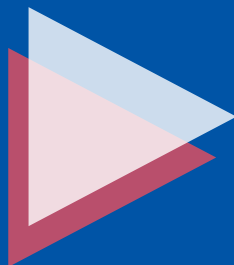


RESOURCE KIT
FOR THE DESIGN
OF LEARNING
ACTIVITIES ON
LABOUR RIGHTS



About this Resource Kit

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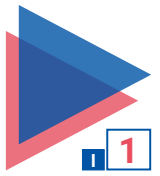
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Disclaimer

The selection of international labour standards (ILS) included in this tool was exclusively guided by the specific needs identified through the activities of the project “Support for Implementation of the Decent Work Country Programme in Uzbekistan” for the purpose of assisting a wide range of stakeholders to develop learning activities on contemporary labour rights. This selection does not reflect any official ILO classification or statement of priority. All the references to the relevant ILO instruments are non-official summaries provided for information and learning purposes only. The official texts of the selected Conventions are available through the ILO NORMLEX database¹. Further reference tools, materials and ILO publications are collected and can be consulted under the Box 3 of the resource kit.

1 NORMLEX is the ILO database on international labour standards, the contents of which include the texts of the key documents and instruments, ratification information, reporting requirements, and comments from the ILO supervisory bodies



About this resource kit

This resource was designed and developed by the International Training Centre of the ILO on behalf of the project “Support for the implementation of the Decent Work Country Programme in Uzbekistan”, funded by the US Department of Labour. It is intended to support public sector institutions (e.g. Ministries of Labour, Health, Education and other relevant line ministries) to promote the realization of Fundamental Principles and Rights at Work and selected ILS through training for capacity enhancement of the staff of these institutions.

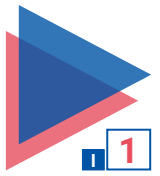
The tool can be used as an online resource, or downloaded and printed if internet connectivity is limited.

The contents of this tool were drawn almost entirely from ILO publications and resource material. All materials, including the texts of the Conventions, Recommendations and Protocols referred to in the narratives, statistics, reports, brochures and other digital materials are readily accessible on the ILO’s official website (www.ilo.org).



Introduction and background

ILO’s International Labour Standards are legal instruments, formulated, endorsed and adopted by the ILO’s constituents (governments, employers and workers). They are either Conventions, which are legally-binding international treaties or Recommendations, which serve as non-binding guidelines. These instruments consist of principles and rights and focus on world of work issues such as fundamental principles and rights at work , employment policy and promotion, wages, occupational safety and health, vocational guidance and training, skills development, labour administration and inspection, social security, indigenous and tribal people, and migrant workers and a number of other areas. For a complete list of instruments by subject and status please consult: <https://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12030:0::NO::>



International labour standards also contribute to the advancement of the 2030 Agenda for Sustainable Development. It is globally recognized that the main driver of sustained, inclusive and sustainable economic growth is the transformation of low productivity and poorly rewarded work into higher productivity decent jobs, as reflected in Goal 8 which aims to “promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all”. Each of the 17 Sustainable Development Goals’ targets is linked to various thematic areas of work of the ILO, including the ILO’s policy outcomes to achieve decent work and related international labour standards. Explore ILO’s Decent Work for Sustainable Development (DW4SD) platform: https://www.ilo.org/global/topics/dw4sd/theme-by-sdg-targets/WCMS_558153/lang-en/index.htm

Given the number of Conventions and Recommendations that have been adopted since the ILO was established in 1919 (to date there are 190 Conventions, 206 Recommendations and 6 Protocols) it is imperative for government officials, representatives of employers and workers organizations, as well as any enterprise, organization or individual dealing with labour issues, to have a sound understanding of their provisions, scope and application. In addition, changing economic conditions, employment trends and social developments at the global, regional and local levels necessitate up to date knowledge of principles and standards, which, in turn require regular training and capacity enhancement of responsible bodies enabling them to meet their joint obligations and safeguard everyone’s rights.

Purpose of this resource kit

Experience gained from past capacity enhancement efforts of the ILO and its partners has demonstrated that focused and practical training on any of the issues covered by the international labour standards enhances the capacity of stakeholders to take action in support of their application. This resource kit has been developed with the broad purpose of providing support to public institutions who are seeking to raise their staff’s awareness of fundamental principles and rights at work (FPRW) by conducting sensitization trainings in the workplace. It

provides the user with an overview of the key contents of each of the four fundamental principles and rights at work as well as other selected international labour standards (ILS).

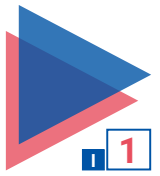
Who is this resource kit for

This resource kit is intended for the managers or other officials responsible for staff development activities in public sector institutions (e.g. Ministries of Labour, Health, Education, Agriculture) and who would like to develop and offer awareness raising activities for the staff of their institutions on fundamental principles and rights at work or select international labour standards.

How to use this resource kit

This resource kit contains essential information distilled into a series of brief modules found in Boxes 1 and 2, that the user can utilize to develop and deliver learning activities to further sensitize staff about fundamental principles and rights at work and other select topics (social dialogue, fair recruitment, social security and maternity protection and working time) relevant for the world of work.

Introductory modules on international labour standards and adult learning as well as guidance to help the user to plan, prepare and deliver short training sessions have been provided. As have stand-alone modules on each of the four fundamental rights at work, and on selected subject areas such as social dialogue, fair recruitment, social security and maternity protection and working time. These modules also contain sample plans for the delivery of participatory activities aimed at building understanding of the practical application of the provisions from ILS as well as key definitions and concepts. These plans have been conceived for basic as well as more advanced levels of discussion and contemplation in small groups. Each of these modules ends with the



details of a number of key reference documents should the user wish to further deepen their knowledge.

In Box 3 the user will find a number of tools utilized by the ILO to deliver training on the world of work that can be used as a source of inspiration and guidance to develop and plan sensitization trainings in the workplace.

Lastly, the resource kit has been designed with flexibility in mind and offers a possibility to use thematic modules on a standalone basis by downloading or consulting online the material of interest, or to follow the suggested logical sequence of the modules and use them one by one for a series of adult learning activities. The modules in the tool are not presented in any specific order as they are meant to be used as stand-alone resources.

All the materials are downloadable individually or as a package, should there be need to consult them in an absence of the internet connection.



Structure and content of the resource kit

The resource kit is composed of three boxes:

Box 1 which contains two introductory modules:

1. International Labour Standards and Fundamental Principles and Rights at Work
2. Adult Learning

Box 2 which contains 8 modules on technical subjects:

1. Social Dialogue;
2. Fair Recruitment;

3. Freedom of Association and Collective Bargaining;
4. Forced Labour;
5. Child Labour;
6. Equality and Non-Discrimination;
7. Social Security and Maternity Protection;
8. Working Time.

Each module contains a short narrative providing salient information on each international labour standard. Two complimentary sample session plans for use in conducting participatory exercises in small groups are provided for users intending to use the contents to develop and deliver short (2 hours) awareness raising training sessions using face-to-face modalities. These session plans may be adapted to fit a particular group size or knowledge level at the discretion of the user. One sample session plan is designed to cover the essential contents of the module while the second sample session plan is more advanced and treats the subject matter in greater detail. Both session plans are for activities with a duration of approximately one hour. Each plan contains a list of tips to guide and assist the trainer on how to practically carry out the participatory exercises.

Box 3

Box 3 contains more information about **how to use this resource kit** in learning activities, a **compilation of additional reference material**, and, a **Step-by-Step Guide** on how to consult ILO HQ, ILO DWT/CO-Moscow and ITCILO webpages.

The contents of this resource kit have been developed such that they can easily be transformed into material for use in training activities (e.g. lecture notes, powerpoint presentations, guidance for group exercises, handouts, etc).

This section contains a number of tools utilized by the ILO to deliver training on the world of work. These can be used as a source of inspiration and guidance should the user wish to design and prepare a training activity tailored to a specific audience making reference to the contents of each of the thematic modules.