



St. Jude India ChildCare Centres

SOP – Skill Development for Parents

JANUARY 2026

Purpose

To empower parents with practical, market-relevant skills that enhance confidence, well-being, and future income opportunities through a standardized yet flexible model across all St. Jude India centres.

Participation & Enrolment

- Participation is voluntary and based on interest and expected length of stay.
- Priority may be given to mothers staying for three months or more, wherever applicable.
- Centres shall ensure equitable opportunities for interested mothers.
- Attendance of participants must be maintained and shared with the 3rd Circle Team in a timely manner.
- SPOCs shall monitor sessions and ensure adherence to the course of structure and quality.

Monthly Reporting

Skill development updates shall be incorporated into the monthly 3rd Circle report, including:

- Status of the course—start date, sessions conducted, and sessions completed
- Number of mothers enrolled
- Ongoing and completed courses
- Feedback from participants and trainers

Skill Areas Covered

- Beautician Course
- Basket Making
- Tailoring (continuous)
- Mobile Repair (need-based)
- Any additional skills based on parent interest and local feasibility

Beautician Course – Key Points

- Minimum of 16 sessions (2 hours per session; twice a week over two months)
- Batch size:
 - 10–15 mothers (standard centres)

- 7–10 mothers (smaller centres)
- Certified trainer (existing or newly identified)
- Trainer onboarding, MoU, and billing to be managed by centre staff
- Attendance and monitoring are mandatory
 - [Attendance of Beautician Course – 2025.xlsx](#)
- Certificate to be issued jointly by St. Jude and the trainer upon completion
 - [Basic Beautician Course Certificate 2025.pdf](#)

Basket Making – Key Points

- Conducted at all locations under Skill Development
- Baskets are strictly for gifting to donors, volunteers, and stakeholders
- Materials (wire bundles, QR code, key ring) to be procured centrally
- Centres must:
 - Fill the Basket Wire Requirement Sheet- [Basket Wire Requirement.xlsx](#)
 - Share requirements with the 3rd Circle Team before stock-out
- Mothers progress from smaller to larger baskets
- Wire usage and completed baskets are to be recorded by the parents' activity-in-charges.
- St. Jude tag, keychain, and a working QR code are mandatory on each basket
- **No certificate shall be issued** for Basket Making activities.
- The One Drive resources are available here -[01.Basket Making](#)

Tailoring – Key Points

- Trainer to be engaged as a consultant
- The course runs from basic to advanced levels (continuous)
- Materials to be procured locally to align with local trade needs
- Items may include:
 - Blouse, dress, petticoat, frock
 - Cotton bags, laundry bags, aprons, and other useful items

Mobile Repair – Key Points

- Conducted when 10–15 participants are available
- A minimum of 16 sessions required
- Weekly sessions may be planned
- Institute and instructor coordination to be handled locally

Common Guidelines

- Skill Development budgets to be managed under respective centre budgets
- Vendor onboarding, MoU creation, and billing to be handled by centre staff
- The 3rd Circle Team must be consulted for guidance, approvals, and new requirements
- Attendance and monitoring are mandatory
- Centres must inform the 3rd Circle Team of:
 - Programme changes
 - New skill proposals
 - Resource or vendor requirements
- No employment guarantees or long-term financial commitments must be promised

Success Stories

If any success story emerges of a parent opening their own parlour or shop using the skills gained at St. Jude, the SPOC must share the details with the Communications Team and the 3rd Circle Team to be added to records and used as a motivational reference for other families.

Role of SPOC (Single Point of Contact)

- Act as the primary coordinator for all Parent Skill Development activities at the centre
- Coordinate with trainers, institutes, and mothers regarding session schedules, space, and materials
- Ensure parents are informed in advance about the course and that informed consent is obtained
- Maintain and verify attendance records, participation details, and course completion status
- Monitor sessions to ensure quality, safety, and adherence to the SOP
- Facilitate monthly or course-based payment processing for trainers by:
 - Verifying sessions conducted
 - Coordinating invoice submission
 - Ensuring timely entry and follow-up in the ERP system
- Share monthly updates with the 3rd Circle Team as part of the Centre's monthly report
- Document and share success stories (including post-discharge outcomes) with the Communications and 3rd Circle Teams
- Escalate any challenges, changes, or new requirements to the 3rd Circle Team in a timely manner