



**BASELINE RESEARCH ON THE IDENTIFICATION OF  
NON FORMAL LEARNING PROVIDERS AND THEIR  
LEARNING ACTIVITIES IN SAMOA**

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## ACRONYMS

IDA	-	International Development Agency
ISPS	-	International Ships and Ports Security
MAFF	-	Ministry of Agriculture, Forestry and Fisheries
MESC	-	Ministry of Education, Sports and Culture
MCIL	-	Ministry of Commerce, Industry and Labour
MNRE	-	Ministry of Natural Resources and Environment
MWTI	-	Ministry of Works, Transport and Infrastructure
NFE	-	Non Formal Education
NFL	-	Non Formal Learning
NGO	-	Non Government Organisation(s)
NUS	-	National University of Samoa
OAG	-	Office of the Attorney General
OCA	-	Office of the Chief Auditor
OEC	-	Office of the Electoral Commissioner
PSET	-	Post School Education and Training
ROA	-	Record of Achievement
RPPD	-	Research, Policy and Planning Division
RPL	-	Recognition of Prior Learning
SBEC	-	Small Business and Enterprises Centre
SIA	-	Samoa Institute of Accountants
SICTP	-	Samoa In-Country Training Programme
SHC	-	Samoa Housing Corporation
SLAC	-	Samoa Life Assurance Corporation
SPA	-	Samoa Ports Authority
SQA	-	Samoa Qualifications Authority
STA	-	Samoa Tourism Authority
SRU	-	Samoa Rugby Union
SWA	-	Samoa Water Authority
UNESCO	-	United Nations Education Scientific and Cultural Organisation

## 1. BACKGROUND

The Samoa Qualifications Authority (SQA) is mandated under the SQA Act 2010 to promote quality assurance of Non Formal Learning (NFL) in Samoa and the following functions are listed in the Act:

- d) *Regulate qualifications and quality standards for all Post School Education and Training (PSET) providers in Samoa;*
- e) *Co-ordinate and strengthen all PSET, so as to better focus the PSET sector on national development goals and to promote and develop articulation among programmes;*
- f) *Develop and facilitate partnerships between stakeholders in business, industry, professional, non-government and community organization a PSET organizations;*
- g) *Work with national stakeholder groups to ensure standards and training requirements are established; and*
- h) *Promote quality assurance in non-formal education and training programmes.*

Non Formal Learning refers to *learning that takes place alongside the mainstream systems of education and training and does not typically lead to formalised certificates. Non formal learning may be provided in the workplace and through the activities of civil society organisations and groups (such as in youth organisation, trades unions and political parties). It can also be provided through organisations or services that have been set up to complement formal systems (such as arts, music and sports classes or private tutoring to prepare for examinations)*<sup>1</sup>.

The SQA refers to non formal learning as the *organised learning which occurs outside the context of formal education institutions*<sup>2</sup>

To facilitate the implementation of SQA's mandated functions, Guidelines for Recognition of Non Formal Learning in Samoa<sup>3</sup> was developed and put in place to help enhance the quality of

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<sup>1</sup> Source: A Memorandum of Lifelong Learning, European Commission, Unit E-3, <http://www.irigov.ei/educ/new/LifeLongLearninghtm.htm>

<sup>2</sup> Samoa Qualifications Authority 2009, *The Quality Assurance Policies*, Apia, Samoa

<sup>3</sup> Samoa Qualifications Authority 2011, *Guidelines for the Recognition of Non Formal Learning in Samoa*, Apia, Samoa.

such learning activities and to encourage a culture of continuous improvement. The NFL recognition processes enable non formal learner achievements to be recognized and included on each individual's national Record of Achievement<sup>4</sup> (ROA). The recognition of NFL activities will give learners, the community and Government confidence that the education and training provided is of good quality<sup>5</sup>.

In 2005, a feasibility study on the status of Non Formal Education (NFE) in Samoa commissioned by the Ministry of Education, Sports & Culture (MESC) and funded by the United Nations Education Scientific and Cultural Organisation (UNESCO) was conducted by Lameta<sup>6</sup>. The study conducted was to report on the status of NFE; to provide guidance on the development of a NFE policy; and to increase understanding of what NFE is about in Samoa. The research concluded with findings on the characteristics of NFE providers; NFE programmes; NFE programme designs and resourcing; NFE relationships and reforms; and Implications for a NFE policy development.

## **2. INTRODUCTION**

The SQA is mandated under its Act 2010 to promote the quality assurance of NFL in Samoa, and in order to implement these functions, there is a great need to find out the existing NFL providers in Samoa and their NFL activities. This will assist the SQA in ensuring that skills and knowledge received by Samoans through NFL trainings are quality assured and recognised.

The research was then developed with the purpose of finding out the types of NFL providers in Samoa and the types of NFL activities they provide. The main objectives were to:

- gather baseline data from 2007-2009 on the number and types of NFL providers offering NFL activities in Samoa; and
- find out the types of NFL activities available to learners in Samoa.

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<sup>4</sup> ROA is an Academic Transcript which is an official document which states a student's course, subjects and results, completion date, graduation date and is signed (Adapted from the *Guidelines on the Record of Achievement, 2010*)

<sup>5</sup> Adapted from the Guidelines for the Recognition of Non Formal Learning in Samoa, pg. 3

<sup>6</sup> Lameta (2005), *Non Formal Education in Samoa: report of the research study*, Ministry of Education, Sports & Culture, Apia, Samoa.

The identification of potential NFL providers for the research was with accordance to the characteristics of NFE providers in Lameta’s report. In the report, Lameta characterised NFE providers as public and private sectors.

PUBLIC SECTOR	PRIVATE SECTOR	
	<i>Profit Making Organisations</i>	<i>Non Profit Making Organisations</i>
Government Ministries & Agencies	Providers that offered services in return for profit, for examples: <ul style="list-style-type: none"> <li>• Small businesses</li> <li>• Music &amp; Performing Arts</li> <li>• Computer</li> <li>• etc</li> </ul>	Providers such as: <ul style="list-style-type: none"> <li>• traditional village organizations<sup>7</sup></li> <li>• church based organizations<sup>8</sup></li> <li>• national service organizations<sup>9</sup></li> <li>• trade unions<sup>10</sup></li> <li>• special interest organizations<sup>11</sup></li> <li>• schools<sup>12</sup>.</li> </ul>

Given the fact that this is only a baseline research, the identification of potential NFL providers for the research was limited to providers that are within the urban and semi-urban areas. The Government Ministries and Corporations, some PSET providers, and Non Government Organisations (NGOs) and Associations were identified to conduct the research. The identification was done based on their organisational structures and the nature of their activities.

The Research, Policy and Planning Division (RPPD) of the SQA conducted the research starting in mid December 2010 with the report prepared in April 2011.

### 3. METHODOLOGY

A literature review was carried out using the Report on the status of NFE in Samoa by Lameta (2005). The SQA Quality Assurance Policies and the Guidelines for the Recognition of Non

<sup>7</sup> Refers to organisations that are inherent part of the village structures such as the aumaga (untitled men), the aualuma (women of the village) and Village council *adapted from Lameta (2005)*

<sup>8</sup> Refers to pastor’s schools, Sunday schools, Church youth groups, etc organised by difference denominations *adapted from Lameta (2005)*

<sup>9</sup> Refers to organisations that cut across all communities in the provision of social services *adapted from Lameta (2005)*

<sup>10</sup> Refers to organisations that focuses on improving working conditions for its members as well as providing professional development opportunities *adapted from Lameta (2005)*

<sup>11</sup> Refers to organisations that target and promote particular interests for specific groups of people *adapted from Lameta (2005)*

<sup>12</sup> Refers to additional classes held for students after school hours or during the school holidays at Primary and Secondary schools *adapted from Lameta (2005)*

Formal Learning were also consulted. An internet search was also carried out to inform the research.

A total of seventy three (73) potential NFL providers were identified for the research. Forty (40) were identified from Government Ministries and Corporations, seven (7) from PSET providers and twenty six (26) from NGOs and Associations.

Questionnaires were prepared and hard copies were sent to the potential NFL providers identified requesting them to identify the types of NFL activities they provided or conducted for their staff members and for their stakeholders from 2007-2009. E-copies of the questionnaire were made available upon request from the potential NFL providers. Two weeks were given to the potential NFL providers to complete and return their questionnaires.

A follow up was carried out in terms of a reminder letter for potential NFL providers that did not respond by the due date. In addition, continuous follow up was done through telephone and email.

The research was wrapped up in late March 2011 with thirty (30) potential NFL providers that submitted their completed questionnaires. The analysis of data and information was then carried out to compile the report.

#### **4. FINDINGS**

From the seventy three (73) potential NFL providers identified and approached for the research, only thirty (30) responded. The information and data received are detailed in the analysis below.

##### **4.1. TYPES OF NON FORMAL LEARNING PROVIDERS IDENTIFIED**

The identification of seventy three (73) potential NFL providers was done based on their organisational structures and the nature of their activities. A total of 30 potential NFL providers



responded, of which, twenty four (24) responded by completing the questionnaires and six (6) responded by indicating that either they do not conduct NFL trainings or they do not have records of the trainings conducted since their establishment. The RPPD was then able to identify the types of NFL providers that the 24 respondents fall under based on their NFL training activities conducted with accordance to the NFL providers' characteristics in Lameta's report.

From the 24 that responded, eighteen (18) were identified as NFL providers in the public sector comprising of Government Ministries and Government Corporations while six (6) were identified as NFL providers in the private sector comprising of four (4) non profit making organisations and two (2) profit making organisations.

Table 1 shows the 24 potential NFL providers that responded to the research. The providers are classified into public sector and private sector NFL providers. The list of potential NFL providers identified and approached for the research is attached as Annex 1 of the report.

**Table 1: Types of NFL providers identified**

<b>PUBLIC SECTOR</b>		
<b>Government Ministries</b>	<b>Government Corporations</b>	
Ministry of Education, Sports & Culture	Samoa Housing Corporation	
Ministry of Natural Resources & Environment	Samoa Water Authority	
Ministry of Agriculture, Forestry & Fisheries	Samoa Tourism Authority	
Ministry of Works, Transport & Infrastructures	Samoa Life Assurance Corporation	
Ministry of Health	Samoa Ports Authority	
Public Service Commission		
Ministry of Commerce, Industry & Labour		
Ministry of Women, Community & Social Development		
Office of the Attorney General		
Office of the Chief Auditor		
Office of the Electoral Commissioner		
Office of the Regulator		

<b>PRIVATE SECTOR (NON PROFIT MAKING ORGANISATIONS) Trade Unions</b>	<b>National Services</b>	<b>Special Interests</b>
Samoa Institute of Accountants	Samoa Umbrella of Non Government Organisations	Samoa Rugby Union
	Matuaileo’o Environmental Trust Incorporated	
<b>PRIVATE SECTOR (PROFIT MAKING ORGANISATIONS)</b>		
Small Business and Enterprises Centre		
Women in Business and Development Incorporated		

**NOTE (1):** Ministry of Foreign Affairs & Trade, Office of the Public Trustee, Samoa Land Corporation, Australia Pacific Technical College responded that they do not conduct NFL trainings for their staff or stakeholders. Their staff members attended training conducted overseas or locally by other Ministries and stakeholders

**NOTE (2):** Samoa Institute of Directors and the Samoa AIDS Foundation do carried out NFL trainings but at the time of the research, they were unable to locate records of trainings conducted.

#### 4.2 NON FORMAL LEARNING PROVIDERS TRAINING ACTIVITIES

The potential NFL providers were asked to complete the questionnaires on their NFL trainings conducted from 2007 to 2009 for staff members and for stakeholders.

##### 4.2.1 NFL trainings for staff members by NFL providers in the Public and Private sectors

Table 2 and Table 3 illustrate the NFL trainings conducted by NFL providers in the public and private sectors for staff members from 2007 to 2009. The detailed list of these NFL trainings in terms of award offered, duration, participants, how were they funded, trainer(s) and/or facilitator(s), and role of Government Ministries and Government Corporations is attached as Annex 2 of the report.

**Table 2: NFL trainings for staff members by NFL providers in the Public sector**

<b>Government Ministries</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Ministry of Agriculture and Fisheries</b>	<ul style="list-style-type: none"> <li>Meat Processing Training</li> </ul>	<ul style="list-style-type: none"> <li>Meat Processing Training</li> </ul>	
<b>Ministry of Natural Resources and Environment</b>	<ul style="list-style-type: none"> <li>Samoa’s Capacity Building and Mainstreaming of Sustainable Land Management Project.</li> <li>Dolphin and Whale Watching of Samoa &amp; Biopsy Training.</li> </ul>	<ul style="list-style-type: none"> <li>Project Planning &amp; Implementation for MNRE</li> <li>Appraisal Course</li> <li>National In-service Training for Primary &amp; Secondary teachers on</li> </ul>	<ul style="list-style-type: none"> <li>Statutory Training-Land Valuation.</li> <li>Environment Noise/Pollution &amp; Competency Training</li> <li>Map-Info training for Coastal</li> </ul>

	<ul style="list-style-type: none"> <li>• SPREP Whale &amp; Dolphin Action Plan &amp; Marine Turtles Action Plan Training</li> <li>• Capacity Building training on Media</li> </ul>	<p>the use of Environment Resource Education Guide for years 7-10</p> <ul style="list-style-type: none"> <li>• Hydrology for Ungauged catchment</li> <li>• Building Capacity for Effective Participation in the Biodiversity(BCH)</li> <li>• Plan-Technical Training in Good refrigeration Practices</li> <li>• Soil Characterisation Training Physical &amp; Chemical Analysis</li> <li>• Samoa Public Service Human Resources System Data Verification &amp; Data Entry.</li> <li>• Project Planning &amp; Implementation for MNRE</li> <li>• Decision Making &amp; Negotiation Skills</li> </ul>	<p>Mapping Project.</p> <ul style="list-style-type: none"> <li>• Re-Fresher In-House training on the Process &amp; Application recruitment &amp; Selection Process.</li> <li>• Integrated Water resources Management Programme</li> <li>• Programme of Work on Protected Areas-Biodiversity Gap Analysis</li> <li>• Climate Change Mitigation Project</li> <li>• Digital Cadastral Database System-DCDB</li> <li>• Open Source Cadastral &amp; Registration</li> </ul>
<b>Ministry of Works Transport and Infrastructure</b>		<ul style="list-style-type: none"> <li>• HR refresher Course &amp; Customer Services Training</li> <li>• Induction Course</li> </ul>	<ul style="list-style-type: none"> <li>• Induction Course</li> <li>• Public Service Act 2004/Regulation 2008</li> </ul>
<b>Ministry of Women, Community and Social Development</b>	<ul style="list-style-type: none"> <li>• Gender in Country Training</li> <li>• Customer Service Induction Course</li> <li>• Refresher Course Analysis &amp; Policy Development</li> <li>• Records management Training</li> </ul>	<ul style="list-style-type: none"> <li>• Ministry Induction Course</li> <li>• Human Resource &amp; Administration Training</li> </ul>	<ul style="list-style-type: none"> <li>• Social Research &amp; Survey Skills in Country Training</li> <li>• Ministry Induction Course</li> <li>• Budget Policies &amp; Accounting Procedures.</li> </ul>
<b>Ministry of Education, Sports and Culture</b>	<ul style="list-style-type: none"> <li>• Sports Management &amp; Administration</li> <li>• Lexicography</li> <li>• Fagaloa Community Learning Centre</li> </ul>	<ul style="list-style-type: none"> <li>• Fiafia Sports Programme</li> <li>• Physical Education Teachers for Netball</li> <li>• Physical education teachers for Touch Rugby.</li> <li>• Active movement</li> <li>• Athletic</li> <li>• First Aid</li> </ul>	<ul style="list-style-type: none"> <li>• Survey Design</li> <li>• Research Design</li> <li>• Data Collection</li> <li>• Capacity Building Excel</li> <li>• Capacity Building Access</li> <li>• Capacity Building SPSS</li> <li>• Data Analysis</li> <li>• Sports Administration</li> <li>• Fiafia Sports</li> <li>• Just play Soccer Programme</li> <li>• First Aid</li> <li>• Resource Production</li> </ul>
<b>Ministry of Health</b>	<ul style="list-style-type: none"> <li>• Training on Food Handlers-Food Hygiene</li> </ul>	<ul style="list-style-type: none"> <li>• Refresher Course for TBA</li> <li>• Refresher Course for Volunteer &amp; Counsellors</li> <li>• Water Safety Plan Training Program</li> <li>• Training of Trainers Programme for Pre School Teachers on Nutrition</li> <li>• Train the Trainers ICD Coding</li> </ul>	<ul style="list-style-type: none"> <li>• Health Impact Assessment Training</li> <li>• EH Refresher Training</li> <li>• Training on School Canteen Standards</li> <li>• Nutrition &amp; Healthy Lifestyles</li> </ul>
<b>Ministry of Commerce, Industry and Labour**</b>			

<b>Office of the Chief Auditor</b>	<ul style="list-style-type: none"> <li>• Pre-Audit training</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audit training</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-Audit training</li> </ul>
<b>Public Service Commission</b>	<ul style="list-style-type: none"> <li>• Monitoring and Evaluation</li> <li>• Performance Appraisal</li> <li>• Project Management</li> <li>• Policy Development</li> <li>• Report Writing</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Training</li> </ul>	<ul style="list-style-type: none"> <li>• Designing and developing training programmes</li> <li>• Investigating Officers Training.</li> </ul>
<b>Office of the Attorney General</b>		<ul style="list-style-type: none"> <li>• Basic Principles of Legislative Drafting</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced Legislative Drafting</li> <li>• Prosecutors Training</li> </ul>
<b>Office of the Electoral Commissioner</b>	<ul style="list-style-type: none"> <li>• Induction Course</li> <li>• Refresher course on Public Service Working Conditions</li> <li>• Module 2: Electoral Systems</li> <li>• Module 3: Public Outreach</li> <li>• Module 4: Boundary Delimitation</li> <li>• Module 5: Registration of Voters</li> <li>• Module 6: Contestants/Candidates</li> <li>• Module 7: Preparation for Electoral Event</li> <li>• Module 8: Polling and the count</li> <li>• Module 9: Electoral Observers</li> <li>• Module 10: Strategies for Sustainability</li> <li>• Accredited Facilitator (must complete a two tiered programme: <ul style="list-style-type: none"> <li>- Formal training components</li> <li>- Practical component</li> </ul> </li> </ul>		
<b>Office of the Regulator</b>	<ul style="list-style-type: none"> <li>• Mediation &amp; Negotiation</li> </ul>		
<b>Government Corporations</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Samoa Life Assurance Corporation</b>	<ul style="list-style-type: none"> <li>• Business Skills Training</li> <li>• Skills Upgrading Customer Service</li> <li>• Introductory Course Insurance</li> <li>• Knowledge Upgrading</li> </ul>		<ul style="list-style-type: none"> <li>• Sales Staff Specialised trainings (Life Insurance)</li> <li>• Marketing</li> <li>• New Product</li> <li>• Insurance training</li> <li>• IT Training on Insurance System.</li> </ul>
<b>Samoa Ports Authority</b>	<ul style="list-style-type: none"> <li>• International Ships &amp; Ports Security Training</li> </ul>		
<b>Samoa Housing Corporation</b>		<ul style="list-style-type: none"> <li>• Civil Court Procedure and Debt Recovery</li> </ul>	

<b>Samoa Water Authority</b>	<ul style="list-style-type: none"> <li>• Awareness on Corporate Plan/Divisional Plan</li> <li>• Computer Training-Advanced Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Up-Skilling Training</li> <li>• Basic Computer Training</li> <li>• Emergency First Aid training</li> <li>• Service Charter Survey Explanatory</li> <li>• Tariffs Awareness Programme</li> <li>• Effective Use of ICT's for Disaster Management</li> <li>• Second Community Awareness Program</li> <li>• Induction Program.</li> </ul>	
<b>Samoa Tourism Authority</b>	<ul style="list-style-type: none"> <li>• Front Desk Training</li> <li>• Tour Guide Training</li> </ul>		<ul style="list-style-type: none"> <li>• Basic Tour Guiding Training</li> <li>• Electric Booking Computer Operator Training</li> </ul>

*\*\*NFL providers that do not conduct trainings for staff members*

In Table 2, sixteen (16) out of the eighteen (18) NFL providers that responded, conducted trainings for staff members. However, some did not conduct trainings throughout the three years identified.

**Table 3: NFL trainings for staff members by NFL providers in the Private sector**

<b>NON PROFIT MAKING ORGANISATIONS</b> <i>Trade Unions</i>	<b>2007</b>	<b>2008</b>	<b>2009</b>
Samoa Institute of Accountants	<ul style="list-style-type: none"> <li>• Financial Accounting &amp; Project Management</li> <li>• Update on International Financial Reporting Standards (IFRS)</li> <li>• Strengthening Internal Audit functions</li> <li>• Risk Management</li> </ul>	<ul style="list-style-type: none"> <li>• Update on International Financial Reporting Standards (IFRS) &amp; International Accounting Standards (IAS)</li> </ul>	<ul style="list-style-type: none"> <li>• Corporate Governance &amp; Global Financial Crisis</li> <li>• Due diligence</li> <li>• International Financial Reporting Standards (IFRS) &amp; Samoa Companies Act</li> </ul>
<b><i>National Service</i></b>			
Samoa Umbrella of Non Government Organisations**			
Matuaileo'o Environmental Trust Incorporated**			
<b><i>Special Interest</i></b>			
Samoa Rugby Union Incorporated			<ul style="list-style-type: none"> <li>• Neck Safe</li> <li>• Action Planning</li> <li>• Good Governance</li> </ul>
<b>PROFIT MAKING ORGANISATIONS</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>

Small Business and Enterprises Centre**			
Women in Business and Development Incorporated**			

*\*\*NFL providers that do not conduct trainings for staff members*

Table 3 highlight that only two (2) of the NFL providers in the private sector conducted trainings for its members while the other four (4) NFL providers did not.

#### **4.2.2 NFL trainings for stakeholders by NFL providers in the Public and Private sectors**

Table 4 and Table 5 illustrate the NFL training activities conducted by the providers in the public and private sectors for stakeholders from 2007 to 2009. The detail list of these NFL trainings in terms of awards offered, duration, participants, how were they funded, trainer(s) and/or facilitator(s), and role of the Government Ministries and Government Corporations is attached as Annex 3 of the report.

**Table 4: NFL trainings for stakeholders by NFL providers in the Public sector**

<b>Government Ministries</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Ministry of Agriculture and Fisheries</b>	<ul style="list-style-type: none"> <li>• Sheep Production in Samoa</li> <li>• Permaculture Production in Samoa</li> <li>• Para vet Training</li> <li>• Start your Fisheries Business</li> <li>• Meat Processing Training</li> <li>• Hygiene Slaughter Training</li> </ul>	<ul style="list-style-type: none"> <li>• Para vet Training</li> <li>• Sheep Production in Samoa</li> <li>• Permaculture Production in Samoa</li> <li>• Chicken Production in Rural Economies</li> <li>• Composting Training</li> <li>• Vegetable Training</li> <li>• Practical Training</li> <li>• Vanilla pruning &amp; Production Training</li> <li>• Taro Palagi Cultivation Technique Trainings</li> <li>• Coconut Management Training</li> <li>• Training on Banana Spraying</li> <li>• Cocoa &amp; Coconut Training</li> <li>• Chilli Growers training</li> <li>• Hygiene Slaughter Training</li> </ul>	<ul style="list-style-type: none"> <li>• Chilli growers Training</li> <li>• Training on Composting Techniques and Organic chemicals</li> <li>• Vegetable Training</li> <li>• Cocoa &amp; coconut Rehabilitation Training</li> <li>• Farmer Field School</li> <li>• SBEL Training for youth</li> <li>• Hygiene Slaughter Training</li> </ul>
<b>Ministry of Natural Resources and Environment</b>	<ul style="list-style-type: none"> <li>• Mangrove Field Study Booklet for Primary Schools</li> <li>• National Tsunami Early Warning System</li> </ul>	<ul style="list-style-type: none"> <li>• Project Management Skills for Success</li> <li>• Coastal Infrastructure Management Plans as Transitional Sustainable</li> </ul>	<ul style="list-style-type: none"> <li>• Waste Awareness Programmes for Primary &amp; Secondary Schools – 3R's (Reduce, Reuse &amp; Recycle)</li> <li>• Disaster Planning</li> </ul>

		<ul style="list-style-type: none"> <li>Management Plans</li> <li>Water Resources Legislation</li> <li>National Ozone Awareness Day</li> </ul>	<ul style="list-style-type: none"> <li>Bio Safety Cleaning House</li> <li>School Awareness Programs</li> <li>Training for village based rainfall Observers Climate Monitoring</li> <li>Teachers in Service Training Samoa translation of the Environment Resource Education Guide</li> </ul>
<b>Ministry of Commerce, Industry and Labour</b>		<ul style="list-style-type: none"> <li>Jobseeker training</li> </ul>	<ul style="list-style-type: none"> <li>Jobseeker training</li> </ul>
<b>Ministry of Works Transport and Infrastructure</b>	<ul style="list-style-type: none"> <li>Customer Services</li> <li>Induction Training</li> </ul>		
<b>Ministry of Women, Community and Social Development</b>	<ul style="list-style-type: none"> <li>Good Governance Training</li> <li>Skills building Training (sewing, handicrafts production, fabric arts, vegetable garden)</li> <li>Livelihood Skills Building</li> <li>Monitoring &amp; Evaluation Training</li> <li>HIV/Aids Prevention</li> <li>CRC Stakeholders Training</li> <li>Child Protection Facilitation Package Training</li> <li>Livelihood skills Training-future farmers of Samoa Program</li> <li>Livelihood skills Training in Sewing</li> </ul>	<ul style="list-style-type: none"> <li>Capacity building training on village governance</li> <li>Skills building Training (sewing, handicrafts production, fabric arts, vegetable garden)</li> <li>Micro-finance Training</li> <li>Livelihood skills Training in sewing, flower arrangement and elei printing</li> </ul>	<ul style="list-style-type: none"> <li>Skills building training on income generating activities</li> <li>Micro finance training</li> <li>Capacity training on breast feeding (immunization &amp; birth registration)</li> <li>Livelihood skills building training on sewing, elei printing &amp; floral arrangement.</li> </ul>
<b>Ministry of Education, Sports and Culture</b>			<ul style="list-style-type: none"> <li>GoFar system</li> <li>Performance Budgeting</li> </ul>
<b>Ministry of Health</b>	<ul style="list-style-type: none"> <li>Training on Food Handlers/Food Hygiene</li> </ul>	<ul style="list-style-type: none"> <li>Refresher Course for TBA</li> <li>Water Safety Plan Training Program</li> <li>Training of Trainers Programme for Pre-School teachers on Nutrition</li> <li>Train the trainers ICD Coding</li> </ul>	<ul style="list-style-type: none"> <li>Health Impact Assessment Training</li> <li>EH refresher training</li> <li>Training on school canteen standards</li> <li>Nutrition &amp; healthy lifestyles</li> </ul>
<b>Office of the Chief Auditor</b>	<ul style="list-style-type: none"> <li>Financial, Accounting &amp; Project Management</li> <li>Financial Statements Audit</li> <li>Performance Measures Training</li> </ul>		<ul style="list-style-type: none"> <li>Auditing Compliance with IFRS</li> <li>Accrual Accounting &amp; Audit Training</li> <li>Computer Network Training</li> </ul>
<b>Public Service Commission</b>	<ul style="list-style-type: none"> <li>Gender Training</li> <li>Customer Service &amp; Records Management</li> <li>Emergency Preparedness for Records Management</li> <li>Auditing IT/EDP Accounting &amp;</li> </ul>	<ul style="list-style-type: none"> <li>Project Planning &amp; Implementation</li> <li>Basic Principles of Legal drafting</li> <li>Hearsay Evidence</li> <li>Nurturing Appropriate Professional Behaviour</li> </ul>	<ul style="list-style-type: none"> <li>Research &amp; Data/Information Analysis</li> <li>Risk Management</li> <li>Auditing Compliance with IAS &amp; IFRS</li> <li>Performance Appraisal</li> </ul>

	<ul style="list-style-type: none"> <li>Financial Reporting System</li> <li>Time &amp; Productivity</li> <li>Financial Statements Audit</li> <li>Linesman/Technical Training</li> <li>Mechanical/Electrical Operations</li> <li>Governance 1: planning, finance, legal, introduction</li> <li>Drafting Documents &amp; Evidential Issues</li> <li>Performance Management Systems</li> <li>Leading Teams/Divisions (Leadership)</li> </ul>	<ul style="list-style-type: none"> <li>Civil Court Procedures &amp; Debt recovery</li> <li>Wiring Inspection</li> </ul>	<ul style="list-style-type: none"> <li>International Classification of Diseases, Version 10 (ICD 10)</li> <li>Debt Collection</li> <li>Social research/Survey</li> <li>Mediation &amp; Negotiation</li> <li>Contract Supervision &amp; Management</li> <li>Performance Management</li> <li>Report Writing &amp; Cost Benefits Analysis</li> <li>Statutory Valuation</li> <li>Environmental Noise Competency Training</li> <li>Earthquakes Management for the Regulator</li> <li>Decision Making &amp; Negotiation Skills</li> <li>Executive Assistants Training</li> <li>Project Feasibility Studies report Writing</li> <li>Customer Service Training</li> <li>Computer Skills</li> <li>Introduction to Records Management</li> <li>Receptionist &amp; Basic Secretarial Studies</li> <li>Managing people</li> <li>Loans Appraisal Training course</li> <li>Research Methods &amp; Data Analysis</li> </ul>
<b>Office of the Electoral Commissioner</b>	<ul style="list-style-type: none"> <li>Bridging Courses (Building Resources in Democracy Governance &amp; Elections) <ul style="list-style-type: none"> <li>Module 1: Introduction to Electoral Administration</li> </ul> </li> </ul>		
<b>Office of the Attorney General</b>	<ul style="list-style-type: none"> <li>Evidentiary Issues for Public Prosecutors</li> </ul>	<ul style="list-style-type: none"> <li>Legislative Drafting Handbook Workshop</li> <li>Hearsay evidence</li> </ul>	<ul style="list-style-type: none"> <li>Administrative</li> <li>Police Prosecutors Training</li> </ul>
<b>Government Corporations</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Samoa Life Assurance Corporation</b>		<ul style="list-style-type: none"> <li>Sales Agents presentations to stakeholders : <ul style="list-style-type: none"> <li>Introduction to Insurance</li> <li>Different Products</li> <li>Benefits</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Sales Staffs Specialised training (Life Insurance) on: <ul style="list-style-type: none"> <li>Marketing</li> <li>New Product</li> <li>Insurance training</li> <li>IT Training on Insurance System</li> </ul> </li> </ul>
<b>Samoa Ports Authority**</b>			



<b>Samoa Housing Corporation**</b>			
<b>Samoa Water Authority</b>	<ul style="list-style-type: none"> <li>• Computer Training – Advanced Excel</li> </ul>	<ul style="list-style-type: none"> <li>• Up-Skilling Training</li> <li>• Customer Service Training</li> </ul>	<ul style="list-style-type: none"> <li>• Leak Detection Training</li> </ul>
<b>Samoa Tourism Authority</b>	<ul style="list-style-type: none"> <li>• Front desk Training</li> <li>• Tour Guide Training</li> </ul>		<ul style="list-style-type: none"> <li>• Basic Tour Guiding Training</li> <li>• Electric Booking Computer Operator Training</li> </ul>

*\*\*NFL providers that do not conduct trainings for stakeholders*

Table 4 shows that fifteen (15) out of the 18 NFL providers that responded to the research conducted trainings for stakeholders.

**Table 5: NFL trainings for stakeholders by NFL providers in the Private sector**

<b>NON PROFIT MAKING ORGANISATIONS</b> <i>Trade Unions</i>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Samoa Institute of Accountants**</b>			
<i>National Services</i>			
<b>Samoa Umbrella of Non Government Organisations</b>	<ul style="list-style-type: none"> <li>• In country Training Programmes(ICTP)</li> <li>• Graduate Diploma in Not for Profit Management</li> <li>• Regional Resource Rights Training</li> <li>• DRHP</li> </ul>	<ul style="list-style-type: none"> <li>• ICTP</li> <li>• Community Paralegal Training 1, 2 &amp; 3</li> <li>• Graduate Diploma for NFP Management</li> <li>• Micro Project Capacity Building Programme</li> <li>• Independent water Scheme Training</li> </ul>	<ul style="list-style-type: none"> <li>• ICTP</li> <li>• Independent Water Scheme Training</li> <li>• Micro Project capacity Building Programme</li> <li>• Regional Resource Rights Team</li> <li>• Graduate diploma for NFP Management</li> </ul>
<b>Matuaileo'o Environmental Trust Incorporated</b>	<ul style="list-style-type: none"> <li>• Life Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Virtues Training</li> </ul>	<ul style="list-style-type: none"> <li>• Life Skills Training</li> <li>• Virtues Training</li> </ul>
<i>Special Interest</i>			
<b>Samoa Rugby Union Incorporated**</b>			
<b>PROFIT MAKING ORGANISATIONS</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Small Business and Enterprises Centre</b>	<ul style="list-style-type: none"> <li>• Start your own business</li> <li>• Advanced start your own business</li> <li>• Marketing &amp; Finance</li> <li>• Customer Service Training</li> </ul>	<ul style="list-style-type: none"> <li>• Start your own Business</li> <li>• Advanced Start your own business</li> <li>• Customer service</li> <li>• UNDP GEF Facility</li> <li>• EU Micro Project</li> </ul>	<ul style="list-style-type: none"> <li>• Start your own business</li> <li>• Advanced start your own business</li> <li>• Start &amp; Improve your business</li> <li>• Customer service</li> <li>• EU Micro Project</li> <li>• UNDP-GEF</li> <li>• Talavou Future Farmers</li> <li>• Community Business training.</li> </ul>

<b>Women in Business and Development Incorporated</b>		<ul style="list-style-type: none"> <li>• Handicraft on Decorating sleeping mats</li> <li>• Quality control on weaving fine mats</li> <li>• Business Skills Training</li> <li>• Quality Control on Producing Coconut Oil</li> </ul>	<ul style="list-style-type: none"> <li>• Reviving Fine mat weaving</li> </ul>
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*\*\*NFL providers that do not conduct trainings for stakeholders*

For Table 5, six (6) NFL providers conducted trainings for stakeholders from 2007 to 2009 with the exception of one (1) NFL provider that conducted trainings in 2008 and 2009. The availability of funds to conduct these trainings is very much needed because without it, trainings for stakeholders can not be possible. The trainings conducted were for stakeholders' awareness on the work of each respective NFL provider to ensure their work in partnership and in collaboration to achieve their mandated functions for the development of Samoa.

#### **4.2.3 Types of NFL activities currently available in Samoa**

The information received from the NFL providers indicated that there are three (3) broad types of NFL training activities that existed within their organisations. The training activities are classified into in-house and refresher trainings for staff members; internal staff trainings; and stakeholders' trainings.

The in-house trainings were conducted for new recruits to familiarise themselves with the daily activities of the organisations. These are ongoing NFL activities based on the time and number of new staff members recruited. The refresher trainings were conducted when the need arises or have been identified for staff awareness and knowledge, for instance, human resources issues within the organisation. These trainings are only available for people within the NFL providers.

The internal staff trainings were conducted mainly for staff members' capacity building. The trainings were identified and conducted based on the needs of staff members to enhance their existing knowledge and skills. The knowledge and skills gained from these trainings are utilised by staff members to effectively and efficiently perform their work within their organisations.

These are the trainings that sometimes funded from the NFL providers local budget; external funding agencies through development projects or through their overseas counterparts. Only the staff members of NFL providers have access to these trainings.

The trainings conducted for the NFL providers stakeholders were conducted for their awareness and capacity building. The rationale behind the conducting of these trainings are to make the stakeholders aware of their NFL providers functions, roles and responsibilities as well as building their capacity on specific issues so that they can work together in achieving them. The stakeholders’ trainings were mostly funded by external funding agencies through development projects while others were funded under the NFL providers’ local budget. These are the trainings that are available for the public but upon invitation from the NFL providers.

#### **4.2.4 Types of Certificates awarded by NFL providers**

The 24 NFL providers that submitted their training activities; some have awarded some forms of Certificate for recognition of trainees participation and attendance but not of value for them to seek employment opportunities or for cross credit when they enrol in any PSET providers. This is where the work of the SQA in quality assuring and promoting NFL in Samoa come in, is to ensure that skills and knowledge gained from these trainings are recognised on the ROA. This will be of great assistance to the learners when they want to proceed to further studies or to seek employment opportunities not only in Samoa but overseas. Table 6 shows the types of Certificates awarded by most of the NFL providers.

**Table 6: Types of Certificates Awarded**

<b>TYPES OF CERTIFICATES AWARDED</b>
Certificate of Completion
Certificate of Participation
Certificate in Implementation of International Ships & Ports Security (ISPS)
Certificate of Basic Principle of Legislative Drafting
Certificate in Legislative Drafting
Certificate in Para Vet

The majority of NFL providers awarded participants with Certificate of Completion or Certificate of Participation. However, some NFL providers awarded Certificates for staff members undergoing on-the-job trainings for capacity building. For instance, the SPA awarded a Certificate in Implementation of International Ships & Ports Security (ISPS); the OAG awarded Certificates in Basic Principle of Legislative Drafting and in Legislative Drafting and the Ministry of Agriculture, Forestry and Fisheries (MAFF) awarded a Certificate in Para Vet. Refer to Annexes 2 and 3 of the report for details on types of trainings in which these Certificates are awarded by each NFL provider.

#### **4.2.5 Duration of NFL trainings conducted**

The NFL trainings were conducted either in days, weeks or months based on the needs and situations of each NFL provider. It is also noted that some NFL providers have ongoing NFL trainings. Annex 1 and 2 gives out more details on the duration of NFL trainings by each NFL provider.

#### **4.2.6 Sources of Funding of NFL trainings conducted**

The information submitted by the NFL providers, indicated that most of the trainings were conducted with assistance from external overseas donor agencies in terms of providing a trainer or consultant to conduct the trainings. However, some of the trainings were funded from their own annual budgets. Table 8 shows external funding agencies that assisted in the provision of trainers and/or consultants to conduct trainings for staff members and stakeholders of NFL providers in the private and public sectors.

**Table 7: External Funding Agencies**

External Funding Agencies
Samoa In-Country Training Programme (SICT)
United Nations Development Programme (UNDP)
South Pacific Region Environmental Programme (SPREP)
Japan International Cooperation Agency (JICA)
International Ocean Institute of Australia
European Union

United Nations Environment Programmes (UNEP)
Samoa Infrastructure Assets Management (SIAM) Project Phase 2*
Conservation International
Global Environmental Fund (GEF)
International Union for Conservation of Nature (IUCN) Oceania Regional Officer
Food and Agriculture Organisation (FAO)
International Rugby Union (IRU)
Australian Attorney General's Department
Commonwealth Secretariat
New Zealand Crown Law
Sports and Recreation New Zealand (SPARC/NZ)

*\*Project funded by the World Bank's International Development Agency (IDA) and implemented by the Government of Samoa through the Ministry of Works, Transport & Infrastructure (MWTI), Ministry of Natural Resources & Environment (MNRE) & the Samoa Airport Authority (SAA) from 2004-2008.*

The external funding agencies range from overseas Governments in partnership with the Government of Samoa, for instance, the Samoa In-Country Training Programme (SICTP) whereby the Government of Australia, New Zealand and Samoa contributed in financing most of the trainings requested and conducted for the Government Ministries and Corporations. The other external funding agencies are those working in partnership with individual NFL providers particularly in terms of development projects. For example, the Samoa Infrastructure Asset Management (SIAM) Project Phase 2, which is a project implemented by the MWTI, MNRE and SAA and funded by the World Bank's International Development Agency (IDA). These sorts of projects, the funding agencies provided both financial and technical assistance.

#### **4.2.7 Trainers of NFL trainings conducted**

The NFL trainings were conducted by qualified trainers. Some of the trainings were conducted by personnel from within the NFL providers depending on their expertise and qualifications. While some were recruited from overseas or outside the NFL providers to ensure that the trainings conducted are delivered by qualified trainers.

#### **4.2.8 Roles of NFL providers in NFL trainings conducted**

The NFL providers either in the public or private sectors usually took on the role of Training Coordinator particularly with training funded by external funding agencies. However, for some

of the trainings funded externally, the NFL providers can be Co-Trainers if there are people with expertise in trainings offered. As for in-house and refresher trainings, the NFL providers became the trainers and the coordinators at the same time.

## **5 LIMITATIONS OF THE STUDY**

The following note the problems encountered by the RPPD in conducting the research which are seen as limitations in the preparation of the report:

- Non response received from the potential NFL providers identified. The questionnaires were distributed in November 2010 and two (2) weeks were given to the potential NFL providers to complete and to submit them to SQA. However, after the 2 weeks, a follow up was carried out and a follow up letter was sent to the non response potential NFL providers as a reminder. In doing so, the RPPD managed to collect some of the completed questionnaires. This limitation is reflected with only forty-one (41) percent of the total potential NFL providers identified that responded to the survey. As a result, it impacted on the analysis in trying to find out the existing types of NFL providers in Samoa and their NFL activities conducted;
- Identification of potential NFL providers within the urban and semi-urban area due to limited personnel within the Division. This result in the data only concentrated on what is available in the areas identified; and
- Unavailability of established databases within the NFL providers identified which limited the information they submitted.

## **6. CONCLUSION**

The research findings show the different types of NFL providers that exist in Samoa and their types of NFL activities available for its staff members and stakeholders. Although only 24 potential NFL providers submitted completed questionnaires on their NFL activities out of the 73 identified, it clearly show what types of NFL providers they are and what NFL trainings they conducted from 2007 to 2009.

The findings on the types of NFL providers indicated that the majority is within the public sector. In terms of NFL activities, the NFL providers in the public sector conducted more trainings than those in the private sectors. However, the availability of assistance through the SICTP enables some of the NFL providers in the private sector to conduct NFL trainings for its members and stakeholders.

The Certificates awarded are for recognition of trainees participation and attendance but not of value for them to seek employment opportunities or for cross credit when they enrol in any PSET providers.

The NFL trainings were conducted either in days, weeks or months with the intention of giving participants the opportunity to focus on their work as these trainings were conducted during working hours.

As for financing the NFL trainings, financial and/or technical assistance were solicited from the NFL local budgets, overseas funding agencies or their overseas counterparts. The development projects implemented by most of the NFL providers in the public sector provided assistance in conducting trainings on their specific areas for staff members and stakeholders.

The trainers were identified from within the NFL providers and from overseas through external funding agencies. The findings indicated that trainers were experts within their respective fields and sharing their knowledge and skills for the people of Samoa is very important.

The NFL providers were mainly NFL training coordinators but sometimes they can be co-trainers or both. For in-house and refresher trainings, the NFL providers were trainers as the expertise is found within the organisations. But for other trainings, they need external experts to conduct the trainings for capacity building of its members and stakeholders.

To conclude, the findings from the research show the existence of NFL providers within the public and private sectors, and the variety of NFL trainings they conducted from 2007 to 2009. The findings highlight the need for SQA and NFL providers identified in the report to work together in identifying which trainings to quality assure to gain value and recognition in Samoa and overseas. As a result, it will benefit the NFL providers by providing recognisable NFL trainings that are of value and beneficial to the learners. The learner will benefit by gaining a quality assured NFL training that will assist in obtaining a job in Samoa or overseas as well as gaining entrance into a formal PSET provider for further study. Would

## **7. RECOMMENDATIONS**

The findings from the research produce the following recommendations. These are just recommendations that could be of assistance in the work of the SQA in the promotion of quality assurance of NFL activities of the NFL providers in the future:

- to conduct a nationwide NFL research based on the findings of this baseline research so that a national database of existing NFL providers and their learning activities can be established to assist SQA in the promotion of quality assurance of NFL activities;
- for SQA to promote the quality assurance of NFL trainings conducted by NFL providers identified in the report by working together to identify which trainings to quality assure using the Guidelines for the Recognition of Non Formal Learning;
- to encourage NFL providers to establish and to maintain a database of trainings conducted to assist the SQA in future NFL researches as well as maintaining the proposed national NFL database for PSET policy and planning purposes;
- to approve the classification of the types of NFL providers used in this research report for future use of the SQA; and
- for the proposed Non Formal Education policy that will be developed by the MESC to agree on which term for national use, either NFE or NFL for consistency purposes; as well as developing a national definition of either terms for use throughout the education sector and Samoa as a whole.



## ANNEX 1: LIST OF POTENTIAL NON FORMAL LEARNING PROVIDERS

GOVERNMENT MINISTRIES & CORPORATIONS			
1	MINISTRY OF EDUCATION, SPORTS & CULTURE	21	OFFICE OF THE CLERK OF THE LEGISLATIVE ASSEMBLY
2	MINISTRY OF FOREIGN AFFAIRS & TRADE	22	SAMOA LIFE ASSURANCE CORPORATION
3	MINISTRY OF COMMUNICATION & INFORMATION TECHNOLOGY	23	SCIENTIFIC RESEARCH ORGANISATION OF SAMOA
4	MINISTRY OF NATURAL RESOURCES & ENVIRONMENT	24	SAMOA SPORTS FACILITIES AUTHORITY
5	MINISTRY OF AGRICULTURE, FORESTRY & FISHERIES	25	SAMOA HOUSING CORPORATION
6	MINISTRY OF COMMERCE, INDUSTRY & LABOUR	26	SAMOA SHIPPING CORPORATION
7	MINISTRY OF WORKS, TRANSPORT & INFRASTRUCTURE	27	SAMOA SHIPPING SERVICES
8	MINISTRY OF HEALTH	28	SAMOA PORTS AUTHORITY
9	MINISTRY OF PRIME MINISTER & CABINET	29	SAMOA AIRPORT AUTHORITY
10	MINISTRY OF WOMEN, COMMUNITY & SOCIAL DEVELOPMENT	30	SAMOA LAND CORPORATION
11	MINISTRY OF REVENUE	31	SAMOA TOURISM AUTHORITY
12	MINISTRY OF JUSTICE & COURTS ADMINISTRATION	32	SAMOA BUREAU OF STATISTICS
13	MINISTRY OF FINANCE	33	SAMOA WATER AUTHORITY
14	MINISTRY OF POLICE & PRISONS SERVICES	34	DEVELOPMENT BANK OF SAMOA
15	PUBLIC SERVICE COMMISSION	35	SAMOA NATIONAL KIDNEY FOUNDATION
16	OFFICE OF THE PUBLIC TRUSTEE	36	SAMOA FIRE & EMERGENCY AUTHORITY
17	OFFICE OF THE CHIEF AUDITOR	37	LAND TRANSPORT AUTHORITY
18	OFFICE OF THE ATTORNEY GENERAL	38	ELECTRIC POWER CORPORATION
19	OFFICE OF THE ELECTORAL COMMISSIONER	39	SAMOA NATIONAL PROVIDENT FUND
20	OFFICE OF THE REGULATOR	40	ACCIDENT COMPENSATION BOARD
PSET PROVIDERS			
41	NATIONAL UNIVERSITY OF SAMOA	45	RHEMA BIBLE TRAINING CENTRE
42	AUSTRALIA PACIFIC TECHNICAL COLLGE	46	TESESE INSTITUTE OF ADMINISTRATIVE STUDIES
43	UNIVERSITY OF THE SOUTH PACIFIC (ALAFUA CAMPUS)	47	APIA INSTITUTE OF OFFICE TECHNOLOGY
44	HARVEST BIBLE TRAINING CENTRE		
NON GOVERNMENT ORGANISATIONS & ASSOCIATIONS			
48	INSTITUTE OF PROFESSIONAL ENGINEERS IN SAMOA	62	SAMOA INFORMATION TECHNOLOGY SOCIETY
49	SAMOA INSTITUTE OF DIRECTORS	63	SOSAIETE FAIAOGA SAMOA
50	SAMOA NURSES ASSOCIATION	64	PUBLIC SERVICE ASSOCIATION
51	SAMOA HOTELS ASSOCIATION	65	JOURNALISTS ASSOCIATION OF WESTERN SAMOA
52	SAMOA INSTITUTE OF ACCOUNTANTS	66	SAMOA LAWERS ASSOCIATION
53	SAMOA MEDICAL ASSOCIATION	67	SAMOA ASSOCIATION OF SPORTS & NATIONAL OLYMPIC COMMITTEE
54	NUANUA O LE ALOFA INCORPORATED	68	SAMOA RED CROSS
55	KOMITI TUMAMA	69	SAMOA FAMILY HEALTH ASSOCIATION
56	SAMOA UMBRELLA OF NON GOVERNMENT ORGANISATIONS	70	SAMOA AIDS FOUNDATIONS
57	MATUAILEOO ENVIRONMENTAL TRUST INCORPORATED	71	SAMOA RUGBY UNION
58	SAMOA NETBALL ASSOCIATION	72	SAMOA FOOTBALL SOCCER ASSOCIATION
59	SAMOA ASSOCIATION OF MANUFACTURERS & EXPORTERS	73	WOMEN IN BUSINESS AND DEVELOPMENT INCORPORATE
60	SAMOA CHAMBER OF COMMERCE		
61	SMALL BUSINESS AND ENTERPRISES CENTRE		

## ANNEX 2: NFL TRAININGS FOR NFL PROVIDERS STAFF MEMBERS

NON FORMAL LEARNING TRAININGS FOR STAFF MEMBERS										
PUBLIC SECTOR PROVIDERS	YEAR	TRAINING TITLE	AWARD	DURATION	TARGET GROUP	PARTICIPANTS	FUNDED	TRAINER (QUALIFICATION)	NO. OF TRAINING CONDUCTED DURING THE YEAR	ROLE OF ORGANISATION
Ministry of Agriculture and Fisheries	2007	Meat Processing Training	Certificate of Participation	2 days	Staff of the Animal Production & Health Division	16	-	BA Applied Science	Once	Trainer
	2008	Meat Processing Training	Certificate of Participation	2 days	Staff of the Animal Production & Health Division	15	-	-	Once	Trainer
Ministry of Natural Resources and Environment	2007	2007 Dolphin and Whale Watching of Samoa and Biopsy Training	-	5	-	20	SPREP /Fisheries Division	Trainer Consultant	Once	Trainer
		SPREP Whale and Dolphin Action Plan & Marine Turtles Action Plan Training	-	14	-	>20	SPREP	Trainer Consultant	Once	Trainer
		Capacity Building Training on Media	-	3	-	2	MNRE	Trainer Consultant	Once	Trainer
	2008	Project Planning & Implementation for MNRE	ICT	5	-	16	NZ/Aus ICT Programme	Trainer Consultant	Once	Training Coordinator
		Appraisal Course	ICT	5	-	20	NZ/Aus ICT Programme	Trainer Consultant	Once	Training Coordinator
		National In-service Training for Primary & Secondary Teachers on the use of Environment Resource Education Guide for years 7-10	-	2 Upolu/2 Savaii	-	>200	European Union under the Water Sector Support Program	Teacher Consultant	2	Training Coordinator
		Hydrology for Ungauged Catchment	ICT	5	-	15	Water Sector	Trainer Consultant	1	Training Coordinator
		MNRE In-House Training Working Condition & Good Governance	In-house for the Ministry	1 Upolu/ 1 Savaii	-	All Staffs	Local Budget	ACEO CSD	2	Training Coordinator
		Making Governance Systems effective	-	5	-	20	Local Budget	Trainer Consultant	1	Training Coordinator
		Water Resources Legislation	-	1	-	>20	Local Budget	Trainer Consultant	1	Training Coordinator

Ministry of Natural Resources and Environment	2008	Building Capacity for Effective Participation in the Biodiversity(BCH)	-	3	-	>50	UNEP/GEF	Trainer Consultant	1	Trainer
		Total Phase out Management Plan-Technical Training in Good Refrigeration Practices	-	3	-	20	UNEP	Trainer Provided by UNEP	1	Training Coordinator
		Soil Characterisation Training-Physical & Chemical Analysis	ICT	5	-	>20	ICT Program	Trainer Consultant	1	Training Coordinator
		Samoa Public Service Human Resource System Data Verification & Data Entry	PSC Training	5	-	20	PSC	Trainer Consultant	1	Training Coordinator
		Project Planning & Implementation for MNRE	ICT	5	-	15	ICT Program	Trainer Consultant	1	Training Coordinator
		Decision Making & Negotiation Skills	ICT	5	-	15	ICT Program	Trainer Consultant	1	Training Coordinator
		Geographical Information System	-	5	-	15	SIAM 2	Trainer Consultant	1	Training Coordinator
		Water Resources Management Socio-Economic Baseline Survey	ICT	1	-	15	Water Division(MNRE)	MNRE Staff	1	Trainer
		Statutory Training-Land Valuation	ICT	5	-	16	NZ Aid/AusAid/ICT Program	Trainer Consultant	1	Training Coordinator
		Environment Noise/Pollution & Competency Training	ICT	4	-	>20	NZ Aid/AusAid/Olo amanu/GOS	Trainer Consultant	1	Training Coordinator
		Map Info Training for Coastal Mapping Project	-	6	-	9	MNRE	Trainer Consultant	1	Training Coordinator
		RE-Fresher In-House Training on the Process & Application Recruitment & Selection Process	In-House Staff Development	1	-	>50	MNRE Local Budget	Capacity Building Staff & ACEO CS	1	Training Coordinator
		Integrated Water Resources Management Programme	-	1	-	20	GEF	Trainer Consultant	1	Trainer
		Programme of Work on Protected Areas-Biodiversity Gap Analysis	-	1	-	20	Conservation International/S PREP/DEC	Trainer Consultant	1	Trainer
		Climate Change Mitigation Project	-	1	-	15	IUCN Oceania	MNRE Staff	1	Training Coordinator

Ministry of Natural, Resources & Environment	2009	Digital Cadastral Database System - DCDB	-	5	-	9	SIAM 2	Trainer Consultant	1	Training Coordinator
		Open Source Cadastral & Registration	-	5	-	15	FAO	Trainer Consultant	1	Training Coordinator
Ministry of Women Community and Social Development	2007	Gender in Country Training	certificate of completion	1		15	Local Budget	Trainer 1 Bachelor of Management/Trainer 2: Bachelor of Arts	once	Trainer
		Customer Service Induction Course	Certification of Participation	2	-	MWCSD Staff	Local Budget	Master of Business Administration (HR Manager)	1	Trainer
		Refresher Course Analysis and Policy Development	Certificate of Participation	2	-	10 Policy and Research staff	Local Budget	Australian Youth Ambassador-Policy Specialist	1	Trainer
		Records Management Training	Certificate of Participation	1	-	10	Local Budget	Master of Business Administration (HR Manager)	1	Trainer
	2008	Ministry Induction Course	Certificate of Participation	2	-	MWCSD Staff	Local Budget	Master of Business Administration (HR Manager)	1	Coordinator/Trainer
		Human Resource & Administration Training	Certificate of Participation	5	-	MWCSD Staff	Local Budget	Master of Business Administration (HR Manager)	1	Coordinator/Trainer
	2009	Social Research & Survey Skills In-Country Training	Certificate of Completion	5	-	15	SICTP	Trainer from NZ/CEO of Research NZ	1	Training/Coordinator
		Ministry Induction Course	Certificate of Participation	1	-	9	Local Budget	Bachelor of Commerce	1	Coordinator
		Budget Policies & Accounting Procedures	Certificate of Participation	3	-	All Staffs	Local Budget	Master of Business/Bachelor of Commerce	1	Coordinator/Trainer
	Ministry of Education Sports and Culture	2007	Sports Management and Administration	Work Attachment	5 days		5	SPARC NZ	-	once
Lexicography			Certificate of Participation	5 days	-	15	-	-	once	Training Coordinator
Fagaloa-Community Learning Centre			Certificate of Participation	65 days	-	150	ESP II-NZAID, AusAID, ADB, Govt of Samoa	Curriculum Organisers	twice	Trainer/Coordinator
2008		Fiafia Sports Programme	Certificate of Participation	5 DAYS	-	130	-	-	3 Times	Training Coordinator
		Physical Education Teachers for Netball	Certificate of Participation	5 days	-	130	SPARC NZ	-	twice	Training Coordinator
		Physical Education Teachers for Touch Rugby	Certificate of Participation	5 days	-	120	SPARC NZ	-	once	Training Coordinator

Ministry of Education Sports and Culture	2008	Active Movement	Certificate of	5	-	40	SPARC NZ	-	once	Trainings Coordinator
			Participation							
		Athletics	Certificate of Participation	5	-	90	SPARC NZ	-	twice	Trainings Coordinator
		First Aid	First Aid Certificate	5	-	147	Govrn of Samoa	-	twice	Training Coordinator
		Survey Design	Certificate of Participation	5	-	10	ESP II	Doctorate	once	Training Coordinator
	2009	Research Design	Certificate of Participation	5	-	10	ESP II	Doctorate	once	Training Coordinator
		Data Collection	Certificate of Participation	5	-	10	ESP II	Doctorate	once	Training Coordinator
		Capacity Building Excel	Certificate of Participation	10	-	4	ESP II	Doctorate	once	Training Coordinator
		Capacity Building Access	Certificate of Participation	10	-	4	ESP II	Doctorate	once	Training Coordinator
		Capacity Building SPSS	Certificate of Participation	5	-	8	ESP II	Doctorate	once	Training Coordinator
		Data Analysis	Certificate of Participation	5	-	8	ESP II	Doctorate	once	Training Coordinator
		Sports Administration	-	-	-	3	Oceania Sports Education Programme	-	once	Training Coordinator
		Fiafia Sports	Certified to teach the Fiafia Sports Programme	-	-	42	-	-	-	Training Coordinator
		Just Play Soccer Programme	-	5	-	Primary Teachers	Samoa Soccer federation	-	-	Training Coordinator
		First Aid	Certified Red Cross Volunteers	5	-	Samoa red Cross and GOS	-	-	twice	Training Coordinator
		Resource Production	N/A	on-going	-	per subject	GOS	Curriculum Organisers	on-going	Training Coordinator
		Resource Production	N/A	on-going	-	per subject	GOS	Literacy Task Force Members	on-going	Trainer
		Resource Production	N/A	on-going	-	Primary Maths Teachers	Primary Maths Project	-	on-going	Trainer/Training Coordinator
		Ministry of Health	2007	Training on Food Handlers - Food Hygiene	Certificate of Attention	2	reps from Food Premises	11	-	-
2008	Refresher Course for Volunteers & Counselors		Certificate of Attendance	3 days	Health Sector	20	-	-	-	Coordinator

Ministry of Health	2008	Refresher Course for TBA	Cert of Attendance	5 days	Midwives, Nurses & Medical Officers	20	-	-	-	Coordinator	
		Water Safety Plan Training Program	Cert of Attendance	5 days	Upolu & Savaii Water Providers						
		Training of Trainers Programme for Pre School teachers on Nutrition	Certificate of Attendance	3 days	Pre-School Teachers	50	-	-	-	Coordinator	
		Train the Trainers ICD Coding	Cert of Participation	5 days	Coders (MTII&TTM)	15	-	-	-	Coordinator	
	2009	Health Impact Assessment Training	Cert of Attendance	2 days	Health Sector	55	-	-	-	Coordinator	
		EH Refresher Training	Cert of Participation	5 days	EHO's	15	-	-	-	Coordinator	
		Training on School Canteen Standards	Cert of Participation	1	Schools around Upolu & Savaii	-	-	-	-	Coordinator	
		Nutrition & Healthy Lifestyles	Cert of Participation	4	Pre-School Teachers	30	-	-	-	Coordinator	
Audit Office	2007	Pre-Audit Training	Participation	1	-	18	Local Office Budget	B.Com	1	Trainer	
	2008	Pre-Audit Training	Participation	1	-	20	Local Outputs	B.Com	1	Trainer	
	2009	Pre-Audit Training	Participation	1	-	25	Local Budget	B.com	1	Trainer	
		HR Refresher Course & Customer Services Training	Certificate of Participation	2 days	-	24	Government of Samoa/Local Budget	Trainer 1: Bachelor of Arts/Trainer 2: Certificate in Management	twice		Trainer
		Induction Course	Certificate	1	-	12	Local Budget	B.Com/MBA	1	Trainer	
		Induction Course	Certificate	1	-	11	Government of Samoa	B.Art/B.Com/MBA	1	Trainer	
		Public Service Act 2004/Regulations 2008	Certificate	half day	-	1 per session	Government of Samoa	MBA/B.Com/B.Art	1	Trainer	
Public Service Commission	2007	Monitoring and Evaluation	Certificate of Participation	-	-	approx 25	SICTP	Min Undergraduate Degree	1	Co-Trainer/Coordinator	
		Performance Appraisal	Certificate of Participation	-	-	approx 25	SICTP	Min Undergraduate Degree	1	Co-Trainer/Coordinator	
		Project Management	Certificate of Participation	-	-	approx 25	SICTP	Min Undergraduate Degree	1	Co-Trainer/Coordinator	
		Policy Development	Certificate of Participation	-	-	approx 25	SICTP	Min Undergraduate Degree	1	Co-Trainer/Coordinator	
		Report Writing	Certificate of Participation	-	-	approx 25	SICTP	Min Undergraduate Degree	1	Co-Trainer/Coordinator	
	2008	Leadership Training	Certificate of Participation	-	-	approx 25	SICTP	Min Undergraduate Degree	1	Co-Trainer/Coordinator	

Public Service Commission	2009	Designing and Developing Training Programme	Certificate of Participation	5	-	approx 25	SICTP	Min Undergraduate Degree	1	Co-Trainer/Coordinator
		Investigating Officers Training	Certificate of Participation	5	-	approx 25	SICTP	Min Undergraduate Degree	1	Co-Trainer/Coordinator
Office of the Attorney General	2008	Basic Principles of Legislative Drafting	Certificate of Basic Principle of Legislative Drafting	5	-	15	NZ Aid/Aus Aid/Samoa In Country Training Program	LLB/LLM/PHD	1	Co-Trainer/Coordinator
	2009	Advanced Legislative Drafting	Certificate in Legislative Drafting	4 weeks	-	20	Commonwealth Secretariat	LLM	1	Coordinator
		Prosecutors Training	-	4	-	>15	NZ Crown Law	LLB/LLM	1	Coordinator
Office of the Electoral Commissioner	2007	Induction Course	Certificate of Participation	2	Office of the Electoral Commissioner		Induction Course	Certificate of Participation	2	Office of the Electoral Commissioner
		Refresher course on Public Service Working Conditions	-	2-Jan			Refresher course on Public Service Working Conditions			
		Module 2: Electoral Systems	Certificate of Completion	1 week			Module 2: Electoral Systems	Certificate of Completion	1 week	
		Module 3: Public Outreach	Certificate of Completion	1 week			Module 3: Public Outreach	Certificate of Completion	1 week	
		Module 4: Boundary Delimitation	Certificate of Completion	1 week			Module 4: Boundary Delimitation	Certificate of Completion	1 week	
		Module 5: Registration of Voters	Certificate of Completion	1 week			Module 5: Registration of Voters	Certificate of Completion	1 week	
	2008	Module 6: Contestants/Candidates	Certificate of Completion	1 week			Module 6: Contestants/Candidates	Certificate of Completion	1 week	
		Module 7: Preparation for Electoral Event	Certificate of Completion	1 week			Module 7: Preparation for Electoral Event	Certificate of Completion	1 week	
		Module 8: Polling and the Count	Certificate of Completion	1 week			Module 8: Polling and the Count	Certificate of Completion	1 week	

Office of the Electoral Commissioner	2008	Module 9: Electoral Observers	Certificate of Completion	3 weeks			Module 9: Electoral Observers	Certificate of Completion	3 weeks	
		Module 10: Strategies for Sustainability	Certificate of Completion	1 week			Module 10: Strategies for Sustainability	Certificate of Completion	1 week	
	2009	To become an Accredited facilitator(Must complete a two tiered program) 1. Formal Training Components 2. Practical Component	At completion of 2 weeks receive partial accredited facilitator certificate. After supervised training as contributor to training in any 2 modules. Receive full accredited certificate	2 weeks (10 days)-Intensive week TtF Program Deliver Courses with supervision. (At least 2 modules). li/Practical Component. (Supervised facilitation in the field of sections of actual course modules).			To become an Accredited facilitator(Must complete a two tiered program) 1. Formal Training Components 2. Practical Component	At completion of 2 weeks receive partial accredited facilitator certificate. After supervised training as contributor to training in any 2 modules. Receive full accredited certificate	2 weeks(10 days)-Intensive week TtF Program Deliver Courses with supervision. (At least 2 modules). li/Practical Component. (Supervised facilitation in the field of sections of actual course modules).	
Office of the Regulator	2009	Mediation & Negotiation Training	Certificate of Completion	5 days	-	10 people	Samoa In Country Training Program	Lawyer	1	Training Coordinator
<b>GOVERNMENT CORPORATIONS</b>	<b>YEAR</b>	<b>TRAINING TITLE</b>	<b>AWARD</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>PARTICIPANTS</b>	<b>FUNDED</b>	<b>TRAINER (QUALIFICATION)</b>	<b>NO. OF TRAINING CONDUCTED DURING THE YEAR</b>	<b>ROLE OF ORGANISATION</b>
Samoa Life Assurance Corporation	2007	Business Skills Training	-	3days	-	8	In-House	Diploma	6	Trainer
		Skills Upgrading Customer Service	-	3days	-	6	In-House Training	Diploma	as 4 times	Trainer
		(1) Introductory Course Insurance	-	3days	-	10	In-House Training	Diploma	3-4 yearly	Trainer
		(2) Knowledge Upgrading	-	2-3days	-	10	In-House Training	Diploma	4 yearly	Trainer
	2009	Sales Staff Specialised Trainings (Life Insurance)	-	2 days	-	6	In-House	Diploma	3	Trainer
		Marketing	-		-	10	In-House	Diploma	1	Trainer
		New Product	-	1	-	10	In-House	Diploma	1	Trainer
		Insurance Training	-	3days	-	12	In-House	Diploma	2	Trainer
		IT Training on Insurance System	-	1day for 6weeks		8	In-House	IT Programmer	10	Trainer



Samoa Ports Authority	2007	International Ships & Ports Security Training	ISPS Certificate	15 days	-	20	SPA	Marine Captain, SPC, MWTI	Once	Coordinator
Samoa Housing Corporation	2008	Civil Court Procedure and Debt Recovery	Certificate of Completion	5(1/2 days)	-	20	Govt of Samoa/Aus Aid/NZ Aid	Lawyer (G.Latu)	once	Training Coordinator
Samoa Water Authority	2007	Awareness on Corporate Plan/Divisional Plan	-	3 days	-	-	SWA	-	every year	Human Resource Advisor
	2008	Computer Training-Advanced Excel	Certificate of Participation	1 day	-	-	WASSP	Consultant	once	Coordinator
		Up-Skilling Training	Certificate of Participation	1 day	-	-	SWA	Project Coordinator	twice	Training Coordinator
		Basic Computer Training	-	14days	-	-	LDS Employment Centre	Free Service	-	Training Coordinator
		Emergency First Aid Training	-	4days	-	-	WASSP	Samoa Red Cross Society	-	Coordinator
		Service Charter Survey Explanatory	-	1day	-	-	NO Fee	HRA & Project Co-ordinator	-	Training Coordinator
		Tariffs Awareness Program	-	3 days	-	-	WASSP	Finance Manager	-	Training Coordinator
		Effective Use of ICT's for Disaster Management	-	3days	-	-	NO Fee	MFAT	Once	Co-Trainer/Coordinator
		Second Community Awareness Program	-	3days	-	-	NO Fee	Consultant	Once	Co-Trainer Coordinator
		Induction Program	-	1day	-	-	SWA	Training Officer	every year	Trainer/ Coordinator
Samoa Tourism Authority	2007	Front Desk Training	Certificate of Completion	-	-	Hotel/Beach Fales Operators	-	-	1	Coordinator
		Tour Guide training	Certificate of Completion	-	Tour Operators	-	-	-	-	Coordinator/Trainer
	2009	Basic Tour Guiding Training	Certificate of Participation	3	Tour Operators/Hotel Operators	-	-	-	1	Coordinator/Trainer
		Electric Booking Computer Operator Training	Certificate of Participation	-	Hotels/Beach Fales Operators	-	-	-	1	Coordinator/Trainer
		Front Desk Training	Certificate of Completion	-	-	Hotel/Beach Fales Operators	-	-	1	Coordinator
<b>NON PROFIT MAKING ORGANISATIONS</b>										
<b>TRADE UNIONS</b>	<b>YEAR</b>	<b>TRAINING TITLE</b>	<b>AWARD</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>PARTICIPANTS</b>	<b>FUNDED</b>	<b>TRAINER (QUALIFICATION)</b>	<b>NO. OF TRAINING CONDUCTED DURING THE YEAR</b>	<b>ROLE OF ORGANISATION</b>
Samoa Institute of Accountants	2007	Financial Accounting & Project Management	Certificate of Participation	2 days repeated		30	SICTP	-	Once	Co-Trainer/Coordinator
		Update on IFRS	Certificate of Participation	2 days repeated		36	SICTP	CA(NZ)	Once	Co-Trainer/Coordinator

Samoa Institute of Accountants	2008	Strengthening the Internal Audit Function	Certificate of Participation	2 days repeated	-	21	SICTP	CA(NZ)	Once	Co-Trainer/Coordinator
		Risk management	Certificate of Participation	2 days repeated	-	33	SICTP	CA(NZ)	Once	Co-Trainer/Coordinator
		Update on IFRS & ISA	Certificate of Participation	2 days repeated	-	36	SICTP	CA(NZ)	Once	Co-Trainer/Coordinator
	2009	Corporate Governance & Global Financial Crisis	Certificate of Participation	2 days repeated x 3	-	42	SICTP	FCA(NZ)	Once	Co-Trainer/Coordinator
		Due diligence	Certificate of Participation	2 days repeated	-	35	SICTP	CA(NZ)	Once	Co-Trainer/Coordinator
		IFRS & Samoa Companies Act	Certificate of Participation	2 days repeated	-	48	SICTP	F CPA(AU)/CPA (WS)	Once	Co-Trainer/Coordinator
<b>NATIONAL SERVICE</b>	<b>YEAR</b>	<b>TRAINING TITLE</b>	<b>AWARD</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>PARTICIPANTS</b>	<b>FUNDED</b>	<b>TRAINER (QUALIFICATION)</b>	<b>NO. OF TRAINING CONDUCTED DURING THE YEAR</b>	<b>ROLE OF ORGANISATION</b>
Samoa Umbrella of Non Government Organisation**										
Matuaileo'o Environmental Trust Incorporated**										
<b>SPECIAL INTEREST</b>	<b>YEAR</b>	<b>TRAINING TITLE</b>	<b>AWARD</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>PARTICIPANTS</b>	<b>FUNDED</b>	<b>TRAINER (QUALIFICATION)</b>	<b>NO. OF TRAINING CONDUCTED DURING THE YEAR</b>	<b>ROLE OF ORGANISATION</b>
Samoa Rugby Union	2009	Neck Safe Training	Certificate of Participation	1day	-	18	IRB	IRB Consultant on Neck Safe/Trainer	1	Coordinator
		Action Planning	Certificate of Participation	1	-	15	Chamber of Commerce	Master/Bachelor of Arts	2	Coordinator
		Good Governance	Certificate of Participation	1	-	9	Chamber of Commerce	Certified Accountant/MA/BA	2	Coordinator
<b>PROFIT MAKING ORGANISATIONS</b>	<b>YEAR</b>	<b>TRAINING TITLE</b>	<b>AWARD</b>	<b>DURATION</b>	<b>TARGET GROUP</b>	<b>PARTICIPANTS</b>	<b>FUNDED</b>	<b>TRAINER (QUALIFICATION)</b>	<b>NO. OF TRAINING CONDUCTED DURING THE YEAR</b>	<b>ROLE OF ORGANISATION</b>
Small Business & Enterprises Centre**										
Women in Business & Development Incorporated**										

### ANNEX 3: NFL TRAININGS FOR NFL PROVIDERS STAKEHOLDERS

NON FORMAL LEARNING TRAININGS FOR STAKEHOLDERS										
PUBLICSECTOR PROVIDERS	YEAR	TRAINING TITLE	AWARDS	DURATION	TARGET GROUPS	PARTICIPANTS	FUNDED	TRAINER (QUALIFICATION)	NO. OF TRAINING CONDUCTED DURING THE YEAR	ROLE OF ORGANISATION
Ministry of Agriculture and Fisheries	2007	Sheep Production in Samoa	-	1 day	Sheep Farmers	38	-	-	1	Trainer
		Permaculture Production in Samoa	-	1 day	Chicken Farmers	42	-	-	1	Trainer
		Para Vet Training	Certificate in Para Vet Training	3 months	APHD Staff & Private Livestock Farmers	19	-	-	1	Trainer
		Start your Fisheries Business	Certificate of Participation	10 days	Selected Fisheries Stakeholders	15	-	-	1	Trainer
		Meat Processing Training	Certificate of Participation	1 day	Livestock Farmers	50	-	BA Applied Science	12	Trainer
		Hygiene Slaughter Training	Certificate of Participation	2 days	Livestock Farmers	20	-	BA Applied Science	2	Trainer
	2008	Para Vet Training	Certificate in Para Vet	4 months	APHD Staff & Private Farmers	13	-	-	1	Trainer
		Sheep Production in Samoa	-	1 day	Sheep Farmers	48	-	-	1	Trainer
		Permaculture Production in Samoa	-	1 day	Chicken Farmers	25	-	-	1	Trainer
		Chicken Production in Rural Economies	-	1 day	Chicken Farmers from selected Districts	52	-	-	1	Trainer
		Composting Training	-	1 day	Vaiola College Yr 13 Students	30	-	-	1	Trainer
		Vegetable Training	-	1 day	Youth Groups/Women Groups and Vegetable Growers	114	-	-	5	Trainer
		Practical Training	-	1 day	Students from Ulimasao	6	-	-	1	Trainer
		Vanilla pruning and production Training	-	1 day	Vailele Youth	18	-	-	1	Trainer
		Taro Palagi Cultivation Technique Trainings	-	1 day	Taro Palagi Growers	18	-	-	1	Trainer

Ministry of Agriculture and Fisheries	2008	Coconut Management Training	-	1 day	Taro Palagi Growers	10	-	-	1	Trainer
		Training on Banana spraying	-	1 day	Piula Theological College	10	-	-	1	Trainer
		Cocoa & Coconut Training	-	1 day	Le Talia Cocoa Group & Youth Groups in Savaii	44	-	-	4	Trainer
	2009	Chilli growers training	-	1 day	Malaela Chilli Growers	20	-	-	1	Trainer
		Hygiene Slaughter Training	Certificate of Participation	2 days	Livestock Farmers	50	-	-	12	Trainer
		Chilli growers training	-	1 day	Tiavea Chilli Growers	20	-	-	1	Trainer
		Training on Composting Techniques and Organic Chemicals	-	1 day	Chilli Growers Association	25	-	-	1	Trainer
		Vegetable Training	-	1 day	Village Groups/Church Groups/Farmers Group	19	-	-	3	Trainer
		Cocoa & Coconut Rehabilitation Training	-	1 day	Women's Group	15	-	-	1	Trainer
		Farmer Field School	-	14 weeks	Tauataie Society	15	-	-	1	Trainer
SBEL Training for Youth	-	2 days	Youth Groups	20	-	-	1	Trainer		
Hygiene Slaughter Training	Certificate of Participation	1 day	Livestock Farmers	24	-	-	3	Trainer		
Ministry of Natural Resources and Environment	2007	Mangrove Field Study Booklet for Primary Schools	-	3	Teachers	>50	SPREP/MNRE	Trainer Consultants/MNRE	1	Coordinator/MNRE
		National Tsunami Early Warning System	-	1	Disaster Advisory Committee	>20	MNRE	Trainer Consultants/MNRE	1	Coordinator/MNRE
	2008	Project Management Skills for Success	-	1	Business & Corporation	20		Trainer Consultant	1	Trainer
		Coastal Infrastructure Management Plans as Transitional Sustainable Management Plans	-	2	Communities – Amaile / Aleipata District	>50	World bank	MNRE Staff	1	Trainer
		Water Resources Legislation	-	4	Business & Corporation	>100	MNRE	MNRE Staff	1	Trainer
		National Ozone Awareness Day	-	1	Business Operator	>50	MNRE/UNEP	Trainer Consultation	1	Trainer
2009	Waste Awareness Programmes for Primary & Secondary Schools –3R's	-	1	Ministries/Organisations	>50	-	Trainer Consultation	1	Trainer	

Ministry of Natural Resources and Environment	2009	Disaster Planning	-	3	Ministries/Organisations	>20	DMO	Trainer Consultant	1	Trainer/Coordinator
		Trainings for VILLAGE Based Rainfall Observers Climate Monitoring	-	2	Village Communities	20 Upolu/18 Savaii	SNC	Trainer Consultant	1	Trainer
		Teachers In-Service Training Samoa translation of the Environment Resource Education Guide	-	1 day Upolu/1 day Savaii	Primary & Secondary Schools	>200	EU	Trainer Consultant	1	Trainer
Ministry of Commerce Industry & Labour	2008	Jobseeker Training	Certificate of Participation	1	Registered Job Seeker	20	Local Budget	-	1	Coordinator/Trainer
	2009	Jobseeker Training	Certificate of Participation	1	Registered Job Seeker	20	Local Budget	-	1	Coordinator/Trainer
Ministry of Works Transport & Infrastructure	2007	Customer Services	Certificate of Participation	2	Officer Level	20	GOS	Bachelor of Arts	2	Trainer/Coordinator
		Induction Training	Certificate	1	New Recruits	10	GOS	B.Com / BA	once	Trainer/Coordinator
Ministry of Women Community and Social Development	2007	Good Governance Training	Certificate of Completion	2	All Sui o le Nuu Savaii & Upolu	Govt Villages Representatives Sui ole Nuu	Local Budget	Bachelor of Science/Postgraduate Diploma in Politics	1	Coordinator
	2008	Skills Building Training(Sewing, handicrafts production, fabric arts, vegetable garden)	Certificate of Completion	1	204 Savaii/215 Upolu	Women	Local Budget	Staff members	10	Trainer / Coordinator
Ministry of Women Community and Social Development	2007	Livelihood Skills Building	Certificate of Participation	1	Communities	Young unemployed women/untitled men's wives	Local Budget	Staff members	2	Trainer / Coordinator
		Monitoring & Evaluation Training	Certificate of Participation	2	Sui tamaitai Upolu & Savaii	Sui tamaitai ole nuu	Local Budget	Staff members	1	Trainer / Coordinator
		HIV/Aids Prevention	Certificate of Participation	2	Working women	Working women	Local Budget	Staff members	1	Trainer / Coordinator
		CRC Stakeholders Training	Certificate of Participation	6	CRC Stakeholders	CRC Stakeholders	Local Budget	Staff members	6	Trainer / Coordinator
		Child Protection Facilitation Package Training	Certificate of Participation	3 days	Communities	Communities	Local Budget	Staff members	5	Trainer / Coordinator
		Livelihood Skills Training-Future Farmers of Samoa Program	Certificate of Participation	-	Youth Groups	Youth Groups	Local Budget/FAO	Staff members	5 Upolu/5Savaii	Trainer / Coordinator
		Livelihoods Skills Training in Sewing	Certificate of Participation	-	45	young men and women	TALAVOU project & Local Budget	Staff members	1 Upolu/1 Savaii	Trainer / Coordinator

Ministry of Women, Community & Social Development	2008	Capacity Building Training on Village Governance	-	-	86 SN Savaii/162 Sui Nuu Upolu	Sui ole Nuu	Local Budget	ACEO Internal Affairs	Ongoing	Trainer/Coordinator
		Skill Building Training(sewing, handicrafts production, fabric arts, vegetable garden	-	10 Upolu/13Savaii	women	women	Local Budget	Staff members	23 times	Trainer/Coordinator
		Micro-finance Training	-	13Upolu/12Savaii	women	women	Local Budget/ADB	Staff members	25times	Trainer/Coordinator
		Livelihood Skills Training in Sewing, flower arrangement and elei printing	-	5 days for Utuloo, Asau CCCS/5 days for Avao CCCS youth	young men and women	young men and women	TALAVOU project & Local Budget	Staff members	2	Training/Coordinator
Ministry of Education, Sports and Culture	2009	GoFAR System	N/A	on-going	Finance Staff	-	GOS	-	Once	Training/Coordinator
		Performance Budgeting	N/A	2	ACEO's	-	GOS	-	Twice	Training/Coordinator
Ministry of Health	2007	Training on Food Handlers - Food Hygiene	Certificate of Attention	2	reps from Food Premises	11	-	-	-	Trainer
		Refresher Course for Volunteers & Counselors	Certificate of Attendance	3 days	Health Sector	20	-	-	-	Coordinator
	2008	Refresher Course for TBA	Cert of Attendance	5 days	Midwives, Nurses & Medical Officers	20	-	-	-	Coordinator
		Water Safety Plan Training Program	Cert of Attendance	5 days	Upolu & Savaii Water Providers					
		Training of Trainers Programme for Pre School teachers on Nutrition	Certificate of Attendance	3 days	Pre-School Teachers	50	-	-	-	Coordinator
		Train the Trainers ICD Coding	Cert of Participation	5 days	Coders (MTII&TTM)	15	-	-	-	Coordinator
	2009	Health Impact Assessment Training	Cert of Attendance	2 days	Health Sector	55	-	-	-	Coordinator
		EH Refresher Training	Cert of Participation	5 days	EHO's	15	-	-	-	Coordinator
		Training on School Canteen Standards	Cert of Participation	1	Schools around Upolu & Savaii	-	-	-	-	Coordinator
		Nutrition & Healthy Lifestyles	Cert of Participation	4	Pre-School Teachers	30	-	-	-	Coordinator
Audit Office	2007	Financial, Accounting and Project Management	Certificate of Participation	2	Mid-Senior level Managers	15	SICTP	-	1	Coordinator
		Financial Statements Audit	Certificate of Participation	5	Auditors	18	SICTP	-	1	Trainer
		Performance Measures Training	Certificate of Participation	2	Auditors	18	SICTP	-	1	Trainer

Audit Office	2009	Auditing Compliance with IFRS	Certificate of Completion	5	Auditors	18	SICTP	-	1	Trainer
		Accrual Accounting and Audit Training	Certificate of Completion	5	Auditors	18	PSIF	-	1	Trainer
		Computer Network Training	Certificate of Completion	1	Auditors	18	PSIF	-	1	Trainer
Public Service Commission	2007	Gender Training	Certificate of Participation	5 half days	MWCSD	25	SICTP	Undergraduate Degree	1	Coordinator
		Customer Service & Records Management	Certificate of Participation	5 half days	MWCSD	25	SICTP	Undergraduate Degree	1	Coordinator
		Emergency Preparedness for Records Management	Certificate of Participation	5 half days	MESC	25	SICTP	Undergraduate Degree	1	Coordinator
		Auditing IT/EDP Accounting & Financial Reporting System	Certificate of Participation	5 half days	AO	25 persons max	SICTP	Undergraduate Degree	1	Coordinator
		Time and Productivity	Certificate of Participation	5 half days	MOF	25 persons max	SICTP	Undergraduate Degree	1	Coordinator
		Financial Statements Audit	Certificate of Participation	5 days	EPC	25	SICTP	Undergraduate Degree	1	Coordinator
		Linesman/Technical Training	Certificate of Participation	5 days	EPC	25	SICTP	Undergraduate Degree	1	Coordinator
		Mechanical/Electrical Operations	Certificate of Participation	5 days	EPC	25	SICTP	Undergraduate Degree	1	Coordinator
		Advance Fire Fighters Course	Certificate of Participation	12 days	SAA	25	SICTP	Undergraduate Degree	1	Coordinator
		Governance 1: Planning, Finance, Legal, Introduction	Certificate of Participation	5 days	SIOD	25	SICTP	Undergraduate Degree	1	Coordinator
		Drafting Documents and Evidential Issues	Certificate of Participation	11 days	AG	25	SICTP	Undergraduate Degree	1	Coordinator
	Performance Management Systems	Certificate of Participation	4days	MOF	25	SICTP	Undergraduate Degree	1	Coordinator	
	Leading Teams/Divisions (Leadership)	Certificate of Participation	5half days	NPF	25	SICTP	Undergraduate Degree	1	Coordinator	
	Project Planning & Implementation	Certificate of Participation	5days	MNRE	25 persons max	SICTP	Undergraduate Degree	1	Coordinator	
	Basic Principles of Legal drafting	Certificate of Participation	5days	AG	25 persons max	SICTP	Undergraduate Degree	1	Coordinator	
	Hearsay Evidence	Certificate of Participation	5days	AG	25 persons max	SICTP	Undergraduate Degree	1	Coordinator	
	Nurturing Appropriate Professional Behaviour	Certificate of Participation	5days	MOF	25 persons max	SICTP	Undergraduate Degree	1	Coordinator	
Civil Court Procedures & Debt Recovery	Certificate of Participation	4days	SHC	25 persons max	SICTP	Undergraduate Degree	1	Coordinator		
Wiring Inspection	Certificate of Participation	11days	EPC	25 persons max	SICTP	Undergraduate Degree	1	Coordinator		

Public Service Commission	2009	Research & Data/Information Analysis	Certificate of Participation	5days	OEC	25 persons max	SICTP	Undergraduate Degree	1	Coordinator
		Risk Management	Certificate of Participation	5days	NPF	25 persons max	SICTP	Undergraduate Degree	1	Coordinator
		Auditing Compliance with IAS & IFRS	Certificate of Participation	5days	AO	25 persons max	SICTP	Undergraduate Degree	1	Coordinator
		Performance Appraisal	Certificate of Participation	4days	NHS	25 persons max	SICTP	Undergraduate Degree	1	Coordinator
Office of the Electoral Commissioner	2007	Bridge Courses (Building Resources in democracy Governance & Elections. Module 1. Introduction to Electoral Administration	Certificate of Completion	1 week	Electoral Staff and local bodies involved in democracy development or electoral reform. (has to be gender balance)	15-25	Any Aid Donor funding group	Accredited Facilitator under Bridge policy	When needed	Co-Trainer / Coordinator
Office of the Attorney General	2007	Evidentiary Issues for Public Prosecutors	Certificate of Participation	2	Police Prosecutors	>20	SICTP	LLB	1	Trainer/Coordinator
	2009	Hearsay Evidence	-	5	Private Lawyers/State Solicitors and Prosecutors	16	SICTP	LLB/LLM/PHD	1	Coordinator
		Administrative	-	5	Decision Makers in Govt Ministries	20-25	SICTP	LLB	1	Trainer and Coordinator
		Police Prosecutors Training	-	3	Police Prosecutors	>20	Staff member	LLB	3	Trainer and Coordinator
		Evidence	-	3	Police Investigation	>20	Staff member	LLB	3	Trainer and Coordinator
<b>GOVERNMENT CORPORATIONS</b>	<b>YEAR</b>	<b>TRAINING TITLE</b>	<b>AWARDS</b>	<b>DURATION</b>	<b>TARGET GROUPS</b>	<b>PARTICIPANTS</b>	<b>FUNDED</b>	<b>TRAINER (QUALIFICATION)</b>	<b>NO. OF TRAINING CONDUCTED DURING THE YEAR</b>	<b>ROLE OF ORGANISATION</b>
Samoa Life Assurance Corporation	2008	Sales Agents Making Presentations to group of prospects could be classed as stakeholder training (1) Introduction to Insurance. (2) Different Products. (3) Benefits	-	1 day	Possible Clients	10	-	Sale Agent	2	Trainer
Samoa Water Authority	2007	Computer Training-Advanced Excel	-	1 day	Counterpart /Staff WASSP and SWA	-	WASSP	Consultant	1	Coordinator
	2008	Up-Skilling Training	-	1day	Assistant Administration	-	SWA	-	-	Coordinator
		Customer Service Training	-	3 days	Customer Services Officers	-	SWA	SBEC	-	Coordinator
	2009	Leak Detection Training	-	4days	Assets division	-	WASSP/SWA	Consultant	-	Coordinator



Samoa Tourism Authority	2007	Front Desk Training	Certificate of Completion	-	-	Hotel/Beach Fales Operators	-	-	1	Coordinator
		Tour Guide training	Certificate of Completion	-	Tour Operators	-	-	-	-	Coordinator/Trainer
	2009	Basic Tour Guiding Training	Certificate of Participation	3	Tour Operators/Hotel Operators	-	-	-	1	Coordinator/Trainer
		Electric Booking Computer Operator Training	Certificate of Participation	-	Hotels/Beach Fales Operators	-	-	-	1	Coordinator/Trainer
<b>NON PROFIT MAKING ORGANISATIONS</b>										
<b>TRADE UNIONS</b>	<b>YEAR</b>	<b>TRAINING TITLE</b>	<b>AWARDS</b>	<b>DURATION</b>	<b>TARGET GROUPS</b>	<b>PARTICIPANTS</b>	<b>FUNDED</b>	<b>TRAINER (QUALIFICATION)</b>	<b>NO. OF TRAINING CONDUCTED DURING THE YEAR</b>	<b>ROLE OF ORGANISATION</b>
Samoa Institute of Accountants**										
<b>NATIONAL SERVICES</b>	<b>YEAR</b>	<b>TRAINING TITLE</b>	<b>AWARDS</b>	<b>DURATION</b>	<b>TARGET GROUPS</b>	<b>PARTICIPANTS</b>	<b>FUNDED</b>	<b>TRAINER (QUALIFICATION)</b>	<b>NO. OF TRAINING CONDUCTED DURING THE YEAR</b>	<b>ROLE OF ORGANISATION</b>
Samoa Umbrella For Non-Government Organisations (SUNGO)	2007	In Country Training Programmes (ICTP)	Cert of Participation	1 week	159	SUNGO Members	-	-	10	Coordinator
		Graduate Diploma in Not-for-Profit Management	Graduate Diploma in NFP Management	1 week	71	SUNGO Members	-	-	4	Coordinator
		Regional Resource Rights Training	-	1 week	12	Civil Society Members	-	-	1	Coordinator
		DRHP	-	1 week	17	Civil Society Members	-	-	1	Coordinator
	2008	ICTP	Certificate of Participation	2 weeks	127	SUNGO Members	-	-	11	Coordinator
		Community Paralegal Training 1,2 & 3	Certificate in Paralegal Training	1 week	37	SUNGO Members	-	-	4	Coordinator
		Graduate Diploma for NFP Management	Graduate Diploma for NFP Management	1 week	37	NGO's	-	-	2	Coordinator
		Micro Project Capacity Building Programme	Certificate in Project Proposal Writing	1 week	219	EU MPP Beneficiaries	-	-	4	Coordinator
		Independent Water Scheme Training	Certificate in Water Committee Management	1 week	63	Independent Water Schemes Operators	-	-	2	Coordinator
	2009	ICTP	Certificate of Participation	1 week	117	SUNGO Members	-	-	7	Coordinator

Samoa Umbrella For Non-Government Organisations (SUNGO)	2009	Independent Water Scheme Training	Certificate in Committee Management	1 week	510	Independent Water Schemes Operators	-	-	17	Coordinator
		Micro Project Capacity Building Programme	Certificate in Project Management	1 week	25	MPP Beneficiaries	-	-	2	Coordinator
		Regional Resource Rights Team	Certificate in Community Paralegal Training 5	1 week	20	Paralegal from Government NGO's, CBO's & CSO's	-	-	20	Coordinator
		Graduate Diploma for NPF Management	Graduate Diploma for NPF Management	1 week	41	NGO'Ss	-	-	2	Coordinator
Matuileo'o Environment Trust Inc	2007	Life Skills Training	Certificate of Completion	2 weeks	School Leavers (19-35)	25	-	-	-	-
	2008	Virtues Training	Certificate of Completion	1 week	Village Cooperation Members	55	-	-	-	-
	2009	Life Skills Training	Certificate of Completion	6 months	School Leavers/Women	182	-	-	-	-
		Virtues Training	Certificate of Completion	1 week	Life Skills Coaches	22	-	-	-	-
<b>SPECIAL INTEREST</b>										
Samoa rugby Union Incorporated**										
<b>PROFIT MAKING ORGANISATIONS</b>	<b>YEAR</b>	<b>TRAINING TITLE</b>	<b>AWARDS</b>	<b>DURATION</b>	<b>TARGET GROUPS</b>	<b>PARTICIPANTS</b>	<b>FUNDED</b>	<b>TRAINER (QUALIFICATION)</b>	<b>NO. OF TRAINING CONDUCTED DURING THE YEAR</b>	<b>ROLE OF ORGANISATION</b>
Small Business Enterprise Center	2007	Start Your Own Business	Certificate of Completion	5 days	-	257	-	-	-	-
		Advanced Start your own Business	Certificate of Completion	3 days	-	23	-	-	-	Coordinator
		Marketing & Finance	certificate of Completion	-	-	23	-	-	-	Coordinator
		Customer Service Training	Certificate of Completion	3	-	154	-	-	-	Coordinator
	2008	Start Your Own Business	Certificate of Completion	5	-	167	-	-	-	Coordinator
		Advanced Start your own Business	Certificate of Completion	3	-	10	-	-	-	Coordinator
		Customer Service	Certification of Completion	3	-	73	-	-	-	Coordinator
		UNDP GEF Facility	Certification of Completion	5	-	48	-	-	-	Coordinator

Small Business Enterprise Center	2009	EU Micro Project	Certification of Completion	5	-	48	-	-	-	Coordinator
		Start your own Business	Certificate of Completion	5	-	58	-	-	-	Coordinator
		Advanced Start your own Business	Certificate of Completion	3	-	9	-	-	-	Coordinator
		Start & Improve your Business	Certificate of Completion	5	-	81	-	-	-	Coordinator
		Customer Service	Certificate of Completion	3	-	153	-	-	-	Coordinator
		EU Micro Project	Certificate of Completion	5	-	49	-	-	-	Coordinator
		UNDP-GEF	Certificate of Completion	5	-	68	-	-	-	Coordinator
		Talavou Future Farmers	Certificate of Completion	5	-	20	-	-	-	Coordinator
		Community Business Training	Certificate of Completion	1	-	43	-	-	-	Coordinator
Women in Business Development Inc	2008	Handicraft on Decorating sleeping mats	-	1 week	20	Women, Youth Groups	-	-	1	Trainer
		Quality Control on weaving fine mats	-	-	-	All WIBDI Members	-	-	1	Trainer
		Business Skills Training	-	-	-	All WIBDI Members	-	-	1	Trainer
		Quality Control on Producing Coconut oil	-	-	-	All WIBDI Members	-	-	1	Trainer
	2009	Reviving Fine mat Weaving	-	2 days	255	Women, Men, Youth. Disabled Groups	-	-	1	Trainer

**ANNEX 4 (i): NFL RESEARCH QUESTIONNAIRE FOR STAKEHOLDERS TRAININGS**

**NON FORMAL LEARNING RESEARCH QUESTIONNAIRE – STAKEHOLDERS TRAININGS**

1. Name of Organisation: \_\_\_\_\_
2. Name of Person Completing the Form: \_\_\_\_\_
3. Contact Details (phone or email): \_\_\_\_\_

Please list in table below All External Stakeholder Trainings conducted/co-ordinated by your Organisation in **2007** (calendar year). Please note that ‘trainings’ as referred to here include training - of - trainers workshops and other workshops where the main objective involves the transfer of skills and knowledge. Consultation on Corporate Documents and other awareness raising activities for instance **do not** count as trainings.

<i>Training Title:</i>	<i>Title of Award:</i>	<i>Training Duration (in days):</i>	<i>Total Number of Participants:</i>	<i>Training Target Group:</i>	<i>Training Funded by:</i>	<i>Relevant Trainer(s) Qualifications:</i>	<i>No. of times Training Conducted during the year.</i>	<i>Role of your Org: (Training Co-ordinator OR Trainer)</i>
<b>Example:</b> Business Skills Training	Certificate of Participation	3	20	Small Business Operators	AusAid	Trainer 1: Bachelor of Commerce  Trainer 2: Diploma in Accounting	1	Co-ordinator

4. Please list in table below All External Stakeholder Trainings conducted/co-ordinated by your Organisation in **2008** (calendar year). Please note that ‘trainings’ as referred to here include training - of - trainers workshops and other workshops where the main objective involves the transfer of skills and knowledge. Consultation on Corporate Documents and other awareness raising activities for instance **do not** count as trainings.

<i>Training Title:</i>	<i>Title of Award:</i>	<i>Training Duration (in days):</i>	<i>Total Number of Participants:</i>	<i>Training Target Group:</i>	<i>Training Funded by:</i>	<i>Relevant Trainer(s) Qualifications:</i>	<i>No. of times Training Conducted during the year.</i>	<i>Role of your Org: (Training Co-ordinator OR Trainer)</i>

5. Please list in table below All External Stakeholder Trainings conducted/co-ordinated by your Organisation in 2009 (calendar year). Please note that ‘trainings’ as referred to here include training - of - trainers workshops and other workshops where the main objective involves the transfer of skills and knowledge. Consultation on Corporate Documents and other awareness raising activities for instance do not count as trainings.

<i>Training Title:</i>	<i>Title of Award:</i>	<i>Training Duration (in days):</i>	<i>Total Number of Participants:</i>	<i>Training Target Group:</i>	<i>Training Funded by:</i>	<i>Relevant Trainer(s) Qualifications:</i>	<i>No. of times Training Conducted during the year.</i>	<i>Role of your Org: (Training Co-ordinator OR Trainer)</i>

**“QUESTIONNAIRE ENDS”**

**ANNEX 4 (ii): NFL RESEARCH QUESTIONNAIRE FOR STAFF TRAININGS**

**NON FORMAL LEARNING RESEARCH QUESTIONNAIRE - STAFF TRAININGS**

1. Name of Organisation: \_\_\_\_\_
2. Name of Person Completing the Form: \_\_\_\_\_
3. Contact Details (phone or email): \_\_\_\_\_

Please list in table below, all staff/member non-formal trainings conducted/co-ordinated by your Organisation in **2007** (calendar year)

<i>Training Title:</i>	<i>Title of Award:</i>	<i>Training Duration (in days):</i>	<i>Total Number of Participants:</i>	<i>Training Funded by:</i>	<i>Relevant Trainer(s) Qualifications:</i>	<i>No. of times Training Conducted during the year.</i>	<i>Role of your Org: (Training Co-ordinator OR Trainer)</i>
<b>Example:Time Management Training</b>	<b>Certificate of Participation</b>	<b>2 days</b>	<b>15</b>	<b>Govt of Samoa (Local Budget)</b>	<b>Trainer 1: Bachelor of Management Trainer 2: Bachelor of Arts</b>	<b>Once</b>	<b>Trainer</b>

<i>Training Title:</i>	<i>Title of Award:</i>	<i>Training Duration (in days):</i>	<i>Total Number of Participants:</i>	<i>Training Funded by:</i>	<i>Relevant Trainer(s) Qualifications:</i>	<i>No. of times Training Conducted during the year.</i>	<i>Role of your Org: (Training Co-ordinator OR Trainer)</i>

4. Please list in table below, all staff/member non-formal trainings conducted/co-ordinated by your Organisation in **2008** (calendar year).

<i>Training Title:</i>	<i>Title of Award:</i>	<i>Training Duration (in days):</i>	<i>Total Number of Participants:</i>	<i>Training Funded by:</i>	<i>Relevant Trainer(s) Qualifications:</i>	<i>No. of times Training Conducted during the year.</i>	<i>Role of your Org: (Training Co-ordinator OR Trainer)</i>

5. Please list in table below, all staff/member non-formal trainings conducted/co-ordinated by your Organisation in 2009 (calendar year).

<i>Training Title:</i>	<i>Title of Award:</i>	<i>Training Duration (in days):</i>	<i>Total Number of Participants:</i>	<i>Training Funded by:</i>	<i>Relevant Trainer(s) Qualifications:</i>	<i>No. of times Training Conducted during the year.</i>	<i>Role of your Org: (Training Co-ordinator OR Trainer)</i>

**“QUESTIONNAIRE ENDS**