



Awardees with the Griffith team and guests at the opening ceremony in Australia

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### National Graduates Orientation Program (NGOP)2018

**Ugyen Tashi, Department of Employment and Human Resources**

His Majesty The King graced the 17<sup>th</sup> National Graduates Orientation Program (NGOP) at the Royal Institute of Management (RIM) in Semtokha, Thimphu on August 17 2018.

The National Graduates Orientation Program 2018 was organised from 12<sup>th</sup> - 18<sup>th</sup>

August 2018 at Multipurpose Hall of RIM with the theme "Fostering Camaraderie for National Unity and Growth". A total of 2,392 graduates (1,278 female and 1,114 male) who graduated from various colleges within and outside the country attended the week long program.

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### World Youth Skills Day in Bhutan

**Tshewang Rinchen, Department of Technical Education**

At the face of rapid technological advancement it has become a herculean task for the Department of Technical Education (DTE), MoLHR to improve the image and provide equal access to Technical Vocational Education and Training (TVET) in the country. For instance, though the youths are willing to take up TVET as their career

but friends and parents do not allow. Therefore, one of the channels adopted by DTE to improve the image and provide equal access to TVET is through advocacy and awareness program such as World Youth Skills Day (WYSD).

The WYSD is officially recognized by the United Nations to raise awareness on the

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# National Graduates Orientation Program (NGOP)2018

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The inaugural session was graced by the Hon'ble Chief Justice Lyonpo Tshering Wangchuk, Chief Advisor of the Interim Government. The program comprised of sessions on etiquette (Driglam Namzha) which included both theory and practical discourses. The session on national security and sovereignty was presented by Dasho (Dr.) Sonam Kinga and the session on engaging youths in agriculture was coordinated by National Land Commission in collaboration with HM Secretariat and other relevant agencies were informative and crucial. The sessions on culture

and tradition, sustainable economic development and social and youth issues were equally imperative for the graduates. A group of young entrepreneurs also shared their experiences in the journey of their business life and encouraged the graduates to come up with feasible business ideas to take up self-employment.

The graduates also participated in a mass cleaning campaign in areas stretching from Babesa to Buddha Point and parts of Motithang, Chubachu and Changzamtog supported by National Environment Commission, Thim-

phu Thromde and Bhutan Red Cross Society.

The program officially concluded on 18<sup>th</sup> August with various cultural shows and lottery draws from the graduates side. The NGOP participation and appreciation certificates were also awarded to the graduates during the same time. Graduates also contributed a sum of Nu. 105,669 (one hundred five thousand six hundred and sixty nine) to Ability Bhutan Society and Ugyen Sanga Choling Lhakhang in Radhi, Trashigang. The closing ceremony was attended by the Hon'ble Advisor, Mr. Bachu Phub Dorji.

## PHOTO GALLERY



University Graduates during the NGOP briefing



Chief and House Councilor Election Debate



Graduates cast their votes



Chief Justice Lyonpo Tshering Wangchuk, Chief Advisor of the interim Government addressing at the inaugural session of the orientation programme



Day starts with National Anthem



Cleaning Campaign



Blood Donation



Cultural performance to mark the closing ceremony of NGOP



Overseas Employment Agents from Japan disseminate awareness on overseas employment opportunities



Awarding of Certificates





## Short Course on Evaluating Workplace Learning and Development Initiatives through Australia Awards

**Kuenzang Lhadon, Chief, ICT Division**

*From Pg.1*

A total of 15 participants, five each from the training institutes, sector associations and the Ministry of Labour and Human Resources have undergone Australia Awards Short Course, 'Evaluating Workforce Learning and Development Initiatives' funded by the Australian Government.

The Short Course focused on developing capabilities for systematic monitoring and evaluation of industry-based training interventions. It was divided into three components with the principle objective to impart knowledge and skill to the awardees on how to carry out systematic monitoring and evaluation of human resource development initiatives:

- Component 1: Online delivery from 23<sup>rd</sup>–27<sup>th</sup> July 2018
- Component 2: 27<sup>th</sup> August–14<sup>th</sup> September 2018 at the Griffith University, Brisbane, Australia
- Component 3: 11<sup>th</sup>–14<sup>th</sup> February 2019 in Bhutan

The second component that was delivered in Australia by the Griffith University covered the following:

- Training needs analysis;
- Development of M&E framework for training initiatives;
- Use of IT tools to improve M&E efficiency;
- Preparation of M&E plan;
- Compilation of data for evidence based decision making;
- Closing the cycle of M&E for future improvement of training programmes; and,
- Development of Return to Work Plans and their presentation to Australia Awards Office.

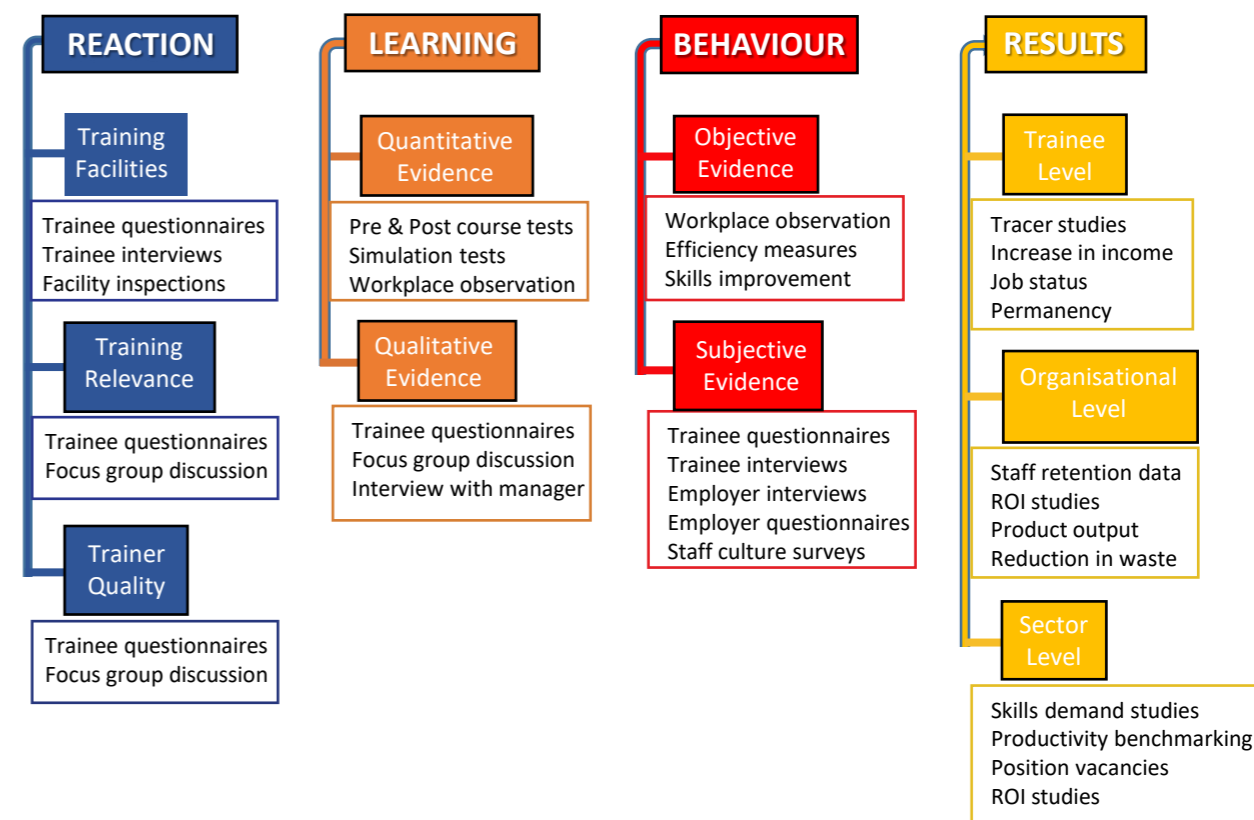
The classes were held from Monday to Friday from 9:00 a.m. to 5:00 p.m. and they

were coupled by institutional visits to the Construction Skills Queensland, TAFE Queensland, Wyndham Vacation Resorts Asia Pacific, Australian Trade College, Brisbane City Council, and Gold Coast Enterprise and Training Company, to not only learn about the HR development initiatives and M&E practices in these institutes but to establish international linkages and collaborations. There was also a symposium titled 'Evaluating Outcomes to Improve Future Training and Education Initiatives — Evidence and Practice from Australia'.

The main outcome of the training is the Return to Work Plans (RWP) that each of the awardees would be carrying out in the next three months, which will be presented in February 2019 during the component 3 of the course to be assessed and endorsed by the course leaders from the Griffith University and the respective senior managements of the training providers, sector associations and the Ministry.

In order to ensure that the private training providers, sector associations and the Ministry of Labour and Human Resources follow a standard M&E format, the group would be using the Kirkpatrick's evaluation model which is based on the four stages of evaluation, namely, reaction, learning, behavioural, and result level evaluations to assess the immediate perception of the training program, the learning that was gained, the behavioural change it effected, and the output/outcome that it helped improve, which is shown in the model.

### Training Evaluation Framework based on Kirkpatrick Model



With the focus to improve future HR development initiatives and diversity inclusion, following are the RWPs that would be carried out by the 15 awardees:

| Sl.No | Name              | Organisation   | RWP  |
|-------|-------------------|--|--|
| 1     | Shiva Raj Chhetri | Bhutan Media and Communication Institute               | Monitoring and Evaluation of Social Media Training   |
| 2     | Chencho Tshering  | Bhutan International School of Hospitality and Tourism | Evaluating Impact of our Culinary Trainings to Improve Employability of the trainees   |
| 3     | Talman Chhetri    | Computer and Management Institute                      | Evaluation of Training Outcomes  |
| 4     | Tshering Choki    | Athang Training Academy                                | To assess and Measure Effectiveness of ICT Training Program  |
| 5     | Kesang Om         | Institute for Management Studies Limited               | Monitoring and Evaluation of "Communication Skills Training for Support Staff from 10th-15th December for a group of 20 heads" |
| 6     | Ugyen Chophel     | Bhutan Chamber of Commerce and Industry                | To improve Commercial Performance of Grocery Stores  |
| 7     | Nima Zangpo       | Guide Association of Bhutan                            | Developing a new Guides Management Information System  |



| Sl.No | Name                | Organisation                           | RWP   |
|-------|---------------------|--|---|
| 8     | Sonam Dorji         | Association of Bhutanese Industries    | Diploma in Tourism Management-Graduate Tracer Survey                                    |
| 9     | Namgay Thinley      | Bhutan Exporters Association           | Model of Communication to Give Information to the Member of the Association             |
| 10    | Pema Namgyel Ghaley | Association of Bhutanese Industries    | Data Reporting Training to Manufacturing Industries for Green House Gas Inventory       |
| 11    | Phuentsho Yuden     | Ministry of Labour and Human Resources | Gender Wage Differentials in Labour Market of Bhutan (2009-2016): Evidence Based Policy |
| 12    | Kuenzang Lhadon     | Ministry of Labour and Human Resources | Design and M&E Framework for MoLHR's Critical Skills Training Programme for Jobseekers  |
| 13    | Dechen Dema         | Ministry of Labour and Human Resources | Standard Reporting Format for Programs of Department of Employment and Human Resources  |
| 14    | Dawa Zangmo Tamang  | Ministry of Labour and Human Resources | Evaluating Entrepreneurship Development Training based on 2 levels of Kirkpatrick Model |
| 15    | Phurba Sonam Waiba  | Ministry of Labour and Human Resources | M&E Framework for Overseas Employment Scheme  |



Field visits to Construction Skills Queensland, Australian Industry Trade College, TAFE Queensland, and Enterprise and Training Company

With the endorsement and implementation of these RWPs, the M&E procedure and standard would be streamlined in the Ministry, private training providers and sector associations, closing the loop of training life cycle; it means that the

recommendations and findings of the M&E of every training programme would be fed into the training needs analysis for continuous improvement to ensure that it meets the objective of up-skilling the youth for gainful employment.

For this opportunity and learning as well as for similar opportunities provided to the ministry and private sector in the past, the awardees remain indebted to the Australian Government, Griffith University and all the course facilitators.

## World Youth Skills Day in Bhutan

*From Pg.1*

importance of acquiring skills as a means to address the challenges of unemployment and underemployment youths. The first WYSD was celebrated on 15<sup>th</sup> July 2015. In order to enhance the awareness of the youth to access quality skills development opportunities through TVET, a theme is being identified every year by UNESCO-UNEVOC, and for 2018, the theme was "Improv-

ing the image of TVET".

Being the member of the UNESCO-UNEVOC, the DTE observed WYSD last year in Samtse dzongkhag and this year, it was observed in Jigmeling Training Center, Sarpang on 28<sup>th</sup> July 2018 with the RBP's spouses and their children (Classes X and XII). The day began with cake cutting ceremony, advocating on the

importance of the day by making a presentation on initiatives carried out by the government to improve and promote TVET which was later followed by Question and Answer session.

At the end of the session the participants acknowledged that one skill per youth can lead to zero dependence and one day become somebody.



Pictorial glimpses of the World Youth Skills Day



## Development of Internal Service Rules (ISR) by Private Enterprises

### Tshering Dendup, Department of Labour

According to the Regulation on Working Condition 2012, Enterprises that are registered companies under the Companies Act of the Kingdom of Bhutan 2000 and enterprises with 5 or more employees under Contracts of Employment are required to prepare and implement Internal Service Rules (ISR).

The ISR shall comply with the minimum standards set out in the Labour and Employment Act, 2007 and its regulations. ISR should be prepared by an employer in consultation with its employees and submit the draft ISR to our focal persons at kgyelmo@molhr.gov.bt and kuengaom@molhr.gov.bt . ISR certificates are provided

after the endorsement of Internal Service Rules by the Chief Labour Administrator, MoLHR.

Module of the ISR can be downloaded from [www.molhr.gov.bt](http://www.molhr.gov.bt) under Publication section of the Department of Labour. Following table shows the checklist of ISR:

| Checklist   |                            |  |                        |
|---|----------------------------|--|------------------------|
| Name of the Enterprise :  |                            |  |                        |
| Internal Service Rules Reviewed by (Name, Signature and Date) : |                            |  |                        |
| Internal Service Rules Basic Summary Page                       |                            |  |                        |
| SI.No   | Provisions                 | Sub Category                                       |                        |
| 1   | Minimum Age for Employment |  |                        |
| 2   | Child Labour               | Age  |                        |
|   |                            | Forms  |                        |
|   |                            | Activity   |                        |
| 3   | Sexual Harassment          | Complain Procedure                                 | Internal<br>External   |
|   |                            |  |                        |
| 4   | Leave                      | Entitlement  | Days      Accumulation |
|   |                            | Annual   | 18          Yes        |
|   |                            | Sick   | 5            Yes       |
|   |                            | Casual   | 5            No        |
|   |                            | Maternity  | 60          NA         |
|   |                            | Paternity  | 5            NA        |
| 5   | Workers Compensation       | Insurance Company Name                             |                        |
|   |                            | Insured Amount                                     |                        |
| 6   | Gratuity                   | Number of years to be served                       |                        |
| 7   | Provident Fund             | PF is required if 5 or more employees are employed |                        |
|   |                            | Number of years to be served (minimum 5 years)     |                        |
|   |                            | Contribution (minimum 5% of basic pay)             |                        |
|   |                            | Insurance Company (Eg: NPPF, RICBL, BIL)           |                        |
| 8   | Public Holidays            | No public holidays in a year                       |                        |

| SI.No | Provisions                         | Sub Category  |
|-------|------------------------------------|---|
| 9     | Hours of Work                      | Working hours   |
|       |                                    | Overtime  |
|       |                                    | Rest periods and breaks   |
|       |                                    | Daily rest period   |
|       |                                    | Weekly rest period  |
| 10    | Termination Notice                 | Regular   |
|       |                                    | Probationer   |
| 11    | Retrenchment                       | (1 month notice + 7 days for every year of continues employment, maximum of 42 days)                        |
| 12    | Probation                          | Maximum 180 days (6 months)   |
| 13    | Wage                               | Wage payment period   |
|       |                                    | Wage payment time   |
|       |                                    | Overtime rate (normal rate and 1.5 times for public holidays and from 10 PM till 8 AM in the following day) |
| 14    | Occupation Health and Safety (OHS) | OHS Policy  |
|       |                                    | OHS Committee   |
| 15    | Grievance Procedure                | Internal  |
|       |                                    | External  |
| 16    | Serious Misconduct                 | Yes/No  |

### Picture Story



**Warriors behind the Legend of Pemi Tshewang Tashi (Photo : iBEST)**

Under the Youth Employment Skills (YES) programme, a team consisting of (3 females and 22 males) was trained for a year in the areas of animation, storytelling and scripting, art and sketching, and composition and editing by iBEST institute with funding support from MoLHR. After the training, they were engaged in numerous small projects to further provide hands-on-practice. The 2D animated film the “Legend of Pemi Tshewang Tashi” which was premiered on 12<sup>th</sup> September 2018 is a product of this team.

# REPORTING OF WORKPLACE ACCIDENT OR INCIDENT

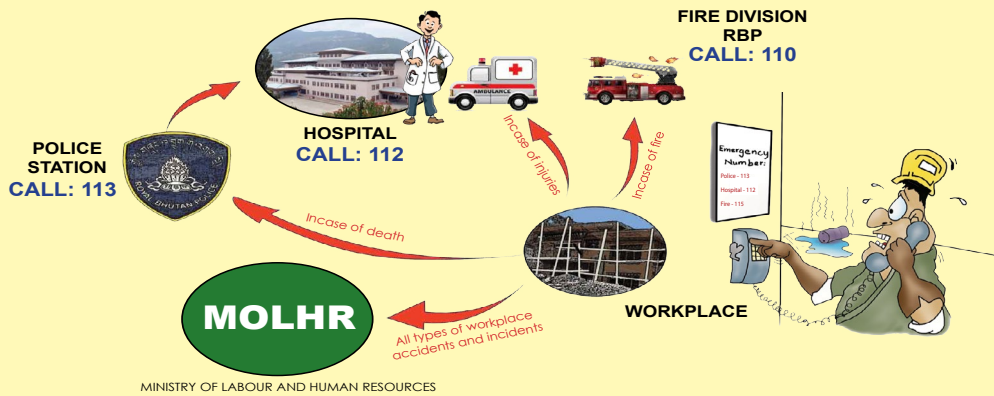
Report workplace accident or incident immediately to appropriate authorities:

- Incase of:
- Death
  - Loss or impairment of bodily function
  - Loss of consciousness
  - Electrical shock
  - Acute or chronic symptoms of exposure to any substance

“A near miss today is an accident tomorrow. Report it, don't ignore it.”

## WHERE TO REPORT?

*Do not panic (ensure safety drill procedures are followed).*



**CALL YOUR EMPLOYERS:**

Fill in the Phone/Mobile numbers clearly

|                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

**“DETAIL REPORT SHOULD BE SUBMITTED TO MOLHR WITHIN FIVE CALENDAR DAYS.”**

## WORKERS' COMPENSATION

**Incase of Death:** Minimum 1080 days of the National Minimum Wage (NMW) and 70% of 1 year salary

**Total compensation = 1080×NMW + 70% of 1 year salary**

**Loss of earning:** 70% of employees last month's earning till he/she returns to work or up to maximum of 5 years.



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Ministry of labour and human resources  
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