

NATIONAL VOCATIONAL TRAINING PROGRAMME  
THE MINISTRY OF LABOUR AND SOCIAL WELFARE

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1. Background Note

In 1967, craft Training in Ifunda and Moshi Schools was discontinued and the schools converted into Secondary Technical. The requirements for skilled manpower are shown in the first five year plan and there is a great demand for craftsman in the various skills.

The National Trade Testing Centre was officially opened in 1966 and its main objectives was to trade test the various 'fundis' and place them in appropriate categories of skills. This also helped to remove the differences of salaries that existed between craftsmen possessing equal degrees of skill. Out of a total of 638 craftsmen tested in 1966/67, only 288 passed. This indicated the need for a special programme that will provide necessary training to craftsmen before they could be trade tested.

The Ministry of Labour set up a National Industrial Apprenticeship Scheme in 1968. The objectives of the scheme were:-

To organize a uniform and systematic programme of trade testing and issue of certificates to industrial workers in the country.

To supervise and control apprentices and apprentice training in the country.

In 1968 an Agreement was signed between the Government of the United Republic of Tanzania and the U.N.D.P./S.F. and the National Industrial Training Programme was officially declared operational.

2. Objectives of the Programme

The establishment of

2.1 National Vocational Training Council

This is a supreme tripartite body composed of representatives from the Government, Industry and NUTA to provide

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guidance and advice to the Government on all matters relating to vocational training in the country.

## 2.2 Trade Training and Testing Centre

Trade Testing as well as apprenticeship training and control were already operational but on limited scale. These activities were expanded in scope to cover the whole country. Furthermore, trade training for young Tanzanian school leavers was introduced and incorporated in the Programme.

The Centre occupied the premises of the former Trade Testing Chang'ombe Road and the activities were expanded to meet the increased demand for trade testing, and for short upgrading course, mainly in building, mechanical, automotive and electrical trades and also to run courses for training advisors, instructors and supervisors. About 8,000 skilled, semi-skilled and supervisory personnel were trained at the pilot training centre by 1973.

## 2.3 In-plant Training Programme including Apprenticeship Training

With close participation of local employers and workers, the inplant training is organised on a nation-wide scale. Under this programme, apprentices receive practical instruction in industry, supplemented by related technological instructions at the Centre. Mobile Training Units are also provided and equipped to serve those regions where the number of workers and supervisors to be trained are comparatively low.

As the Programme expanded and developed, the pace of development exposed the need for programme consolidation for the systematic determination of training needs and standards, for the continuous review and assessment of training needs in various trade areas in light of new developments.

New training areas have since been identified and incorporated within the capabilities of the programme. There is now more control and co-ordination of various activities of the programme.

### 3. Current Activities

#### 3.1 Vocational Training

The object of this four(4) year programme is to train young men and women and equip them with the necessary skills and knowledge in various trades:

##### Construction

- |   |                          |
|---|--------------------------|
| 1. Mason/Bricklayer                         | 4. Plumbing/Pipe fitting |
| 2. Carpentry/Joinery                        | 5. Painting/Signwriting. |
| 3. Electrical Installation<br>& Maintenance |                          |

##### Engineering

- |                          |  |
|--------------------------|--|
| 6. Motor Vehicle Repair  | 11. Blacksmithing.                         |
| 7. Fitting.              | 12. Agro Mechanics                         |
| 8. Turning.              | 13. Heavy Vehicle Repair<br>Maintenance.   |
| 9. Sheet Metal Working.  | 14. Draftsmanship (Civil)                  |
| 10. Welding/Fabrication. | 15. Refrigeration & Air Condition-<br>ing. |

##### Other Trades

- |                            |                      |
|----------------------------|----------------------|
| 16. Tailoring              | 20. Spray Painting   |
| 17. Shoe Making            | 21. Foundry          |
| 18. Textile Machine Repair | 22. Plant Operators. |
| 19. Panel Beating          |                      |

#### The Type of Youth Selected

Candidates are carefully selected, by the use of aptitude tests, from the National Service and the Minimum educational standard is primary VII between 16-19 age group.

The instructors are drawn from Industry and have all served a full apprenticeship or its equivalent together with at least five years post-apprenticeship Industrial experience. They have all been given special courses in techniques of Instruction locally and abroad.

The first twelve (12) months trainees undertake an intensive full-time basic training at the National Vocational Training Centre based upon broader skills knowledge of his/her chosen trade.

The training during this period is heavily practical biased, with training exercises gradually increasing in complexity and towards the end of the period actual production work is undertaken. If a trainee is unable to make the grade during the first three months of basic training, his/her training is discontinued. Syllabuses of training are prepared by the various Vocational Training Committees consisting of members from Industry and are kept under constant review in order to make them up to date.

At the end of the twelve (12) months, trainees proceed to industry as apprentices and undertake on-the-job training for three years under the supervision of trained on-the-job Instructors. This training is supplemented by related theoretical training in the form of evening courses at the National Vocational Training Centres. All trainees attempt grade III trade test at the end of first year in Industry, grade II at the end of the second year and grade I in the third year.

When the apprentice has completed the four year programme, he/she should be able to complete on equal terms and be acceptable as skilled "Fundi" throughout the industry.

### 3.2 Evening Classes

The object of evening classes is to enable an artisan acquire better skills and understanding of his job thereby making it possible for him to work with less supervision and more efficiently. These courses also assist him in passing trade test.

#### Courses offered

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|--|--|
| 1. Motor Vehicle Repair<br>and Maintenance | 9. Tailoring                                   |
| 2. Fitting/Turning                         | 10. Shoe making                                |
| 3. Electrical Installation                 | 11. Textile Machine Repair and<br>Maintenance. |
| 4. Carpentry/Joinery                       | 12. Driver/Mechanic                            |
| 5. Mason/Bricklayer                        | 13. Drafting                                   |
| 6. Welding/Fabrication                     | 14. Plant Operation                            |
| 7. Painting/Signwriting                    | 15. Air Conditioning/Refrige-<br>ration.       |
| 8. Plumbing/Pipefitting                    |  |

## Entry Requirements

The courses are open to candidates who have completed Std. VII or its equivalent and have been in Industry for at least two (2) years. All prospective candidates are required to sit for an entry examination.

Courses last for one year and attendance times are usually from 5.00 to 7.00 p.m./7.15 p.m. to 9.15 p.m. spread over two or three nights a week.

### 3.3 Supervisory Training

The supervisor may have been trained as a craftsman or technician. On either case, the selected candidate usually starts at trade level and then after training and experience develop on to the general level.

Supervisors at the trade level will depend mainly upon their knowledge and skill of the trade for which they have been trained, but will also need instruction in the techniques of supervision. Those at the general foreman level will need further instruction in supervisory techniques, for the broader responsibilities they have, and specific training to give them an appreciation of the trades and operations other than their own.

The following two courses are available:

- Trade Foreman Course
- General Foreman Course

#### 3.3.1 Trade Foreman Course

The object of this course is to develop leadership qualities of existing or new trade foremen so as to improve the standards of working relations, work methods and safety together with improved standards of job instruction.

#### Syllabus

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|--|-----------------------------------|
| 1. Foreman as an Instructor                    | 6. Communication                  |
| 2. Qualities and responsibilities of a foreman | 7. Quality Control                |
| 3. Work Organisation                           | 8. Safety                         |
| 4. Estimating                                  | 9. Principles of good instruction |
| 5. Plant Maintenance                           | 10. Recruitment and Selection     |

### Eligibility

Sponsored serving trade foremen from Industry or those earmarked by their employers for such future role. Candidates are expected to have reached a standard of education equivalent to at least Std. VII.

#### 3.3.2 General Foreman Course

The object of this course is to provide course members with a deeper and broader understanding of the problems of workers which if neglected could lead to interference with production. It also goes a long way in increasing the skills for improving work methods and making the best use of available resources in machines, material & manpower.

#### Syllabus

- |   |                              |
|---|------------------------------|
| 1. Assessing and meeting training needs | 6. Job safety                |
| 2. Industrial relations                 | 7. Job instruction           |
| 3. Interviewing                         | 8. Welfare                   |
| 4. Method Study                         | 9. Estimating                |
| 5. The leadership process               | 10. Plant/Labour utilization |

### Eligibility

Candidates for this course would be general foreman sponsored by their organisations and should preferably have attended the trade foreman course or have an equivalent knowledge.

#### 3.4 Instructor Training

There are two categories of courses:

- On-the-job Instructor training.
- Off-the-job Instructor training.

##### 3.4.1 On-the-job Instructor

The object of this course is to equip people in Industry who are responsible for on-the-job training of others with the skills and techniques that will enable them give successful instructions. The course is intensive combining both theory and practice under the guidance of experienced tutors.

### Syllabus

1. Qualities of an Instructor/Supervisor
2. Acquiring physical skills
3. Principles of good instructions
4. Job breakdown instructions techniques
5. Setting instructional objective
6. Accident prevention
7. Use of training aids
8. Use of training log books.

### Eligibility

Selected craftsmen of at least grade II trade test standard. Participants need not have had any previous experience in instructing.

#### 3.4.2 Off-the-job Instructor

The object of this course is to teach full time Instructors, from training Institutions, how best to pass on their craft skills and knowledge to those they are training. This is a more intensive course than the previous one and instructors on this course will be able to examine in greater detail the various training methods and techniques. Candidates are required to have a good standard of Education and practical experience.

### Syllabus

1. Instructors role and responsibilities
2. Why and how people learn
3. Job and skill analysis
4. Determination of training content
5. Principles and methods of instruction
6. Use and demonstration of aids
7. The classroom/workshop lessons
8. The discovery method.
9. Programme learning
10. Training records.

#### 3.5 Training Officer Course

The aim of the Training Officer Course is to provide course members with the basic skills and knowledge required by the Training Officer.

The course is full time and lasts for seven (7) weeks. It is designed as follows:-

- 3 weeks at the Centre
- 2 weeks at the Trainees own organization
- 2 weeks at the Centre.

The period spent in own organisation during the course is intended for course members to develop and apply what they have learnt at the Centre. For maximum benefit, this period should be regarded as integral with the course and no provision should be made for course members to return to normal duties until the course is finally completed.

A main feature of the course is the project work undertaken by each course member during the period in their own organisations. The project involves the course member in the application of the four stage process of training-analysis, Formulation, Implementation and validation.

#### Eligibility

Sponsored serving Training Officers or persons earmarked for such posts. Candidates are expected to have reached a good standard of Education. For the course is designed for maximum participation by course members, including opportunities for small group discussion; discussion leading and chairmanship.

Interested employers who would like to take advantage of this training, should directly write to the Principal for further details.

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