



OCCUPATIONAL SAFETY AND HEALTH

# TRAINING OF TRAINERS ON BUILDING MODERN AND EFFECTIVE LABOUR INSPECTION SYSTEMS

10 – 21 OCTOBER 2022

TURIN, ITALY

 2 WEEKS, 60 HOURS

*Information Note*



International  
Labour  
Organization



International Training Centre

## INTRODUCTION

The relevant international labour standards lay down specific requirements on the training of the labour inspectors. According to Article 7(3) of Convention No.81, *“labour inspectors shall be adequately trained for the performance of their duties”*. Article 9(3) of Convention No.129 states that *“labour inspectors in agriculture shall be adequately trained for the performance of their duties and measures shall be taken to give them appropriate further training in the course of their employment”*. Article 10 of Labour Administration Convention, 1978 (No.150) requires that *“the staff of the labour administration system shall be composed of persons who are suitably qualified for the activities to which they are assigned, who have access to training necessary for such activities and who are independent of improper external influences”*.

In many countries, and in particular developing countries, labour inspectorates lack the financial and human resources for providing labour inspectors with adequate initial and on-the-job training; they also need to develop a national labour inspection training policy and mechanisms to continuously improve the knowledge and competencies of labour inspectors faced with new regulations, risks and technologies. In supporting Member States facing this challenge, LABADMIN/OSH (the ILO department in charge of Labour Administration, Labour Inspection and Occupational Safety and Health), has developed a training curriculum for the development of the competences of labour inspectorates. The curriculum, named “Building Modern and Effective Labour Inspection Systems”, is a modular package with 17 modules covering a wide range of aspects related to labour inspection, from principles, policies and strategies to practical tools and methods for visits. The purpose of the curriculum is to equip national labour inspectorates with standard and comprehensive basic training material that can be used as a tool and reference in developing their own training curricula, adapted to the specific contexts, strategies, priorities and needs of their respective countries. In this regard, the training curriculum provides flexibility and the possibility of selecting different modules and combining different training methodologies for the purposes of tailor-made training. Besides, the training of labour inspectors should be seen not only as meeting labour inspectors’ needs in performing their official functions, but also as furthering their professional development.

This training of trainers course has been developed for the delivery of the labour inspection modules of this curriculum. The International Training Centre of the ILO in collaboration with LABADMIN/OSH, is supporting Labour Inspectorates in their capacity building as well as increasing the dissemination and sustainability of this training curriculum.

## OBJECTIVES

This course aims at strengthening the national and institutional capacity for the development of the competences of the labour inspectorates and raise the necessary skills of the labour inspectors.

Upon completion of this programme, participants will be able to:

- Explain the principles, functions and main characteristics of Labour Inspection and Labour Administration.
- Describe the main considerations and ILO directions on labour inspection policies and strategies.
- Describe the ILO guidelines for the inspection of the working conditions, the employment relationships, occupational safety and health and the vulnerable groups of workers.
- Plan and conduct labour inspection visits.
- Develop tools, competences and skills for improving the performance of labour inspectors.
- Design and evaluating training activities using participant-centred, learning and participatory approaches.
- Plan and deliver training sessions on the modules of the ILO Curriculum “Building Modern and Effective Labour Inspection Systems model”.

## PARTICIPANTS' PROFILE

This course is aimed at:

- Trainers from government institutions involved in the training of inspectors.
- Staff of the Labour Inspectorates with duties in training and mentoring new recruited labour inspectors.
- Consultants, university professors and teachers working involved in the training of labour and occupational safety and health issues.

## CONTENTS

The modules of the ILO Training curriculum “Building Modern and Effective Labour Inspection Systems” are:

1. The framework of a labour administration system
2. Introduction to labour inspection
3. Policy and planning of labour inspection
4. Designing strategies for promoting compliance
5. Cooperation and partnership
6. Inspection of working conditions

7. Inspection of employment relationships
8. Inspection of occupational safety and health
9. Dealing with vulnerable groups of workers
10. The labour inspection visit
11. Tools of the labour inspectorate
12. Institutional capacity development
13. Labour inspection and non-discrimination
14. Ensuring compliance with legislation on psychosocial risks
15. Inspection actions to deal with psychosocial risks
16. Labour inspection in domestic work
17. Soft skills for labour inspectors.

The contents for the training skills are:

- The Learning Management Cycle
- Towards participatory learning.
- Learning styles
- Learning design
- Facilitating participatory learning: top 100 facilitation tips
- Approaches and methods for assessing learning
- Microteaching sessions.

## METHODOLOGICAL APPROACH

This training of trainers course will have two parts: a Distance-Learning part based in an online virtual platform and then a Residential Training part.

The Distance-Learning part will use an Internet-based learning platform that will be activated four weeks before the course. During this period, participants will have self-guided assignments consisting in the readings of didactic modules and the performance of tests. The platform will also present a Documentation Center that will contain useful information for the participants on the topics of the course. This distance learning part is a preparatory part to ensure that all participants have a level of knowledge of the subject that allows them a greater benefit of the Residential Training part of the course (from 10 – 21 October 2022).

During the Residential Training part, a highly participatory and action-oriented approach will be used during the course, giving emphasis on the exchange of experiences in looking for innovative and practical solutions to problems and challenges. The training methodology will use active methods for learning, making use of the knowledge and the experience of participants, promoting a permanent communication among participants, through group work, and discussions that will facilitate their own total integration and participation into the course activities.

The teaching team will be selected according to its professional experience and knowledge on the subjects. The last day of the course, participants will be required to deliver a short microteaching session. This provided participants the opportunity to practice the teaching method and receive constructive feedback in a supportive, low-risk environment from other students and facilitators about what has worked and what improvements can be made to their teaching technique.

A permanent monitoring of the learning process will be conducted throughout the training by the course coordinator. At the end of the course, an individual end-of-course evaluation questionnaire will be used to know the level of knowledge acquisition and to allow participants to express their view about the training. A knowledge acquisition test will be used to verify the level of knowledge increase of the participants.

Participants who successfully complete the programme would be awarded with a Certificate of Achievement authorizing them to deliver training sessions on the ILO Training curriculum “Building Modern and Effective Labour Inspection Systems”.

## LANGUAGE

The course will be held in English.

## CONDITIONS OF PARTICIPATION

The cost of participation, excluding international air travel, is **EURO 3,855** payable in advance by the participant or his or her sponsoring organization. This covers tuition fees (€ 2,455), access to the virtual platform, the use of training facilities and support services, training materials and books, accommodation and full board at the Centre’s campus, and emergency medical care and insurance (€ 1,400).

Applications to participate in the course should be done **online** on the following webpage: <https://oarf2.itcilo.org/STF/A9015289/en> no later than **15 August 2022**.

The filled-in application form should be accompanied by a commitment letter from the sponsoring institution indicating how the participant will be financed.

After that date, the course and the selected candidates will be confirmed and the instructions and payment references will be provided.

# CAMPUS LIFE

## A THRIVING UNITED NATIONS CAMPUS AND COMMUNITY OF PROFESSIONAL PEOPLE FROM AROUND THE WORLD

- **Three organizations** from the United Nations system on campus
- **More than 300 training courses** and activities in a stimulating international environment
- **Thousands of participants** from all over the world

## ENVIRONMENT AND SURROUNDINGS

### Grab a campus bicycle and explore the Turin Centre.

Located in a leafy park on the banks of the Po River, it's a great place for study and collaboration. Experience innovative learning and training methods in modern classrooms equipped with simultaneous translation services.

## WITHDRAWAL, CANCELLATION POLICY, AND REFUNDS FOR OPEN COURSES

If an enrolled participant wishes or must withdraw from a course, they may choose to apply to a different course or be substituted by another candidate. The participant must notify the Centre, in writing, of their decision at least 14 days prior to the start date of the course. Cancellation of participation in regular courses will result in the following penalties:

## HOUSING, DINING, AND MORE

Comprising more than 280 private dormitories, the **Turin Campus provides a broad range of services for course participants and partners** including a free-flow restaurant, bank, travel agency, laundromat, post office, gym, medical services and a reception desk open 24/7.

## COMMUNITY ENGAGEMENT AND DIVERSITY

**Participants can enjoy social events organized by the Turin Centre** as well as by their course facilitators.

Whether on or off campus, people from different cultural backgrounds have the opportunity to listen to live music together, cook and share traditional foods, or team up to play games and network.

- 14 days or more prior to the start date of the course: No penalty, 100% refund of amount paid less applicable bank charges
- 8 to 13 days prior to the start date of the course: Penalty of 50% of course price, refund of residual amount paid (if any) less applicable bank charges
- 7 days or less prior to the start date of the course: Penalty of 100% of course price.

# INFO

## FOR FURTHER INFORMATION PLEASE CONTACT

### International Training Centre of the ILO

Programme on Social Protection,  
Governance and Tripartism  
Viale Maestri del Lavoro, 10  
10127 Turin – Italy

Mr. Félix Martín Daza  
Activity Manager  
Tel.: +39 011 6936576  
Fax +39 011 6391925  
spt@itcilo.org  
f.martin@itcilo.org



SCAN THE QR CODE  
OR VISIT

[bit.ly/368U01c](https://bit.ly/368U01c)

COURSE CODE: A9015289