

# Social Support Foundation

## Graduate Training Program and Internship

### Introduction

A trainee is a National Service person or a young, unemployed graduate who is willing to voluntarily serve the cause of development. Trainees are subject to the provisions of the present policy and must comply with the organization's rules, policies and procedures. The training program is for a specified period between 30 days and 90 days renewable twice or for a fixed period of nine months. In all cases, the total duration of the training should not exceed nine months.

The training program aims to enable National Service members or unemployed graduates to:

- Acquire practical experience that will make them more competitive on the labor market.
- Equip themselves for future positions of responsibility.

Further, the training program aims to:

- Train a crop of qualified executives for future posts within SSF and other organizations.
- Increase the number of women occupying responsible posts in SSF and other organizations.
- Complement the government's efforts to create jobs for young graduates.

### Areas of training

SSF offers National Service persons and young graduates the opportunity to acquire practical skills in its offices, on the field and in partner communities.

The areas of training are:

- **Project management and implementation of project activities:** learning how to implement project activities in the field and collaborate effectively with community members and their organizations.
- **Administrations and finance:** learning how to carry out administrative and financial duties, secretarial services, communication, management of logistics in the area of SSF program support, and how NGO branches function in the field.

- **Management:** learning to make decisions, write reports, conduct meetings and motivate personnel.
- **Research and evaluation:** learning research and data collection techniques and how to process follow-up data for the appraisal of project impact.
- **Project development and implementation:** experimenting with new approaches and principles in project development and implementation.
- **Human resource management:** learning how to organize performance management systems, prepare job descriptions, prepare operating plans, manage career planning and development, and promote diversity and staff empowerment.
- **Computer literacy:** improving computer use knowledge, including word processing and software.

### **Training contract: 30 to 90 days, renewable up to 9 months**

Training contracts are not employment contracts. The training program aims to enable trainees to acquire practical experience that will make them more competitive on the labor market and equipped for future positions.

No salary is paid to training contract holders; depending on the terms and conditions of the training contract, trainees may be eligible to receive an allowance. They shall not be eligible to receive any other benefits or allowance, such as accrued annual leave, medical benefits, education allowance, etc. The training program allowance is to assist the trainee to cover transport expenses, medical expenses, and lunch in the work place.

These allowances shall be paid monthly during the period of training where applicable. With regards to trips made at the request of a supervisor or a sub-office coordinator, trainees shall be accommodated and shall enjoy the same per diem as regular staff according to the per diem grid.

Such a contract is for a specified period of 30 days to 90 days. It can be renewed up to twice and the total period should not exceed nine months. In the event that trainee is offered employment with SSF following his/her training period, this training period should not be considered as part of his/her employment period and is not considered as part of the probation period appropriate for his/her position.

## **Training program**

To ensure a trainee receives the greatest benefit from the training program, and to ensure that SSF also benefits for the work of the trainee, the trainee supervisor must:

- **Ensure performance planning:** assist the trainee in preparing his/her individual operating plans. The aims of these plans generally focus on professional development and what the trainee intends to achieve in the course of the training.
- **Ensure continuous follow-up and development:** actively help the trainee to acquire the necessary knowledge for the implementation of his/her plan and uses his/her experience to guide and facilitate the success of the trainee's apprenticeship. He/she should encourage and motivate the trainee to effectively use his/her personal qualities and develop his/her potential.
- **Engage in regular dialogue:** hold monthly dialogues with the trainee to examine the status of activity execution detailed in the individual operating plan. These regular dialogues shall ensure the active growth and the professional development of the trainee, and should enable updates to be made as necessary and corresponding corrections to be carried out.

## **Training program final appraisal**

The inputs for the appraisal of the training program come from the trainee's report. An in-house meeting will be held at the end of the training of each batch of trainees for the final appraisal of the program. During the workshop, the trainees present their reports to a panel composed of their project managers and the Executive Director.