

SENAI

The National Service for Industrial Apprenticeship - SENAI - is an institution especially devoted to the training of human resources for Brazilian industry. It was established in 1942 and its organization and direction were entrusted to the National Confederation of Industry.

The following objectives are established in its Regulations:

- a. To develop industrial apprenticeship programs in its own schools and vocational training centers or in cooperation with industries that are requested to provide such training, in accordance with the Constitution and the laws of Brazil;
- b. To assist employers in setting up and carrying out overall personnel training programs at different levels of qualification, as well as in offering formal training at the place of work itself;
- c. To provide workers, over 18 years old, the opportunity to attend short duration courses to complete the professional training obtained on the job;
- d. To grant scholarships for study and improvement courses to administrative personnel and qualified employees from contributing industries, as well as to SENAI's own teachers, instructors, administrators and employees.

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brazilian model of vocational training for industry

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e. To cooperate in the development of technological research of interest to industry and related activities.

SENAI also participates as an advisory body to the Federal Government in matters relating to the training of industrial workers.

General organization

Under the terms of the law, SENAI is a private law institution, with the following organization:

• NORMATIVE BODIES

National Council (with nation-wide jurisdiction)

— President of the National Confederation of Industry (Ex Officio President of the Council)

— Presidents of the Regional Councils, in the capacity of presidents of the Industrial Federations (there are federations in twenty two states)

— Representatives of the transportation, communications and fishing industries

— Representative of the Ministry of Labor

— Representative of the Ministry of Education and Culture

— Director-General of the National Department of SENAI

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Regional Councils (with jurisdiction in their respective territories)

- President of the Federation of Industries (Ex officio President of the Regional Council)
- Three delegates from industrial activities elected by the Council of Representatives of the Industrial Federations
- One delegate from the transportation, communications and fishing industries
- Representative of the Ministry of Labor
- Representative of the Ministry of Education
- Director of the Regional Department of SENAI

• ADMINISTRATIVE BODIES

National Department (with nation-wide jurisdiction)

- General Director, appointed by the President of the National Council
- Administrative Director
- Technical Director
- Three Supervisory Directors

Regional Departments (with jurisdiction in their respective territories)

- Each Regional Department is headed by a Director appointed by the President of the National Council, in agreement with the President of the Regional Council

The administrative structure of the Regional Departments, as well as the titles and role assignments of the administrative positions are not uniform throughout SENAI

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Functional organization

SENAI consists of twenty-two Regional Departments and one National Department. The Regional Department of the State of Amazonas extends its activities to the State of Acre and the State of Rondonia, and the Regional Department of the State of Para also carries out activities in the Territory of Amapa. Each of the other Regional Departments includes one state of the Brazilian Federation and the Federal District (Brasilia).

The National Department coordinates the implementation of the policy and norms laid down by the National Council. The teaching programs are conducted by the Regional Departments. The executive decentralization enables the Regional Departments to act in close cooperation with industries in their respective jurisdictions, thus seeking to fulfill the manpower training needs according to the peculiarities of each region of the country.

On the other hand, normative unity, along with the establishment of general objectives, leads the whole of SENAI to integrate itself in the national development planning effort.

Each Regional Department maintains a network of operational units, most of which are Vocational Training Centers. Some Regional Departments run Technical Schools in Sao Paulo, Rio de Janeiro, Minas Gerais, Parana and Rio Grande do Sul. Training agencies and mobile units are also used as advanced outposts in small localities which do not yet warrant the establishment of larger units.

In 1982, SENAI's operational network included 328 units of its own, 146 in agreement with industry, and 24 in cooperation or convention with several institutions, with a total enrollment of 724,068.

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Financial resources

SENAI's expenses are defrayed by a monthly contribution of one per cent of their payroll from businesses in industry, transportation, communications and fisheries, up to an equivalent of ten times "reference" wage per employee. Businesses that employ more than 500 workers contribute an additional 0.2 per cent.

Through the Ministries of Foreign Relations, Education, Labor, and Interior, SENAI also has access to other funds from domestic and foreign sources that are applied to cover the cost of government projects, from the training of teaching personnel to the construction and equipment of new operational units.

The "reference" wage is presently equivalent to 48% of the minimum wage.

How contribution are allocated

Contributions to SENAI are collected through the Financial Administration of the Social Security and Welfare Agency, under the Ministry of Social Security, whose collection service operates through a public corporation responsible for processing all social security funds in the country.

After deducting the cost of the collection service (one per cent), the National Department holds an amount equivalent to 15 per cent of the national contribution and the total amount of the additional contribution. To the Regional Departments are transferred 85 per cent of the general contribution.

From the 15 per cent held by National Department 5 per cent are applied to cover the administrative costs of SENAI at the national level, 4 per cent are applied to aid schools or maintain minimum teaching standards, 4 per cent are allocated to the expansion of schools and courses or to the creation of training centers in the Northern and Northeastern regions or still to the funding of scholarships for students in those centers. The remaining 2 per cent are allocated to higher administration, under the responsibility of the National Confederation of Industry.

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There are established rules for the allocation of resources to aid activities in areas with insufficient collection. A committee of the National Department is in charge of this allocation.

As to the additional contribution (from businesses with more than 500 employees), its allocation is as follows:

- a) training, upgrading or specialization, also by means of scholarships, for personnel from businesses that play the contribution;
- b) upgrading or specialization of technical, teaching and administrative personnel from SENAI, under the form of scholarships, courses and internships;
- c) installation of research laboratories for teaching purposes;
- d) development of technical courses

SENAI's forms of activity

- **Apprenticeship for youth from 14 to 18 years old** in regular courses maintained by SENAI at Vocational Training Centers or on the job.
- **Instruction, training and specialization of adult workers** at SENAI's instruction and training centers or on the job, or also by cooperative arrangement between SENAI and industry, during or outside working hours.
- **Improvement courses for master craftsmen and supervisors on the job** itself or at SENAI's Training Centers and Technical Schools.
- **Training of middle level technicians and technical personnel** at SENAI's Technical Schools and in industry.
- **Improvement courses for technical personnel and management** both in industry and within SENAI, with the cooperation of specialized agencies in Brazil and abroad.
- **Training and upgrading for counselors, instructors and teachers in vocational education** in courses and seminars organized by SENAI or by industry, in cooperation with specialized organizations in Brazil and abroad.

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Areas of activity in industry

Due to the growing mechanization and automation of industry, vocational training programs are primarily geared toward the areas of machine maintenance, automotive vehicles, electric hydraulic and pneumatic installations.

Nevertheless, SENAI is also active in many other areas such as Metallurgy, textiles, building and furniture, publishing and printing, leather, plastics, paper and cellulose, ceramics, telecommunications, transportation, shipbuilding, petrochemicals, etc. Some of these programs are conducted in cooperation with industries that are interested in developing special programs which are not included in the regular training.

A nation-wide network of operational units

SENAI's network of units (of its own or in cooperation with several institutions) is spread throughout the five geo-economic regions of the country.

North: Operating in the States of Amazonas, Pará, Acre, Rondônia, and the Territory of Amapá, SENAI has extended its activities over most of the region and has at present 13 units of its own and in convention or cooperation, in eleven cities, with an enrollment of 14,625 students in 1982.

Northeast: A vast expanse of land bordering the Atlantic coast, including the States of Maranhão, Piauí, Ceará, Rio Grande do Norte, Paraíba, Pernambuco, Alagoas, Sergipe and Bahia.

The Brazilian Northeast began to experience some form of ordered development with the establishment of SUDENE — Superintendency for the Development of the Northeast — in 1959. Governmental efforts, allied with private enterprise, seek solutions for a balanced socio-economic development of the region.

SENAI operates in the area with 86 units of its own and in convention or cooperation, installed in 26 cities with an average enrollment of

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56,504 students in 1982

Central-West: Mato Grosso, Mato Grosso do Sul, Goiás and the Federal District form this region whose main features are the huge areas of land of the Central Plateau, the wet lowlands, mountains and hilly uplands.

SENAI is present in the development of this region with 27 units of its own and in convention or cooperation in 12 cities and a total enrollment of 25,317 students in 1982.

Southeast: The region includes the States of Rio de Janeiro, São Paulo, Minas Gerais and Espírito Santo. This region concentrates most of the economic power of the country. It is an area of intense urban development and marked cultural, technological and social progress.

SENAI operates 150 units of its own and in cooperation or convention in 77 cities with a total enrollment of 307,961 students in 1982.

South: Paraná, Santa Catarina and Rio Grande do Sul are the States that form this region, considered the second most important economic area in Brazil.

In the South, SENAI is present with 76 operational units of its own and in convention or cooperation in 48 cities and a total enrollment of 99,736 students.

Teaching materials

SENAI's teaching staff has at its disposal a wide variety of teaching materials.

However, the printed material, presented under the form of "Methodical Operational Series", deserves special emphasis, since it is the main support for the vocational training method adapted by SENAI.

The Methodical Series basically consist of instruction sheets that refer to specific technological tasks, operations and informations, indicating what to do, how to do it, with what and why to do it.

SENAI and other similar organizations in Latin America are responsible for preparing and editing the Methodical Series which in Brazil are known as SENAI-CBS Basic Collections.

The use of other teaching aids such as super-8 films, cassette projectors, flannel boards, magnetic boards, booklets, technical and instructional publications also provides greater flexibility of methods and a wider choice of teaching materials.

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Individual instruction method

The individualized instruction method widely used in the SENAI system makes for better and more efficient learning, leading the student to take an active role in the educational process and putting him at the center of the whole process. At the same time, it leads to the development of initiative, creativeness, perspicacity and other essential qualities of good vocational training, in sharp opposition to the passivity of the traditional methods.

There are four stages that correspond to the complete cycle of learning: study of the subject, validation of knowledge, application or transfer of knowledge, and evaluation.

During the first stage, the trainee studies, prepares guidelines, acquires new concepts, using reflective thought.

The fixation of knowledge can then take place by means of experimentation, demonstration or the solution of practical problems.

Knowledge can only gain validity in so far as it can be properly applied. During this third phase knowledge becomes a practical tool.

The evaluation stage indicates whether learning has occurred within established criteria. In this process, the student must participate individually or in cooperation with his fellow students or the instructor. The evaluation, however, is the responsibility of the instructor. This phase of the method is highly diversified but takes place according to a common set of directives and criteria established for the whole SENAI system.

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International relationships

In agreement with the Ministry of Foreign Relations, SENAI is providing technical assistance and cooperation to new African nations. Eleven countries in Africa are already involved in Technical cooperation programs with SENAI either sending fellowship students to Brazil or hosting the visit of SENAI's specialists.

International cooperation is a practice adopted by SENAI since its inception. In Latin America, a number of similar institutions were founded after the Brazilian SENAI model and some of them have the cooperation of SENAI in their organization, consolidation and operation.

Indeed, due to its pioneering work in Latin America and Africa, organized as an agent of free enterprise, and already having trained over six million workers for Brazilian industry, the SENAI system transcends the limits of a mere vocational training organization to become in fact a true expression of EDUCATION and WORK in Brazilian industry.

ENDEREÇOS DO SENAI

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AMAZONAS Pça. Francisco Pereira da Silva 4/9 Distrito Industrial 69.000 - Manaus - AM	MATO GROSSO Av. Monumental CPA Cidade Industrial 78.000 - Cuiabá - MT
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CEARA Av. Capistrano de Abreu, 6754 (Barangaji) - Cx. P. 317 66.000 - Fortaleza - CE	MINAS GERAIS Av. Afonso Pena, 1.500 45 e 195 andares 30.000 - Belo Horizonte - MG
DISTRITO FEDERAL SIA - Trecho 2 - Lote 1.130 71.200 - Brasília - DF	PARÁ Trav. Quintino Bocaiuva, 1.588 66.000 - Belém - PA
ESPÍRITO SANTO Av. Mair Macarenhas de Moraes (B. Ferreira) - Cx. P. 683 29.000 - Vitória - ES	PARAÍBA Rua D. Pedro II, 788 CX. P. 566 53.100 - Campina Grande - PB

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- PIAUÍ**
Rua Dr. Francisco Correia, 845
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- RIO DE JANEIRO**
Rua Mariz e Barros, 678
20.270 - Rio de Janeiro - RJ
- RIO GRANDE DO NORTE**
Rua Capitão-Mor Governador Vinício
59.000 - Natal - RN
- RIO GRANDE DO SUL**
Av. Assis Brasil, 8450
Granja C.A.P. 2130
91.000 - Porto Alegre - RS
- SANTA CATARINA**
Rua Tenente Silveira, 35
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BRASIL

1982

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Belo Horizonte Othon Palace
Hotel *****
Av. Afonso Pena, 1050
Centro - F. 226-7844

Wembley Palace Hotel ***
R. Espirito Santo, 201
Centro - F. 201-6956

Brasilion Hotel *****
Rod. Fernando Dias - Km 3.56
Contagem - F. 351-0900

Hotel Bragança **
Av. Paraná, 109 - Centro
F. 201-3354

Hotel Del Rey *****
Pça. Afonso Anjos, 60 - Centro
F. 222-2211

Hotel Continental **
Av. Paraná, 241 - Centro
F. 201-7944

Internacional Plaza Palace Hotel
Hotel *****
R. Rio de Janeiro, 109 - Centro
F. 201-2300

Hotel Esplanada **
Av. Santos Dumont, 304
Centro - F. 222-7411

Real Palace Hotel *****
R. Espirito Santo, 901
Centro - F. 224-2111

Hotel Itaitana **
Pça. Rui Barbosa, 187
Centro - F. 212-3300

Ambassy Hotel ***
R. Caetés, 633 - Centro
F. 201-0222

Hotel Pampulha Palace **
R. Tupis, 646 - Centro
F. 224-5144 e 226-9632

Brasil Palace Hotel ***
R. Carijós, 269 - Centro
F. 222-3811

Hotel São Miguel **
R. Tupinambás, 643 - Centro
F. 201-2322

Comodoro Tourist Hotel ***
R. Carijós, 508 - Centro
F. 201-5522

Hotel Sorrento **
Pça. Haul Soares, 354
Centro - F. 224-6323

Hotel Amazonas ***
Av. Amazonas, 120 - Centro
F. 201-4644

Oeste Palace Hotel **
Av. Paraná, 39 - Centro
F. 201-6922

HOTEL CECÍLIA ***
R. Carijós, 454 - Centro
F. 201-9322

Plaza Palace Hotel **
R. Rio de Janeiro, 147
Centro - F. 201-5222

Lerman Hotel ***
R. Guarani, 165 - Centro
F. 201-6100

Sul América Palace Hotel **
Av. Amazonas, 50 - Centro
F. 201-1722

Normandy Hotel ***
R. Tambores, 212 - Centro
F. 201-6166

Hotel Casa dos Municípios
R. Rio Grande do Norte, 1017
Funcionários - F. 226-0171

Savassi Hotel ***
R. Sergipe, 939 - Savassi
F. 212-3266

Hotel Metrópole
R. da Bahia, 1023 - Centro
F. 224-8544

Serrana Palace Hotel ***
R. Gotacazes, 450 - Centro
F. 201-9955

Hotel São Domingos
R. São Paulo, 566 - Centro
F. 201-7499

Hotel Gontijo
R. Tupinambás, 731 - Centro
F. 201-0422



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