

## Syllabus for Job Training Course for CDPOs/ACDPOs

### Introduction

Training of ICDS functionaries is one of the most vital component of ICDS Programme and is acknowledged as the key factor in successful implementation of the programme. With the launching of Project UDISHA in 1999, training of ICDS functionaries has been redefined. Central to Udisha is the vision that all functionaries of ICDS should be developed into agents of social change and aims to bring about best from every ICDS functionary.

The team of ICDS functionaries comprises AWWs, Helpers, Supervisors and Child Development Project Officers (CDPOs). In large size rural and tribal projects, Additional Child Development Project Officers (ACDPOs) are also part of the team. A CDPO is responsible for implementation and administration of ICDS programme and provides the link between ICDS functionaries and Government administration. CDPOs/ACDPOs are given job training and then refresher training from time to time for effective delivery of services.

The syllabus for Job Training Course (JTC) for CDPOs/ACDPOs has been revised keeping in view the role, job responsibilities, qualifications and skills required by CDPOs/ACDPOs (Fig.1). The revised Syllabus is of 30 days duration (six days per week, Saturdays working) with 26 working days. Out of this, 23 days are for Institutional Training with practicals and mock sessions covering six major components i.e. General Orientation; ICDS Programme; Early Childhood Care and Development; Nutrition and Health Care; Communication, Advocacy and Community Participation; and Organisation and Management. The remaining 3 days are for Supervised Practice, which is to provide opportunity to the trainee CDPOs/ACDPOs to learn by doing and sharpen their skills for planning and management of ICDS Project.

The job training is to be conducted using participatory learning techniques. The classroom teaching is to be supported by role-play, demonstration, mock sessions, practical exercises and case studies. In order to give quality training, feed back mechanism is built into each component.

The job responsibilities of CDPOs are as given below.

## **A. Planner**

1. Implementation of ICDS Programme and Delivery of Services
2. Conduct Survey in the Community with AWW
3. Meeting Concerned Block Level/Field Level Officers, Panchayati Raj Members & Local Leaders
4. Coordination and Convergence of Services
5. Preparing Project Report

## **B. Manager & Administration**

### **Material & Equipment**

6. Procurement, Storage and Maintenance of Equipment & Supplies
7. Procurement & Distribution of Supplementary Nutrition
8. Maintenance of Records & Registers

### **Personnel**

9. Recruitment and Training of Staff
10. Motivation, Appreciation and Development of Staff
11. Arranging Educational Programmes

### **Finance**

12. Allocation of Budget & Release of Funds for AW Activities
13. Drawing and Disbursement of Funds

## **C. Organiser & Implementator**

14. Organise Supply of Material & Equipment to AWC
15. Day to day Supervision of Delivery of Services at AWC
16. Undertaking Periodic Field Visits for Supervision of Project Team in the Field
17. Monthly Meetings with Project Staff
18. Preparation & Dispatch of MPR/QPR/APR

## **D. Educator and Communicator**

19. Guiding and Continuing Education of Project Staff
20. Inform and Educate Community
21. Promote Involvement & Participation of Community
22. Maintain Liaison with Local Functionaries of Other Programmes/Agencies/and PHC
23. Facilitating Formation of Village Level Coordination Committees
24. Eliciting Participation and Contribution from the Community

The **Key Elements** of the Revised Syllabus are:

- Child Centered Development Approach
- Life Cycle Basis for Interventions
- Child's Rights Perspective
- Gender Sensitivity
- Emphasis on Preventive Approaches to Malnutrition & Disability
- Reaffirming Sound Traditional Child Care Practices
- Family Focused and Community-Based Approach
- Enabling Joyful Learning Environment
- Focus on Under Threes
- Communication and Counselling Skills
- Self Evaluation and Self Assessment

The **Guiding Principles** for revision of Syllabus are:

- Development of Each Module Keeping in View:
  - Key Elements
  - Responsibilities, Tasks & Qualifications of AWWs
    - Each Theory Session of not More than one Hour and Fifteen Minutes Duration
    - Emphasis on Hands-on-Experience & Skill Building
    - Supervised Practice instead of Field Placement
    - Highlighting Inter linkages across Components

The **Major Learning Goals** of Job Training are -

1. Planning and Managerial Skills to Implement ICDS Project
2. Management of Supplies, Equipment and Services
3. Supervision and Monitoring ICDS Programme
4. Leadership, Motivation and Team Building
5. Guiding & Educating Project Team
6. Importance of Early Childhood Care & Development
7. Improved Family & Community Practices in Nutrition and Health Care
8. Nutritional Assessment and Counselling for Young Children
9. Improved Parenting Skills and Behaviours
10. Management of Childhood Illnesses and Early Detection of Disabilities
11. Advocacy for Child Survival and Development in the Community
12. Communication for Behaviour Change

The document includes detailed Curriculum Content, Programme Schedule and Programme Content.

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4. Leadership, Motivation and Team Building
5. Guiding & Educating Project Team
6. Importance of Early Childhood Care & Development
7. Improved Family & Community Practices in Nutrition and Health Care
8. Nutritional Assessment and Counselling for Young Children
9. Improved Parenting Skills and Behaviours
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11. Advocacy for Child Survival and Development in the Community
12. Communication for Behaviour Change

## Syllabus for Job Training Course of Supervisors

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The team of ICDS functionaries comprises AWWs, Helpers, Supervisors and Child Development Project Officers (CDPOs). In large size rural and tribal projects, Additional Child Development Project Officers (ACDPOs) are also part of the team. A CDPO is responsible for implementation and administration of ICDS programme and provides the link between ICDS functionaries and Government administration. CDPOs/ACDPOs are given job training and then refresher training from time to time for effective delivery of services.

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The job training is to be conducted using participatory learning techniques. The classroom teaching is to be supported by role-play, demonstration, mock sessions, practical exercises and case studies. In order to give quality training, feed back mechanism is built into each component.

The job responsibilities of CDPOs are as given below.

## **PREFACE**

Training is the most crucial element in ICDS as achievement of programme goals depends upon the effectiveness of frontline workers in improved delivery of package of services under ICDS. Importance and relevance of training in implementation of ICDS Programme has been recognised ever since its inception.

As an Apex body for training of ICDS functionaries, NIPCCD has come a long way and has established its identity in organising training. It is in the forefront in bringing out documents related to training i.e. training curriculum, modules and material etc. We are taking strides to restore the vital role of NIPCCD in training of ICDS functionaries such as CDPOs, Supervisors & Anganwadi Workers and Trainers of MLTCs.

NIPCCD presently is revising training curriculum of all categories of ICDS Functionaries and Trainers. It gives me immense pleasure to put before you the Revised Syllabus for Job Training of CDPOs/ACDPOs as the first one in the series. The total duration of the syllabus has been reduced to 30 days with 26 working days. I hope the revised curriculum will provide the requisite knowledge and skills to CDPOs. Hopefully trainers would find detailed contents along with instructions for class assignments and practical exercises useful in planning the training.

I would like to acknowledge the efforts put in by Training Division in preparing syllabus in a record time.

(Adarsh Sharma)

Date: