



ONLINE

SOCIAL FINANCE

# FINANCIAL EDUCATION PROGRAMME: TRAINING OF TRAINERS AND ILO CERTIFICATION

A PROGRAMME FOR POLICY MAKERS, PRACTITIONERS AND TRAINERS

5 – 16 DECEMBER 2022

 2 WEEKS, 18 HRS/WEEK

*Information Note*



International  
Labour  
Organization



**ITC**   
International Training Centre

This training programme brings together the accumulated experience, lessons learned and best practices on financial education, drawing on [more than 15 years' experience](#) at the ILO.

## INTRODUCTION

The [ILO Social finance programme](#) and the International Training Center of the ILO offer participants the possibility to become certified trainers in the [ILO Financial education](#) training package.

This Online Training of Trainers (O-TOT) combines intense training of trainers on both content and methodological issues. The programme contains certification options to candidates who are willing to finalize it and become ILO certified national trainers in Financial education.

## WHO ATTENDS THIS COURSE?

The programme welcomes:

- Representatives of public and regulatory authorities willing to upgrade their skills as trainers and financial education experts
- Staff of financial service providers in charge of working with vulnerable population groups
- Trainers working for public or private institutions, BDS providers, microfinance institutions, consultants;
- Established ILO certified trainers who want to upgrade their skills and/or become trainers in new training packages;
- Managers who are in search for partnership and wish to learn more about the training offered by the ILO for their programmes and projects

## STRUCTURE

The programme consists of the following phases:

### TRAINING OF TRAINERS (ONLINE TOT)

#### **Zoom sessions • 5 December to 16 December**

Delivered by ILO's Financial Education international and regional trainers, this phase is around 35 hours of work. Upon successful completion of the on-line training of trainers, participants will receive a Certificate of Participation.

The certificate of participation provides a right to proceed to the next phase as an ILO national trainer candidate in financial education.

Upon receiving the certificate of participation, participating trainers are given a right to deliver 3 training courses to final beneficiaries (see description below).

Zoom sessions will take place from 9.00 to 13.00 CET time (ROME) every day, during 10 working days, with 30 minutes break. Recordings will be made available for participants.

## POST-TOT ASSIGNMENTS

### 3 trainings in your own country • 17 December 2022 to 20 December 2023

Participants who have prior experience in adults' learning, successfully completed the Online Training of Trainers and are willing to be certified as ILO trainers in Financial education, will be encouraged to progress to receive ILO certification and deliver three training courses in their own countries to their audiences or target groups. Upon reception by the ITCILO of proof of successful course delivery in line with the required quality standards, participants will receive a certificate of achievement. Details of certification process, quality standards, certification criteria and reporting will be clarified to all participating candidates. The estimated time investment during this phase is 75 hours.

Upon completion of this phase, candidates receive a Certificate of Achievement and certification as an ILO national trainer in Financial education. The certificate provides with a right to deliver the ILO training to final beneficiaries in financial education, independently and autonomously.

## WEBINAR SCHEDULE

Zoom sessions will take place from 9.00 to 13.00 CET time (ROME) every day, during 10 working days, with 30 minutes break. Recordings will be made available for participants.

## LANGUAGES

This Online TOT is offered in English and Spanish.

Programmes in French and Arabic can be offered upon request.

## COURSE PRICE

1,120 EUR

## COURSE CONTACT

[mmw@itcilo.org](mailto:mmw@itcilo.org)

## REGISTRATION

Register and apply here <https://oarf2.itcilo.org/DST/A9715514/en> or use the APPLY NOW button [on the course page](#)

## WEBINARS' TIMETABLE

Time CET	Monday 5 December	Tuesday 6 December	Wednesday 7 December	Thursday 8 December	Friday 9 December
9:00–10:45	<b>Opening Ceremony</b> Participants' introduction, training programme and expectations	<b>Part 2</b> Distance Learning tips. Digital tools	<b>Demonstration Session</b> Session B2. Create a budget	<b>Group work and preparation</b>	<b>Micro teaching</b> Session C1. Compare savings methods Feedback and comments
10:45–11:15	<b>BREAK</b>				
11:15–13:00	<b>Part 1. Intro To Financial Education</b> ILO's Financial Education approach Principles of adult learning and participatory training	<b>Demonstration Session</b> Session A1. Set short and long-term goals	<b>Introduction and instructions for micro-sessions</b> Group work and preparation	<b>Group work and preparation</b>	<b>Micro teaching</b> Session C2. Choose a savings product Feedback and comments

Time CET	Monday 12 December	Tuesday 13 December	Wednesday 14 December	Thursday 15 December	Friday 16 December
9:00–10:45	<b>Micro teaching</b> Session D1. Compare financing options Feedback and comments	<b>Introduction and instructions for micro-sessions</b> Group work and preparation	<b>Micro teaching</b> Session D3. Understand the costs of a credit product Feedback and comments	<b>Micro teaching</b> Session E1. Understand means of payment and use them safely Feedback and comments	<b>Micro teaching</b> Session G1. Understand risks and how to protect ourselves Feedback and comments
10:45–11:15	<b>BREAK</b>				
11:15–13:00	<b>Micro teaching</b> Session D2. Borrow: Choose a credit product Feedback and comments	<b>Introduction and instructions for micro-sessions</b> Group work and preparation	<b>Micro teaching</b> Session D4. The dangers of default and over-indebtedness Feedback and comments	<b>Micro teaching</b> Session F2. How to use financial institutions with confidence Feedback and comments	<b>Closing Session</b>

### Legend

	Plenary sessions		Demonstration session		Preparations for micro-sessions		Micro-sessions
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## 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:

- 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

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**COURSE CODE: A9715514**