

Curriculum
for
Social Worker

[SW]

(A Short Term Competency based Modular Training Program)



Council for Technical Education and Vocational Training (CTEVT)

Curriculum Development Division

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Introduction

This curriculum has been developed with a purpose of preparing “**Social Worker**” as a lower level technical workforce able to get employment in the country. The technical skills incorporated in this curriculum come from the **technology of social work**. Its contents are organized in the form of **modules**. So it is a tailor made curriculum with a special purpose to be implemented in a **modular** form.

It is a competency based curriculum. It is also designed to produce lower level technical workforce in the field of **social work** equipped with skills and knowledge related to **the technology of social work** in order to meet the demand of such workforce in the country so as to contribute in the national streamline of poverty reduction.

Aim

The main aim of this curricular program is to produce lower level skilled workforce in the field of the **technology of social work** by providing training to the potential citizen of the country and link them to employment opportunities in the country.

Objectives

After the completion of this training program, the trainees will be able:

- To develop relationships
- To identify problems/issues
- To develop /facilitate helping processes
- To motivate individuals/ groups/ community
- To develop plan of action
- To mobilize resources
- To provide guidance
- To provide counseling
- To support for advocacy
- To provide care/ support
- To empower/strengthen individuals/ groups/communities
- To promote/ preserve indigenous practices/ culture/ traditions/ methods
- To collect/disseminate information
- To prepare reports
- To maintain documentation
- To communicate with others

Description

This curriculum provides skills and knowledge necessary for “**Social worker**” as a lower level technical worker. There will be both demonstration by trainers/instructors and opportunity by trainees to carry out the skills/tasks necessary for this level of technical workforce. Trainees will practice and learn skills by using typical tools, materials and equipment necessary for this curricular program.

On successful completion of this training, the trainees will be able to develop relationships, identify problems/issues, develop /facilitate helping processes, motivate individuals/ groups/ community, develop plan of action, mobilize resources, provide guidance, provide counseling , support for advocacy, provide care/ support, empower/strengthen individuals/ groups/communities, promote/ preserve indigenous practices/ culture/ traditions/ methods, collect/disseminate information, prepare reports, maintain documentation, and communicate with others necessary for a successful professional social worker.

Course structure

	Module/duties	Nature	Time (hrs.)			Marks		
			Th.	Pr.	Tot.	Th.	Pr.	Tot.
1.	Problems, helping process, motivation and action planning	T + P	25	95	120	20	80	100
	• Develop relationships	T + P	4	14	18			
	• Identify problems/issues	T + P	9	36	45			
	• Develop /facilitate helping processes	T + P	4	14	18			
	• Motivate individuals/ groups/ community	T + P	4	17	21			
	• Develop plan of action	T + P	4	14	18			
2.	Recourse mobilization	T + P	4	14	18	4	16	20
	• Mobilize resources	T + P	4	14	18			
3.	Guidance, counseling, advocacy and support	T + P	40	122	162	20	80	100
	• Provide guidance	T + P	6	21	27			
	• Provide counseling	T + P	8	34	42			
	• Support for advocacy	T + P	12	45	57			
	• Provide care/ support	T + P	14	22	36			
4.	Empowerment and indigenusness	T + P	6	26	32	6	24	30
	• Empower/strengthen individuals/ groups/communities	T + P	4	18	22			
	• Promote/ preserve indigenous practices/ culture/ traditions/ methods	T + P	2	8	10			
5.	Information and communication	T + P	12	46	58	10	40	50
	• Collect/disseminate information	T + P	2	10	12			
	• Prepare reports	T + P	2	7	9			
	• Maintain documentation	T + P	2	9	11			
	• Communicate with others	T + P	6	20	26			
	Total:		87	303	390	60	240	300

Duration

The total duration of this curricular program will be **390 hours [Three months]**

Target group

The target group for this training will be all the interested individuals of the country with academic qualification of **grade ten** pass

Group size

The group size of this training program will be not more than 20

Target location

The target location of this training program will be all over Nepal.

Medium of Instruction

The medium of instruction for this training program will be Nepali or English or both.

Pattern of attendance

The trainees should have 80% attendance in theory classes and 90% in practical (performance) to be eligible for internal assessment and final examinations.

Focus of the program

This is a competency based curriculum. This curriculum emphasizes on competent performance of the task specified in it. Not less than 80% time is allotted to the competencies and not more than 20% to the related technical knowledge. So, the main focus will be on the performance of the specified competencies/tasks /skills included in this curriculum.

Entry criteria

Individuals who meet the following criteria will be allowed to enter in this curricular program:

- **Eight** grade pass
- Physically and mentally fit
- Age : 16-25 years
- Preference will be given to female, Dalit, Janjati, and Conflict affected people

Follow up suggestion

This is not a training program only for training sake. The ultimate success of this program will rest on the proficiency of the graduates of this training program in providing services in the community either by wage employment or by self-employment.

In order to assess the success of this program and collect feedbacks/inputs for the revision of the program, a schedule of follow up is suggested as follows:-

- First follow up: - Six months after the completion of the training program.
- Second follow up: - Six months after the completion of the first follow up.
- Follow up cycle: - In a cycle of one year after the completion of second follow up for five years

Certificate requirement

The related training institute will provide the certificate of “**Social Worker**” to those individuals who successfully complete all the tasks with their related technical knowledge specified in this curriculum

Student evaluation details

- Continuous evaluation of the trainees’ performance is to be done by the related instructor/trainer to ensure the proficiency over each competency.
- Related technical knowledge learnt by the trainees will be evaluated through written or oral tests as per the nature of the content
- Trainees must secure minimum marks of 60% in an average of both theory and practical evaluations

Trainers’ qualification

- **Intermediate in the related field**
- Good communicative & instructional skills.
- Experience in the related field.

Trainer: trainee’s ratio

- 1:10 for practical classes
- Depends on the nature of subject matter and class room situation for theory classes.

Suggestion for instruction

1. Demonstrate task performance

- Demonstrate task performance in normal speed
- Demonstrate slowly with verbal description of each and every steps in the sequence of activity flow of the task performance using question and answer techniques
- Repeat the above step for the clarification on trainees demand if necessary.
- Perform fast demonstration of the task performance.

2. Provide trainees the opportunity to practice the task performance demonstrated

- Provide trainees to have guided practice:- create environment for practicing the demonstrated task performance and guide the trainees in each and every step of task performance
- Provide trainees the opportunity to repeat & re-repeat as per the need to be proficient on the given task performance
- Switch to another task demonstration if and only if the trainees developed proficiency in the given task performance

3. Evaluation performance of the trainees/ student

- Perform task analysis
- Develop a detail task performance check list
- Perform continuous performance evaluation of the trainees / students by applying the performance check list.

List of modules and sub duties

Module: 1: Problems, helping process, motivation and action planning

Duty: 1: Develop relationships

Duty: 2: Identify problems/issues

Duty: 3: Develop /facilitate helping processes

Duty: 4: Motivate individuals/ groups/ community

Duty: 5: Develop plan of action

Module: 2: Recourse mobilization

Duty: 1: Mobilize resources

Module: 3: Guidance, counseling, advocacy and support

Duty: 1: Provide guidance

Duty: 2: Provide counseling

Duty: 3: Support for advocacy

Duty: 4: Provide care/ support

Module: 4: Empowerment and indigenouness

Duty: 1: Empower/strengthen individuals/ groups/communities

Duty: 2: Promote/ preserve indigenous practices/ culture/ traditions/ methods

Module: 5: Information and communication

Duty: 1: Collect/disseminate information

Duty: 2: Prepare reports

Duty: 3: Maintain documentation

Duty: 4: Communicate with others

Details of the curriculum

Module: 1: Problems, helping process, motivation and action planning					
Description: It includes duties inclusive of the knowledge and skills related to the development of relationships, identification of problems and issues, developing helping processes, motivating others, and developing plan of action necessary for a social worker.					
Objectives:					
<ul style="list-style-type: none"> • To develop relationships • To identify problems and issues • To develop helping processes • To motivate others • To develop plan of action 					
Duty: Each duty consists of tasks with their related knowledge and respective time allocation for both the theory and practical aspects of it.					
25 hrs. (Th.) +95 hrs. (Pr.)=120 hrs.				Time (hrs.)	
SN	Duty/tasks	Related technical knowledge	Th.	Pr.	Tot.
1.	Develop relationships: <ul style="list-style-type: none"> • Build Rapport (greeting, attending, respect local culture tradition etc.) • Communicate empathetically • Communicate genuinely • Communicate warmly • Apply norms of transparence and counter transparence • Maintain transparency levels 	<u>Developing relationships:</u> <ul style="list-style-type: none"> • Concept and importance of professional relationship • Building rapport (greeting, attending, respect local culture tradition etc.) • Empathetic, genuine & warm communication • Norms of transparence and counter transparence • Maintaining transparency levels • Related precautions to be taken • Related records to be kept 	4	14	18
2.	Identify problems/issues: <ul style="list-style-type: none"> • Be familiar with larger social issues (political instability, migration, displacement, population growth, poverty, unemployment, climate change etc) • Be familiar with MDG, earth 	<u>Identifying problems/issues:</u> <ul style="list-style-type: none"> • Concept and importance of identifying problems/issues • Being familiar with larger social issues (political instability, migration, displacement, population growth, poverty, unemployment, climate change etc) 	9	36	45

	<p>deceleration</p> <ul style="list-style-type: none"> • Identify problems related to social issues • Identify problems related to children • Identify problems related to women • Identify problems related to elderly • Identify problems related to disability • Identify problems related to youths • Identify problems related to sexual minority • Identify problems related to marginalized groups/community victims/survivor of crime/conflict/disaster • Identify problems in correctional setting • Identify organizational/institutional problems • Conduct social investigation • Carry out assessment 	<ul style="list-style-type: none"> • Being familiar with MDG, earth deceleration • Identifying problems related to social issues • Identifying problems related to children • Identifying problems related to women • Identifying problems related to elderly • Identifying problems related to disability • Identifying problems related to youths • Identifying problems related to sexual minority • Identifying problems related to marginalized groups/community victims/survivor of crime/conflict/disaster • Identifying problems in correctional setting • Identifying organizational/institutional problems • Conducting social investigation • Carrying out assessment • Related precautions to be taken • Related records to be kept 			
3.	<p>Develop/facilitate helping processes:</p> <ul style="list-style-type: none"> • Develop intervention plan • Carry out intervention (multi-disciplinary approach) • Arrange/ make referral • Carry out monitoring/evaluation • Terminate helping process • Follow up cases 	<p><u>Developing/facilitating helping processes:</u></p> <ul style="list-style-type: none"> • Concept and importance of developing/facilitating helping processes • Developing intervention plan • Carry out intervention (multi-disciplinary approach) • Arranging/ making referral 	4	14	18

		<ul style="list-style-type: none"> • Carrying out monitoring/evaluation • Terminating helping process • Following up cases • Related precautions to be taken • Related records to be kept 			
4.	Motivate individuals/ groups/ community: <ul style="list-style-type: none"> • Create awareness • Conduct meeting/workshop/seminar/ training. • Provide counseling • Project positive role model • Provide support (mentoring/coaching) • Enhance participation • Reinforce involvement • Acknowledge/appreciate/reward activities 	<u>Motivating individuals/ groups/ community:</u> <ul style="list-style-type: none"> • Concept and importance of motivating individuals/ groups/ community • Creating awareness • Conducting meeting/workshop/seminar/ training. • Providing counseling • Projecting positive role model • Providing support (mentoring/coaching) • Enhancing participation • Reinforcing involvement • Acknowledging/appreciating/rewarding activities • Related precautions to be taken • Related records to be kept 	4	17	21
5.	Develop plan of action: <ul style="list-style-type: none"> • Prepare community profile • Prepare concept paper • Prepare proposal • Develop format of plan of action • Prepare plan of action • Prepare GNNAT(daily/ monthly/ weekly action plan) chart 	<u>Developing plan of action:</u> <ul style="list-style-type: none"> • Concept and importance of developing plan of action • Preparing community profile • Preparing concept paper • Preparing proposal • Developing format of plan of action • Preparing plan of action • Preparing GNNAT(daily/ monthly/ weekly action plan) chart • Related precautions to be taken • Related records to be kept 	4	14	18

	Sub-total:		25	95	120
Module:2: Recourse mobilization					
Description: It includes duty inclusive of the knowledge and skills related to the mobilization of resources necessary for social works.					
Objective:					
<ul style="list-style-type: none"> • To mobilize resources 					
Duty: Each duty consists of tasks with their related knowledge and respective time allocation for both the theory and practical aspects of it.					
			4 hrs. (Th.) +14 hrs. (Pr.)=18 hrs.		Time (hrs.)
SN	Duty/tasks	Related technical knowledge	Th.	Pr.	Tot.
1.	Mobilize resources: <ul style="list-style-type: none"> • Mobilize human resources (community, political leaders, religious leaders) • Mobilize local resources (water, forest, land) • Tap/ mobilize VDC/ DDC funds • Coordinate with government line agencies • Mobilize saving & credit / groups • Mobilize external resources (international donor agencies, individual) 	<u>Mobilizing resources:</u> <ul style="list-style-type: none"> • Concept and importance of mobilizing resources • Mobilizing human resources (community, political leaders, religious leaders) • Mobilizing local resources (water, forest, land) • Tapping/ mobilizing VDC/ DDC funds • Coordinating with government line agencies • Mobilizing saving & credit / groups • Mobilizing external resources (international donor agencies, individual) • Related precautions to be taken • Related records to be kept 	4	14	18
	Sub-total:		4	14	18
Module:3: Guidance, counseling, advocacy and support					
Description: It includes duties inclusive of the knowledge and skills related to guidance, counseling, advocacy, and providing care and support necessary for social works.					
Objectives:					
<ul style="list-style-type: none"> • To provide guidance • To provide counseling • To support for advocacy 					

	<ul style="list-style-type: none"> To provide care/ support 				
	Duty: Each duty consists of tasks with their related knowledge and respective time allocation for both the theory and practical aspects of it.				
	40 hrs. (Th.) +122 hrs. (Pr.)=162 hrs.				
		Time (hrs.)			
SN	Duty/tasks	Related technical knowledge	Th.	Pr.	Tot.
1.	Provide guidance: <ul style="list-style-type: none"> Provide paralegal support Provide referral services for legal assistance Provide health guidance Provide guidance for adolescents Provide guidance on reproductive health. Provide marital guidance Provide career/ education guidance Provide guidance for institutional development Provide for resource mobilization 	<u>Providing guidance:</u> <ul style="list-style-type: none"> Concept and importance of providing guidance Providing paralegal support Providing referral services for legal assistance Providing health guidance Providing guidance for adolescents Providing guidance on reproductive health. Providing marital guidance Providing career/ education guidance Providing guidance for institutional development Providing for resource mobilization Related precautions to be taken Related records to be kept 	6	21	27
2.	Provide counseling: <ul style="list-style-type: none"> Carry out counseling for emotional/ well beings Carry out psychosocial counseling Carry out counseling for stress management Carry out pediatric/chronic illness counseling Carry out geriatric counseling Carry out counseling for pain management Carry out oncological counseling Carry out counseling for mental 	<u>Providing counseling:</u> <ul style="list-style-type: none"> Concept and importance of providing counseling Carrying out counseling for emotional/ well beings Carrying out psychosocial counseling Carrying out counseling for stress management Carrying out pediatric/chronic illness counseling Carrying out geriatric counseling Carrying out counseling for pain management Carrying out oncological counseling 	8	34	42

	<p>illness</p> <ul style="list-style-type: none"> • Carry out counseling for trauma/ disaster/ sexual abuse • Carry out family planning counseling • Carry out traditional counseling • Carry out youth, HIV & Aids, inmates, counseling • Carry out career counseling • Carry out counseling for behavior modification 	<ul style="list-style-type: none"> • Carrying out counseling for mental illness • Carrying out counseling for trauma/ disaster/ sexual abuse • Carrying out family planning counseling • Carrying out traditional counseling • Carrying out youth, HIV & Aids, inmates, counseling • Carrying out career counseling • Carrying out counseling for behavior modification • Related precautions to be taken • Related records to be kept 			
3.	<p>Support for advocacy:</p> <ul style="list-style-type: none"> • Conduct advocacy campaign/ litigation/ legislation • Conduct advocacy for human right violence • Conduct advocacy for racial discrimination • Conduct advocacy for social inclusion • Conduct advocacy for environment Protection • Conduct advocacy for land right • Conduct advocacy for ethnic rights • Conduct advocacy for animal rights • Conduct advocacy for laborer's rights • Conduct advocacy for human rights • Conduct advocacy for voting rights • Conduct advocacy for property rights 	<p><u>Supporting for advocacy:</u></p> <ul style="list-style-type: none"> • Concept and importance of supporting for advocacy • Conducting advocacy campaign/ litigation/ legislation • Conducting advocacy for human right violence • Conducting advocacy for racial discrimination • Conducting advocacy for social inclusion • Conducting advocacy for environment Protection • Conducting advocacy for land right • Conducting advocacy for ethnic rights • Conducting advocacy for animal rights • Conducting advocacy for laborer's rights • Conducting advocacy for human rights • Conducting advocacy for voting rights • Conducting advocacy for property rights • Conducting advocacy for child rights 	12	45	57

	<ul style="list-style-type: none"> • Conduct advocacy for child rights • Conduct advocacy for temporary migrant's rights • Conduct advocacy for traditional occupational priority rights (AGRA ADHIKAR) • Conduct advocacy for food sovereignty • Conduct advocacy for priority rights • Create/ conduct awareness program • Organize campaign 	<ul style="list-style-type: none"> • Conducting advocacy for temporary migrant's rights • Conducting advocacy for traditional occupational priority rights (AGRA ADHIKAR) • Conducting advocacy for food sovereignty • Conducting advocacy for priority rights • Creating/ Conducting awareness program • Organizing campaign 			
4.	Provide care/ support: <ul style="list-style-type: none"> • Provide counseling service • Identify and create environment/opportunities to provide moral support • Assist medical/ treatment support • Seek financial support • Assist for nursing support • Assist for nutrition support • Provide skills for livelihood • Provide information on human rights • Assist for legal support • Assist for spiritual support • Assist to access social/ family/ state support • Assist in rehabilitation process 	<u>Providing care/ support:</u> <ul style="list-style-type: none"> • Concept and importance of providing care/ support • Providing counseling service • Identifying and create environment/opportunities to provide moral support • Assisting medical/ treatment support • Seeking financial support • Assisting for nursing support • Assisting for nutrition support • Providing skills for livelihood • Providing information on human rights • Assisting for legal support • Assisting for spiritual support • Assist to access social/ family/ state support • Assisting in rehabilitation process • Related precautions to be taken • Related records to be kept 	14	22	36
	Sub-total:		40	122	162
Module:4: Empowerment and indigenouness					

	Description: It includes duties inclusive of the knowledge and skills related to empowerment and preserving indigenouness necessary for social works.				
	Objectives:				
	<ul style="list-style-type: none"> • To empower others • To preserve/promote indigenouness 				
	Duty: Each duty consists of tasks with their related knowledge and respective time allocation for both the theory and practical aspects of it.				
	6 hrs. (Th.) +26 hrs. (Pr.)=32 hrs.			Time (hrs.)	
SN	Duty/tasks	Related technical knowledge	Th.	Pr.	Tot.
1.	Empower/strengthen individuals/ groups/ communities: <ul style="list-style-type: none"> • Empower stakeholders through trainings/ counseling/ discussions/ interactions • Empower stake holders through educations • Empower stake holders through delegating responsibility • Empower stake holders through participation • Empower stake holders through promoting sense/ feel of ownership • Empower stake holders through leadership development • Empower stake holders through resourcing • Empower stake holders through income generation • Facilitate to concretize community • Empower stake holders through conducting activities of action-reflection cycle (ARC) • Empower stake holders through exposure visits 	<u>Empowering/strengthening individuals/ groups/ communities:</u> <ul style="list-style-type: none"> • Concept and importance of empowering strengthening individuals/ groups/ communities • Empowering stakeholders through trainings/ counseling/ discussions/ interactions • Empowering stake holders through educations • Empowering stake holders through delegating responsibility • Empowering stake holders through participation • Empowering stake holders through promoting sense/ feel of ownership • Empowering stake holders through leadership development • Empowering stake holders through resourcing • Empowering stake holders through income generation • Facilitating to concretize community • Empowering stake holders through conducting activities of action-reflection cycle (ARC) 	4	18	22

		<ul style="list-style-type: none"> Empowering stake holders through exposure visits Related precautions to be taken Related records to be kept 			
2.	Promote/ preserve indigenous practices/ culture/ traditions/ methods: <ul style="list-style-type: none"> Identify the indigenous culture/ practices/ traditions Document Indigenous culture/ practices/ traditional methods Form network of individuals Facilitate to organize indigenous fares Facilitate to market cultural products/ skills 	<u>Promoting/ preserving indigenous practices/ culture/ traditions/ methods:</u> <ul style="list-style-type: none"> Concept and importance of promoting/ preserving indigenous practices/ culture/ traditions/ methods Identify the indigenous culture/ practices/ traditions Document Indigenous culture/ practices/ traditional methods Form network of individuals Facilitate to organize indigenous fares Facilitate to market cultural products/ skills Related precautions to be taken Related records to be kept 	2	8	10
	Sub-total:		6	26	32
Module:5: Information and communication					
Description: It includes duties inclusive of the knowledge and skills related to collect/disseminate information, prepare reports, maintain documentations, and communicate with others necessary for social works.					
Objectives: <ul style="list-style-type: none"> To collect/disseminate information To prepare reports To maintain documentation To communicate with others 					
Duty: Each duty consists of tasks with their related knowledge and respective time allocation for both the theory and practical aspects of it.					
			12 hrs. (Th.) +46 hrs. (Pr.)=58 hrs.		Time (hrs.)
SN	Duty/tasks	Related technical knowledge	Th.	Pr.	Tot.
1.	Collect/disseminate information: <ul style="list-style-type: none"> Identify/ apply tools and methods to collect information 	<u>Collecting/disseminating information:</u> <ul style="list-style-type: none"> Concept and importance of collecting/disseminating information 	2	10	12

	<p>from Individual</p> <ul style="list-style-type: none"> • Identify/ apply tools and methods to collect information from groups • Identify/ apply tools and methods to collect information from community • Conduct interview (interview schedule/ questionnaire) • Conduct focus group discussion • Conduct PRA/RRA/appreciative inquiry • Practice listening/ observation • Conduct listening survey • Conduct survey/ research(rapid survey/ action research) • Collect secondary source of information (literature review, media) • Analyze information/ data • Utilize information • Disseminate information through writing • Disseminate information through publication • Disseminate information through media • Disseminate information through interaction • Disseminate information through meetings • Disseminate information through street Skit • Disseminate information through drama • Disseminate information through campaign • Disseminate information 	<ul style="list-style-type: none"> • Identifying/ applying tools and methods to collect information from Individual • Identifying/ applying tools and methods to collect information from groups • Identifying/ applying tools and methods to collect information from community • Conducting interview (interview schedule/ questionnaire) • Conducting focus group discussion • Conducting PRA/RRA/appreciative inquiry • Practicing listening/ observation • Conducting listening survey • Conducting survey/ research(rapid survey/ action research) • Collecting secondary source of information (literature review, media) • Analyzing information/ data • Utilizing information • Disseminating information through writing • Disseminating information through publication • Disseminating information through media • Disseminating information through interaction • Disseminating information through meetings • Disseminating information through street skit • Disseminating information through drama • Disseminating information through campaign 			
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	through advocacy	<ul style="list-style-type: none"> Disseminating information through advocacy Related precautions to be taken Related records to be kept 			
2.	Prepare reports: <ul style="list-style-type: none"> Prepare social recording (social events, profile,) Prepare client’s social reports Prepare process recording Prepare social analysis reports. Prepare social - audit Prepare annual reports Prepare quarterly reports Prepare summary recording Prepare diagnostic recording 	<u>Preparing reports:</u> <ul style="list-style-type: none"> Concept and importance of preparing reports Preparing social recording (social events, profile,) Preparing client’s social reports Preparing process recording Preparing social analysis reports. Preparing social - audit Preparing annual reports Preparing quarterly reports Preparing summary recording Preparing diagnostic recording Related precautions to be taken Related records to be kept 	2	7	9
3.	Maintain documentation: <ul style="list-style-type: none"> Maintain data Document group meetings Document organizational structure/ port folio Document seminar /workshop Document training report Document resources Document physical/ logistic resources Document individual & group reports Document case reports Document financial income/ expenditures Document financial reports 	<u>Maintaining documentation:</u> <ul style="list-style-type: none"> Concept and importance of maintaining documentation Maintaining data Documenting group meetings Documenting organizational structure/ port folio Documenting seminar /workshop Documenting training report Documenting resources Documenting physical/ logistic resources Documenting individual & group reports Documenting case reports Documenting financial income/ expenditures Documenting financial reports 	2	9	11

		<ul style="list-style-type: none"> • Related precautions to be taken • Related records to be kept 			
4.	Communicate with others: <ul style="list-style-type: none"> • Develop interpersonal communication skills/ tools • Develop group/ community communication skills • Develop mass communication skills • Develop participatory communication • Collect feedback • Promote community radio • Prevent semantic barriers • Apply means of communication (telephone/ emails /internet/fax/ mobile) • Mobilize means of mass communication (radio/tv/newspaper) • Handle office equipment (photocopy machine, fax, scanning, and computer) • Write official correspondence (letters/ memos/bio-data/ profile) • Communicate with seniors/ juniors/ peers • Communicate with clients/ stakeholders 	Communicating with others: <ul style="list-style-type: none"> • Concept and importance of communicating with others • Developing interpersonal communication skills/ tools • Developing group/ community communication skills • Developing mass communication skills • Developing participatory communication • Collecting feedback • Promoting community radio • Preventing semantic barriers • Applying means of communication (telephone/ emails /internet/fax/ mobile) • Mobilizing means of mass communication (radio/tv/newspaper) • Handling office equipment (photocopy machine, fax, scanning, and computer) • Writing official correspondence (letters/ memos/bio-data/ profile) • Communicating with seniors/ juniors/ peers • Communicating with clients/ stakeholders • Related precautions to be taken • Related records to be kept 	6	20	26
	Sub-total:		12	46	58
	All total:		83	307	390
List of Tools/ Materials/ Equipment					
	<ul style="list-style-type: none"> • Stationeries (pencil, pen, copies, marker etc) • Overhead projector • Black board/ white board 	<ul style="list-style-type: none"> • Laptop • Physical arrangement (chair, table.) 			

List of Facilities				
Physical:		Furniture:		
<ul style="list-style-type: none"> • Office room • Library • Small meeting room • Small room for counseling • Small waiting/ reception room 	<ul style="list-style-type: none"> • Office table • Cupboard • Notice board • Meeting table • File cabinet 	<ul style="list-style-type: none"> • Chairs • Bench • Sofa 		
Reading materials				
<ul style="list-style-type: none"> • Instructor selected books available in the market • Instructor developed books, manuals, and handouts 	<ul style="list-style-type: none"> • Internet searched reading materials • Publications of related organizations and training institutes 			

Appendices

Job: Social Worker

(List of duties and tasks included in this curriculum)

1. Develop Professional Relationship(s)

1. Build Rapport (Greeting, attending, respect local culture tradition etc.)
2. Communicate Empathetically
3. Communicate Genuinely
4. Communicate Warmly
5. Apply norms of Transparency and Counter Transparency
6. Maintain Transparency levels

2. Identify Problems/Issues

1. Be familiar with larger social Issues (Political instability, migration, displacement, population growth, Poverty, unemployment, climate change etc)
2. Be familiar with MDG, Earth deceleration,
3. Identify problems related to social issues
4. Identify problems in
 - related to children
 - Related to women
 - related to elderly
 - related to disability
 - related to youths
 - related to sexual minority
 - Related to marginalized groups/community
 - Victims/Survivor of Crime/Conflict/Disaster
 - Identify problems in correctional setting
5. Identify organizational/Institutional problems
6. Conduct Social Investigation
7. Carry out Assessment

3. Develop (Facilitate) helping processes

1. Develop Intervention plan
2. Carry out Intervention (Multi-disciplinary approach)
3. Arrange/ Make Referral
4. Carry out Monitoring/Evaluation
5. Terminate helping process

6. Follow up Cases
- 4. Motivate individuals/ groups/ community**
 1. Create awareness
 2. Conduct meeting/workshop/seminar/ training.
 3. Provide counseling
 4. Project positive role model
 5. Provide support (mentoring/coaching)
 6. Enhance participation
 7. Reinforce involvement (Acknowledge/appreciate/reward activities)
- 5. Develop plan of action**
 1. Prepare community profile
 2. Prepare concept paper
 3. Prepare proposal
 4. Develop format of plan of action
 5. Prepare plan of action
 6. Prepare GNNAT(daily/ monthly/ weekly action plan) chart
- 6. Mobilize resources**
 1. Mobilize human Resources (Community, Political Leaders, religious leaders)
 2. Mobilize local resources (Water, Forest, Land)
 3. Tap/ Mobilize VDC/ DDC funds
 4. Coordinate with government line agencies
 5. Mobilize saving & credit / Groups
 6. Mobilize external resources (International donor agencies, individual)
- 7. Provide Guidance**
 1. Provide paralegal support
 2. Provide referral services for legal assistance
 3. Provide Health Guidance
 4. Provide guidance for adolescents
 5. Provide guidance on reproductive health.
 6. Provide Marital Guidance
 7. Provide Career/ Education Guidance
 8. Provide guidance for institutional development
 9. Provide for resource mobilization
- 8. Provide Counseling**
 1. Carry out counseling for emotional/ well beings

2. Carry out Psychosocial Counseling
3. Carry out counseling for stress management
4. Carry out pediatric/Chronic illness counseling
5. Carry out Geriatric Counseling
6. Carry out counseling for Pain Management
7. Carry out oncological Counseling
8. Carry out counseling for mental illness
9. Carry out Counseling for Trauma/ Disaster/ Sexual Abuse
10. Carry out Family Planning Counseling
11. Carry out Traditional Counseling
12. Carry out Youth, HIV & Aids, Inmates, Counseling
13. Carry out Career Counseling
14. Carry out Counseling for Behavior Modification

9. Support for Advocacy

1. Conduct Advocacy Campaign/ Litigation/ Legislation
2. Conduct Advocacy for Human Right Violence
3. Conduct Advocacy for Racial Discrimination
4. Conduct Advocacy for Social Inclusion
5. Conduct Advocacy for Environment Protection
6. Conduct Advocacy for Land Right
7. Conduct Advocacy for Ethnic Rights
8. Conduct Advocacy for Animal Rights
9. Conduct Advocacy for Laborer's Rights
10. Conduct Advocacy for Human Rights
11. Conduct Advocacy for Voting Rights
12. Conduct Advocacy for Property Rights
13. Conduct Advocacy for Child Rights
14. Conduct Advocacy for Temporary Migrant's Rights
15. Conduct Advocacy for Traditional Occupational Priority Rights (AGRA ADHIKAR)
16. Conduct advocacy for Food Sovereignty
17. Conduct advocacy for Priority rights
18. Create/ Conduct Awareness/ Program
19. Organize Campaign

10. Provide Care/ Support

1. Provide counseling service
2. Identify and create environment/opportunities to provide moral support
3. Assist Medical/ Treatment support

4. Seek financial Support
5. Assist for nursing support
6. Assist for nutrition support
7. Provide skills for livelihood
8. Provide information on Human Rights
9. Assist for legal Support
10. Assist for spiritual Support
11. Assist to access social/ family/ state support
12. Assist in rehabilitation process

11. Empower/Strengthen individuals/ Groups/ Communities

1. Empower stakeholders through trainings/ Counseling/ Discussions/ Interactions
2. Empower stake holders through educations
3. Empower stake holders through Delegating responsibility
4. Empower stake holders through participation
5. Empower stake holders through promoting sense/ feel of ownership
6. Empower stake holders through leadership development
7. Empower stake holders through resourcing
8. Empower stake holders through income generation
9. Facilitate to concretize community
10. Empower stake holders through conducting activities of Action- Reflection Cycle (ARC)
11. Empower stake holders through exposure visits

12. Promote/ preserve indigenous practices/ Culture/ Traditions/ Methods

1. Identify the indigenous Culture/ practices/ Traditions
2. Document Indigenous Culture/ Practices/ Traditional methods
3. Form network of individuals
4. Facilitate to organize indigenous Fares
5. Facilitate to Market Cultural products/ Skills

13. Collect/Disseminate information

1. Identify/ Apply tools and methods to collect information :
 - Individual
 - Groups
 - Community
2. Conduct interview (Interview Schedule/ Questionnaire)
3. Conduct focus group discussion
4. Conduct PRA/RRA/Appreciative Inquiry

5. Listening/ Observation
6. Listening survey
7. Survey – Rapid survey/ Action Research
8. Collect secondary source of information (literature review, media)
9. Analyze information/ data.
10. Apply/disseminate information (writing/publication/ media/ interaction/ Meetings/street Skit / Drama/ Campaign/ Advocacy etc)

14. Prepare Reports

1. Prepare social recording (social events, profile,)
2. Prepare client's social reports
3. Prepare process Recording
4. Prepare social analysis reports.
5. Prepare social - audit
6. Prepare Annual Reports
7. Prepare Quarterly Reports
8. Prepare Summary Recording
9. Prepare Diagnostic Recording

15. Maintain Documentation

1. Maintain Data
2. Document Group meetings
3. Document Organizational Structure/ Port folio
4. Document Seminar Workshop
5. Document Training Report
6. Document Resources
7. Document Physical/ Logistic Resources
8. Document individual & Group reports
9. Document Case Reports
10. Documents Financial Income/ Expenditures
11. Documents Financial Reports

16. Communicate with others

1. Develop interpersonal communication skills/ tools
2. Develop group/ community communication skills
3. Develop mass communication skills
4. Develop participatory communication
 - Collect feedback
 - Promote community Radio
 - Prevent semantic barriers

5. Apply means of communication
 - telephone/ emails /internet/fax/ mobile
6. Mobilize means of mass communication (radio/tv/newspaper)
7. Handle office equipment (photocopy machine, fax, scanning, computer)
8. Write official correspondence (letters/ Memos/bio-data/ profile)
9. Communicate with seniors/ Juniors/ Peers
10. Communicate with Clients/ Stakeholders