

Kingdom of Cambodia
Nation Religion King

Ministry of Education, Youth and Sport

No. 2429 AYK.BrK

Prakas/Declaration

on

The Establishment and management of Communities Learning Center (CLC)

Minster of the Ministry of Education, Youth and Sport

- Having seen the Constitution of the Kingdom of Cambodia
- Having seen Royal Decree No. NS/RKT/0913/903 dated on 24th September, 2013 on the Appointment of the Royal Government of Cambodia
- Having seen Royal Kram (Royal Code) No. 02/NS/94 dated on 20th July, 1994 promulgating the utilization of the Law on Establishment and Execution of the Council of Ministers
- Having seen Royal Kram (Royal Code) No. 02/NS/RKM/0196/01 dated on 24th January, 1996 promulgating the utilization of the Law on Establishment of the Ministry of Education, Youth and Sport
- Having seen Royal Kram (Royal Code) No. 02/NS/RKM/1207/032 dated on 08th December, 2007 promulgating the utilization of Education Law
- Having seen Sub-Decree No. 58 ANKr.BK dated on 11th April, 2015 on preparation and execution of the Ministry of Education, Youth and Sport
- Having seen Sub-Decree No. 20 ANKr.BK dated on 05th March, 2015 on the Management and preparation of NFE teaching hours
- With reference to the necessity of the Ministry of Education, Youth and Sport

Decides

Chapter 1

General Provision

Article 1

This Prakas/Declaration aims to ascertain the requirements and procedures of the establishments of the community learning centers (CLC) of the Ministry of Education, Youth and Sport.

Article 2

This Prakas/Declaration aims to:

- Identify the minimum criteria for the establishment of the CLC
- Encourage development and ensure the sustainability of the CLC
- Encourage development of local communities
- Provide opportunities to all citizens to have access to lifelong learning

Article 3

This Prakas/Declaration is effective for the establishment of the CLC under the guidance of the Ministry of Education, Youth and Sport.

Chapter 2

Requirements for the Establishment of the CLC

Part 1

General Provision

Article 4

Public, and private entities or individuals possess the rights to submit proposal for the establishment of the CLC.

Article 5

The proposal of the CLC establishment shall hereby fulfill and follow the following requirements:

1. Infrastructures
2. Clear management structure
3. Clear learning curriculum
4. Target learners
5. Vocational skills programs
6. Vocational skills teachers
7. Teaching and learning materials
8. Clear support structure

Article 6

The CLC minimum standard is an annex to this Prakas/Declaration.

Part 2

Infrastructures

Article 7

The location of the CLC shall be at an area that is easily accessed lifelong learning services by local community people and shall possess a certificate of recognition from local authorities and the communities.

There shall be a parking lot and garden within the CLC grounds.

Article 8

The minimum size of the CLC building shall be 192 meters square.

Within the CLC building, there shall be at least:

- 1 Administration room of 32 (thirty-two) meters square
- 1 learning room of 32 (thirty-two) meters square
- 1 Multi-learning hall of 64 (sixty-four) meters square

Article 9

Within the CLC, there shall be hygienic toilet(s), water system and sufficient electricity supply.

The CLC building and rooms shall have to be in compliance with the pedagogical norm – adequate light, air ventilation, no disturbing noise, and safe as ascertained in the CLC minimum standard.

Article 10

The CLC building and grounds belong to the communities, so they shall have to have a land title and utilization from the local authorities.

Article 11

The CLC shall possess a clear name.

Article 12

The management structure of the CLC shall be composed of the maximum members of 5 persons as ascertained in the CLC minimum standard.

The management structure of the CLC shall be recognized by the DOE.

Article 13

There shall be a preparation of the roles and responsibilities to ensure the quality, effectiveness and transparency of learning and management.

Article 14

There shall be the establishment of internal regulations, and other standards to ensure the management and progresses of the CLC. The internal regulations and standards shall be composed of the followings:

- Internal regulation for the management committee
- Internal regulation for staff and teachers
- Internal regulation for learners
- Internal regulation and other standards in responding to the needs of the CLC

All above internal regulations and standards shall be in compliance with the MoEYS' legal letters/documents.

Part 4

Learning Curriculum

Article 15

The learning curriculum shall possess objectives, descriptions and structures of the NFE program. Each of the subjects, including the vocational skills programs shall possess objectives, program description and learning hours.

Article 16

There shall be also extra subjects encompassing health education, transmitted diseases, traffic law, traditions, cultures, and sports, etc. adding the core subjects and skills programs. There shall be clear teaching materials which comply with the MoEYS's guideline(s).

Part 5

Target Learners

Article 17

There shall be information dissemination on the recruitment of vocational skills learners to community people in collaboration with local authorities and relevant development stakeholders.

Article 18

There shall be a clear identification of the target learners amid community people including illiterates, new illiterates, children, youth out of schools, adolescents, people with disabilities, and ethnic minorities, essentially girls and women.

Part 6

Vocational Skills Programs

Article 19

Every vocational skills program shall have to be unanimously agreed by the CLC management committee, support committee and community people through meetings on problem analysis, problem identification, and their solutions which respond to the actual needs of the communities.

The participation of the commune councils and DOE is required in every meeting.

Article 20

There shall be at least a minimum of 3 (three) different vocational skills classes in each CLC.

Part 7

Vocational Skills Teachers

Article 21

The CLC shall possess criteria and procedures for the recruitment of vocational skills teachers and administrative staff development procedures in accordance with the guidelines as stated in the official laws.

Article 22

All vocational skills teachers shall possess at least the certificate of primary education or equivalence or possess the vocational skills meeting the needs of the trainings.

Part 8

Teaching and Learning Materials

Article 23

The CLC shall be equipped with enough teaching materials and learning resources in order to support the CLC operation as stated in the CLC minimum standard.

Article 24

There shall be a preparation of a proper reading corner in the multi-learning hall for serving the learners', vocational skills teachers and the community people's research studies. The reading corner shall be composed of the followings:

- Place for storing books, and other documents
- Place for reading which properly balances with the number of readers
- Furniture and other materials to serve the needs of the reading corner
- Administrative officer who is in charge of the library
- Internal regulation for the reading corner
- The opening and closing time is at least equal to the daily learning time
- Books of vocational skills, life skills, general education, dharma, history, legends, cultures, civilization, and magazines, newsletters, newspapers, and other learning documents.
- Orientation programs for readers and researchers.

Part 9

Support Structure

Article 25

The CLC support structure shall be composed of the followings:

- 1 Director
- 1 Vice-Director
- 1 Permanent Secretary
- 7 Members

The CLC support structure shall be recognized by the District Governor.

Part 10

CLC Establishment Requesting Procedures

Article 26

The commune chief, the community representative, or the CLC management committee shall prepare 5 (five) copies of the proposal to establish the CLC through:

- The District Office of Education
- The District Governor
- The Provincial Department of Education, Youth and Sport; and
- The Provincial Governor in order to send to the Ministry of Education, Youth and Sport.

The CLC establishment proposal shall include:

- The CLC establishment proposal
- The structures of the CLC management and support committees
- The résumés of the CLC management and support committees and vocational skills teachers
- Learning programs
- Reports about location, land size, building and materials

- Activity plan for the CLC
- Criteria and procedures for the recruitment of vocational skills teachers

In case the CLC establishment is requested by the community representative or the CLC management committee, they shall need to have discussion and approval from the commune chief.

Chapter 3

Budget Expense

Article 27

The CLC management committee shall receive monthly salary as incentive.

The District of Education, Youth and Sport shall decide and recognize the CLC management committee and shall be responsible for providing this monthly incentive in compliance with Article 13 of Sub-Decree 20 ANKr. BK dated on 05th March, 2015 on the management and organization of teaching hours of NFE.

Article 28

The CLC shall organize its own bookkeeping.

Chapter 4

Transitional Provisions

Article 29

The CLCs that were established and are being in operation shall retain their existing statuses.

The CLCs that were established and are being in operation shall receive budget for operation as the same as the standardized CLCs.

The CLCs that were established shall follow Article 5 of this Prakas/Declaration.

Article 30

Upon this Prakas/Declaration is effective, the exiting CLCs under the Government and private agencies, development stakeholders, associations, and communities that are being operated

differently from this Prakas/Declaration shall have 2 (two) years to fulfill the Prakas/Declaration's requirements.

Article 31

Any CLC management committee that does not follow this Prakas/Declaration, the Ministry of Education, Youth and Sport shall issue warnings for improvement by law 2 (two) times. If there is no any improvement upon the warnings, the Ministry of Education, Youth and Sport shall take measures to announce closure of the CLC.

Chapter 5

Final Provisions

Article 32

Any other provisions contradicted to this Law shall be abrogated.

Article 33

The Director General of the General Department of Administration and Finance, Director General of the General Department of Education, Director General of the General Department of Policy and Planning, Director General of the General Department of Higher Education, Director General of the General Department of Youth, Director General of the General Department of Sport, Inspector General of General Inspection Secretariat, Director of the Department of Non-Formal Education, Director of the Department of Personnel, Director of the Department of Finance, Director of the Department of Profession Orientation, and other Directors of relevant entities shall implement their duties respectively following this Prakas/Declaration from this signed date onwards.

Phnom Penh, 30 July, 2015

Recipients:

Minister of Ministry of Education, Youth and Sport

- Council of ministers
- Ministry of Economics and Finance
- Ministry of Civil Services
- Relevant institutions under the authority of MoEYS
- "For information"
- The same as Article 33
- "For implementation"
- Archives- Documentation

Dr. Hang Chuon Narun