

# Income & Work

## Department Summary

*Please summarize your department's work this month*

- The management team and an Oxfam representative visited Phsar Touch and Compassion House to see the women in the sewing program.
- Participated in the new academic year for RK students.
- Micro-business administrator helped teach life skills to GRBs class.
- Micro-business administrator participated in PEACEFUL workshop at Chab Dai Coalition.
- Vocational training coordinator assisted in teaching life skills to GRGs class.
- Vocational training coordinator participated in training discussion about the next Advanced Counseling Training program in 2013.
- Vocational training coordinator participated in the final session of Basic Counseling at Chab Dai Coalition.
- Vocational training coordinator arranged a meeting between two women in the current sewing class, two partner NGO's who have ordered uniforms from RKF and the sewing trainer and her assistant to learn more about the micro-business department.

## Vocational Training

### Reporting: Soeur Sokunthea

#### 1. Sewing

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

#### Highlights:

- The sewing class women made 78 shirts, 10 trousers and 20 skirts.
- Graduates from the previous sewing class made 30 shirts.
- Student behavior and attitude has improved.
- We received an order from Hotel Nine.
- The second order for Asian Hope was completed on time without any problems.
- We have a new life skills teacher so the life skills class will resume shortly.
- All vocational training women participated in a "domestic violence" workshop arranged by the social team
- We have made 22 pillow cases for Hotel Nine.

#### Challenges

- C was frequently absent from the course due to recurrent family issues.
- K R is a slow learner but she always tries her best
- Due to the disruption caused by moving the office to a new premises we engaged some of the women from the previous sewing course to help with an order.
- V P still did not return to the class after being absent for six weeks. We were informed by the place where she used to work that she had left two weeks prior... Later, one of woman from the class met VP by chance and was told, "please do not follow me up. I have got a job at a garment factory". If this information is correct it means that she will not return to the vocational training program. When her absence meets with Casesfile's policy on attendance and without any further information to the contrary, she will be considered a "drop out" and we will make no further follow up.
- The social worker has advised that PC is not returning to our program and has started a small business at her house.

#### Activities for next month

- Participate in monthly meetings with the micro-business team.
- Teach traditional methods of making clothes to students.
- Participate in producing the Business Plan with Danielle and the management team.
- Design baby dresses.

## **2. Handcraft**

**Staff in charge:** .....

*We have recruited a teacher for the Handcraft class but are still unable to start as we are moving offices but we plan to start the class next month.*

### **Job Placement**

**Reporting: Ms. Soeur Sokunthea**

#### **Highlights**

- Liaised with Get Ready Program and transferred three Get Ready Girls to study vocational training at Friend NGO.

#### **Challenges:**

- The Get Ready Program Coordinator and I sent four girls to enroll in a vocational training program at Friend NGO. One girl was rejected because she was too young.

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

- None

### **Piecework (Bootstraps)**

**Reporting: Soeur Sokunthea**

#### **Highlights**

- T. K. S. women studying at Hagar finished the 6 month program and continue to study Beauty Salon skills.
- Five bicycles were provided to women to aid them in attending outside vocational training.

#### **Challenges**

- P B, a woman studying at Hagar did not attend the course for a month as she had an abortion.

#### **Activities Next Month**

- Recruit additional women to replace the “dropped out” students.
- Visit women and girls who are training at partner NGO.
- Provide food boxes and transportation money for women in vocational training.
- Participate in weekly and monthly meeting with micro-business team and women in vocational training.

### **Financial Training Seminar**

**Reporting: Soeur Sokunthea**

#### **Highlights**

- Participants shared their experiences about budgeting
- Participants understood the concept of daily expenditure.
- Participants understood how to make short term and long term financial goals.
- Participants are starting to understand budgeting.
- Participants were told to pay themselves first.
- Participants understood how to compare their monthly expenses and income in order to manage their finances efficiently

#### **Challenges**

- There are a few students still misbehaving and disturbing the trainer.
- It is difficult to fit the training sessions into the allocated time and we overrun the class by twenty minutes.
- We still face a small problem with the low education level of some participants and we need to explain subjects to them in ways that is easier for them to understand.

#### **Next Month**

- Continue with the 3<sup>rd</sup> lesson of the program.

## Evaluations

None Due

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

## *Administration and Record Keeping Reporting: Meth Savda*

### Highlights

- Got a second order from Asian Hope NGO for student uniforms.
- Got an order to make pillow cases from Hotel Nine.
- Cooperated with Casefiles Coordinator to complete information of women in the micro-business department.
- Reflected on vocational training.
- Completed re-registration of women in vocational training into new Bootstrap program.
- Participated in Peaceful Family Training at Chab Dai.
- Micro-Business department earned \$44.50 from handcraft products sold to a visitor.
- Micro-Business department earned \$183 from selling pillow cases to Hotel Nine.

### Challenges:

- I couldn't manage to complete the report on time due to workload and holidays at the end of the month.
- We did not conduct the weekly meetings because we all had busy schedules this month.

### Plans for next Month

- Conduct monthly meeting with women in vocational training at the end of November.
- Conduct department meeting on Friday mornings in 2<sup>nd</sup> and 3<sup>rd</sup> weeks.
- Participate in the final session of Peaceful Family training at Chab Dai.
- Participate in writing the business plan with micro-business team, management team and Danielle.
- Participate in gender training at Oxfam.

## *Loan*

### *Reporting: Meth Savda*

### Highlights

- Completed loan data for account company.

### Challenges:

- H.S asked for a payment deferment until she gets a job.
- I did not have time to contact S.R for his loan payment that he promised to pay.

### Plan for next Month

- Home visit and collect loan payment from client.
- Contact S.R to pay his loan.

## *Direct Cash Aid*

### *Reporting: Meth Savda*

### Highlight

- 12 families of GRBs Generation IV received DCA support.
- 12 women in vocation training received food boxes and pocket money.

### Challenge

- None

### Next Month

*Please briefly describe activities planned for next month*

- Provide DCA support to 12 families of GRBs and the new cycle of GRGs.

- Provide food box support to women in vocational training.
- Start new DCA pilot family.
- Cooperate with Get Ready Coordinator and conduct meeting with parents involved in DCA program.
- ABCD family assessment and evaluation on new cycle of GRGs.

