

RHD Training and Implementation Policy

RHD statement

RHD commits to improve herself through the training of all of her staff primarily in their job function, and also in their professional development.

Training Policy

The basis of the training policy is

"To give RHD a sustainable, work based training capability through the RHD Training Centre".

The Principles of the Training Policy are:

- 1 The training provided will consist of three principle components
 - (i) Specific Task or Job related training programme.
 - (ii) General (CPD) training programme for more general improvement.
 - (iii) Training Programme using overseas finances

- 2 The training will be provided in the following categories:
 - (i) Task or Job related training for RHD Officers
 - (ii) General Improvement (CPD) courses for RHD Officers
 - (iii) Training Courses for technical support staff
 - (iv) Training for other support staff

3. An annual training programme for Officers and Technical staff will be prepared.

This will be based upon an annual Training Needs Assessment. The Chief Engineer will give approval to the annual plan, and annual estimated expenditure.

4. All RHD Class 1 and Class 2 Officers will be required to undertake a minimum of 5 days training per annum. If there is no directly relevant job related course available, the officer can undertake general training (CPD). RHDTC undertakes to provide a suitable programme of training

- 5 Class 3 and 4 staff will receive formal training amounting to a minimum of 2 days every 5 years as a minimum. RHDTC undertakes to provide a suitable programme of training

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- 6 The training will be funded from a Revenue/Development Training budget. This should be sufficient to fund all training and other costs needed to run the RHDTTC.
- 7 RHDTTC will develop in house training capability in order to be able to manage its training from within RHDTTC.
- 8 RHDTTC will be consulted before any training programmes for RHD staff are formulated. All formal training programmes involving RHD, including training within RHD development projects, will be managed by RHDTTC.

Implementation Guidelines

- 9 Estimates for the cost of the training to be provided can be approved as follows:
 - (i) up to TK 25 Lac by the Director RHDTTC.
 - (ii) from TK 25 Lac to TK 1 crore by the ACE RHD / IDC3 Project Coordinator.
- 10 All training funded by GOB within RHDTTC will be executed and paid for Departmentally.
- 11 Local Training outside of RHDTTC will be undertaken through prequalified training centres, which may include Government, Semi-Government, or Private organisations.
- 12 Facilitators/Lecturers (whether departmental or not) will receive an honorarium for undertaking their task. The fee will be as per government rules and the same as honoraria currently being paid in other government training centres. The Director RHDTTC can buy services of outside trainers. The fee can be set by the Director RHDTTC, who will consider the existing market rates when determining the rate which is to be paid.
- 13 Following the Training Needs determined by the TNA, and in line with the training programme, the Deputy Director RHDTTC will prepare a list of participants for all in country training courses. The Director RHDTTC will approve the list for staff up to the rank of AE. The lists for Officers above that level up to SE will require approval from the ACE RHD/IDC3 Project Coordinator. Approvals for ACE will be from the Chief Engineer.

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- 14 For all overseas training, the programme and list of participants will be prepared, in line with the Training Needs Assessment, by a committee formed by the Chief Engineer. The Director RHDTTC will be the Member Secretary of that committee. The programme and list of participants will be submitted to the Chief Engineer. The Chief Engineer will forward the same to the Ministry for approval.
- 15 The Director RHDTTC can send selected participants to training centres outside of RHD, for specialised training and payments will be made accordingly.
- 16 The staffing at RHDTTC will be as follows:

Director Training

Deputy Director Training

Senior Assistant Director Training (Civil)

Senior Assistant Director Training (Mech.)

Hardware Engineer

Computer Programmer

1 AE and 1 SAE

29 other staff

RHD will make provision as per Government procedures for these development posts to be replaced by revenue posts at the end of IDC 3. The job descriptions for these posts are to be developed.