

Community Self-Help Education Series no 4

# Let's start our own Community Skills Training

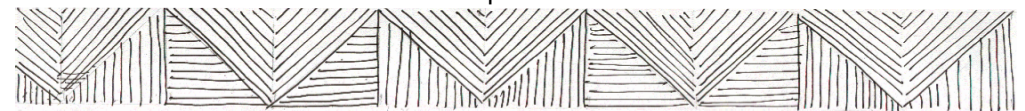


## Resource Manual

*'Everyone has the right to education'. (26.1)  
From United Nations Declaration of Human Rights*

By  
Arnfinn Solli

A Response Network publication  
7th Edition September 2021.



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## Acknowledgements

I am indebted to Mr Masauso Mwale, Provincial Child Development Co-ordinator, Southern Province for reading through the first draft and bringing suggestions on improvements. I am grateful to Makazo Mwangala for updating and editing the last edition. However any inaccuracies or mistakes are entirely my own responsibility.

## How to use this manual

The manual is intended to serve as a tool for community leaders that intends to organise skills training in the community. You do not need to have education or money to make the first steps. A heart for the right of every youth to learn a skill will be enough qualification to take skills training to the community.

[illegible]



You, as a concerned community member will be valuable to these organisations by asking for their assistance so they learn about community needs.

## **Skills training for everybody**

You have a challenge; - there are too many youth and adults in your neighbourhood that have not learned a skill due to insufficient places in local institutes, high cost or long distances to skills school when they were growing up.

Skills learning for every youth is a challenge which should be a task for (DEBS) district education board secretary and community development office in the district as the right to education is a human rights issue that government must work hand in hand with the community to give people their rights. Read more about human rights at the end of the manual.

Therefore youth are facing difficulties in a modern society, having no skills that might have given them an income.

You may ask: Is it possible to start a community skills training class when we have no money? You may therefore reply that it is impossible without money.

Be aware that your reply is based on your personal experience of how you saw education when you grew up. You see education as learning taking place in a strong building where teachers paid by the Government teach the pupils using textbooks and having chairs and desks.

On the other hand, how were the skills training organised in your grandparents' days in the village? They also taught children and youth at initiation, about hunting, cultivating the garden, making crafts and transferring traditional culture without any paid teachers, - without any school building, - without books. Their task was teaching skills to prepare children and youth for adult life similar to your need in the community today!

Their "teachers" were men and women with skills or volunteers in the community. When you served the community by teaching the young, you were shown respect, you were trusted and your status was enhanced among your neighbours because of the service you rendered the community.

Learn from your forefathers! Do like them, use what you have where you live, and make learning happen from local resources!

They believed in using the resources found in their locality. Their resource base was renewable and will be sustainable for the skills training as well.

***The Declaration of Human Rights was adopted by the United Nations. Zambia has signed the declaration. The following is a selection of some of the articles (shortened) of the human rights:***

*All human beings are born free and equal in dignity and rights. (1)*

*Everyone has the right to life, liberty and security as a person. (3)*

*No one shall be held in slavery or servitude. (4)*

*No one shall be subjected to torture, or inhumane or degrading treatment or punishment. (5)*

*No one shall be subject to arbitrary arrest, detention or exile. (9)*

*Marriage shall be entered into only with the free and full consent of the intending spouses. (16.2)*

*Everyone has the right to freedom of opinion and expression (19)*

*Everyone has the right to freedom of peaceful assembly and association. (20.1)*

*Everyone has the right to equal access to public service in his country (21.2)*

*Everyone has the right to rest and leisure, including reasonable limitations of working hours and periodic holidays with pay. (24)*

*Everyone has the right to a standard of living adequate for the health and well being of himself and his family, including food, clothing, housing and medical care and necessary social services, and the right to security in the event of unemployment, sickness, disability, widowhood, old age or lack of livelihood in circumstances beyond his control. (25.1)*

*Everyone has the right to education. (26.1)*

*Everyone has duties to the community in which alone the free and full development of his personality is possible. (29.1)*

For the full text please go to the Internet: <http://www.un.org/Overview/rights.html>



Published by Response Network.  
Web site [www.responsenetwork.org](http://www.responsenetwork.org)

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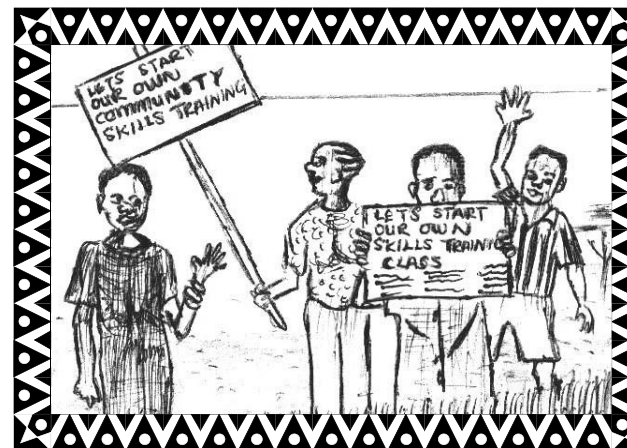
## Abbreviations

AIDS	Acquired Immune deficiency syndrome
DANIDA	Denmark International Development Agency
DEBS	District Education Board Secretary
FINNIDA	Finland International Development Agency
GRZ	Government of the Republic of Zambia
HIV	Human Immune Virus
NGO	Non Governmental Organisation
STI	Sexual transmitted infections
UNICEF	United Nations Children's Fund
USA	United States of America

## The First Steps

### A community effort

First of all get your community interested in your idea of starting a skills training class in the neighbourhood. There are many ways of doing this, call a meeting, go door to door and inform, brief the teachers in the nearby Government school to tell their pupils, make announcement in the Churches or put up posters. A skills training class can never be a "one woman or man show". You need help to identify people with interest whom you can ask to assist. If the community leaders understand your intentions, then the community support will be there from the beginning.



### The committee

Conduct elections among the community members to elect a Skills Training Community Committee. Then give the new school a name. Register the new skills class with DEBS and the Department of Youth which is under the Ministry of Youth, Sport and Child Development. There is an office in every province. Registration can wait until you have an errand to the provincial head-quarter town anyway. Registration procedures must not delay the start of the school!

### Find your instructors

Look for the skilled people in your community. Any skill will be of interest; carpentry, sewing, black smith, crouching, basket making, pottery, cooking, thatching, brick layer, herbal medicine, gardening, honey collection, fishing, husbandry and home economics and



nutrition. Whatever skilled person that can agree to teach as a volunteer, will be your first instructor at the community skills training school and her skill will be the first skill to be taught.

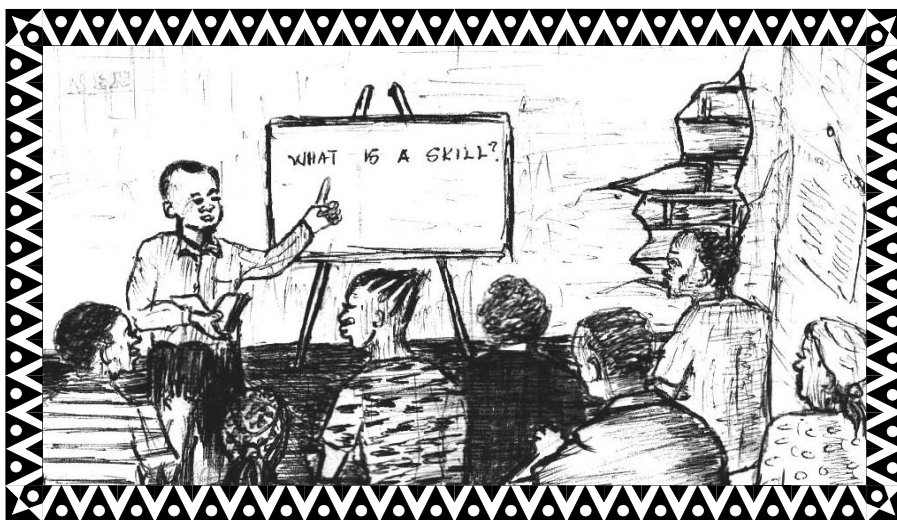
Now you have a qualified, experienced volunteer instructor, which is a good start, - and you do not need to pay cash! One way of “paying” the instructor is to urge the students to pay in kind by providing a chicken, some vegetable products from their gardens or provide labour for such tasks as weeding and watering the instructor’s garden, clearing land for his maize field etc. Later also find cash to pay the instructor.

### Find a place to teach

Then you need a place to teach the youth. In the beginning teach under the shade of a big leafy tree. Later, before the onset of the rainy season you can construct a mud and pole workshop with grass roof, made on self-help involving the skills students and the parents. Or there might be a disused shed or building owned by the Council, a private businessman etc. Look around and you will find something for free.

### Congratulations

You have taken your first steps and started your own community skills school at almost no cost! If the community skills committee so wish there is no need to read any further as the skills class is a sustainable activity based



on self help.

However, we are aware that most skills classes have ambitions to grow, teach more youth and improve on the teaching and the quality of the skills

6. “Organic Vegetable Growing”
7. “Let’s start our own community HIV/Aids support group”
8. “Let’s start our own community health and nutrition club”
9. “Let’s start our own community ‘Know your rights club”
10. “Let’s start our own community alcohol awareness and support group”.
11. ‘Let’s start our own community mental health club’
12. ‘Let’s start our own community participation (governance) club’
13. ‘All included’ Let’s start our own community support group for special children’.
14. ‘Let’s start our own Community Women’s Rights Club – Stop the Violence’
15. “From team to Inclusive Sports Club.”
16. ‘The Gender Equality in Governance Club’

The manuals supplement each other so you will benefit from combining the resources from two or more manuals to increase the quality of your education project.

For instance skills training and organic gardening are like brother and sister because both are skills training and together with literacy, the lessons are more meaningful and relevant to the adult learner.

The manuals can be sourced at no cost from Response Network office on Nkumbi Road, Plot 936, near the ZAWA offices and the Railway museum. Tel (260) 213 32 04 91, Fax: (260) 213 32 36 34, E-mail: [mail@responsenetwork.org](mailto:mail@responsenetwork.org) or [fravor@responsenetwork.org](mailto:fravor@responsenetwork.org)

*You are free to make copies and share the information with anybody that wishes to know more about the right to education. However, we appreciate that you tell where you found the information.*

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Original lay out and design by Gill Zulu and design for this revised edition by Frayor Chabauni  
Printed by Cholaza Digital Printers, Livingstone.— 0966 321684

for consumption at the skills workshop and for sale. District Agricultural Office and the extension officer will give you advice and support to do the right things considering the quality of the soils etc. You may also start a Young Farmers Club to enhance these practical skills.

### Follow up the initiatives!

Note that whenever applying for support somewhere, - make follow up enquiries by personal visit or by telephone to find out if the letter was received, - or may be you omitted some important information so the application is not attended to. If you are not used to writing an application, seek advice from partners you trust, look for one among those we have mentioned earlier on.

We wish you good luck in the very noble task of providing education to the children in the community. You will succeed by going step by step, - and this journey will surely take you very far.

### Do you need more coaching?

*If you get stuck somewhere in the process of developing the community school, or you feel that the assistances we have recommended to you, are encouraging or disappointing you, - you are welcome to contact the writer of this manual: Arnfinn Solli, Email: sarnfinn45@gmail.com and I will reply to the questions as soon as possible.*

## Community Self-help Education Series

### *Empowering Communities through information*

You have in hand one of the 16 self-help education manuals in the "Community Self Help Education series" which are published by Response Network in ChiTonga and English for use by church and community leaders;

1. "Let's start our own community school".
2. "Let's start our own community sports club".
3. "Let's start our own community literacy class".
4. "Let's start our own community skills training".
5. "Let's start our own women's group"



training. For those that want to improve the community skills school, we have written the last part of the resources manual below.

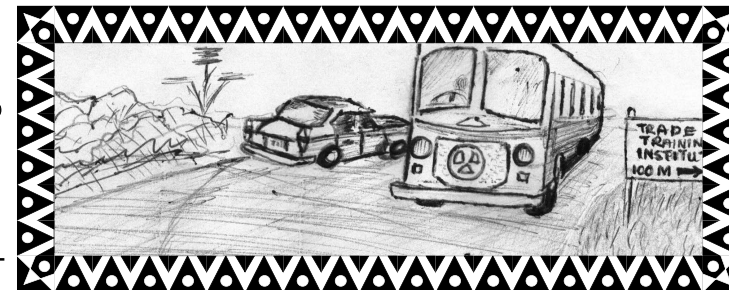
You will see the community skills school will soon be the pride of your community!

### Step by step your school will grow

Some people say when seeing half a glass of water:

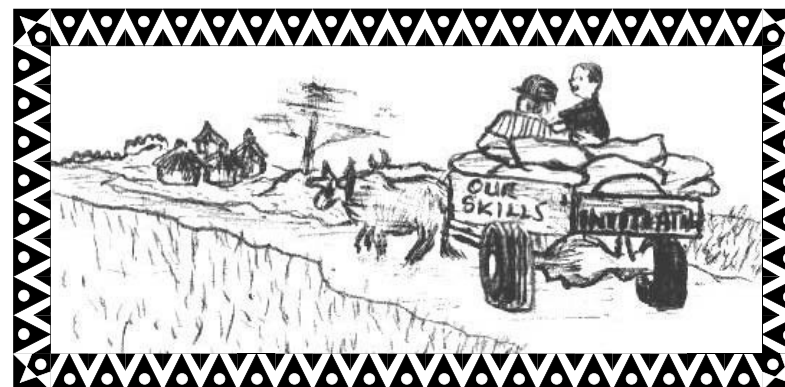
"The glass is half empty", they look at it from a negative point focussing on what is missing, others say "the glass is half full" and focus on the positive that still there is plenty of water!

We are aware that starting a skills class is no easy task, however, we like you to look at the bright side; the glass is half full, - therefore this manual will guide you to look for a lot of opportunities for assistance that your skills class is entitled to or make you aware of various sources of assistance you can use in your initiative and apply to for help.



### One step at a time

Do not look too far ahead! Take on today's problems and look for assistance and advice from people that know better as problems arise.



In this way your community skills school will grow slowly and your community will understand and support the skills class under the way as it grows at the pace your community is capable of supporting. Do not feel bad when prob-

lems seem to be lining up. Remember, to any problem there are at least two solutions, - just seek advice to look for the solutions when the community skills school is in hardship! For example if nobody comes forward and show interest, - may be you have asked the wrong people or failed to mobilise the community! Or rather than involving politicians, look for the generally respected soft spoken leaders and people that feel community responsibility. Stay away from people that come to the community skills school for economic gain, the skills class only needs volunteer instructors that are willing to work and contribute because they want to see education develop to make a better community.

### Ask for support

The committee may request for the following help to the school, however you have to be vigilant and ask now and again, as you will not get anything unless you are persistent and keep pushing!

- Ask the **Provincial Youth Development Officer (PYDO)** to invite your volunteer instructor for free **courses** in subjects such as skills training, entrepreneurship and “start your own business” that they can connect your community skills school to. The Ministry sometimes have support in form of funds, materials or tools to offer new youth skills projects, – ask what they have to offer this year. Ask for the National Youth Policy Guidelines that capture the role of the Department of Youth Development to know more about what the PYDO can offer the skills school.
- On the district level visit the **District Education Board Secretary** and ask for **training material**, advice, text-book and courses for the community skills instructor.
- Do not forget to ask the **Agricultural Extension Officer** for advice, courses, field day’s and teaching materials. That office is there to support your skills training in fish farming, orchard, gardening, husbandry, tree planting and agriculture. All over the country there are forestry and agricultural extension services from the provincial level to the district to the camp level. The officers are there for you. Ask them for advice about soils, crops, pests, seed varieties and any question the skills school need to know in order to improve the skills in the chosen forestry or agricultural project.
- In Livingstone visit the **Response Network office** and ask for the “**Organic farming**” booklet. This booklet gives ideas on how to use local input only for fertiliser and pest control so you save cost and



access on the Internet; some access is free and other use of the database you have to pay to access. If you can work with people that have project writing skills, this website will give you access to the big donors in the world that may fund your community effort. Keno institute in Lusaka offers grant writer courses at K3900. Such training can greatly improve in writing successful applications.

### Skills training support in South Africa

Project Literacy is a South African organisation that provides books from it’s bookshop on the internet. They have English language textbooks for adults in a number of useful skills that naturally connects to literacy training. Get help from the staff at the internet café and look at their website:

[www.projectliteracy.co.za](http://www.projectliteracy.co.za)

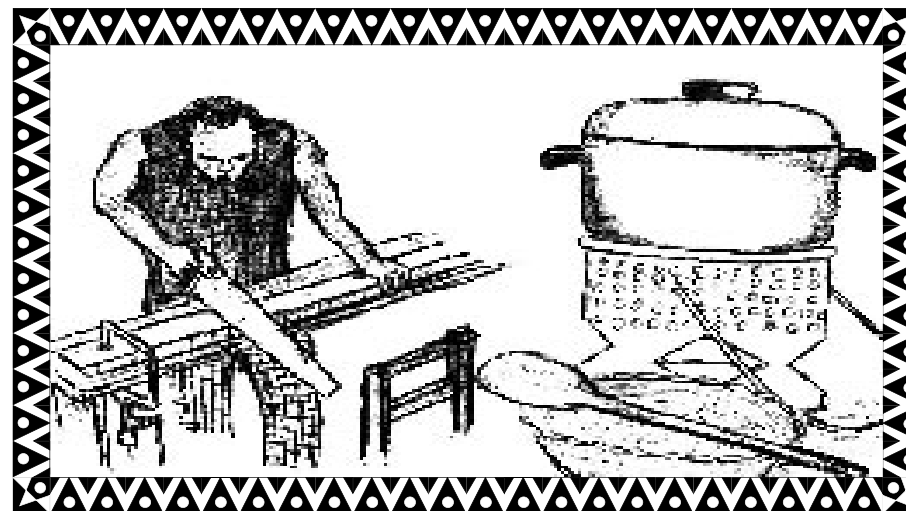
If you wish to buy books from this supplier and need funds, look for donors in the entries below where you can send your application. However some of the donors below might be able to assist the skills school with books and other learning materials.

### Land

Before you start the application process for funds to build the skills classroom, you must have ownership to the land where the school will be constructed. Speak to the Chief, the District Council or the farmer that own the land and get their consent to the skills project and secure a title deed. Get enough land so the school can expand in the future. In the beginning you need for the first building and production unit.

### Production unit

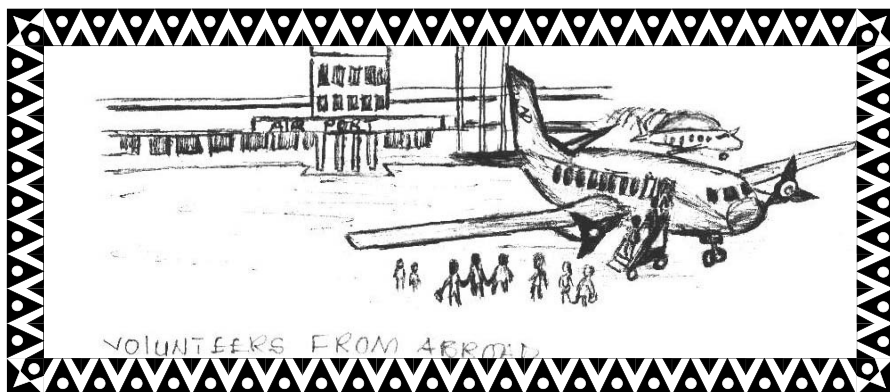
It is useful for the youth to learn gardening. Make sure you also get some land for the production unit at the school when you decide on the place for the workshop. Especially organic gardening cost only the buying of seeds and will give the youth both a good learning opportunity and produce food





## Volunteers from abroad

Some countries provide volunteer services that place volunteers to support local communities without any cost. Only a few samples of the volunteer organisations are listed below with country first and then the name of the organisation: UK, Volunteer Service Overseas (VSO), Finland, Finnish Volunteer Service (FVS), Denmark, Danish Association for International Cooperation (MS), Germany, Association for Development Cooperation (AGEH), U.S.A., Catholic Network of Volunteer Service (CNVS), U.S.A., Church World Service, Switzerland, E-CHANGER, Netherlands, Cordaid, England, UNAIS, Italy, Centro Laici Italiani per le Isole – Milano, Australia, Australian volunteers International, Austria, Horizont 3000, Belgium, Oxfam-Solidarity, Canada, CUSO. These volunteer services are sometimes operat-



ing under their embassy and sometimes they are non-governmental and independent of the embassy. Any way, the embassy of the home country of the organisation will give you the addresses you need to find the volunteer service's office in Zambia. Chances are good to get support from a volunteer if the skills school apply and explain convincingly why there is need of a volunteer to train the local instructors. The books referred to below have the addresses to the organisations above.

## Donor's world wide

Donors are looking for partnership with community projects. The book "**MPS Funding Guide**" has more than 300 entries with description of donor organizations that are looking for community projects for co-operation. The price is \$59 and you can buy from Mission Project Service, Web site: [info@missionprojectservice.org](mailto:info@missionprojectservice.org). If a few community projects co-operate and share the cost of purchasing the book, all will benefit when making partnership with foreign donors. The book also explains how to present an application for support in a winning manner.

## Foundation Center

Probably the largest donor database in the world is Foundation Center; [www.foundationcenter.org](http://www.foundationcenter.org) in the USA. This is a large database you may

buy seeds only. In Kalomo visit Mukwela Skills Training. They provide short courses on skills training.

- When in Lusaka ask at the **Ministry of Science, Technology and Vocational Training** for **courses** that can benefit the skills development of the community instructor and text books which might be useful for the school.

The skills training project should visit the district council secretary and find out how he/she can support the project by helping to find application forms when Government has granted money for youth projects.

Ask for meetings with the community development department to discuss next year's need for funds for youth skills education as this education is a right of the youth so they can plan for it and tell government offices in Lusaka.

Arrange meetings with the political candidates to District Council and Parliament prior to elections to ask them about their interest in youth's right to education and skills in particular. The MP should be your best source of information about government documents as the MP has easy access to all such documents. Make use of the MP!

Arrange meetings with the elected politicians every year after the election to discuss with them what they have done about youth right to education issues.

## Support from other sources

### TRADE TRAINING INSTITUTES

Every province has a Trade Training Institute that offers various skills courses. Locally they call it "the institute". The institutes are situated in the towns of the provincial headquarters. These learning institutions have many experts in many skills. The community skills school may go there and ask for advice and help when needed.

### CHURCHES

Community skills Schools initiated by churches have good chances to get financial support to buy tools from sister churches both within the country and from abroad, provided the school committee can prove to be accountable and trustworthy.

### ZAMBIA FEDERATION OF EMPLOYERS (ZFE)

Learning a skill is the first step, the second is to learn how to improve your business skills in order to make profit out of the production, calculate fair prices etc.

**ZFE** have trainers and teaching material for the course "Improve Your Business". Plot Nr. 666, Mberere Road, Olympia Park, Lusaka. Tel 0211 295 969. P.O. Box 31941, Lusaka.

## **INTERNATIONAL LABOUR ORGANISATION (ILO)**

Have training programmes in the subject "start your own business". ILO offices can be found at Plot Nr. 4635 Lubwa Rd, Rhodes Park, Lusaka. Tel 0211 252 779, Email: Lusaka@ilo.org. Post Box 32181, Lusaka.

## **Foreign donor agencies and embassies**

Some foreign donor agencies and embassies have self-help funds or small-scale funds aiming to support educational efforts in the communities. For instance the American Embassy, apply to "The American Ambassador's self help fund".

Look up the addresses in the telephone directory that you can read free and take notes when visiting Zamtel, District Education Office and other Government or private offices. Agencies known to have an interest in promoting skills training are Finnida (Finland), Jica (Japan), GTZ (Germany).

## **Rotary, Lion's club, Jaycee's and local businesses**

Find out if there is service clubs, such as Lion's club, Round Tables, Rotary, Jaycee's etc. in the area where you live. You may apply to them for support to improve your community skills school. Explain what you want to buy or pay, such as tools and materials, and enclose a detailed cost estimate of the expenses you appeal to them to support. Be realistic and apply for the funds needed only and not large amounts.

Make a follow up visit after submitting your application letter, see the club Chairperson to explain your application and invite him/her to come and see the community school. Businesses like hotels and supermarkets have an interest to support community initiatives and the application from the community skills school might be welcome. Provided you write a proper application letter with a budget, the chances are good to be funded by the service clubs above or the business houses.

## **Health**

Register the community skills school with the local clinic, Ministry of health, so you get advice and support to teach about hygiene, environmental health, HIV/Aids awareness, (STI) sexual transmitted infections and condom use. Then you will also benefit from health talks and health checks that they may conduct at your community skills school. The community skills schools should make partnership with the nearest health centre.



## **Used and rehabilitated Tools delivered free**

Gered Gereedschap can deliver tools for the following vocational trades: carpentry and joinery, metalwork, Auto-mechanics, building and construction, electrical engineering and sewing.

Considered are applications submitted by locally organised projects that focus on income generation, self-sufficiency and/or employment creation. Individuals or large projects can not apply. Extra preference is given to projects that pay attention to the position of women, marginalized groups, ecological awareness and/or environmental protection.

Gered Gereedschap mainly delivers hand-tools and small electrical equipment. The amount of tools that can be provided depends on available stock and has a minimum of one cubic meter (1m<sup>3</sup>).

Before you apply, make partnership with an organisation or a church in your community or MYSCD that is non profit and exempt from import taxes as the donor will not be able to pay such expenses on the import.

Make sure that the import papers is issued in the name of the partner organisation or MYSCD (Ministry of Youth, Sport and Child Development) that is tax-exempt.

An application can be submitted by answering the general questionnaire of Stichting Gered Gereedschap. This questionnaire is available on request and has to be answered in as much detail as possible.

STICHTING GERED GEREEDSCHAP, (SAVED TOOLS FOUNDATION), PO Box 3767, 1001 AN Amsterdam, M.van Bouwdijk Bastiaansestraat 58, 1054 SP Amsterdam, Netherlands, Tel. +31 (0) 614 230 518, E-mail: info@geredgereedschap.nl