

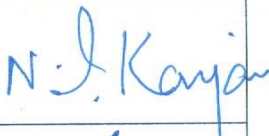


	Directorate of Staff Development	Issue Date: May 14, 2011
		Issue # 2
	Title: SOP for Field Training (FT) Doc. # SOP-003	Revision # 1
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Job Title		Signature
Prepared by	Deputy Director (QA/M&E)/Management Representative	
Reviewed by	Additional Director	
Approved by	Programme Director	
Issued by	Deputy Director (QA/M&E)/Management Representative	

Change Record:

Revision #	Date	Responsible Authority	Description of Change

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1. Purpose:

The purpose of this SOP is to define the training processes for field training programs undertaken by DSD and clarify roles and responsibilities of different sections/officials, thereby improving the quality of service delivery.

2. Scope:

The Field Training (FT) SOP is applicable for all the training programs, conducted at District Training Support Centers (DTSC), Cluster Training Support Centers (CTSC) or any other selected area as designated by the management.


3. Responsibilities:

The overall responsibility of conducting a field training program lies with the DSD management along with other responsible officers of each wing. The following officers have been delegated responsibility in this SOP and the overall process of field training. Other officers may also be delegated as and when need be.

- Deputy Director (QA)
- Respective Regional Program Manager (RPM)
- Respective Course Coordinator (CC)
- Deputy Director (Admin) DD(A) / DD (Fin)
- Database In Charge
- Respective District Training Support Center Head (DTSC)
- Respective Cluster Training Support Center Head (CTSC)
- Respective Executive District Officer – Education (EDO-E)

4. Procedure:

Field training is conducted to address the requirements identified in the TNA focusing specific participants (PSTs, DTEs, etc). Prior to execution of the field training through the respective RPM, the steps should be followed as per SOP-002. Concerned CC's for training will deliver schedule and duty rosters to RPM-HQ, and Material Development Concerned CC's will deliver modules for training to RPM-HQ. RPM – HQ will compile list of trainees and the training plan with modules for delivery against the schedule and duty rosters and convey to respective RPM to execute the trainings in field.

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After the training is conducted in the field, the related data will be collected and sent back to DSD for compilation, tabulation and analysis as per SOP 004.

5. Distribution

SR. #	DOCUMENT TITLE	DOCUMENT REFERENCE #	REVISION #	DATE OF ISSUANCE	RECIPIENTS	
					NAME	DESIGNATION