



EDUCATION & TRAINING RAPID NEEDS ASSESSMENT FORM



(This form must be completed within 2 weeks of a disaster)

INTRODUCTION TO THE SURVEY

The MoET assessment team is assessing the impact of the disaster on the current education situation at your school/training centre. The survey is coordinated by the Ministry of Education & Training. The survey should take about 30 minutes to complete. There will not be any compensation for participation and we cannot guarantee that additional support will be provided to your school/training centre following this interview. However, your perspective is essential in improving our understanding of the current situation and will assist the Ministry to develop a Post Disaster Needs Assessment to address the situation in schools/training centres. All your answers will be treated confidentially. Thank you in advance for your time.

Note: In this assessment, school will also mean a training provider, student a trainee, and teacher a trainer.

ASSESSMENT BACKGROUND INFORMATION

1. Date of Assessment: (dd-mm-yyyy)
2. Interview's Name:
3. Interviewer's department/office:
4. Interviewer's Position:
5. Interviewer's Phone Contact(s): (i) (ii)

SCHOOL BACKGROUND INFORMATION

1. Province:
2. Island:
3. Registered Training Centre Name:
4. School VEMIS ID:
5. Students & Teachers Data:

No.	Details	Total Number	No. with Disability	No. Boarding in Dorms (students) /Living in School (teachers)	Staff paid by Government
1	Students/Trainees - Boys				
2	Students/Trainees - Girls				
3	Teaching Staff/Trainers - Female				
4	Teaching Staff/Trainers - Male				
5	Non-Teaching/Trainer Staff - Female				
6	Non-Teaching Staff/Trainer - Male				

KEY INFORMANT INFORMATION

1. What is your (interviewee) position/function?
2. What is your (interviewee) name?
3. What is your (interviewee) phone number(s)? (i) (ii)

SCHOOL/TRAINING CENTRE FUNCTIONALITY

1. Is this school/Training Centre / currently operating with teaching and learning taking place?
 Yes No Partially
2. When do you think the school/Training Centre will reopen?
 Less than 1 week 1 to 3 weeks More than 3 weeks Won't re-open Don't know
3. Is the school/Training Centre used as an evacuation centre?
 Yes No
4. How long will your school/Training Centre be used as an evacuation centre?
 Up to 1 week 2 to 3 weeks 1 month 2 to 3 months 6 months or more
5. How many school/Training Centre buildings have been used as evacuation centres?

No.	School/Training Centre Building	School Building Used as Evacuation Centre (Yes or No)	Number Used	Any Other Comments
1	Classroom			
2	Administration Block			
3	Library			
4	Dormitory			
5	Dining Hall			
6	Others			
7	Others			

6. How many people are taking shelter at the evacuation centre at your school/Training Centre?
7. Has the school/Training Centre suffered damage as a result of the disaster? Yes No

SCHOOL RESOURCES

8. Have any of the school's/Training Centre's policy documents been damaged or lost as a result of the disaster?
 None Almost 50% Almost 100%

9. Have any of the following school's/Training Centre's equipment been damaged or lost as a result of the disaster?

No.	School Equipment	Damaged or Lost			Comments
		None	Almost 50%	Almost 100%	
1	Computer				
2	Laptop				

3	Photocopy Machine/Printer				
4	Projector				
5	Generator				
6	Solar System				
7	Bulb holders and bulb				
8	Electrical Cables				
9	Filing Cabinet				
10	Agriculture Tools				
11	Construction Tools				
12	Carpentry and Joinery Tools				
13	Teachers Table				
14	Students Desk/Table				
15	Others				
16	Others				
17	Others				

10. Have any of the following school's/Training Centre curriculum materials and resources been damaged or lost as a result of the disaster?

No.	Year Level	Damaged			Comments
		None	Almost 50%	Almost 100%	
	PSET SECTOR				
1	Standards				
2	Policies				
3	Materials				
4	Tools and Equipment				
5	Trainees work book				
6	Level 1 – Electrical				
7	Level 2 – Electrical				
8	Level 3 – Electrical				
9	Level 4 – Electrical				
10	Level 1- Business				
11	Level 2 - Business				
12	Level 3 – Business				
13	Level 4 – Business				
14	Level 1 – Automotive				
14	Level 2 - Automotive				
15	Level 3- Automotive				
16	Level 1 – Hospitality & Tourism				
17	Level 2- Hospitality & Tourism				
18	Level 3 - Hospitality & Tourism				

19	Level 1- IT				
20	Level 2 - IT				
21	Level 3- IT				
22	Level 4 – IT				
23	Level 1 – Building and Construction				
24	Level 2 - Building and Construction				
25	Level 3- Building and Construction				
26	Level 4 - Building and Construction				
27	Level 1 – Climate Change				
28	Level 2 – Climate Change				
29	Level 3- Climate Change				
30	Level 4 – Climate Change				
31	Level 1- Mechanical Engineering				
32	Level 2- Mechanical Engineering				
33	Level 3- Mechanical Engineering				
34	Level 4 - Mechanical Engineering				
35	Level 1 – Joinery				
36	Level 2 - Joinery				
39	Level 3 - Joinery				
40	Level 4 - Joinery				
41	Level 1 –Electrical Engineering				
42	Level 2 - Electrical Engineering				
43	Level 3 - Electrical Engineering				
44	Level 4 - Electrical Engineering				
45	Level 1- Media and Journalism				
46	Level 2- Media and Journalism				
47	Level 3- Media and Journalism				
48	Level 4 - Media and Journalism				
49	Level 1 – Agriculture				
50	Level 2 - Agriculture				
51	Level 3 - Agriculture				
52	Level 4 - Agriculture				
53	Level 1 -Refrigeration				
54	Level 2 - Refrigeration				
55	Level 3 - Refrigeration				
56	Level 4 - Refrigeration				
57	Level 1- Theology				
58	Level 2 Theology				
59	Level 3- Theology				
60	Level 4 – Theology				
61	Level 1 - Plumbing				
62	Level 2 - Plumbing				
63	Level 3 - Plumbing				

64	Level 4 - Plumbing				
65	Level 1 – Agro forestry				
66	Level 2 - Agro forestry				
67	Level 3 - Agro forestry				
68	Level 4 - Agro forestry				
69	Level 1 – Fisheries				
70	Level 2 - Fisheries				
71	Level 3 - Fisheries				
72	Level 4 - Fisheries				
73	Other				
74	Other				
75	Other				

11. Have any of the following school/training centres’s recreational supplies been damaged or lost as a result of the disaster (eg sports equipment)?

- None Almost 50% Almost 100%

12. Have the school/training centre’s power source been damaged as a result of the disaster?

No.	Power Source	Damaged			Comments
		None	Almost 50%	Almost 100%	
1	Grid eg UNELCO, VUI				
2	Solar				
3	Generator				
4	Other				
5	Other				

WATER, SANITATION AND HYGIENE

13. Does the school/training centre have an active Health or WASH committee? Yes No

14. Please fill in relevant boxes relating to the school/training centre’s water source:

No.	Water Source & System	Water Supply			
		Total Quantity?	Quantity damaged during emergency?	Is the water used for drinking? Yes or No	What parts or fitting is needed to fix the water source or system?
1	Spring water: Has box & roof? Yes No				
2	Borehole (A water hole that uses a generator to pump out the water)				
3	Surface water (eg river, lake, swamp, pool,				

	water hole (well), desalinated				
4	Rain water				
5	Hand pump				
6	No water source				
7	UNELCO supply				
8	VUI supply				
9	Public Works supply				
10	Any other				

15. Please fill in relevant boxes relating to the school/training centre's water storage:

No.	Water Storage	Total Quantity?	Quantity damaged during emergency?	Is the water used for drinking? Yes or No	What parts or fitting is needed to fix the water source or system?
1	Drum				
2	Water Tank				
3	Well (concrete)				
4	Filter Container (UNICEF)				

16. What is the water situation in the school/training centre after the emergency (please tick in relevant boxes):

There is no water for daily use	There is water to cook only	There is water to cook and drink only	There is water to drink, cook and swim	There is enough water for parents to collect to assist with children at home

17. Please fill in relevant boxes relating to access to water for people with special need:

	Type of Special Need	Yes	No	If yes, what type of challenge do they face?
1	Is there anyone that has a special need that has a hard time to access water?			
2	Are there any pregnant mothers that have a hard time to access water?			
3	Are there any elderly people that have a hard time to access water?			

18. Please fill in relevant boxes relating to your knowledge of water preservation:

	Water Preservation	Yes	No	If yes, what type of challenge do they face?
1	Boiling of water			
2	Treat water with water tablet			
3	Settling of water			
4	SODIS			

19. Please fill in relevant boxes relating to your assessment of school/training centre toilets:

No.	Type of Toilet	Quantity of Boys Toilets			Quantity of Girls Toilets			Quantity of Teachers Toilets		
		Total	Not Damaged	Damaged	Total	Not Damaged	Damaged	Total	Not Damaged	Damaged
1	Flush toilet									
2	VIP									
3	Pit with slab									
4	Open pit (bush toilet)									
5	Sea / River									
6	Bush									
7	Others									

20. Please fill in relevant boxes relating to the capacity of the school/training centre to respond to school hygiene:

	What resources does the school/training centre have?	Yes	No	Comments
1	How many hand-washing stations are there in the school/training centre?			
2	Is there soap to wash your hands at the hand-washing station?			
3	Does the school/training centre have the resources to make the soap? Eg Coconut oil from the shop or locally produced?			
4	Is there someone who can teach the school community to make soap?			
5	Does someone in the school community know how to build a "tipi-tap"?			
6	Does the school/training centre know the actions to prevent virus from spreading when you cough?			
7	Does the school/training centre have a poster on proper hand washing practices?			
8	Does the school/training centre have a poster on the preservation of safe drinking water?			
9	Does the school/training centre have a WASH club or WASH committee?			

STUDENT & TEACHER DATA

21. How many children are attending school after the emergency compared to before the emergency?

- None
 Almost 50%
 Almost 100%
 Over 100% (*transfer-in*)

22. Since the emergency, what are the top 3 reasons why children are not attending school/training centre (*list in order of priority*)?

No.	Details of Reasons	Priority
1	Classrooms or school/training centre buildings are damaged	

2	Classrooms or school/training centre buildings used as evacuation centres	
3	Children and families are evacuated or displaced	
4	Education materials and resources are damaged	
5	Teachers are absent	
6	Children needed at home to help family	
7	Children are traumatized	
8	No money to pay for fees	
9	No road access to schools	
10	Lack of food	
11	Lack of water	
12	No communication	
13	Any other (please specify)	

23. Since the emergency, approximately how many teachers/trainers are able to come to school/training centre?

- None
 Almost 50%
 Almost 100%
 Over 100% (*transfer-in*)

24. Since the emergency, what are the top 3 reasons why teachers/trainers are not attending school (*list in order of priority*)?

No.	Details of Reasons	Priority
1	Personal home is damaged	
2	Classrooms or school/training centre buildings are damaged	
3	Classrooms or school/training centre buildings used as evacuation centres	
4	Teacher/Trainer is re-located to another school/training centre with students/trainees	
5	Education materials and resources are damaged	
6	No road access to schools/training centres	
7	Lack of food	
8	Lack of water	
9	No communication	
10	Any other (please specify)	

SUPPORT TO THE SCHOOL/TRAINING CENTRE

25. Have any communities been able to provide support to the school/training centre since the emergency (*please tick relevant box indicating support from specific community*)?

No.	Type of Support Provided	School/Training Centre/Local Community	Local Education Officials	External Partners	Others
1	Repairing damaged classrooms or school/training centre buildings				

2	Providing materials to set up temporary learning spaces				
3	Providing materials to set up child/trainee friendly spaces				
4	Providing teaching and learning materials				
5	Providing school/training centre materials				
6	Providing school/training centre feeding				
7	Repairing / providing safe water				
8	Repairing toilets				
9	Providing hygiene kits				
10	Providing psycho-social support for students/trainees and teachers/trainers				
11	Providing training for teachers/trainers and other school/training centre staff				
12	Recruiting additional teachers/trainers				
13	Working with communities to have children to return back to school/training centre				
14	Any other (please specify)				
15	No support provided				

26. What are the most urgent needs in your school that requires external support, to ensure educational continuity?

No.	Details of Reasons	Priority
1	Repairing damaged classrooms or school buildings	
2	Providing materials to set up temporary learning spaces	
3	Providing materials to set up child friendly spaces	
4	Providing teaching and learning materials	
5	Providing school/training centre materials	
6	Providing school/training centre feeding	
7	Repairing / providing safe water	
8	Repairing toilets	
9	Providing hygiene kits	
10	Providing psycho-social support for students/trainees and teachers/trainers	
11	Providing training for teachers/trainers and other school staff	
12	Recruiting additional teachers/trainers	
13	Working with communities to have children return back to school/training centre	
14	Any other (please specify)	
15	No support needed	

SCHOOL FACILITIES SURVEY

The school/training centre site plan MUST be attached to this survey so interviewer can indicate specific buildings that were damaged.

27. Please fill in relevant boxes relating to your assessment of school/training centre buildings:

No.	Building Name	Permanent Building			Semi –Permanent Building			Traditional Building		
		No Damage (#)	Minor Damage (#)	Major Damage (#)	No Damage (#)	Minor Damage (#)	Major Damage (#)	No Damage (#)	Minor Damage (#)	Major Damage (#)
1	Classroom									
2	Science Lab									
3	Technology Room									
4	Staff Room									
5	Library									
6	Administration Block									
7	Storage Room									
8	Generator Shed									
9	Workshop - General									
10	Workshop – Joinery									
11	Workshop – Mechanic									
12	Workshop – Electrical									
13	Workshop – Agriculture									
14	Play Area									
15	Dining Hall									
16	Boys Dormitory									
17	Girls Dormitory									
18	Boys Ablution									
19	Girls Ablution									
20	Boys Shower									
21	Girls Shower									
22	Clinic									
23	Staff House (GoV/ School/Training Centre)									
24	School toilet (Female)									
25	School toilet (Male)									
26	Other (please specify)									

27	Other (please specify)									
	SCHOOL BUSINESS ARM									
1.	Poultry									
2	Piggery									
3	Cattle									
4	Garden - Farm									
5	Goats									
6	Any other Project									

Notes to Types of Damage:

i) No Damage: The school buildings were not damaged during the emergency;

(ii) Minor Damage: The school buildings had minor damage during the emergency, such as minor damage to windows, doors, frames, roof, etc; and

(iii) Major Damage: The school buildings had major damage during the emergency, such as damage to building structure, complete structure, etc.

Additional Comments on School/Training Centre Facilities:

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ADDITIONAL COMMENTS OR QUESTIONS FROM INTERVIEWEE THAT HE/SHE WOULD LIKE TO ADD

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ACKNOWLEDGEMENT

As mentioned in the beginning, our discussion today is meant to help us learn about the situation in your school/training centre.

Thank you very much for your time and God Bless!