

RAP 3: Road Maintenance Groups (RMGs) – Basic Training

1. INTRODUCTION

Before starting work, all RMG members are required to attend a 2 day training course. This course is intended to be run by the Support Consultant with support as necessary from the RAP3 DTL. Primarily the course will be cover the aspects described in the RAP3 'Road Maintenance Groups Guideline – 2014'. Do not become over-technical in any of the briefings. This should be on the basis of laymen terms and in recognition that most RMG members are likely to be illiterate and uneducated. Composition of training is as follows:

1.1. DAY-1: THEORETICAL TRAINING

A full day of classroom training shall be organised at a suitable venue close to the RMG's work site. Where groups are small these may be combined into a larger sitting. Maximum attendance should be limited at around 25-30 persons.

The training covers how, where and when to implement various maintenance activities. It provides technical training in maintenance and also covers planning / organising the work, and the payment system. Throughout the training the importance of safety must be repeatedly emphasised.

The theoretical training is broken down into 5 Modules:

1. Introduction
2. Routine Maintenance
3. Hand Tools
4. Group Working
5. Supervision & Inspection

A 'trainers brief' follows which summarises the key aspects of each module.

1.2. DAY-2: PRACTICAL TRAINING

Ideally the practical training should be undertaken on the same road that the RMG will be responsible for, otherwise at least one having similar characteristics. A full set of sufficient tools and safety equipment must be made available for the training. Training should cover all the common maintenance techniques and include a demonstration followed by practice of the technique by the members themselves.

The training will include demonstrating and practising the benefits of working as a team and concepts of shared / group activities.

2. FOLLOW-UP TRAINING:

Regular follow-up training should be provisioned particularly during the first 3-6 months. This training can comprise further formal follow-up training and frequent informal demonstrations by Supervision staff during inspections.

Module:	One (1)
Title:	Introduction
No. of Slides:	51
Duration:	1 to 1.5 hours
Key Learning Objectives:	
<ol style="list-style-type: none"> 1. Understand the main elements of a road 2. Understand the causes of deterioration 3. Understand what is 'routine maintenance' 4. Recognise the typical defects in a road requiring maintenance 5. Introduce 'spot improvements' 	
Contents:	
<ol style="list-style-type: none"> 1. Sketches of road elements (Slides 2 – 4) 2. Main causes of road deterioration (Slide 5) 3. Overview of 'Routine Maintenance' (Slides 6 & 7) 4. Photos of typical defects (Slides 8 – 47) 5. Before & After – typical 'spot improvements' (Slides 48 – 50) 	
Trainer's Delivery Notes:	
<ol style="list-style-type: none"> 1. This is an 'overview' to explain to RMG members the basic principles of a road and how it functions. It goes on to outline (through photos) the common defects that affect primarily earthen / gravel roads and how these restrict accessibility. 2. Need to emphasis the main enemy of all roads i.e. water (and its inefficient removal) – N.B. Slide 5 3. The Trainer should cover very lightly the opening section ('Road Elements') and avoid becoming too technical as this will be beyond the comprehension of RMGs – it is just to give a taste. 4. A description of 'routine maintenance' is briefly covered as this is the main concern of the RMG. This is then fully covered in Module 2. A wider review of scope of other work will feature in later Modules. 5. Do not become over-technical in any of the briefings. This should be on the basis of laymen terms and in recognition that most RMG members are likely to be illiterate and uneducated. 	

Module:	Two (2)
Title:	Routine Maintenance
No. of Slides:	110
Duration:	2 hours
Key Learning Objectives:	
<ol style="list-style-type: none"> 1. Gain familiarity with typical maintenance activities 2. Recognise road defects and know the appropriate remedial work activity 3. Understand the relative importance of different activities (priorities) 4. Know the best season to attend to different works 	
Contents:	
<ol style="list-style-type: none"> 1. This module covers 12 key Routine Maintenance Activities 2. Each activity is discussed in sequence 3. For each activity a description of the 'task' and 'tools required' is presented 4. A set of photos then show a typical example of the defect, the appropriate repair work. 5. Before & After photos are presented to show the outcome of maintenance 6. Finally a table is presented which shows when to best carry out each activity in terms of season and priority. 	
Trainer's Delivery Notes:	
<ol style="list-style-type: none"> 1. This is the longest of all the modules and the Trainer needs to maintain good time control to retain the audience's attention to the end. With 12 different activities to cover, the time for each should be limited to around 5-7 minutes. 2. The common theme throughout is the importance of 'water management' which was introduced in Module 1. 3. The photos show good and bad examples in the use of appropriate safety gear. Where the demonstrated safety gear is lacking this should be pointed out to the participants or they should be asked to comment on 'what is missing?' 4. Do not become over-technical in any of the briefings. This should be on the basis of laymen terms and in recognition that most RMG members are likely to be illiterate and uneducated. 	

Module:	Three (3)
Title:	Hand Tools & Safety Equipment
No. of Slides:	32
Duration:	¾ - 1 hour
Key Learning Objectives:	
<ol style="list-style-type: none"> 1. Recognise the common tools appropriate to maintenance works 2. Understand the basic provisions of safety aids 3. Understand when and how to use each tool type 4. Understand the appropriate use of safety gear 5. Understand RAP3 procedures regarding issue / replacement procedures 	
Contents:	
<ol style="list-style-type: none"> 1. List of 9 nos typical tools and 6 nos typical safety items 2. For each item in sequence the presentation presents photos / sketches which show the item and its appropriate application 3. Finally (Slide 31) details of issue and replacement procedure is presented. 	
Trainer's Delivery Notes:	
<ol style="list-style-type: none"> 1. The presenter may bring a selection of key items into the classroom to show or keep these on display for inspection during tea-break. 2. Trainer needs to explain that the items will be provided on behalf of the RMG and replaced when worn out (old item should be submitted for replacement), 3. Tools & equipment will be purchased by DDC and their issue managed by the SC 4. The Guidelines provide further information on the number of items issued to each group – Trainer should familiarise with this, 5. For safety gear the Trainer should explain why the item is used, how it can contribute to reducing accidents and their severity and give examples, 6. Even where there is very light traffic the use of high visibility safety vest helps to identify and provide authority to the worker. 7. Do not become over-technical in any of the briefings. This should be on the basis of laymen terms and in recognition that most RMG members are likely to be illiterate and uneducated. 	

Module:	Four (4)
Title:	Introducing the Groups
No. of Slides:	12
Duration:	½ to ¾ hours
Key Learning Objectives:	
<ol style="list-style-type: none"> 1. Understand the concept and benefits of group-working (e.g. motivation, fairer work distribution, capable of larger jobs) 2. Understand the composition / selection of group members 3. Introduction to wider range of maintenance activities (beyond just 'routine') 4. Team-specific roads assigned 5. Present individual team members and Group assignment 	
Contents:	
<ol style="list-style-type: none"> 1. Group concepts (working as a team) 2. Typical wider-range of maintenance activities 3. Workers / teams / responsibilities 4. Benefits of team-work 	
Trainer's Delivery Notes:	
<ol style="list-style-type: none"> 1. Much of this presentation is specific to the particular RMGs attending and needs to be prepared specially for each training group (and example only is provided in template). 2. The Trainer needs to develop the 'team-spirit' – consider individual introductions etc. where appropriate. 3. If time permits general team-building short activity could be considered e.g. break into Groups and <i>'list the reasons why your road is so important'</i> 4. Do not become over-technical in any of the briefings. This should be on the basis of laymen terms and in recognition that most RMG members are likely to be illiterate and uneducated. 	

Module:	Five (5)
Title:	Supervision & Inspection
No. of Slides:	28
Duration:	1 hour
Key Learning Objectives:	
<ol style="list-style-type: none"> 1. Understand the concept of 'workplan' (set monthly, with the RMG) 2. Aware of about weekly supervision / monthly inspections 3. Understand the concept of 'Performance Standards' and how these may apply to only part of the road or required activities 4. Understand that wages assume 50% part-time attendance 5. Understand the payment system 6. Understand the deductions / warning system 	
Contents:	
<ol style="list-style-type: none"> 1. Series of text slides outlining each of the learning objectives 2. 19 nos sets of photo slides showing YES / NO examples of compliance with various Performance Standards 3. Overview of Payments procedure 4. Overview of Wages procedure 5. Overview of Deductions procedure 	
Trainer's Delivery Notes:	
<ol style="list-style-type: none"> 1. This module contains some very important concepts of the whole RMG procedure. The Trainer should particularly ensure that he is fully conversant with all the principles before delivering this Module. 2. In particular the 'workplan' concept needs to be clearly presented. Because most roads will be in a generally poor condition, it is impracticable for the RMG to bring and keep the entire road within prescribed performance standards. Instead sufficient partial length and limited activities are selected that if achieved would result in approximately the required labour input i.e. 50% part-time input. 3. The principle of full performance based maintenance works is somewhat advanced. It is recommended that this aspect is not covered in this initial training but introduced later after the road has been brought to a fully maintainable condition (probably by inputs in addition to the RMGs). 4. RMGs need to be aware that they can work in conjunction with other interventions e.g. there could be a small maintenance works contract ongoing at a specific maintenance 'spot improvement' on the same road. This would not affect the RMGs performance in any way. 5. Do not become over-technical in any of the briefings. This should be on the basis of laymen terms and in recognition that most RMG members are likely to be illiterate and uneducated. 	