

## **Elements to be included in an annual report on a professional training project**

The annual project report should be written by the responsible project personnel so that they are able to get an insight into the progress, the difficulties, and the future perspectives of the project. Hence, intentions, ambitions and plans are minor priorities. Requested is a stocktaking of the year to be reported on. For professional training projects/programmes, the following elements are part of it:

– **Inventory**

An inventory should be taken every year at a fixed date. This inventory helps the staff to establish any changes in stocks and to determine the needs for the next year. To this effect, a complete list (number and state) of all hand tools, machines, vehicles, raw materials, prefabricated and finished products, pieces of furnitures and/or equipment, etc. should be made.

– **Number of participants in the training course**

The participants should be classified on a list specifying the different skills/trades, the respective number of graduates in the year under review and the number of dropouts.

– **Training hours given per skill/trade and year**

The sum of all training hours (of 45 and/or 60 min.) given in the year under review should be stated, subdivided into practical, theoretical and general issues and centre-based and in-plant training respectively.

– **Number of staff**

The staff should be indicated specifying the training, administrative, and management staff (full time, part time, and occasional staff).

– **Financial situation of the project**

The report should show to what extent the project has received allowances and/or contributions from the outside and to what extent it has been able to pay for its expenses by own productive works and fees. The best way to represent this is by drawing up a “balance-sheet” and a “profit and loss account” as is the practice in all countries in larger business enterprises. For smaller projects, a list of income and expenditure in the year under review will do. This list should specify the important items, e.g. income from the selling of goods or services, from training fees, from Misereor grants, from grants of third parties as well as expenditure for the production of goods and services, for training, management and administrative staff, for vehicles, for general administration, etc.

– **Whereabouts of the participants after the training**

Since one of the major goals of vocational training consists in ensuring the successful integration of the trainees into working life, Misereor feels that the project staff should know as much as possible about what has become of their graduates. Talking with the graduates at regular intervals will help the staff to adapt their training to the requirements of economic life. It will be advantageous to keep track of the whereabouts of the participants continuously and as completely as possible. There are a number of methods to do that, ranging from prize competitions to regular visits by the trainers on the spot. How many of the former trainees are working in the skill they learned? How many of them are self-employed? How many are looking for a job? How many are jobless? How many are continuing their studies? What is the income obtained as a result of the training? What sort of assistance do the training centre or external service providers offer to the graduates who are looking for a job?

Do not hesitate to contact MISEREOR for further information.

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Officers for vocational training  
& promotion of microenterprises

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