



# Doc 6.3 TREE training programmes monitoring

There are three stages in monitoring training programs under the TREE Methodology. (*Forms below*)

## **Stage 1 – Before the training**

- Recruitment of Trainees
- Accomplishing the Training Application Form
- Accomplishing the Enrollment Report Form

## **Stage 2 – During Training**

- Monitoring the progress of training
- Accomplishing the Training Progress Report

## **Stage 3 – Upon Completion of Training**

- Graduation Report
- End of Training Report

## Stage 1 - Before the training

**Qualification of trainees** - The TREE Project requires the implementing partners, through the Community Training and Employment Coordinators (CTECs), to recruit and select the trainees for a particular program. The policy and criteria for selection include the following:

- That they come from the community where the assessment was conducted
- That they belong to the poverty sector targeted by the TREE Project
- That there shall be no discrimination as to gender, political or religious beliefs
- That persons with disabilities will have top priority in selection

**Training Application** - The data and information that will determine the qualification of the trainees to the training program is contained in the Training Application Form. The form is filled up by the trainee applicants with assistance from CTECS.

**Enrollment records** - The TREE Project is informed about the qualifiers to the training program through the Enrollment Report Form. The form is accomplished by the Trainer and attested to by the head of the implementing agency or his/her authorized representatives.

**Trainees Application Form (below)**

## Stage 2 - During Training

The TREE Project monitors the implementation of training to determine its proper and timely delivery. The progress of training activities is monitored through the **Training Progress Report**

**form.** The Report records the status of training delivery by task or block in accordance with the Skills Training Design prepared by the Trainer. The report asks what tasks has been completed so far, or still in progress at the time of reporting.

Since it is a progress report, the Trainer is supposed to observe any deviation from the planned activities, problems in the logistical support, resource requirements, or any other technical and administrative issues related to the training delivery. At the same time, the TREE Project wants to monitor what actions have already been taken or what recommendations the Trainer or the Trainees have in order to correct the situation.

The report is prepared and submitted by the Trainer at the middle of the training program. It is likewise verified by the head of implementing agency or his/her authorized representative.

#### **Training Progress Report (below)**

### Stage 3 - Upon completion of training

Customarily, training programs are marked with closing or graduation ceremonies. For the Project's target groups, graduation day is looked upon with anxiousness. To them it is a culmination of hard work towards a better life – the acquisitions of additional skills and knowledge that can help them realize some of their dreams. The day is also a time for them to receive training certificates that attest to their completion of the training course. For the TREE Project, however, graduation is a time to monitor the result and outputs of the training and the lessons learned in its implementation.

#### **End of Training Report (below)**

# TRAINING APPLICATION FORM

**I - Training Course Applied for:** \_\_\_\_\_

**II - Name & Address of Community:** \_\_\_\_\_

## III - Personal Information

Name: \_\_\_\_\_  
(Family Name) (First Name) (M.I.)

Address: \_\_\_\_\_

Civil Status: [ ] Single [ ] Married [ ] Widow/er [ ] Separated  
Sex: [ ] Male [ ] Female [ ] Person with Disability (PWD)  
Age: \_\_\_\_\_ years No. of Members in the Family: \_\_\_\_\_

Highest Educational Attainment: [ ] Elementary No. of years \_\_\_\_\_  
[ ] High school No. of years \_\_\_\_\_  
[ ] College No. of years \_\_\_\_\_  
[ ] Voc/Technical No. of yrs/mos/days \_\_\_\_\_  
Name of Voc/Tech course: \_\_\_\_\_

Employment Status: [ ] Not Employed [ ] Self-employed [ ] Wage Employed

Name of Job/occupation (if wage or self-employed): \_\_\_\_\_

Other sources of income/livelihood \_\_\_\_\_

## 7. Estimated family income per Month (In Pesos):

Below 1,000  1,001 - 3,000  
 3,001 - 5,000  5,001 - above

## 8. Pledge of Obligation

If admitted to the Training program, I, the undersigned affirms that I will diligently attend and participate in the training activities, strive to pass the course, prepare and submit all training requirements and pursue post-training endeavors that shall make me a useful and productive member of my community.

\_\_\_\_\_  
Name and Signature of applicant

# TRAINING PROGRESS REPORT

Training Course: \_\_\_\_\_

Location/Venue of Training: \_\_\_\_\_

Start of Training: \_\_\_\_\_ Estimated End of Training: \_\_\_\_\_ To No. of Days/Hours: \_\_\_\_\_

No. of days/hours consumed: \_\_\_\_\_ No. of day/hours remaining: \_\_\_\_\_

No.	Tasks/Blocks Required for the Course (based on Training Syllabus/Training Design)	Status (Please Check)		Trainer's Remarks
		Completed	In progress	
1				Technical :
2				
3				
4				
5				Administrative:
6				
7				
8				
9				Action Taken:
10				
11				
12				
13				Recommendations
14				
15				

Prepared/Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Name of Trainer, Signature & Date  
Training Supervisor, Signature & Date

Name of

Approved: \_\_\_\_\_  
Head of Training Agency, Signature & Date

# END OF TRAINING REPORT

Training Course: \_\_\_\_\_

Location/Venue of Training: \_\_\_\_\_

Total no. of training days/hours : \_\_\_\_\_

Result of Training:      Actual No. of Trainees: \_\_\_\_\_

   No. of Trainees Passed : \_\_\_\_\_

   No. of Trainees Failed: \_\_\_\_\_

   No. of TEPs Prepared : \_\_\_\_\_

1. Positive aspects of the Training:

2. Problems encountered:

3. Action Taken:

4. Recommendations:

Prepared/Submitted by: \_\_\_\_\_

   Name of Trainer, Signature & Date

Noted by : \_\_\_\_\_

   Name of CTEC or Training Supervisor, Signature & Date

Approved: \_\_\_\_\_

   Head of Training Agency, Signature & Date

