



**13 March 2020**

**To Whom It May Concern**

**Re: Clarissa Rodrigues**

Ms. Clarissa Rodrigues has interned with LIFEAsia Community Empowerment from November 2019 to February 2020, for 15 hours per workweek.

LIFEAsia Community Empowerment is a space for a wide range of inclusive community activities for all ages and stages – children, parent and professionals – ranging from education, health and wellness to entertainment and recreation. LIFEAsia is involved in a number of community and educational projects at any point of time, in various stages of planning and progress. There are also various ongoing administrative tasks and responsibilities that need to be carried out.

Interns are expected to take part in any ongoing projects and implement tasks as assigned. Interns' prior knowledge, skills, capabilities, and learning goal preferences are discussed before assigning any specific task or project. Training is provided wherever necessary and where interest is indicated.

### **Clarissa' Primary Role as Nayi Disha Surveys Project (Pune) Lead Team**

LIFEAsia Community Empowerment serves as the local Pune coordinator for populating the Pune providers registration and listings on the Nayi Disha Resource Centre platform. Our main focus has been to perform surveys of the special and inclusive schools in Pune, and encourage them to be listed, so that Pune families can have access to a central source of information. The secondary objective is in the parents and private provider registration area.

Intern Lead Teams take on planning each stage of the Pune area survey process of Pune special schools, inclusive schools, and Specialist Support Providers. Tasks include: working with ND HQ on work scheduling, trackers for schools and allocation of schools areas; updating survey forms and survey related documentation; creating presentation materials and conducting orientations for volunteers; and coordinating incoming and new information from the St. Mira's College student survey teams; as well as, any other general tasks required for the project to run smoothly.

Thanks to Clarissa's team efforts, we have now completed our second round of the Nayi Disha Resource Centre, Pune's Special and General School Surveys.





Clarissa has learnt how to use MS Excel more efficiently through this exercise.

**In addition, Clarissa has also been working on:**

- a LIFEAsia Counselling research project, transcribing observation recording, and making reports for each case study. She now has an understanding of how an actual counselling session is conducted and reported.
- event pre-planning phase for VConnect, a parents support group for parents of children who have hearing impairment, which involved venue and event related logistical information gathering.
- transcription of recordings from 'Abhaya' a community consultation forum on Inclusive Sexual Safety.
- other brief admin tasks related to the daily functioning and delivery of LIFEAsia Community Empowerment services.

Clarissa has been punctual, diligent with her work, and always ready to take on any task. She is a friendly, bright and cooperative team player. We are extremely grateful to Clarissa for all her efforts with our various projects.

We wish her all the very best for a very successful future.

Kind regards—

Tehnaz Ragi

Clinic Director

**LIFEAsia Community Empowerment**

Learning Integration Foundation & Empowerment

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TESLIM (ESL Inclusion, AU), PGCE (ESL, SEN, Counselling, HK), BA (Lang & Lit, IN)

Certified Individual & Special Education Needs Consultant & Instructor

Facilitator: Sensory Integration, Early & Continuing Learning Development Systems

Counselling & Complementary Support Therapies, Spark-Hanen Communication Professional

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