRGs parents and pilot family
- 11 families of GRBs generation IV received DCA support.
- 12 women in Vocational training received food box and pocket money support.
- Four women in Handcraft training received food box support.
- Eight GRGs families received DCA support.
- Five pilots families received DCA support.

### Challenges

- One GRB, P.S didn't provide DCA because he stopped to study in GRBs program to drive a tuk tuk in order to earn more income for his family.

### Next Month

*Please briefly describe activities planned for next month*

- Provide DCA support to 11 families of GRBs and nine families of GRGs.
- Provide food box support to women in vocational training.
- Provide DCA to pilot families.
- ABCD family assessment and evaluation on new GRGs recruitment.
- Home visit pilot families and GRGs/GRBs families.

