

New Delhi the 22<sup>nd</sup> June, 2011.

OFFICE MEMORANDUM

Subject:- SCPTA: "Train-The-Trainers in Early Childhood Development and Education", 3-14 October, 2011.

Singapore High Commission has offered the above-mentioned training programme to be held in Singapore during 3 – 14 October, 2011 under Singapore Cooperation Training Programme Awards (SCPTA).

2. The applicants should be Educators who are actively involved in teacher training, preferably with at least two years of working experience in an early childhood setting and or in a training or adult education capacity. Nominated by their respective governments and should be below 50 years of age.

3. Under the Singapore Cooperation Programme arrangement, the Government of Singapore will bear training costs, accommodation, training allowance, medical insurance and transportation to course venue and site visits, etc.

4. Participant's nominating authority / agency will bear the cost of the round air fare and other travel related expenses. **They should specifically undertake to bear the cost of participant's round trip airfare, while forwarding the applications. Applications received without such an undertaking will not be considered.**

5. Each participant is advised to have money for miscellaneous expenses that might be incurred prior to receiving the allowance.

6. The number of nominations to be sent to this Department may not exceed One with one reserve.

7. The nominations of suitable candidates may be done in accordance with the Department of Economic Affairs' OM No.1/13/03-PMU dated 27.2.2006. The nomination details should be submitted on the following:

1. Prescribed application form
2. DEA's prescribed proforma – duly countersigned by competent authority.

8. Last date for submission: The completed 'application form' should reach this Department not later than **19.8.2011**. Nominations received after the prescribed date will not be considered.

9. The details of the programme and the application form may be down loaded from this Department's Website: [www.finance.nic.in](http://www.finance.nic.in) under Training Programme.

  
(Neelam Vohra)

Under Secretary (PMU & Trg)

1. Ministry of Human Resources Development, Department of Education.
2. Ministry of Health & Family Welfare.
3. Ministry of Women & Child Development.
4. PM Office.
5. All State Governments.
6. Copy to Guard File for placing it on MoF websiste.

# TRAIN-THE-TRAINER IN EARLY CHILDHOOD DEVELOPMENT AND EDUCATION

## PROGRAMME

- (i) Singapore Cooperation Programme Training Award (SCPTA)
- (ii) Small Island Developing States Technical Cooperation Programme (SIDSTEC)

## DURATION

3 October to 14 October 2011

## NUMBER OF TRAINING AWARDS

25

## ELIGIBLE COUNTRIES

- (i) SCPTA Developing Countries as listed on pg 40
- (ii) SIDSTEC Developing Countries as listed on pg 41

## COURSE OBJECTIVES

The Train-the-Trainer course is designed to enable participants to develop both a firm theoretical foundation of adult learning for the purpose of developing appropriate training programmes and courses, and practical skills in conducting training sessions for educators. In particular, educators who are expected to conduct teacher training programmes for early childhood teachers in the areas of curriculum planning, teaching methodologies and other related topics in the context of teacher training.

By the end of the course, participants will be able to:

- Conduct needs assessment for the planning of training programmes
  - Design and develop training courses to meet training needs
- Understand adult learning theory and different learning styles
- Be equipped with appropriate delivery and facilitation skills
- Apply knowledge and skills learned in developing a training programme for teachers of early childhood education

## SYNOPSIS AND METHODOLOGY

A variety of teaching methodologies will be used throughout the course including lectures, small group discussions and presentations, project work, journal writing, simulations and role plays, and hands-on activities.

The topics to be covered are:

- Understanding children's holistic development in early childhood
- Practices to foster early childhood development
- Training design through use of creative methodologies
- Design and planning of early childhood teacher training programme
- Application and implementation of training programmes

## APPLICANTS' PROFILE

Applicants should be:

- Educators who are actively involved in teacher training, preferably with at least two years of working experience in an early childhood setting and/ or in a training or adult education capacity
- Nominated by their respective Governments
- Proficient in spoken and written English
- Below 50 years of age
- In good health

## CLOSING DATE FOR NOMINATIONS

29 August 2011

33

# SINGAPORE COOPERATION PROGRAMME APPLICATION FORM

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable.

Programme : \_\_\_\_\_

Course Title : \_\_\_\_\_

Course Dates : \_\_\_\_\_

Affix  
a recent  
passport-size  
photograph  
here

## APPLICANT'S PARTICULARS

Salutation	Dr/Mr/Mrs/Ms/Others (please specify)		
Family Name			
Given Name			
Gender		Date of Birth (dd/mm/yy)	
Marital Status	Single/Married/Widowed/Divorced		
Nationality			
Representing the Government of (if different from nationality)			
Ethnic Group		Religion	
Passport Number		Passport Expiry Date (dd/mm/yy)	

## CORRESPONDENCE ADDRESS

Country		State/Province		City/Town		
Postal Address (Street, House/Block, Unit, etc)					Postal Code	

## CONTACT DETAILS

	Country Code	Area Code	Number		Country Code	Area Code	Number
Mobile				Home			
Office				Fax			
Primary Email				Secondary Email			

## PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

Name		Relationship			
Address		Contact Number	Country Code	Area Code	Number
		Email			

**EMPLOYMENT HISTORY** (starting with present position, i.e. in reverse chronological order)

Organisation	Department	Designation	Nature of Job	From (dd/mm/yy)	To (dd/mm/yy)
					PRESENT

**EDUCATIONAL QUALIFICATIONS** (starting with highest qualification attained, i.e. in reverse chronological order)

Educational Qualification Attained	Educational Institution	From (dd/mm/yy)	To (dd/mm/yy)

**PROFESSIONAL QUALIFICATIONS**

Type of Qualification	Date Attained	indicate either Excellent, Good, Fair or Basic		
		Language	Spoken	Written

**PREVIOUS ATTENDANCE**

Have you previously attended any courses sponsored under the Singapore Cooperation Programme? If yes, please state the name and date of course(s)	Yes/No
1.	
2.	

**EXPERIENCE AND TRAINING REQUIREMENTS**

Please write briefly on your working experience and training requirements. Copies of the relevant supporting documents (e.g. educational certificates, testimonials) should be attached.	
1.	
2.	
3.	
4.	
5.	
6.	

## APPLICANT'S DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_  
Name of applicant Representing Country

Declare that:

- (a) all information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- (b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training in Singapore; and
- (c) I will be personally liable for **all** medical expenses incurred during my stay in Singapore, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy.

*(All successful participants are covered under Group Personal Accident and Group Hospital & Surgical Insurance. The Group Hospital & Surgical Insurance does not cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for all medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Singapore.)*

Upon successful selection for the training award, I undertake to:

- (a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- (b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- (c) submit/present any report which may be required;
- (d) refrain from engaging in political activities and any form of employment for profit or gain;
- (e) return to my home country upon completion of the training; and
- (f) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect and I will be liable to depart from Singapore at my own expense.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of applicant

TO: GOVERNMENT OF THE REPUBLIC OF SINGAPORE

Dear Sir

**LETTER OF INDEMNITY**

In consideration of your allowing me to do my training with the relevant Government departments/statutory boards/institutions in Singapore, I, \_\_\_\_\_ of Passport Number \_\_\_\_\_ of \_\_\_\_\_, hereby declare that I shall be personally liable for and shall indemnify the Government of the Republic of Singapore and \_\_\_\_\_ (name of TCTP partner country or international organisation, if applicable) against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses whatsoever arising under any statute or common law which may be made or taken against the Government of the Republic of Singapore or incurred or become payable by the Government of the Republic of Singapore in respect of any medical illness, personal injury, (whether fatal or otherwise) to or the death of any person or in respect of any injury or damage whatsoever to any property, real or personal arising out of or in the course of or by reason of my carelessness or negligence, omission or default during my training with the relevant Government departments/statutory boards/institutions in Singapore.

Dated this \_\_\_\_\_ day \_\_\_\_\_ of 2011/2012

Signed by \_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Name of applicant

in the presence of \_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Name and designation of witness

# TO BE COMPLETED BY THE NOMINATING GOVERNMENT

## APPLICANT'S PROFICIENCY IN THE ENGLISH LANGUAGE

	Excellent	Good	Fair	Basic
Spoken				
Written				

## APPLICANT'S FITNESS LEVEL

	Excellent	Good	Fair	Poor
Health				

## REASONS FOR APPLICANT'S SELECTION


## THE POST WHICH THE APPLICANT WILL BE REQUIRED TO FILL UPON SATISFACTORY COMPLETION OF TRAINING


## RELEVANCE OF THE COURSE TO APPLICANT'S JOB


BY DATE

# TO BE COMPLETED BY THE NOMINATING GOVERNMENT

## OFFICIAL DECLARATION

On behalf of the Government of \_\_\_\_\_, I, \_\_\_\_\_

Country Name of official

certify that:

- (a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant;
- (b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history, there is no reason to suppose that the applicant is other than fit to undertake the journey to Singapore and to remain in Singapore for the duration of training
- (c) Should the nominee seek medical consultation/treatment during his period of stay in Singapore, he would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance and Group Hospital & Surgical Insurance policy; and
- (d) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr/Mrs/Ms/Others (Please state) \*) \_\_\_\_\_ holding  
 Passport No \_\_\_\_\_ for the training course.

\_\_\_\_\_  
 Name and Designation

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name of Organisation

\_\_\_\_\_  
 Country code Area code Office tel no.

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Country code Area code Office fax no.

Endorsement by the nominating country's Ministry of Foreign Affairs or the National Focal Point for Technical Assistance:

\_\_\_\_\_  
 Name

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Designation

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Country code Area code Office tel no.

\_\_\_\_\_  
 Ministry's Official Stamp

\_\_\_\_\_  
 Country code Area code Office fax no.

\_\_\_\_\_  
 Name of Organisation

This form is to be completed by the nominating government and submitted to the Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in the nominating country.



**DEA PROFORMA FOR FOREIGN TRAINING**

1. Name:
2. Date of Birth:
3. Educational Qualifications:
  - (i) Academic
  - (ii) Technical
4. Contact Nos:
  - (i) Phone number (with STD Code):
  - (ii) Fax number (with STD Code):
5. (i) Service to which officer belongs:  
 (ii) Year of appointment/allotment:  
 (iii) Present post:  
 (iv) Date from which the current post held:  
 (v) Details of previous posts held:  
 (vi) Details of the posts held which are relevant to the course
6. Relevance of the course to the candidate:
7. Papers etc. published by the candidate:  
 (Please attach separate sheet, if necessary)
8. List of training courses attended abroad:

S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution	Source of funding

9. List of training courses attended in India:

S. No.	Dates & Duration of training	Subject/title of training	Name of the training Institution	Source of funding

Date:  
Place:

Signature of the Candidate

10. Shri/Smt. \_\_\_\_\_ is cleared/not cleared from Vigilance angle.

Countersigned

Signature of the designated competent authority  
(with office stamp)

Date:  
Place:

No.1/13/03-PMU  
 Government of India  
 Ministry of Finance  
 Department of Economic Affairs  
 (PMU & Training Division)

New Delhi February 27, 2006

OFFICE MEMORANDUM

Subject: Foreign training courses administered by the Department of Economic Affairs

In supersession of the guidelines issued vide letter of even number dated 5<sup>th</sup> April 2004 and based on the experience gained during the intervening period, the following guidelines are issued regarding the nominations for foreign training programmes being administered by Department of Economic Affairs (DEA).

State Governments may submit their nominations directly to DEA subject to the condition that the nomination should have been approved by the designated competent authority in the State Government. Nominations from Central Ministries/Departments should also be approved by the designated competent authority in the Ministry/Department. Officials nominated should actually be working in the area to which the course relates. PSUs and Autonomous Undertakings of Government should send nominations through the concerned Central Ministries/State Governments. In case there is more than one nomination for a particular course, the nominating State Government/Central Ministries should clearly indicate the prioritization of the nominees. Sending of piecemeal nominations may please be avoided.

Central Ministries/Depts./State Governments/Agencies are responsible for ensuring the necessary clearances such as political clearance from MEA, FCRA clearance from MHA, cadre clearance from cadre controlling authority etc. These clearances may be obtained after the candidate is finally selected for the course and before he proceeds on foreign training. However vigilance clearance may be conveyed at the time of sending the nomination to DEA. Nominating State Governments and Central Ministries are informed that in case an officer does not file his/her nominations papers after being duly nominated, he/she will be debarred from any foreign training programme for two years and for officers who fail to attend the said training course after being selected, there will be a debarment of five years.

Nominating State Governments/ Central Ministries should ensure that following instructions on foreign training are duly adhered to: -

Duration of Long Term and Short Term Programmes:

- (i) Training programmes abroad of a duration of six months or more are treated as Long Term;
- (ii) Training programmes abroad of duration of 15 days or more but less than six months are treated as Short Term.

Minimum Service:

Officers should have completed a minimum of 9 years of service on the date of commencement of particular programme. However, in case a foreign Government or university prescribes a different minimum service that would be accepted.

Upper age limit:

Generally for Long Term courses the upper age limit followed is 50 years and for Short Term courses, 55 years at the time of commencement of programme. However, in case where foreign Government/institution prescribes a different upper age limit for a training programme, the same will prevail.

Only one Long Term Programme:

An officer can attend only one long-term training programme in his/her service career.

'Cooling-off' condition:

- (i) An officer having attended a foreign training programme of a duration of upto 15 days will be required to complete a 'cooling off' period of two years before such an officer can be considered again for any foreign training;
- (ii) Officers deputed for training abroad of a duration of more than 15 days and upto six months are required to complete a 'cooling off' period of three years for any foreign training;
- (iii) Officers deputed for training programmes abroad of a duration of more than six months are required to complete a 'cooling off' period of five years before being considered for any programme;
- (iv) An officer can attend a maximum of three foreign training programmes of a duration of more than 15 days in his/her career;
- (v) For Seminars/Workshops abroad of up to 2 days, no cooling off would be required. Beyond that the principle applied for training will apply.
- (vi) Project-related training/official visits abroad, are exempted from the provisions of 'cooling off'.

Nomination of SC/ST and Women officers:

Names of suitable officers belonging to SC/ST as well as women officers for training abroad may also be forwarded in sufficient numbers so that due representation can be given to them.

Officers serving under Central Staffing Scheme:

- (i) Only such officers who would have completed a minimum of 2 years of service on the post in GOI at the time of nomination, should be recommended for long term training programmes abroad;
- (ii) The officers whose tenure under the Central Staffing Scheme is due to come to an end within two months prior to the commencement of the training, or during the currency of the training, should be nominated by the respective Ministries/Departments of Government of India only after securing the cadre clearance of the respective State Governments/cadre controlling authorities on whose strength the officers are borne. In the event of nomination and final selection of such officers for foreign training programmes, the Ministries/Departments would be required to send a formal proposal for extending the Central Deputation tenure of the officers approved for nomination for training, upto the end of the training, to the Establishment Officer for obtaining the approval of the competent authority so that they could draw their salary from the Central Government during the period of training. On return from training, such officers would revert to their cadre and the Central Ministries/Departments shall not grant any leave in their cases;
- (iii) In case of officers whose tenure is due to come to an end more than two months before the commencement of the training programme, the Ministry/Department may sponsor such officers only with the concurrence of the cadre controlling authority concerned. On selection such officers would revert to their Cadre and thereafter proceed on training.

*M. F. Farooqui*  
(M.F. Farooqui)  
Joint Secretary

- To
1. Secretaries of all the Central Ministries/Departments
  2. Chief Secretaries of all State Governments

Copy to:

1. Secretary (Department of Personnel) of all State Governments
2. Joint Secretary (Admn./IC) of all the Central Ministries/Departments
3. All Joint Secretaries in DEA