

## Modules for the training on ‘Construction, Use, Maintenance and Monitoring of Solar Collectors’ - introduction

This DVD is a collection of materials to be used for the training on ‘Construction, Use, Maintenance and Monitoring of Solar Hot Water Collectors’ according to the ‘community training programme’ by certified trainers.

The training makes use of the main module on Construction, Use, Maintenance and Monitoring of Solar Collectors, and the ‘Business Module’. The training can be prepared in the community with the module on ‘participatory methods’.

The following materials are available for conducting the training:

0. The **Community Training Program** is to be used as a base for the training. During some parts of the training, the trainees will be split up into two groups; a construction group and a maintenance, use and monitoring group. The program will guide the trainer through the training, for each agenda item it is indicated which of the documents in the module needs to be used:
  1. ‘**Exercises**’, and ‘collector assignment’ are tools for conducting participatory exercises during the training, in most cases for the monitoring group but several for the whole group. In the program it is indicated when and for which group the exercises are conducted.
  2. **PowerPoint Presentation** are given by the trainer as indicated in the training programme.
  3. All the documents needed for **monitoring** of solar collectors need to be studied by the monitoring group, and put into practice during the excursion. A description of the corresponding exercises can be found in 1.2 ‘Exercises’. It is important that the maintenance and monitoring group informs the construction group about the importance and methods for monitoring. The documents need to be printed and distributed as indicated in their introduction.
  4. The **business module** can be used as a separate module or as a part of the training, including a manual and different exercises. It takes too long to conduct the full module within the time indicated in the program. The trainer can choose 2-4 exercises that he/she considers most appropriate for the group. Or a separate business training can be done when there is more time available.
  5. The ‘**evaluation forms**’ are to be printed and distributed among the participants on the last day of the training, collected and analysed by the trainer as a feed back upon which a next training can be improved.
  6. The **certificates** are to be distributed at the earliest three –four months after the training, after the participants have constructed/monitored two solar collectors each and which have been operating for at least 3 months successfully.

**Annex 1:** The module on **participatory methods** consists of three documents:

- Introduction
- Manual
- Documentation

This module can be used prior to the training to mobilize communities and gather information on the potential for renewable energy measures and energy efficiency, as well as to select participants for the training. It should be noted that there is some overlap between the exercises

with the module on solar collectors as used for the maintenance and monitoring group during the training.

## **Do's and Don'ts for Trainers**

### **Do's:**

- Do agree at the end of each day in both groups who is going to present a summary of that day the next morning.
- Do inspect with the monitoring group regularly the progress of the construction group. Someone in the construction group should take time to explain what has been done and how.
- Do be flexible with the indicated times and durations in the programme, but keep an eye on overall progress

### **Don'ts**

- Don't call the monitoring group the 'women group' or the construction group the 'men' group.
- Don't skip elements of the training if not necessary

Timekeeping: the times indicated in the program are indicative. If an exercise or presentation takes a bit longer or shorter, it's not a problem, but be careful to implement the full program. If it takes much shorter, you should try to go more into detail. Take care not to take too long breaks.