

Association Najdeh

Vocational Training Program

Annual Activities Report January – December 2007

Introduction

The Vocational Training program's staff joined their efforts to implement the program plan despite the difficult situation resulted from the armed clashes in NBC that affected negatively the work of the program. In Baddawi camp our VT center hosted displaced people from NBC that led to stopping its running courses. In NBC the VT center was destroyed and we lost all relating archive. At another hand, the running of courses and its type in the north as well as other regions were affected.

As part of Najdeh's emergency program for the NBC displaced refugees, the VT program in coordination with UNRWA 2 additional courses of Carpentry and Construction in Baddawi with 31 male beneficiaries. The courses were conducted to help beneficiaries in being involved in the reconstruction of Nahr El Bared camp.

Planned & Actual Courses

The Vocational Training program's plan in 2007 was to conduct 54 courses with 648 beneficiaries, and till May 2007 41 courses were carried out yet 5 of those in the North were stopped due to the situation and were not continued thus its beneficiaries didn't graduate.

Table 1: Vocational Training program: Planned and Actual Courses Jan – Dec 2007

Region	Planned Courses	Actual Courses	No. of Beneficiaries
Beirut	11	8	92
Sidon	10	9	118
Tyre	11	11	129
Beqa'a	9	8	86
North	13	0	0
Total	54	36	425

In 2007 out of the 54 planned courses only 36 were conducted as the 5 courses that were running in NBC and Baddawi camp were stopped and the 6 additional planned course for the North were cancelled due to the situation of clashes and displacement while additional 3 planned courses in Beirut, 1 planned course in Sidon, 1 planned course in Beqa'a were not implemented due to low demand. Thus total number of planned courses that were not conducted is 16.

Out of the 36 conducted courses, 21 started and finished in 2007 with 227 graduates. Besides, 15 courses with 198 beneficiaries that started in the second half of 2007 will be finished in the first half of 2008. In addition, the 19 courses that started in the second half of 2006 were completed in 2007 with 219 graduates.

Table 2: Vocational Training: No. of Courses, Students, and Graduates in 2007

Region/Centre		06 - 07		07 - 07		07 - 08	
		Courses	Graduates	Courses	Graduates	Courses	Students
Beirut	Shatila	2	20	3	28	2	21
	Borj Brajneeh	2	20	1	11	2	32
Sidon	Sidon city	3	42	1	12	2	26
	Ein Helweh	1	11	4	50	2	30
Tyre	Buss	3	33	4	44	2	29
	Borj Shemali	2	19	2	18	3	38
Beqa'a	Bealbeck	0	0	1	16	0	0
	Sa'adnayel	3	42	3	34	2	22
	Bar Elias	2	23	2	14	0	0
Tripoli	Baddawi	1	9	0	0	0	0
	Nahr Bared	0	0	0	0	0	0
Total		19	219	21	227	15	198

Graduates Social Background

The social profile of the 446 graduates during 2007 showed that 80% were Palestinians, females at 81%, and at 53% camp residents. Concerning their age, 81% of the graduates are between 15-24 years old.

Regarding the social situation of the graduates, 86% were single, 11% were married and 3% were widowed and divorced. Besides, the majority of graduates 79% belong to families that consist of 4-7 members, 22% belong to families that consist of 8 members and more and only 9% of them come from small families consisting of 1-3 members.

Moreover, 44% of the families earn below the minimum wage of living, 46% earn the minimum wage of living, and only 10% earn a monthly income above the minimum wage of living. Obviously, families monthly earning is decreasing compared to 2006, and this is due to the deteriorating economic situation in the country in general, which is reflected on the that Palestinian refugee families whose earnings are barely securing the basic family needs.

As for the educational profile of the graduates, the majority of graduates at 60% were at the intermediate level of education, 20% were at the Secondary level, and 14% were at the University level of education. Remarkably, graduates at the secondary and university level of education marked an increase since 2006, where 17% of graduates were at the secondary level and 11% were at the university level. This increase could be attributed to the determination and willingness of beneficiaries and graduates to peruse their education, which they consider to be the proper way of enhancing their socio-economic situation.

Table 3: Vocational Training: Graduates Social Background Jan – Dec 2007 N. 446

Social Statistics	Total Graduates
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		Number	%
Nationality	Lebanese	80	18%
	Palestinian	359	80%
	Other	7	2%
Age	15 - 19	246	55%
	20 - 24	115	26%
	25 - 34	62	14%
	35+	23	5%
Residents	Camp	238	53%
	City	32	7%
	Gathering	115	26%
	Suburbs	61	14%
Gender	Female	362	81%
	Male	84	19%
Marital Status	Single	385	86%
	Widow/Divorced	10	3%
	Married	51	11%
Family Size	1 -3	40	9%
	4 - 7	307	69%
	8+	99	22%
Family Monthly income	Minimum wage	204	46%
	Below m. wage	196	44%
	Above m. wage	46	10%
Educational Level	Elementary	24	5%
	Intermediate	269	60%
	Secondary	90	20%
	University	63	14%

On-the-Job Training

Of the 446 graduates of 2007, 247 (55%) underwent post- graduation training in their fields of specialization. Of those, 79% were Palestinians and females respectively. Of the working graduates 34% were hired by the jobs offering them training, of those 78% were females.

Table 4: Vocational Training: Job Placement by region & on-job training

Jan–Dec 07

Region	Total Grad.	Graduates who underwent On the job training			Job Placement		Grad. Working through on the job training		
		Total	Palestinian				Total	Women	
Beirut	79	44	33	75%	56	71%	27	22	81%
Sidon	115	76	70	92%	65	57%	25	15	60%
Tyre	114	53	43	81%	57	50%	13	9	69%
Beqa'a	129	74	48	65%	50	40%	20	20	100%
North	9	0	0	0%	9	100%	0	0	0%
Total	446	247	194	79%	237	53%	85	66	78%

Job Placement

In 2007, a total of 237 out of 446 graduates obtained jobs (53%). Of the 237 working graduates, 83% were graduates of 2007 courses, and 17% were graduates from 2006 courses who found jobs in 2007.

At the courses level, the table above shows that the highest number of job placement was recorded in the Carpentry and Décor courses, where 71% of the graduates were employed respectively, followed by the Hairdressing course, where the graduates' job placement reached 56%. On the other hands, the course that recorded the lowest number of graduates' job placement was in the Accounting & Informatics (19%) course followed by the Electric Wiring (30%).

Table 5: Vocational Training: Job Placement by Course & Region **Jan – Dec 2007**

Course	Region										Total		
	Beirut		Sidon		Tyre		Beqa'a		Tripoli		Grad.	Job Placement	
	G	J	G	J	G	J	G	J	G	J			
Computer Software	12	8	0	0	26	7	0	0	0	0	38	15	39%
Computer ICDL	18	14	24	16	27	12	38	14	0	0	107	56	52%
Accounting& Informatics	0	0	25	7	12	0	0	0	9	2	46	9	19%
Accounting	0	0	16	13	13	9	33	12	0	0	62	34	55%
Photography & Montage	11	9	0	7	11	9	0	0	0	2	22	27	%
Electric wiring	10	3	0	0	0	0	0	0	0	0	10	3	30%
Carpentry	0	0	14	10	0	0	0	0	0	0	14	10	71%
Decor	0	0	0	0	0	0	7	5	0	0	7	5	71%
Hairdressing	28	22	36	12	25	20	51	19	0	5	140	78	56%
Total 2007	79	56	115	49	114	51	129	50	9	9	446	237	
%	70%		43%		45%		39%		100%		53%		
Total 2006	92	34	111	57	137	74	40	40	136	54	516	259	
%	37%		51%		54%		100%		40%		50%		

By region, Beirut marked an increase in the graduates' job placement, where 70% of the graduates were employed, and it was 37% in 2006. On the other hand, Beqa'a region recorded a decrease in the graduates' job placement since it was 100% in 2006, but decreased to 39% in 2007. In Sidon, the rate of job placement decreased from 51% in 2006 to 43% in 2007.

Working Graduates by Field of Specialization

The majority of working graduates, at 78%, found jobs in the fields of their specialization and only 10% are working at home while the remaining secured jobs outside at institutions and companies.

During the reporting period, only 23% of working graduates has secured jobs outside their field of specialization.

Table 6: Vocational Training: Job Placement by field of specialization **Jan - Dec 2007**

Region	Job Placement	Home Based job		Working outside field Of specialization		Working in field of Specialization	
Beirut	56	2	3%	10	18%	46	82%
Sidon	65	3	5%	9	14%	54	83%
Tyre	57	10	17%	20	35%	37	65%
Beqa'a	50	8	16%	10	20%	40	80%
Tripoli	9	0	0%	0	0%	9	100%
Total	237	23	10%	59	25%	186	78%

Career Orientation

The plan was to conduct 43 career orientation workshops, and actually 48 workshops were conducted during the year 2007. A total of 622 participants in all the centers attended the workshops. Beneficiaries from all the courses, graduates, parents and members of the local community, besides school students and drops out participated in these Career Orientation workshops.

These workshops focused on the importance of profession, on the job raining, women's rehabilitation and the problems they may face at work, the characteristics of trainees, and the measures to be taken to avoid challenges that may be faced in any profession.

Beneficiaries and Graduates Committees

A total of 133 of graduates & beneficiaries committees were formed during 2007. They actively participated in monitoring course's enrollment and attendance; conducting home visit, publicizing VT courses and several solidarity activities. They also have an active role in organizing and participating in the awareness raising workshops that focused on issues such as: Domestic Violence, Rights, Discrimination, health topics, and career orientation workshops.

Moreover, the students and graduates organized many celebrations and exhibitions on various occasions, such as; the graduation parties, as well as making several visits to the working agencies.

Employment Committees

Employment Committees, in all branches, met regularly once per two months. They focused on carrying out visits to companies, agencies, vocational centers, etc. to arrange with the employers forms of cooperation aiming that resulted in securing on-the-job-training for the Vocational Training Centers students.

On-The-Job-Training

Despite of the difficult situation and discrimination that Palestinian refugee employees face in job market, it continued with the amazing efforts of the Vocational Training Centers' staff. On return, this became one of the basic activities for the course, and it led to a noticeable improvement in the students' level of performance inside the center and outside in their social relationships and in the job market. It also created for them a motive that was needed especially when taking into consideration the bad economic situation.

Students personalized questionnaire

The work on the personalized questionnaire continues to be essential in the vocational training process monitoring student performance and measuring the effectiveness of the VT courses. The personalized questionnaire was filled twice by

students, once at the beginning and then at the end of the courses. Questions focus on the main motives behind their choosing a certain course. At the same time attracting their attention to the way of being career professionals that suit their financial capabilities, since there are a big number of the beneficiaries who want to have their own projects, some want to be famous and others will continue their academic education. Whereas 55% of the beneficiaries wanted to work after graduation at the beginning of the courses, as a result of social indicators questionnaire, follow-up process, the supervisors monitoring system, the rate increased to 71% by the end of the courses. It is to be noted that some of the beneficiaries recorded that they are attending the courses to acquire professional skills that enable them to find job that enable them to save money to continue their education, some others wanted to work in order to assist their families.

Social Indicators

Within the VT section, there are many social measures to monitor and evaluate the sections' improvement. The Social indicators questionnaire is one of those and is to monitor and evaluate the social changes of the students before and after their joining the VT course. The social indicators questionnaire focuses on measuring self-confidence, awareness levels, communications skills and encouragement for work, and decision-making capacity.

Remarkably, and through the follow-up process, by the end of the courses the improvement was highly felt among all the beneficiaries. An increase in the level of awareness and knowledge, the motive to work, as well as a development in the decision-making, self-confidence and the ability to express opinions in facing problems was noticeable. By the end of the courses, the graduates were mature enough to recognize that the best way of improving their socio-economic is through pursuing their education and acquiring professional skills.

Coordination

Internally, Najdeh's Vocational Training and Social Affairs programs resumed their close follow-up of beneficiaries and their family members, while linking them to Najdeh's other programs. There was a participation in activities in all the areas, and coordination in several activities such as health and social symposiums, workshops and referrals to courses. Besides, the VT Section continued working on the ToT with the EU project (VET) aiming at building the capacity of VTCs trainers and supervisors, where the training continued in Beirut, Sidon and Beqa'a. An evaluation meeting was conducted at the end of the training with the distribution of the graduation certificates. In addition, the Section is coordinating with UNRWA in a rehabilitation project for the drop out students through conducting 4 courses (Computer ICDL in Buss, Hairdressing in Bealbeck, Carpentry and Constructions in Baddawi centers).

At another level, the program's centers coordinated with many official institutes with regards to securing official certificates for the VT graduates, especially in Tyre and Sidon. Besides, the staff coordinated with official institutes in referring some graduates to continue their vocational training and acquire official certificates especially for the administrative courses graduates. Moreover, the Section staff coordinated with many NGOs in organizing awareness raising workshops, among

these NGOs were coordination with EPEP in Sidon, Danish Refugee Council and A'mel Association in Tyre and Caritas in Beqa'a.

Referral

During the reporting period 2007, internal referral of beneficiaries between VT and SA sections benefited 56 beneficiaries. A total of 25 cases, receiving assistance from the Social Affairs program were referred to Najdeh's Vocational Training program. In addition, 31 participants, enrolled in vocational training courses, were referred to the Social Affairs program for social assistance.

Table 7: Vocational Training: Referrals

Jan - Dec 2007

Region	Referral from VT to SA	Referral from SA to VT	Total
Beirut	12	9	21
Sidon	10	11	21
Tyre	0	5	5
Beqa'a	9	0	9
Tripoli	0	0	0
Total	31	25	56

Capacity Building

During 2007, the VT staff attended training aiming at empowering their capacity building as well as developing their work as follows:

- Participation of 4 VT trainers and 1 supervisor from different regions in the ongoing three-years VET Project conducted by European Union. The project is a TOT aiming at developing the training process and organizing the VT curriculum and methods.
- Participation in the ongoing training workshops by ARC on digital production and CD or Website creation. Two trainers participated in the workshops. A meeting on evaluating the workshop was conducted, and the suggestion of starting a ToT started on technical techniques, communication and media with trainers from other NGOs.
- Two VT trainers participated in two-month course at ACT institution, and a website was designed in Tripoli by the trainers.
- Workshops with UNRWA on communication and coordination. The result of these workshops was forming local coordination committee with interested NGOs, and forming committee for organizing its activities.
- One supervisor participated in Welfare four-day workshop on preparing and supervising volunteers.
- One supervisor attended a four-day workshop on fundraising and proposal writing.
- All the supervisors participated in Najdeh's workshops on the Code of Conduct.
- Two of Sidon trainers participated with CRTDA in workshops on gender & leadership.