



For a better tomorrow

JICA/JOCV Uganda Office
4th Floor, EADB Building
Nile Avenue, Kampala,
PO Box 12162 Uganda
Tel:256(041)254326/340186
Fax:256(041)346318

January 25, 2007

Dear Sir and Madam:

**RE: The Report of the Workshop for the Project on Instructor and Manager Training
for Vocational Education and Training on January 25, 2007**

I wish to express my sincere gratitude to you for your attendance of “the Workshop for the Project on Instructor and Manager Training for Vocational Education and Training”, which was held on January 22nd at Grand Imperial Hotel. Enclosed is a brief report of the workshop.

I really appreciate your comment and suggestions at the workshop, and will try to reflect those to improve the project design. In this sense, I sincerely hope we will keep in constant contact with each other and continue to engage in frank exchange of views.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Motoharu Watanabe', written over a horizontal line.

Motoharu Watanabe

Team Leader

JICA Study Team for the Project on
Instructors and Managers Training
for Vocational Education and Training

Workshop Report

“Workshop for the Project on Instructor and Manager Training for Vocational Education and Training”

Organizer: Jointly organized by Ministry of Education and Sports (MoES) and Japan International Cooperation Agency (JICA)

Date: January 22, 2007

Venue: Grand Imperial Hotel, Kampala

Participants: Total 30 from the Ministry of Education and Sports, JICA, Kyambogo University, GTZ, DED, KfW, UGAPRIVI, Nakawa VTI, Jinja VTI and Logogo VTI. (See Annex 1, list of participants)

Summary of discussion:

1. Presentation by Ministry of Education and Sports

Eng. Henry Okinyal, Commissioner of BTVET made a presentation on the justification of training for instructors/managers, recent progress of BTVET, progress of UVQF and instructor and manager, roles and demarcation of stakeholders, and budget allocation as noted in the Annex 2.

Concerning the budget allocation, MoES requested the cost estimation of inputs from JICA side in order to finalize the project document and submit a request to secure necessary counterpart budget from the government of Uganda. However, it was also noted that the budget request procedure for 2007/2008 had already reached advanced stages and that the Budget Framework Paper should be submitted to MoF by the end of January 2007. Therefore, there was tight pressure to submit the request for the project funding for inclusion in FY2007/2008. JICA side requested to secure the counterpart budget, since it is one of the important preconditions for the approval of the project by the Japanese side.

2. Current activities of German Agencies

Mr. Guenter Schroeter from GTZ made a presentation of the structure of the cooperation for Vocational Education and Training of the 6 German agencies. For the details of the presentation, see Annex 3.

3. The Preliminary results of the needs survey by Nakawa VTI

Mr. Oteka Albino made a presentation of the background and preliminary results of the needs survey of the instructor/managers, on behalf of Nakawa VTI. For the details of the survey, see Annex 4.

4. Discussion on the Project Design

On behalf of JICA team, Mr. Jun Totsukawa made a presentation of the project design on instructor and manager training. Following are some points of discussion.

4.1 Sequence of training program

The concept of the sequence of the training program was proposed by JICA as indicated in the Annex 5, and it was approved by the participants.

4.2 Modules of Training program

Proposed content of the modules was accepted by the members as the modules for the Master Trainer (See Annex 6). With regard to CVTI, it was agreed that it would need further discussion with major stakeholders in order to align them to the UVQF scheme. For that purpose, UVQF secretariat will coordinate and chair the Task Force Team to consolidate the comments and come up with a proposal. GTZ representative suggested to change the term "Module of pedagogy" since the proposed modules includes broader concept. Mode of implementation of 6 months training was also discussed, whether it should be divided into shorter period or doing it all at once. It was tentatively agreed that the training for the Master Trainer 1 will be implemented continuously.

4.3 Timeframe of the project

Two options for timeframe for the project were presented as observed in the Annex 7 (Draft 1 and Draft 2). Most of the participants expressed their preference to the Draft 2. The reasons for opting the Draft 2 are: 1) It allows Mater Trainers 2 to have time to examine the content of training, experimenting it on the ground, 2) With the Draft 2, KfW can provide support to the training program since the cooperation of the KfW is scheduled until the end of the year 2009, 3) It will give time to identify the people who will be targeted as Master Trainers 1.

Japan side commented that they would need to bring back the above proposal to Tokyo to consult with the JICA HQ as well as with the relating organizations for their clearance. JICA will get back to the members with the feedback.

4.4 Awarding body

It was agreed that Ugandan side would decide awarding body of new qualification for instructor and managers. Ugandan side agreed to accelerate discussion on this matter with stakeholders such as DIT, UVQF and ITC under the initiative of BTVET department.

4.5 Project Design Matrix

The draft Project Design Matrix (See Annex 8) which shows the outline of the project was basically accepted.

Annex

1. List of participants
2. Presentation on Instructor Training for Business Technical, Vocational Education and Training (BTVET)
3. PEVOT – 4th Phase 2008-2011: Sustainable Structure of the BTVET System
4. Power-point presentation handout on “Follow-up Study for the Third and In Country Training and Training Needs Survey for the Managers and Instructors/Teachers in Uganda”
5. Sequence of Training Program (Instructors/Managers)
6. Modular Training Programme
7. Time frame (Draft 1), Time frame (Draft 2)
8. Project Design Matrix

(prepared by Tomoko Shiba, 22/01/07)

List of Participants - Workshop at Grand Imperial January 22, 2007

	Organization	Position	Name
1	MoES/BTVET	C/BTVET	Eng Henry Okinyal
2	MoES/ BTVET	Senior Education Office, BTVET	Mr. Eyudu Celestine
3	MoES/ EPD	C/EPD	Mr. Godfrey A. Dhatemwa
4	MoES/EPD		Mr. James Mayoka
5	DIT	C/DIT	Mr. Mukasa Kiyaya
6	UVQF Secretariat	Manager	Mrs Ethel Kyobe
7	UGAPRIVI	National Chairman	Mr. Emmanuel Bampigga,
8	UGAPRIVI	National Secreatriat	Mr. Yusuf Bachu
9	UGAPRIVI	Program Officer	Mr. James Ogwa
10	Kyambogo University		Mr George Mutumba
11	Kyambogo University		Mr. Kyakulumbye
12	GTZ	PEVOT -CTA	Mr. Guenter Schroeter,
13	GTZ	PEVOT - consultant	Mr. Gerhard J. Kohn
14	DED	BTVET Coordinator	Mrs.Cornelia Frettloeh,
15	DED	Pedagogical Advisor	Ms. Lioba Beck
16	KfW	Team Leader	Mr. Helmut Heinen
17	Nakawa VTI	Deputy Principal	Mr. Kiwanuka Makumbi
18	Nakawa VTI	Deputy Principal	Mr. Olowo Silver
19	Nakawa VTI	Training Manager	Mr. Fred Mwanga
20	Nakawa VTI	Training Manager	Mr. Oteka Albino
21	Jinja VTI	Principal	Nr. Masolo Sam Jasper
22	Lugogo VTI	Principal	Mr. Musoke Matovu
23	JICA Uganda	Resident Representative	Mr. Takehiro SUSAKI
24	JICA HQ	Team Leader	Mr. Motoharu WATANABE
25	EHDO	Sect'n Head, Int'l cooperation	Mr. Hirotake IIDA
26	JICA HQ		Ms. Noriko Shiiya
27	JICA Consultant	Consultant	Mr. Jun TOTSUKAWA
28	JICA Uganda	Education Adviser	Ms. Aya ARAKAWA
29	JICA		Ms. Tomoko Shiba
30	JICA Uganda	JOCV Program Officer	Ms. Migiwa NAGAHAMA

PRESENTATION ON INSTRUCTOR TRAINING FOR BUSINESS, TECHNICAL, VOCATIONAL EDUCATION AND TRAINING (BTVET).

1) JUSTIFICATION

- a) Instructors are key to quality, relevance and efficient BTVET training programmes
- b) Linkage with the labour market ensured
- c) Contribution to de - stigmatization of BTVET
- d) Equity issues addressed
- e) Competency Based Education and Training (CBET) implemented

However, Instructors must be well trained, skilled, and up to date with technological developments

2) RECENT PROGRESS OF BTVET (eg UPPET)

- a) BTVET participation in Universal Post Primary Education and Training
- b) PPET Strategy
- c) Principles of the BTVET Bill developed
- d) Under UPPET
 - Advocacy strategy
 - MoU developed with private providers
 - Guidelines developed
 - Meeting with Heads of Institutions, and Chairpersons of Governing Bodies
 - Guidelines for monitoring developed

3) PROGRESS OF UVQF AND INSTRUCTOR AND MANAGER TRAINING

Linkage with the UVQF Secretariat

4) ROLES AND DEMARCATION OF STAKEHOLDERS

Stakeholders:

- MoES / BTVET Department; DIT / UVQF
- Industrial Training Council (ITC)
- Development partners (Japan, Germany, ADB)
- Institutions – public and private
- Private sector
- Boards of Governors
- Relevant sectors (MoPS, MoLGSD, MoFPED)
- National Council for Higher Education

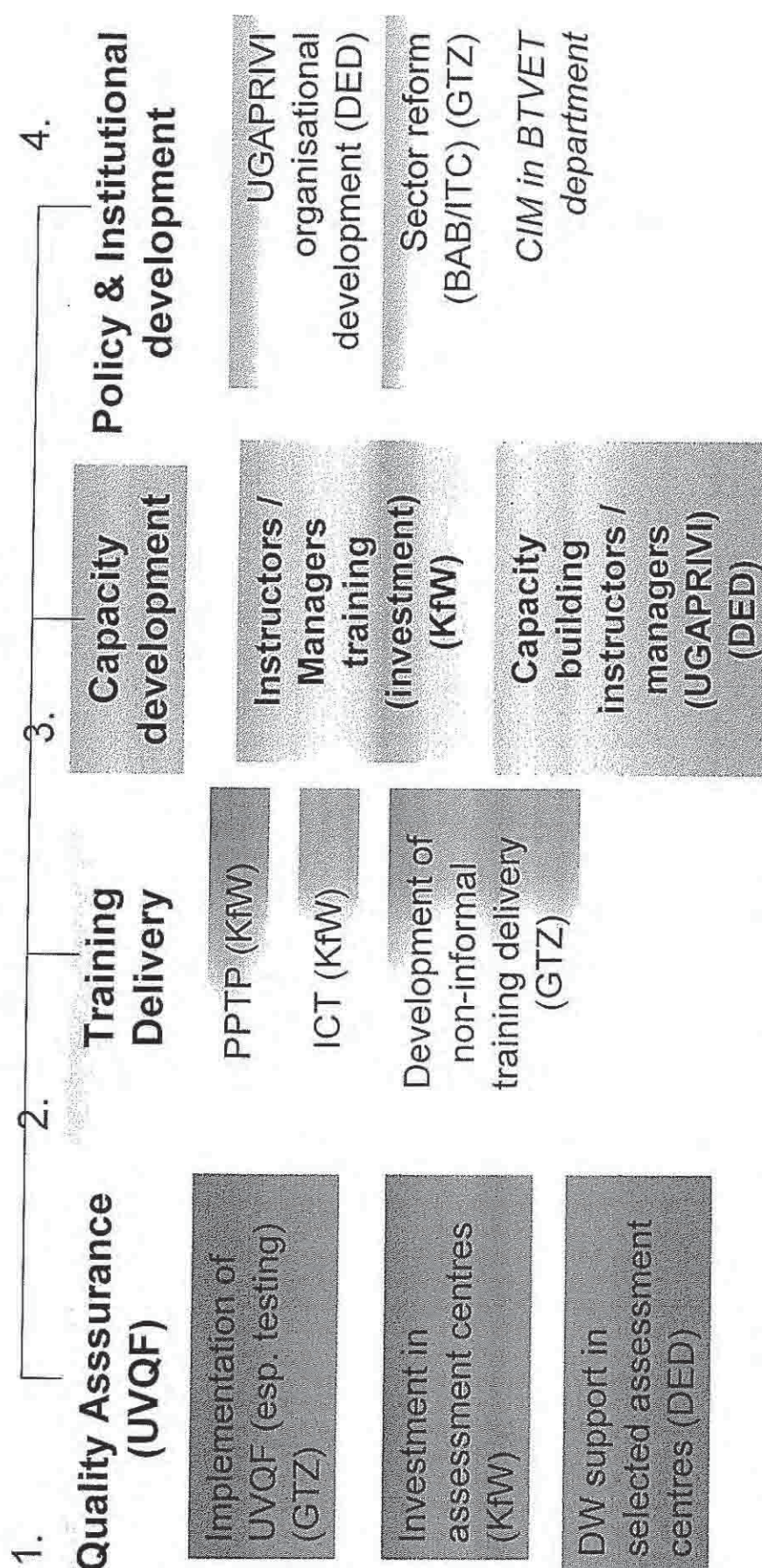
5) BUDGET ALLOCATION

Liaise with EPD

PEVOT – 4th Phase 2008 – 2011

Sustainable Structures of the BVET system

lead to improved labour market oriented competencies of the work force and improved employability by the people



InWEnt, SES across all components and on demand

Coordination - Monitoring & Evaluation – Communication Strategy – HIV/AIDS

OUT LINE OF THE PRESENTATION

1. BACKGROUND
 - FOLLOW UP STUDY
 - COMPOSITION OF THE STUDY TEAM
 - THE SCOPE OF THE STUDY AND DURATION (pg 83-84)
 - SPONSORSHIP OF THE STUDY
2. THE SUMMARY OF THE STUDY REPORT
 - NUMBER AND CATEGORY OF INSTITUTIONS COVERED IN THE STUDY
 - CRITERIA FOR THE SELECTION OF THE INSTITUTIONS (pg7)
 - MAIN SOURCE OF INFORMATION (pg7)

OUT LINE OF THE PRESENTATION

2. SUMMARY OF THE STUDY REPORT
 - MAIN INSTRUMENT (pg8)
 - RE FINDINGS
BASED ON THE TERMS OF REFERENCE (T.O.R Pg4)

NB: OUR PRESENTATION WILL BE FOCUSED MAINLY ON
M.I. (a, b, and c pg4)

- (a) BASIC INFORMATION ABOUT THE INSTITUTIONS
- (b) THE INSTRUCTORS/TEACHERS
- (c) THE MANAGERS

FOLLOW UP STUDY

1. Work shop at Entebbe about the Preliminary Study to develop a Training Concept and Strategy for Training of Instructors and Managers for BTNET.
2. Third Country and In-Country Training Programs; conducted by NVTI between January 2004 to January 2006 in Modern Technology in three Technical Fields (DT, PLC and EFI)
3. To establish the actual NEEDS of the current Instructors/Teachers and Managers in those Institutions.
4. To establish the current conditions of Facilities/Equipment

COMPOSITION OF THE STUDY TEAM

- Mr. Kiwanuka Makumbi Christopher (D/P Administration)
- Mr. Obwo Silver (D/P Training)
- Mr. Mwangi Fred (Chairperson TCICT)
- Mr. Kyahurwa Patrick (Senior Instructor)
- Mr. Oleka Albino (Training Managers)

The Study was supervised and monitored by
Mr. Abasi Tuzinde (Principal NVTI)

THE SCOPE OF THE STUDY AND DURATION
(Annex 3, pg 83-84)

- Eastern Region (Jinja, Iganga, Tororo, Mbale & Soroti)
- Northern Region (Lira, Apac, Kitgum, Pader, Gulu & Arua)
- Western Region (Masindi, Holma, Fort Portal, Kasese, Kamwenge, Ibanda, Bushenyi, Mbarara and Kabale)
- Southern Region (Masaka, Rakai and Mpigi)
- Central Region (Kamapala, Wakiso and Mukono)
- Duration: From 30th Oct. 2006 to 29th Nov. 2006

SPONSORSHIP OF THE STUDY

By the Government of Japan through;
Japan International Cooperation Agency (JICA)
Uganda Office

Supervised and monitored by
Ms. Arakawa Aya (Project Formulator Advisor JICA
Uganda Office)

NUMBER OF INSTITUTIONS COVERED

No	Number of Institution	Region	Category of Institutions	
			Public	Private
1	10	Eastern	4	6
2	12	Northern	8	4
3	12	Western	2	10
4	11	Southern	3	8
5	12	Central	4	8
Total			21	36

CRITERIA FOR SELECTION OF INSTITUTIONS

(pg7)

The selection was based on:

- Institutions that participated in the Third Country and In-Country Training.
- Information provided by UGAPRIMI concerning the state and condition of the private institutions in each Region'
- Ease of Accessibility.
- Regional Balance.

MAIN SOURCE OF INFORMATION

(pg7)

Data and Information for this Study was obtained through:

- Discussion and Interviews
- Information from the Report on the Preliminary Study for the Training Concept of Manager and Instructors of BTVET.
- Training reports for the Third Country and In-Country Training programs

MAIN INSTRUMENT

(pg8)

Two sets of questionnaires were used for this exercise (Annex 1 & 2 pg 63-69)

- Questionnaire two was used for the Training Needs study for Instructors / Managers.
- Questionnaire one was used to follow up former third and in country participants in Uganda.

BASIC INFORMATION ABOUT INSTITUTIONS

(pg8)

1. NUMBER OF INSTITUTIONS COVERED IN THE REGIONS
2. CATEGORY OF INSTITUTIONS-PUBLIC/PRIVATE
3. NUMBERS OF MANAGERS IN THOSE INSTITUTIONS
4. NUMBERS OF INSTRUCTORS/TEACHERS IN THOSE INSTITUTIONS
5. NUMBERS OF TRAINEES IN THOSE INSTITUTIONS
6. COURSES WIDELY OFFERED IN THOSE INSTITUTIONS

BASIC INFORMATION ABOUT INSTITUTIONS

(pg8)

No	Number of Institution	Region	Number of Managers			Number of Instructors			Number of Trainees			Category of Institutions	
			M	F	T	M	F	T	M	F	T	Public	Private
1	10	Eastern	34	7	41	198	37	235	3660	1331	4991	4	6
2	12	Northern	42	7	49	146	12	158	2160	499	2659	8	4
3	12	Western	42	14	56	127	15	142	1370	1401	2771	2	10
4	11	Southern	35	13	47	121	45	153	1153	744	1879	3	8
5	12	Central	49	9	60	181	28	207	3023	473	3496	4	8
Total			202	50	256	773	137	895	11266	4448	15696	21	36

COURSES WIDELY OFFERED IN THOSE INSTITUTIONS

(pg12)

BCP	Carpentry	Electricity	Plumbing	Welding	Computer	M/V	Machining	Tailoring
21.60%	19.40%	12.80%	6.60%	3%	3.60%	15.60%	4%	13.60%

CURRENT SITUATION OF INSTRUCTORS/TEACHERS

(pg 16)

No	Number of Institutions	Region	Numbers of Instructors in the respective trades									
			BCP	Carpentry	Electricity	Plumbing	Welding	Computer	M/V	Machining	Tailoring	Others
1	10	Eastern	31	32	17	6	5	25	7	20	61	61
2	12	Northern	47	47	7	2	0	0	21	0	16	16
3	12	Western	28	16	15	8	4	9	18	7	7	30
4	11	Southern	27	16	15	8	4	9	18	7	7	25
5	12	Central	43	26	33	11	7	2	22	13	7	43
Total			176	137	87	35	20	45	85	47	98	175

NUMBER OF INSTRUCTORS IN PUBLIC & PRIVATE INSTITUTIONS

(pg17)

	Number of Instructors	
	Private	Public
BCP	89	87
Carpentry	58	79
Electricity	60	27
Plumbing	7	28
Welding	11	9
Computer	27	18
M/V	37	49
Machining	12	35
Tailoring	57	41
Total	358	373

TECHNICAL QUALIFICATIONS OF INSTRUCTORS

(pg12)

No	Number of Institutions	Region	Technical Qualification			Other	No qualification	
			T	Cr	Dip			Deg
1	10	Eastern	235	120	36	3	61	15
2	12	Northern	158	117	23	0	16	2
3	12	Western	142	70	29	5	30	8
4	11	Southern	153	100	25	0	25	3
5	12	Central	207	93	55	15	43	1

TECHNICAL QUALIFICATIONS OF INSTRUCTORS BY COURSE

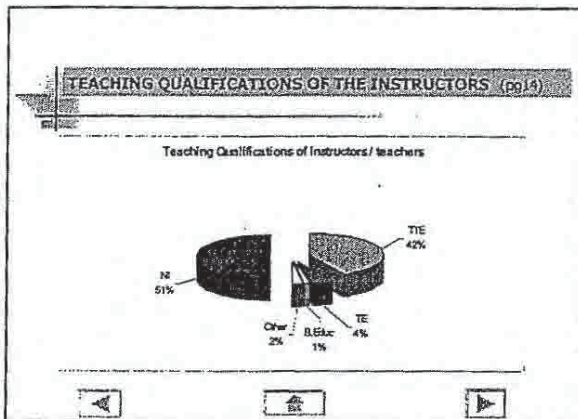
(pg13)

Courses	Cr	Dip	Deg	No Technical qualifications	
				No.	Perc.
BCP	122	44	1	0	5.38%
Carpentry	116	15	3	3	2.20%
Electricity	73	12	2	0	0.00%
Plumbing	28	2	4	0	0.00%
Welding	13	2	0	5	33.00%
Computer	0	40	0	5	12.50%
M/V	62	16	8	0	0.00%
Machining	19	17	5	6	14.60%
Tailoring	66	20	0	12	13.95%

TEACHING QUALIFICATIONS OF THE INSTRUCTORS

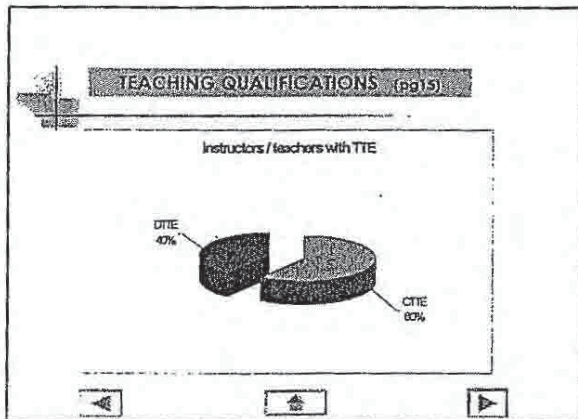
(pg13)

No	Number of Institutions	Region	Teaching Qualification				No qualification	
			T	TTE	TE	B.Ed.		Other
1	10	Eastern	235	104	16	0	3	112
2	12	Northern	158	76	8	3	2	69
3	12	Western	142	46	0	5	8	83
4	11	Southern	153	56	8	4	0	85
5	12	Central	207	98	6	0	6	97



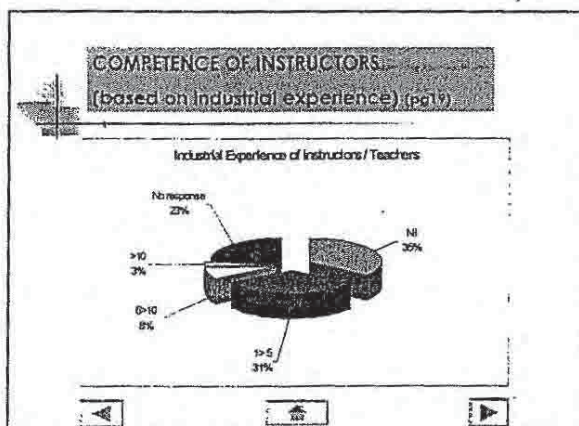
TEACHING QUALIFICATIONS OF THE INSTRUCTORS BY COURSE (pg14)

Courses	CTTE	DTTE	Without teaching qualifications	
			No.	Perc.
BCP	76	16	84	47.70%
Carpentry	63	21	53	38.70%
Electricity	34	12	41	47.10%
Plumbing	23	3	9	25.70%
Welding	9	0	11	55.00%
Computer	0	0	45	100.00%
M/V	46	15	23	26.70%
Machining	13	11	23	48.90%
Tailoring	32	4	62	62.20%



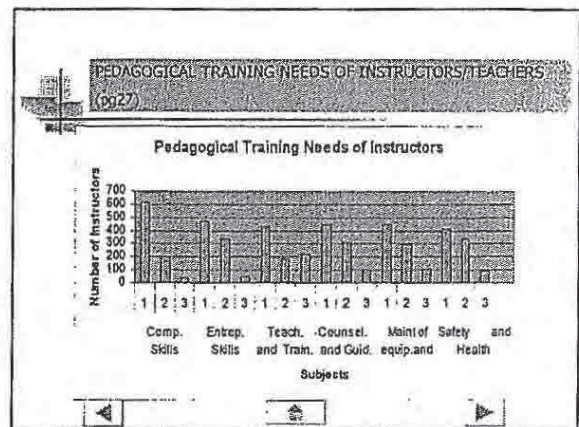
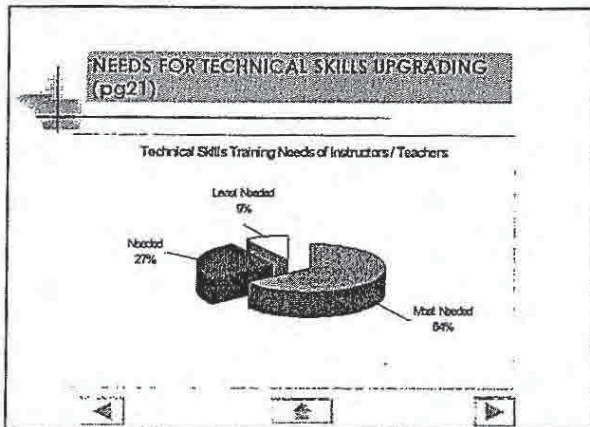
INDUSTRIAL EXPERIENCE (pg18)

No	Number of Institutions	Region	No. of Instructors/ Teachers	Industrial Experience in trade related fields				No answer
				Total	NI	1-5	6-10	
1	10	Eastern	235	68	81	16	3	67
2	12	Northern	158	81	38	18	6	15
3	12	Western	142	28	50	7	4	53
4	11	Southern	153	74	34	8	1	49
5	12	Central	207	70	80	23	10	26
Total			895	321	283	72	24	210



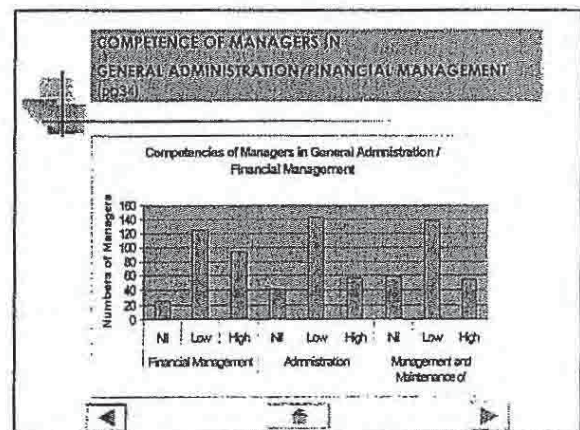
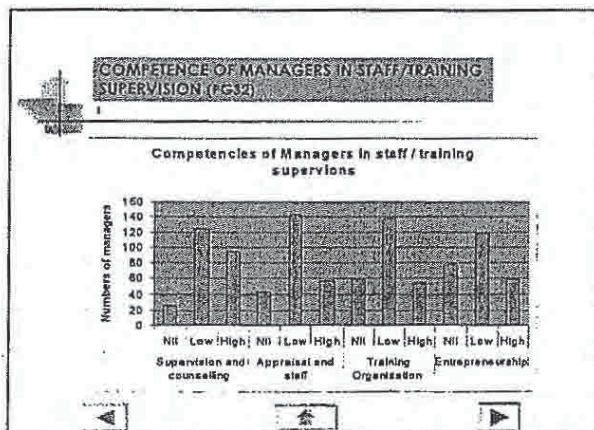
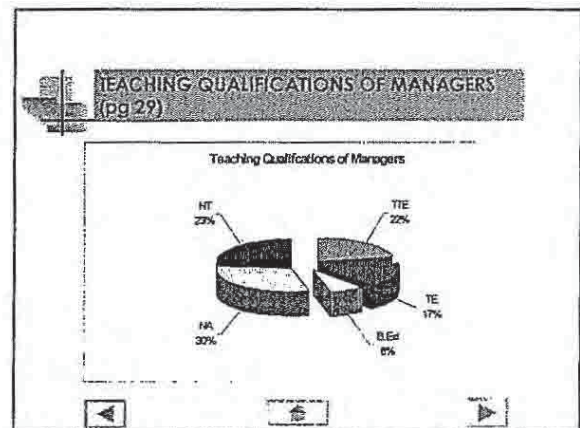
COMPETENCE OF INSTRUCTORS BY COURSE (based on industrial experience) (pg17)

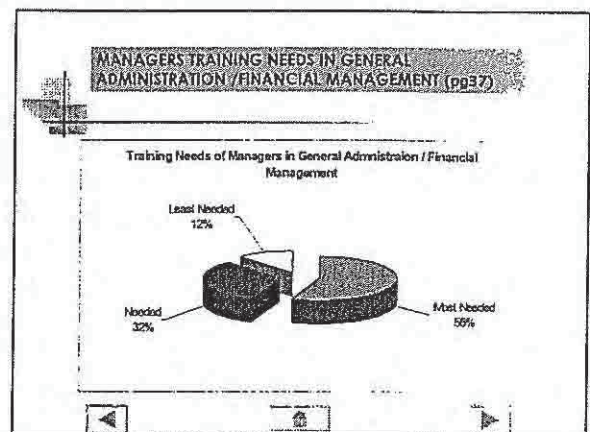
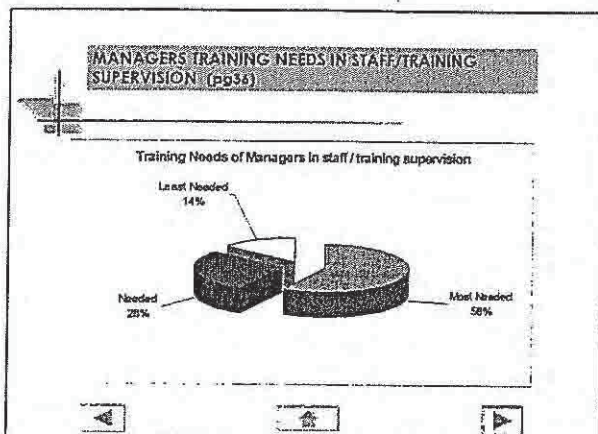
Courses	With experience	Without experience	
	No.	No.	Perc.
BCP	91	85	48.29%
Carpentry	70	67	48.90%
Electricity	47	40	45.97%
Plumbing	31	4	11.43%
Welding	12	8	40.00%
M/V	33	50	58.10%



MANAGERS OF TRAINING INSTITUTIONS (pg27)

Category of Managers	Number
Principals / Head Teachers	57
Deputy Principals / Head Teachers	54
Bursars	55
Ass. Bursars	19
Registrar	38
Heads of Depts.	29
Total	252





- SUMMARY OF THE STUDY**
1. TECHNICAL TRAINING NEEDS OF INSTRUCTORS
 2. PEDAGOGICAL TRAINING NEEDS OF INSTRUCTORS
 3. INSTITUTIONAL MANAGEMENT TRAINING NEEDS OF MANAGERS

TECHNICAL SKILLS TRAINING NEEDS OF INSTRUCTORS

Industrial Experience		
No. of years	% ge	Number
Nil	35%	313
No response	23%	206
Total		519

TECHNICAL SKILLS TRAINING NEEDS OF INSTRUCTORS

Technical Skills Training Needs		
Rating	% ge	Number
Most needed	64%	573
Needed	27%	242
Least Needed	9%	80

PEDAGOGICAL TRAINING NEEDS OF INSTRUCTORS

Pedagogical Competences		
Level of Competence	% ge	Number
Nil	28%	251
Low	33%	295
Total		546

CONCLUSIONS FOR TRAINING NEEDS OF INSTRUCTORS

- ON AVERAGE 815 INSTRUCTORS OUT OF 895 NEED TECHNICAL SKILLS UPGRADING
- ON AVERAGE 662 INSTRUCTORS OUT OF 895 NEED PEDAGOGICAL SKILLS TRAINING

TRAINING NEEDS OF MANAGERS

Staff / Training supervision		
Level of Competence	%ge	Number
Nil	21%	53
Low	52%	131
Total		184

TRAINING NEEDS OF MANAGERS

General Admn./Financial Mangt.		
Level of Competence	%ge	Number
Nil	17%	43
Low	55%	139
Total		182

TRAINING NEEDS OF MANAGERS

Training Needs in Staff / Training supervision		
Rating	%ge	Number
Most Needed	58%	146
Needed	28%	71
Total		217

TRAINING NEEDS OF MANAGERS

Training Needs in General Admn./Finan		
Rating	%ge	Number
Most Needed	56%	141
Needed	32%	81
Total		222

CONCLUSION FOR TRAINING NEEDS OF MANAGERS

- ON AVERAGE 219 MANAGERS NEED TRAINING IN INSTITUTIONAL MANAGEMENT
- BASING ON THE COMPETENCIES ABOUT 186 MANAGERS DO NOT HAVE THE NECESSARY COMPETENCIES IN INSTITUTIONAL MANAGEMENT

COURSES WIDELY OFFERED BY MOST INSTITUTIONS

BASING ON THE NUMBER OF COURSES OFFERED AND THE RESPECTIVE NUMBER OF INSTRUCTORS, THE FOLLOWING COURSES COME OUT PROMINENTLY:

- BCP, CARPENTRY, ELECTRICITY, MOTOR VEHICLE TAILORING.
 - HOWEVER LOOKING AT THE LABOUR MARKET NEEDS AND TRENDS IN TECHNOLOGY OTHER COURSES, LIKE WELDING, ICT, MACHINING, PLUMBING etc. COULD BE
- CONSIDERED