

## **Minimum Standards for Community Learning Center (CLC)**

### **I- Minimum Standards for Community Learning Center**

are model standards to determine the statuses of the CLC by putting focuses on human resources, learning and teaching materials, documents, study programs, and operation as the requirements that personnel of all levels responsible for the CLC works, essentially the CLC management committee shall perceive and implement it with high quality and effectiveness.

### **II- Objectives**

- to provide knowledge to the CLC management committee and facilitators of CLC works in order to implement and impart their knowledge to other concerned stakeholders
- to implement the CLC works nationwide consistently
- to develop CLC works at the community to understand and collaborate.

### **III- Significance of Minimum Standards for the CLC**

- to have a consensus in the implementation of the CLC works
- to provide basic knowledge in the implementation and management of the CLC
- to promote the understanding of community people
- to improve the understanding of community people to participate in the development of community
- to contribute to the development of human resources

### **IV- Meaning of Minimum Standards for the CLC**

#### **1- Infrastructures**

##### **1.1. Location**

- is at least 1,500 meters square of land size
- is the property of the community
- has a land title issued by the local authority
- has electricity system, clean water system and a toilet separated from the building

## 1.2. Building

- is 12 m x 16 m
- is 1 meter high above the ground with the wall height of 4.50 meters and the roof height of 3.50 meters
- is roofed by green roof tiles
- has enough light penetration and air ventilation
- has 03 (three) rooms (an administration room, a vocational skills classroom and a multi-study room)

## 1.3. Rooms

### 1.3.1. Administration room

- is 4 m x 8 m
- is safe – the door has proper locks, and the window has strong crossed-steel bars with proper locks
- is a daily working place for the CLC management committee and the librarian

### 1.3.2. Vocational Skills Classroom

- is 4 m x 8 m
- is safe – the door has proper locks, and the window has strong crossed-steel bars with proper locks
- is a classroom for various types of vocational skills
- is able to put 20 students

### 1.3.3. Multi-Study Hall

- is 8 m x 8 m
- is safe – the door has proper locks, and the window has strong crossed-steel bars with proper locks
- is a meeting hall for information dissemination or a classroom for vocational skills and actual practices
- is able to put 40-50 students
- is allocated a corner of the hall for reading and researching

#### 1.4. Decoration within the CLC

##### 1.4.1. National Features

- All rooms shall be designed with national motto, images of late His Majesty Samdech Preah Norodom Sihanouk, the current Queen Mother Norodom Monineath Sihanouk and the current King His Majesty Samdech Preah Borom Neath Norodom Sihamoni.

##### 1.4.2. Decorative Features

- The map of Cambodia, and the maps of village, commune, city/district
- Flowers, sculptures, images of well-known persons
- Sanitation within the classrooms and within the CLC's surrounding area
- Gardens, a flagpole, and parking lot (s)
- Cement fences to surround the CLC

##### 1.4.3. Pedagogical Features

- Slogans, proverbs and scenery images, etc.

#### 1.5. Equipment

##### 1.5.1. Administration Room

- 2 desks, and 5 chairs
- 1 filing cabinet
- 1 clock
- 1 record book, and in and out record book
- Attendance sheets, book borrowing and returning records, library user records, and documentation inventories...
- 1 information board
- Brooms, wiping rugs, water tanks, and dust bins
- The map of Cambodia, and the maps of village, commune, city/district
- Folding cards, posters, flipcharts, blank paper (A4), pens, markers and chocks, scissors,

rulers, knives, etc.

- Structures of the CLC management committee and CLC support committee
- 1 set of computer, 1 printer, and 1 copy machine
- 2 ceiling fans
- Internal regulations

#### **1.5.2. Vocational Skills Classroom**

- A board of 1.50 m x 2.50 m
- A table of 0.75 m x 1.40 m, and a chair
- 20 students' desks
- 1 Filing cabinet
- 2 ceiling fans

#### **1.5.3. Multi-study room**

- 1 long table of 1.20 m x 3.00 m and 10 chairs
- 1 two-faced shelf with 4 floors of 0.40 m x 1.20 m x 1.50 m
- 1 one-faced shelf with 4 floors of 0.40 m x 1.20 m x 1.50 m
- 1 board of 1.50 m x 2.50 m
- 1 long table of 0.80 m x 3.00 m
- 40 students' desks
- 4 ceiling fans

#### **1.5.4. Support Equipment for the Vocational Skills Classroom**

Equipment for Crafts works, Agricultures, Arts, Electronic skills, Constructions, Beauty salons, and Small machine repairs.

## **2. Management and Leadership**

### **2.1. The CLC shall be managed by 5 management members as follows:**

2.1.1. 1 Director

2.1.2. 1 Deputy director

2.1.3. 1 Permanent secretary

2.1.4. 2 members

## **2.2. The CLC shall possess the information of community**

2.2.1. Village, commune, district

2.2.2. Notes or reports

## **2.3. The Preparation of Activity Plans**

2.3.1. Prepare the weekly, monthly, quarterly and annual activity plans

2.3.2. Study and identify the community's needs

2.3.3. Disseminate information to the target groups

## **2.4. Study Hours**

2.4.1. Teach from 96 to 120 hours per month

2.4.2. Teach from 24 to 30 hours per week

2.4.3. Teach from 4-5 hours per day

## **2.5. The Operation Process**

2.5.1. There shall be at least 3 different vocational skills classes in each CLC

2.5.2. There shall be from 8 to 20 students per class based on each vocational skill

2.5.3. The teaching preparation:

- Teaching schedule
- Lesson plans, including teaching methodologies
- Teaching and learning materials
- Student attendance list
- Teaching and learning performance evaluation

## **3. Study Programs**

### **3.1. Non-Formal Education Programs (Based on the main textbooks)**

3.1.1. Literacy

3.1.2. Post-Literacy

3.1.3. Equivalency

3.1.4. Re-Entry

### **3.2. Income Generation Programs (Vocational Skills Programs)**

- Crafts works: weaving, making jars, wooden trays and baskets, fish sauces, sewing and other small crafts works...
- Arts: Khmer music, PinPeat, general music, dancing, sculpture and Chhayam...
- Construction: Laying bricks, cement mixtures, plastering and pasting, and painting...
- Beauty salon: Make up skills, hair salon, haircut, nail salon and face salon, etc.
- Agriculture: animal raising, vegetable growing, veterinary skills and repairing fishing equipment
- Electronic skills: Repairing phones, radios, televisions, and watches, etc.
- Small-sized machinery repair: Repairing motorbikes, small generators, air-cons, etc.

### **3.3. Life Skills Programs**

Health education, transmitted diseases, domestic violence, traffic law, sports, arts, cultures and traditions, human trafficking prevention, drug use, and environment.

## **4. Teachers**

### **4.1. Non-Formal Education Teachers**

4.1.1. Literacy

4.1.2. Re-entry

4.1.3. Equivalency

4.1.4. Post-literacy

### **4.2. Vocational Skills Teachers**

Crafts works, Agricultures, Arts, Electronic skills, Constructions, Beauty salons, and Small machine repairs, etc.

### **4.3. All teachers of each subject shall include life skills in their curriculums**

## **5. Operating Budget**

### **5.1. Budget sources**

- 5.1.1. Government
- 5.1.2. Development partners
- 5.1.3. Community (investment capital)
- 5.1.4. Other sources

## **5.2. Budget Expenses**

- 5.2.1. Monthly, quarterly, semester and annual meetings
- 5.2.2. Teaching and learning materials
- 5.2.3. Administration, reading and listening materials
- 5.2.4. Monthly salary as incentive to the CLC management committee
- 5.2.5. Building repairs
- 5.2.6. Salary for teachers

## **6. End-of-class Capacity**

### **6.1. Upon completion of each class, students shall take examinations as follows:**

- 6.1.1. Written examination
- 6.1.2. Actual practices examination

**6.2. Upon completion of the exams, students shall receive a certificate of completion issued by the Provincial Department of Education Youth and Sports.**

## **7. Evaluation**

There shall be 3 stages of monitoring and evaluation (Pre-, While- and Post- Operation) hierarchically.

- 7.1. Learners
- 7.2. Teachers and staff
- 7.3. Activity progresses of the CLC

Unofficial Translation