

A Publication of the Technical Education, Vocational and Entrepreneurship Training Authority



PRESIDENT SATA COMMITS GOVERNMENT TOWARDS SKILLS TRAINING TO LIBERATE YOUTHS

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TEVET NEWS

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The editor welcomes contributions on the TEVET sector from the public and affiliate institutions.

Foreword



This is the fourth and last Edition of the TEVET Newsletter in the year 2011. As we close 2011, we hope that you have found our publications over the year informative. We are very grateful to all those who contributed to the publications.

As we reflect on 2011, we note our achievements, particularly in respect to implementation of the TEVET Learnership Scheme and Work-Based Learning as alternatives, Accreditation of Trainers, Examiners and Assessors, and the Accreditation of Foreign Examining Boards. All these efforts were made in the context of the TEVET Qualification Framework (TQF). In promoting entrepreneurship, we partnered with Intermarket Bank and Intermarket Securities, the Zambia Development Agency, the National Technology Business Centre and the Lusaka Stock Exchange in the Venture Capital Competition to provide K100 million Venture Capital Competition for TEVET and University Students.

During the year, the new Government came into power after the 20th September 2011 elections, which were won by the Patriotic Front and HE President, Mr. Michael Chilufya Sata, who became the fifth President of the Republic of Zambia. Among other changes that came with the new Government was the creation of the Ministry of Education, Science and Vocational Training after merging Ministry of Education with Ministry Science, Technology and Vocational Training.

The year 2012 will present additional challenges in the development of our training system in line with the PF Government Policies and Manifesto, but we believe that the valuable input and collaboration of all stakeholders will assure our collective success in attaining the objectives that we have set.

On behalf of all of us at TEVETA: we wish you our readers a fruitful 2012.



President Sata commits Government towards skills training to Liberate Youths

President Michael Sata says government will increase funding and school enrollment in colleges to improve access, quality and relevance of skills training through curriculum review at all levels especially in technical education, vocational and entrepreneurship training (TEVET) where the majority youths accessed training.

Speaking when he opened the 10th Session of the National Assembly, the President said the Patriotic Front (PF) government would concentrate much of its efforts on skills training and creating self-employment opportunities, particularly for the youths in the country.

"The PF electoral victory achieved in the just ended elections is owed in large measure to our young generation. Offering employment opportunities for our people, especially the many young men and

women leaving educational institutions in our country is critical to the fulfillment of the PF manifesto which promises job creation and putting more money in our people's pockets," the President stated.

He said government would introduce training programmes that accelerated socio-economic empowerment of citizens, mainly, the youth and women.

"It is youths and women who were among the large numbers of our citizens that worked so hard to bring about this change. We, therefore, owe them quality skills training, empowerment and jobs by creating employment opportunities when they graduate from colleges and universities. Government shall eradicate all forms of discrimination against women and hence create equal employment opportunities for all our citizens. This will be done

News through equipping Zambians with the skills and business enterprise know-how and financing needed for self-employment and entry into the formal sector," the President emphasised.

Mr. Sata said youths have not been effectively integrated into national development for a long time; hence government was devising mechanisms that promoted enterprising minds among young people.

"The majority of our youths has poor education, lack formal skills and consequently remain without jobs which would enable them to earn a living. We believe our young people need to be helped develop enterprising minds and be given an empowerment fund through which their ideas could be implemented," he said.

On staff recruitment, the Head of State said it would be scaled-up to meet the demand in training institutions.

And minister of Education, Science and Vocational Training (MESVT), Dr. John Phiri said the ministry was working on modalities that addressed key problems in TEVET such as limited access to training and inadequate training facilities.

In a ministerial statement, Dr. Phiri urged TEVET providers not to panic over the merging of the Ministry of Education and Ministry Science, Technology and Vocational Training as the ministry (MESVT) had engaged experts from the two ministries to harmonise the operations of the new ministry to enhance learning and training delivery.

He said preliminary consultations revealed that limited access to training and inadequate training facilities in TEVET hampered skills development in the country regardless of the sector absorbing the biggest number of learners.

Dr. Phiri said government would find ways of improving TEVET to increase the skilled workforce in the country, which was essential in unlocking the human potential for prosperity and national development.

Minister of ESVT meets TEVET, Science institutions in former MSTVT



Right to left: Dr. Phiri and Albert Kayamba, Acting Permanent Secretary MESVT.

By TEVET Newswriter

On 19th October, 2011, Minister of Education, Science and Vocational Training (MESVT) Dr. John Phiri met TEVET providers under the ministry and chief executives of various institutions to update them on the integration process of the Ministry of Education and MSTVT in line with the education policy of the Patriotic Front government.

Speaking during the meeting, the minister shared government's vision on education, science and technology and vocational training which were anchored on increased access to training, infrastructure and staff development and entrepreneurship training, supported by seed-capital enterprise funding.

Dr. Phiri added that people, particularly the youth, had very high expectations from the government they voted into power, hence the need for quick re-aligning of operations of the two hitherto ministries to the new government targets to ensure quick and efficient delivery to those expectations.

He said government recognised that all Zambians children had the right

to a free, compulsory, and quality education, regardless of the wealth of their family or their place of residence.

Dr Phiri says Government will invest in national priority-driven scientific research to accelerate national development. "Government will as a matter of urgency develop a national research agenda to guide investment in science and technology," Dr Phiri said. "Previously, scientific research was not given the priority it deserves and to some measure the state of under-development of this country can be attributed to lack of investment and lack of a research agenda in science and technology," he said.

Dr. Phiri said research in science and technology in the country should be boosted to contribute to national development in a meaningful manner. He said to promote increased research in science and technology, the ministry would prioritise the teaching of science subjects in educational institutions at all levels and improve on current learning institutions as well as expanding facilities for teaching

science and technical subjects.

He further stated that the ministry would also set up exclusive science and technical schools, colleges and universities. He said government would revamp the National Institute for Scientific and Industrial Research by dismantling its debt and increasing the budgetary allocation to research activities.

Dr. Phiri said Zambia should aim at making its economy knowledge-based to ensure higher levels of national development. "We should strive towards a knowledge economy. We all know that all leading economies in the world have become hugely knowledge economies," he said.

"Government will work hard to ensure emoluments of lecturers and scientists are attractive and regionally competitive. We are aware that conditions of service of the lecturers and scientists in his ministry are uncompetitive and that this state of affairs has made it difficult for it to stem brain drain."

"DREAM big, Start Now," Youths urgedas TEVETA Participates at 2011 Career Expo

By TEVET Newswriter

"Careers aren't built in a day. But they can be launched, nurtured and pursued to fruition." Knowing a career path is a challenge for many people. This is coupled with the difficult of identifying one's unique

guidance was very important in achieving skills development targets.

"If we ensured that all our young people are properly guided and supported to achieve their career aspirations, then we'll have a workforce that will be working with great satisfaction and pride. As a result, our development will be driven by a crop of well-guided individuals working to the betterment of all Zambians," stated the minister.

He said the Career Expo Initiative was helpful in meeting the demand for comprehensive and practical career guidance following the underdevelopment of career counseling programmes in schools country wide. Dr. Phiri added that failures were made by society; hence youths had to avoid associating with elements of failure.

"Failures are made, they are not born. They are made by society through the kind of information given to them, environment they are exposed to, and type of counsel they get on their dreams.

Talking of girls; you're lack to be in school, other girls are just making statistics. Don't mess-up with this chance. Avoid sex, wait for the right time. HIV/AIDS and STIs will not spare you. Stand out and protect yourselves. Boys, don't be excited for nothing as well. Stay away from beer and cigarettes. You'll find them. Trust God and pursue your dreams," the minister counseled the youths.

Speaking earlier, TEVETA Director Development, DAVID Chakonta who is Junior Achievement Zambia chairman said the Career Expo accorded youths chance to choose careers that suited their interest and met labour market demands.

Mr. Chakonta said the purpose of the Expo was underpinned by shortcomings of the school system in offering informative career guidance due to lack of information on labour market demands, thus disadvantaging skills development in the country.

He said Career Expo was among Junior Achievement Zambia's programmes that were focused on career preparedness, entrepreneurship and financial literacy, which ignited the spark of young people to experience and realise their opportunities and realities of work and life in the 21st century.

Meanwhile, Nigerian Ambassador to Zambia Folake Marcus-Bello said "your

circumstances in life shouldn't cloud who you want to be. Use those circumstances to change your destiny. Be determined, you will over-turn all barriers."

Her Excellence further said the fact that one was a woman did not deny then success. She said everyone had what it took to make it great in life. "Self-confidence is one of the drivers which differentiate between those who succeed and those who fail." She further said those who were self-confident trusted in themselves, their abilities, never gave-up, they were charismatic and they were goer-getters.

"For you to acquire self-confidence, you need to read a lot, learn to speak well (either in English or mother language), carry yourself with poise, look knowledgeable and dependable. Acquiring these values requires dedication and right mindset," HE stated.

Mrs. Marcus-Bello urged pupils to find their passion and pursue them. She added that completing Grade 12 was nothing without employable skills.

"Don't be complacent with a School Certificate. Dream for a career, and when you fail; never give up. Failure is a test of greatness. Use failure to re-position yourself. Remember, the road to success is not smooth for everyone. If you can't get what you want for the first time, pick the second route. If you get pregnant, go back to school. Start where you left it," she tipped the pupils.

Mrs. Marcus-Bello said a plan-less life was a useless life. "Sit down today and plan your life. Keep on cutting and pasting new things on your plans until you achieve your dreams," she emphasised.

"Spend your time wisely. I am very unhappy with the drinking habits among Zambian youths. You don't need alcohol now. Zambia needs more degrees, grab one for yourself," concluded Mrs. Marcus-Bello.

And former University of Zambia Vice Chancellor, Professor Robert Serpell said a career took many turns before it was fine-tuned according to one's passion.

Prof. Serpell gave pupils four principles of career choice, which included planning, listening to advice, holding-on to passion and keeping an open mind.

"Don't lead life by mistake. Plan for it. As you plan, listen to advice on your strength and weakness. Use your intrinsic passion to achieve your dream.

Finally, don't shut ideas from others," guided Prof. Serpell. "Parents are good career advisers, but use your intrinsic passion to be who you want to be. Identify what you're good at doing in relation to what you want to achieve in life. Best career options combine what you're good at and your passion our interest and abilities are the precursor to our career success," he added.



Focusing !!! Some pupils who attended the Career Expo listening to career tips at Mulungushi International Conference Centre.

qualities and abilities. The process of identifying those virtues can be frustrating, as the journey of self-discovery is rarely easy.

Learning from those who have walked the career path one wants to pursue eases the journey. Pioneering skills development in Zambia, the Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) partnered with the Education, Science and Vocational Training, Junior



Dr. Phiri talking to participants at the Expo, while TEVETA Director for Development, Mr. Chakonta looks on.

Achievement Zambia and Image Promotion to host the 2011 Career Expo at Mulungushi International Conference Centre.

Officiating at the Expo, Minister of Education, Science and Vocational Training, Dr. John Phiri urged youths to dream big and to start immediately so that they can have time to assess their choices with the help of parents, teachers, professional bodies and training institutions. Dr. Phiri said career

Choma Trades' 2012 goals....to introduce new programmes

By TEVET Newswriter

Foresight and ability to identify opportunities are separators in society. Those without foresight or capacity to identify opportunities at an appropriate time are often left miles behind by those with those virtues. This mismatch cuts across all areas of life. Academicians, farmers, street hawkers, fishermen and service providers are separated by the same divider - foresight.

Foresight is becoming more appropriate in skills training due to the increasing demand for quality training by the industry. Poised for the upturn, Choma Trades Training Institute is geared for 2012. The institute has surveyed the market, conducted training needs assessments, acquired relevant training facilities and is ready to roll-down various programmes in the New Year.

College Principal, Tom Chewe Kampamba named the courses earmarked for commencement in 2012 as: Community Development, Tailoring, Cutting and Designing, and fine-tuned learning sessions in Power Electrical and Automotive Mechanics.

Mr. Kampamba said Community Development was a strategic programme in Zambia due to its open-ended outcomes which included: improved individual self-esteem and confidence, people participation in social development, and increased community participation in political and citizenship activities, promotion of decentralisation and participatory development, among others.

"...the programme is critical in meeting some of the major challenges communities face to improve their livelihoods and mobilising themselves to resolve community development challenges. Currently our communities are mostly unaware of best options to deal

with developmental challenges, and a programme like this one suits well in empowering them with appropriate know-how for the future," he indicated.

He added that Tailoring, Cutting and Designing was another programme that was essential for self-empowerment, especially for the girl-child, who was traditionally marginalised in taking economic activities in their communities.

"Once one has the skills to cut, design and sew, all they need is a machine to kick-start their own enterprise from which they can meet their income and possibly employ others. It's easier to start one's own business in tailoring considering the fact that most tailoring enterprises take on new entrants for a given time and then give them a machine to start-up, thus enabling them stand on their own and run the race," Mr. Kampamba emphasised.

He further said fine-tuned programmes in Power Electrical and Automotive Mechanics would enhance access to training, especially for students who cannot fit-in the normal learning programmes.

"Students will be coming and going when it suits them. Once they meet the nominal-hour training requirements, they will be examined and those that pass will be certified just like any other student," he said.

Meanwhile, Mr. Kampamba said Choma Trades was constructing a block of female student's hotels in order to accommodate females who have been sidelined at the institution, due to the original design of the institution which only offered training for male



One of the completed students' hotels at Choma Trades Training Institute.

students.

The conceptual design of Choma Trades was to offer training to male students while Kasiya College of Secretarial and Business Studies was to train their female counterparts. However, to promote and encourage girl-child education, Choma Trades is incorporating females in its training programmes.

"The construction of the block of students' hotels for females is meant to increase girl-child enrollment and broaden programme variety for girls. Our aim is to have more girls enrolling with us, that's why we're putting up infrastructure to accommodate them. We are also finishing up our Tailoring, Cutting and Designing workshop, which we believe would enable us recruit good numbers of students into the programme, especially girls," he stated.

Mr. Kampamba added that the institution won a contract to make 518 desks for Kafue District, worth about one and half billion Kwacha. He said the institution was expecting another contract with Ministry of Education, Science and Vocational Training for the newly constructed Kaoma Trades Training Institute.

Mr. Kampamba intimated that the funds from the projects would help the institution implement some of its long and short term projects. He urged prospective students to get in touch with the institution and learn more about its programmes, and more importantly enroll with the institution in one of its various training programmes.



Mr. Kampamba,
Principal Choma
Trades



LR: Mr. Musa encouraging TEVETA staff about going for VTC, while Dr. Nkanza takes notes during the 4th Quarter VCT Day.

“Don't Get Bored with Information about HIV/AIDS; the Fight is Still on”

By TEVET Newswriter

Nomakanjani “No matter what,” information about HIV/AIDS is ever-relevant to our wellbeing and to the fight against the pandemic. Either HIV active or inactive (positive/negative), information on the scourge is essential since we are either infected or affected.

Continuing sensitising its staff about HIV/AIDS and its new challenges, TEVETA held its quarterly HIV/AIDS Awareness Day with a call-on its staff never to get complacent with what they knew about the pandemic as new discoveries were made every day about the spread of the virus and treatment as well as side effects of treatments, among other things.

Opening the HIV/AIDS Awareness Day, TEVETA Director General Dr. Patrick Nkanza noted with displeasure that attendance to such activities by staff at the institution was dropping, an indication that people were complacent with information in the public domain about the epidemic.

Dr. Nkanza quickly advised staff not to shun such activities due to their importance to the human capital of every establishment, which was the lifeblood of any existing organisation.

And TEVETA Human Resources Manager and Administration, Enerst Musa noted that statistics on HIV/AIDS infections and sexual behaviour of

married men and women across the country especially in cities like Lusaka showed that the fight against the pandemic was still-on and needed recommitment by all citizens.

Mr. Musa said a study in Lusaka showed that 40% of the married men and 27% of married women were going out with other women and men besides their partners, hence putting both the married and unmarried at higher risk of contracting HIV.

“The danger is still rife; ensure that you have safe sex all the time. You can't ensure you have a safe relationship due to high levels of promiscuity among the men and woman. The only way is to guard your life seriously. You may not know what your partner does behind your back, therefore have protected sex always,” he cautioned.

Meanwhile, TEVETA Psychosocial Counselor Kennedy Bowa stated that HIV/AIDS related issues changed every day. Mr. Bowa urged the staff never to ignore HIV/AIDS sensitisations because they felt they had already heard a lot about it.

“Don't get bored. We can't take that risk. The information we are getting today is good for us, our spouses/partners and our families. Such events help us openly share our experiences. During such platforms,

medical experts tell us what's currently prevailing pertaining to HIV/AIDS and guide us on how to take care of new challenges the pandemic comes with in its revolving nature. We can't ignore such an opportunity. We still have a lot to do and we have a long way to go in the fight against the pandemic,” Mr. Bowa counseled TEVETA staff.

And one of the invited medical doctors, Dr. Paul Mulenga said “you need to know more about your health matters especially HIV/AIDS, a condition which either infects or affects everybody.”

Dr. Mulenga stated that HIV/AIDS effects cut across generations and professions, thus required everyone's input in curbing it and reducing infections and re-infections.

Another doctor who spoke on HIV/AIDS related cancers said HIV active (positive) people were more than 100% likely of getting Kaposi Sarcoma, Cervical Cancer and Human Papilloma Virus (HPV).

Dr. Banda who is a Cancer Specialist at UTH Cancer Centre, added that drastic changes in life style by HIV/AIDS patients, such as heavy drinking or too much smoking; put them at higher risk of getting HIV/AIDS related cancers.



Mr. Kantiya, LIBES Principal

LIBES to introduce Chinese, sets bar higher in 2012

By TEVET Newswriter

With all eyes on China as one of the top buyers, largest lender and forerunner in economic growth and development, learning and knowing Chinese language for personal and national benefits is becoming more important than previously considered. Zambia being one of China's investment destinations, learning Chinese is valuable for ease communication, improved work-relations, increased productivity, business linkages, and general interpersonal interface, among other benefits.

Determined to increase its course portfolio and be among pioneers in teaching Chinese Language in the country, Livingstone Institute of Business, Engineering Studies (LIBES) is introducing Chinese Language in 2012 in collaboration with Confucious University of China.

LIBES Principal Thomas Kalantiya

intimated that the institution aimed at increasing its range of courses, especially in Technician Programmes in order to reduce the existing gaps of such qualifications in many sectors of the economy caused by skewed training towards lower qualifications in most TEVET institutions.

Mr. Kalantiya indicated that the technician programmes the institution was introducing were: Heavy Equipment Repair, Automotive Mechanics and Power Electrical. He further said with the aim of reducing the number of courses examined by foreign examining boards, LIBES was introducing Banking and Finance, Human Resources and Management, and Zambia Institute of Purchasing and Supply (ZIPS) under local examining boards.

Mr. Kalantiya stated that courses

examined by foreign boards were falling short of TEVET Qualification Framework (TQF) requirements, hence making them less popular in the market.

"We are shifting from the traditional LIBES characterised by Craft Certificate and Trade Test Courses to offering technician programmes. The skewed nature of our courses towards lower qualifications has created skills gaps in the economy. LIBES wants to be part of the team that is changing the status quo. We also want to introduce a number of locally examined courses, which meet our Zambian qualification framework," he said.

"We are also aware of the international role and influence of China in investment, manufacturing, science and technology, research, education,

LIBES to introduce Chinese, sets bar higher in 2012

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etc. thus LIBES has partnered with Confucious University, which is a wing of Hebei Normal University of Science and Technology. Hebei Normal University of Science and Technology develops and teaches Chinese language. Our collaboration involves teaching Chinese at various levels. This will ease our relations with Chinese investors; chart business opportunities with them with simplicity, read their books, as well as having a good personal interface. We believe knowing Chinese language will also reduce on misunderstandings at places of work among Zambians and Chinese personnel due to language and cultural barrier," Mr. Kalantiya added.

He said knowing Chinese Language would have trickle down

effects on interpersonal communication and relations between Chinese and Zambian citizens, hence cementing the long term cordial co-existence.

And Mr. Kalantiya said training providers, particularly LIBES, had challenges in finding teaching materials that matched the Zambian qualification framework in certain courses, a situation which affected training delivery.

He has since called-on local examining boards such as: Zambia Institute of Chartered Accountants (ZICA), Zambia Institute of Purchasing and Supply (ZIPS), Zambia Institute of Human Resources (ZIHRM), Zambia Institute of Marketing and the Technical Education, Vocational and

Entrepreneurship Training Authority (TEVETA) to go into teaching and study material production to reduce on usage of borrowed knowledge from abroad.

"Foreign examining boards produce teaching and studying materials to ensure effective training delivery for institutions administering their examinations.

Both trainers and students access those materials in various forms such as CD ROMs, online and physical publications. If our local examining boards could do the same, it will be of great value to training providers and learners. It could be a costly undertaking, but it's worth-while in line with our TQF," Mr. Kalantiya noted.

Systematic Planning and Monitoring an Essential Attribute of Successful Entrepreneurs!



By Nelly Nyirenda - Out-going Entrepreneurship Development Specialist

In the last article we explored Information Seeking and the importance of information seeking for an entrepreneur. In this article we are considering Systematic Planning and Monitoring as an essential attribute of successful entrepreneurs.

What is Systematic Planning and

Monitoring?

Systematic planning is basically to follow a step-by-step approach towards attaining an objective or set of objectives. In the first place, the result to be attained must be defined; then the actions that have to be taken identified, sequential order made, and the resources required estimated. The idea is that successful entrepreneurs plan "from start to finish".

Systematic refers to relating to or consisting of a System. Planning is the act or process of making a plan to achieve or do something.

Monitoring is the regular observation and recording of activities taking place in a project or programme. It is a process of routinely gathering information on all aspects of the project.

Systematic planning is the

planning that gives a method by which one could check if what they want to do is worth doing; find out which things are feasible; get things arranged properly; use resources efficiently and learn from both success and failure.

In Systematic planning the following process is followed:

- i. Specific Need identified
- ii. General Aim decided (outline of what it is you want to achieve)
- iii. Detailed Objectives set (specify what is to be done by different people)
- iv. Method (Describe how you are going to achieve the objectives)
- v. Implement (Follow the method you detailed)
- vi. Evaluate (The success of the activity)

The planning steps can be

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Systemic Planning and monitoring - An essential attribute of successful Entrepreneurs

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summarized as follows:

- i. Objective (What)
- ii. Method (How)
- iii. Schedule (When)
- iv. Responsibilities (Who)
- v. Resources-/ Costs (How Much)

What are objectives?

Objectives express the results we want to achieve, and mark the plan's direction. If objectives are undefined or unclear, the related activities will be confused; this can lead to "walk fast and look busy", but without much purpose. Objectives therefore have to be clearly specified...

Objectives have to be SMART:

- Specific (precise and to the point)
- Measurable (Quantity/size and cost)
- Achievable (Is it practicable?)
- Relevant (Meaningful- will it solve a certain problem?)
- Time bound (when are you starting and finishing?)

Why Establish Objectives and Develop Work Plans?

Writing objectives increases the likelihood of achieving them up to 60%. Writing objectives also help one to work more smartly instead of with difficulty. Objectives further give an orientation towards results and help identify necessary resources. They also help increase motivation and help one to manage stress.

Why is Systematic Planning and Monitoring important for an Entrepreneur?

It is important for an entrepreneur to recognize the importance of planning in business life and the need to strengthen it as an essential competency. It is also vital for an entrepreneur to accurately formulate short-term objectives and list the activities needed to accomplish them. Furthermore, it is

important for an entrepreneur to manage the schedule for assigning responsibilities as a planning tool and to apply it to business objectives.

An entrepreneur plans for whatever he/she expects in the business. He/she does not leave things to luck. He/she plans by breaking large tasks down into small ones and puts time limits against them. Since an entrepreneur knows what to expect at any time he/she is able to change plans and strategies to achieve what he/she aims at.

Great tasks can only be carried out step by step. By successively setting objectives for one's self and reaching them, the entrepreneur's confidence in his/her ability to complete difficult tasks and to achieve challenging objectives is reinforced, in such a way that the planning competencies appear to be linked to strengthening self-confidence.

Let's say you're planning to build a house, you will have to come up with a building plan outlining the activities involved, the people responsible, the size/ quantity and cost for each phase, the time frame and so on.

The bigger picture is a complete house; but to get there you have to go stage by stage. You have to start from the foundation, the wall, the ring beam, the timber for the roof and then the roof before you go to the fittings and all the other requirements.

The same is true for entrepreneurs, you have to schedule your activities and begin to tackle them one by one or concurrently depending on the feasibility. Starting small and growing overtime is the best an entrepreneur can do. As you start

small you learn from the mistakes on a small undertaking; and you avoid making the same mistakes as you go on. If you want to start very big and handle a lot of tasks at the same time, the chances are that you will fail.

REMEMBER!! You cannot start climbing a tree from the top, unless you are a magician! Embrace the power of starting small and breaking large tasks into time constrained sub tasks and see yourself become a great success.

The choice is yours!!!!

Quotes on starting small

"A journey of a thousand miles begins with one step." Lao Tzu- Chinese Philosopher

"Success is the sum of small efforts, repeated day in and day out." Robert Collier

In the NEXT ISSUE, we will consider TAKING CALCULATED RISKS as an ESSENTIAL attribute of successful Entrepreneurs!

TEVETA Creates Mail-server for Training Providers.

TEVETA has setup a mail server for training providers for easier communication with TEVETA. To access the mailboxes training providers just have to go on the TEVETA website and click on the training provider mail link, then enter your username which is the TVA number for the respective institution and default password teveta01 on the Zarafa webaccess page which has the same "look-and-feel" as the Outlook desktop application. In the meantime in order to change the default password you can email the password you want to change to, to the administrator at zzimba@teveta.org.zm.

Kasiya to Open New Campus in Monze



Kasiya College entrance.

By TEVET Newswriter

Located Eleven (11) kilometres from Pemba in the thicket of Zambia's natural topography is Kasiya College of Secretarial and Business Studies. The college's original design was towards providing training to girls in Secretarial and Business Programmes. However, with the ever-increasing demand for training in the country, the college is not only increasing its enrolments, but has also opened a new campus in Monze for a variety of courses.

Vice Principal Gilbert Mutunda said the opening of the new campus in Monze broadened the college's programme range and enabled it to introduce new programmes. Among the programmes earmarked for commencement in 2012 are foreign and local programmes.

Foreign programmes are: Association of Chartered Certified Accountants (ACCA), Institute for the Management of Information Systems (IMIS) and Chartered Institute of Institute of Purchasing and Supply (CIPS), while local ones are Zambia Institute of Certified Accountants (ZICA), Zambia Institute of Purchasing and Supply (ZIPS) and Records Management.

Mr. Mutunda said there were no institutions that offered accounts and business programmes in Southern Province, besides those in Livingstone; an opportunity Kasiya College was taking advantage to broaden its training spectrum and increase its contribution to training TEVET.

He added that the Records

Management programme the college was introducing was vital to the operations of any institution in the world.

Mr. Mutunda said records management was the lifeblood of any organisation, especially with the computerisation of systems for enhanced quality of managing data, information and operations systems

of at different levels.

"We can't deny the fact that records rule this world. Papers, files, and documents are ubiquitous not just in the workplace but also at home. Therefore, proper records management or what is defined as 'the classifying, storing, securing, destruction, and in some cases, the archival preservation of records' is crucial for everything business and households; professional and personal communication; and generally, for the purpose of evidence. Records management is all about the maintaining of records from start to finish from the composition of materials to their eventual disposal," Mr. Mutunda stated.

He said nothing in the world was permanent, "as it is said, change is the spice of life. That notion also embraces the practice of records storage and management. What was once the simplicity of filing cabinets, folders and boxes, and warehouses and basements is now a web of complexity.....there are even government policies and regulations concerning records management."

Mr. Mutunda said it was from the government policy and market demand point of view that the Kasiya College was introducing Records Management to improve operation systems, accessibility of documents when needed and modernising achieving systems in line with the computerisation of most works in almost all sectors of the economy.

He said the programme was in the

past only offered to people in the industry until now when the college was extending it to schools leavers.

"Organisations from retail to service industry, manufacturing to distributors and telecommunications vendors need a proactive way of records management to ensure that their consumer and business records are kept safe and secure. Records management is of utmost importance, especially concerning confidential files. The programme is thus meant to make the records storage industry more efficient," Mr. Mutunda noted.

Records management includes electronic and physical documents such as: monthly bills, letters, contracts, and all kinds of written communication can be classified as records, especially if they are used, stored and secured. Given the advent of technology where most communication is done through e-mails, online forums and social networking sites, information or data shared through these mediums are also referred to as records. It's not surprising therefore, that many businesses count e-mails as a legit and valid form of record to support business transactions. Simply put, a record is an evidence of a business or personal event.

The complexities in record management continue with the ongoing developments in technology. For instance, e-mails and other digital information are now a big part of the records management industry. Travel back in time to 15 or 20 years ago and it was not unusual to have every record on paper: typewritten, handwritten or in shorthand. Hard copies were the royalty. This is no longer the case. A piece of paper, a contract for instance, is now just the other half of the equation. Securing a record means managing both the tangible and the digital; the piece of paper and the file saved in the computer's hard drive. Records management has made imaging, e-mail archiving and data recovery a virtual storage place, much like an e-warehouse for all your information.

ZAMCOM launches Newspaper in Education (NIE) project

By TEVET Newswriter

The Zambia Institute of Mass Communication (ZAMCOM) Education Trust in partnership with University of Kentucky has launched a Newspaper In Education (NIE) project aimed at encouraging lifelong readership and a means for community outreach project to support literacy and learning in Zambian schools.

Development Division, which revealed that there was need to address among other issues the curriculum in the education sector with respect to gender mainstreaming.

Speaking through Labour, Youth and Sports Permanent Secretary Gabriel Kaunda, Mr. Shamenda added that beyond the curriculum, there was

also need to provide appropriate content as part of the learning and teaching tools for both pupils and teachers respectively.

He said GID would use NIE platform to send key gender messages to a generation that was ready to learn and live differently from what society was accustomed to due to many cases of adults justifying negative roles of men and women in society on account of culture.

The minister said negative cultural and traditional beliefs were stuck in minds as adults, thus it took more effort to change the mindset of adults in view of the demands of the new world order which believed in gender equality between men and women as well as

boys and girls.

Mr. Shamenda added that it was therefore befitting to focus on pupils and teachers to give suitable gender knowledge in order to empower future men and women who would shape the gender and development framework in a manner that took into account the good side of our culture and traditions as well as benefiting current dictates of global world on gender.

Speaking earlier, ZAMCOM Board Chairperson Ngoza Nkwabilo said the newspaper was produced by ZAMCOM students in collaboration with teachers to develop content which was suitable for pupils.

Mrs. Nkwabilo said the NIE programme was a tool for improving students' writing skills and increase pupil's reading skills and understanding thus encouraging lifelong reading culture among children.

"Starting with pupils and teachers is a good point in making the education system responsive to the need for full

participation of men and women and boys and girls in gender mainstreaming and health education. The paper will bring right gender content into the classroom and spreading it into our society," she noted.

And USAID Education Leader, Nikky Powells stated that the quality of education and messages of NIE promoted attitude and behaviour change among children, hence shaping a responsible society that paid particular attention to critical issues to society's needs from gender to health and empowerment.

"NIE information is inter-linked to society's daily wellbeing. It brings information about their health, HIV/AIDS, gender issues, climate change, nutrition and others. It improves quality of learning and access to education, and strengthens the health information delivery system," Mr. Powells stated.

He said NIE completed efforts of different stakeholders in improving information dissemination on fundamental aspects of society that included health and gender and augured well with the school curriculum.

Meanwhile, Ministry of Education, Science and Vocation Training Permanent Secretary Andrew Phiri said the NIE programme which was the first in South Africa Development Community (SADC) brought education closer to learners thus enhancing the quality of learning and literacy among school going children and community.

Mr. Phiri said education was a good equalizer in any community, which NIE was providing inexpensively, relevant teaching materials and ready-to-use lesson plans and engaged pupils with hands-on learning and a wide spectrum of information that sharpened their minds and improved their knowledge on society's wellbeing.

He added that the NIE would contain news stories with best models for clear, concise and simple writing, which most children would continue to read throughout their lives even outside the school system.

Mr. Phiri said NIE would further provide learning materials for adults and those youths who fell-out of school for various reasons.



The front page of a copy of the Newspaper in Education (NIE).

The newspaper would be further used into living text books that could be used to enhance the achievement of school curriculum goals.

The NIE programme is supported by the American International Health Alliance (AIHA) and the United States Agency for International Development (USAID). ZAMCOM entered into an agreement with the Gender Division and ministry of Education, Science and Vocational Training (MESVT) and Zambia Daily Mail to produce the newspaper.

The NIE would be produced bi-weekly, while monthly supplements with various topics including health issues, gender, HIV and AIDS could be inserted into mainstream newspapers in the country.

Officiating at the launch of the NIE, Minister of Labour, Youth and Sports, Fackson Shamenda said the partnership by the Gender Division and MESVT and other stakeholders towards the production of the NIE came at backdrop of the 2009 Gender Audit for the Education Sector by Gender in



File picture: Dr. Phiri , Minister of Education, Science & Vocational Training.

Shortage of Qualified staff in TEVET worries Government

By TEVET Newswriter

Minister of Education, Science, Technology and Vocational Training Dr. John Phiri said Zambia is currently experiencing a shortage of human resource and is unable to meet the increased demand for various technical education, vocational and entrepreneurship training (TEVET) skills as the economic activities increase.

And Dr. Phiri said the role of TEVET in economic development could not be underestimated in the provision of skilled labour for both the public and private sectors.

Speaking during the 10th graduation ceremony for Lusaka Business and Technical College (LBTC), under the theme 'Empowering the future generation through training to enhance national development', Dr Phiri said President Michael Sata attached importance to TEVET programmes because of the role they play in national development and technological advancement.

He said the government would remain committed to providing funds through the TEVET financing strategies, grants, rehabilitation of institutions as well as constructing

new ones.

"Sectors such as construction, tourism, manufacturing, agriculture and mining cannot run without technical staff to maintain machinery, equipment and production of finished goods as well as the provision of services," he said.

Dr. Phiri urged training providers in the country to train according to the needs of the priority sectors of the economy, as doing so would ensure that graduates' performance was in line with the required standards of the economy and the social sectors of the nation.

He also appealed to training providers to start auditing their statements of accounts annually in accordance to TEVET Act number 13 of 1998 which ensured transparency and accountability in the area of finance. Dr. Phiri urged graduands to practice entrepreneurial and other skills they were imparted with to start their own businesses or enterprises if they were not absorbed in the formal sector.

Speaking at the same occasion, LBTC board chairperson George Silutongwe commended government for providing a bursary

News scheme for the college which would help it fulfill its social obligation to help the vulnerable in society.

Mr. Silutongwe said the college would always strive to improve the quality of training to enable it to produce competent and employable or entrepreneurial graduates who would contribute to the growth of the economy. Meanwhile, the government has advised Zambians to consider acquiring good qualifications that will enable them take up the various positions currently occupied by expatriates.

Speaking at the second graduation ceremony for City College of Management and Technical Studies, Ministry of Education, Science and Vocational Training Director Jane Chinkusu said that government valued the role the private sector played in the development and growth of the country's economy.

Ms. Chinkusu said as investors come to set up businesses in the country, the government's emphasis was on new job creation.

"This simply means that Zambians must brace themselves and attain necessary qualifications to enable them take up the appointments instead of leaving these opportunities to foreigners. "These young men and women who are graduating today will be very useful in mitigating the much needed skilled human resource in many economic sectors," she said.

She also implored private owned institutions under the Technical Education Vocational and Entrepreneurship Training Authority (TEVETA) to ensure that they abide by the standards and conditions set by the authority.

And City College board chairperson, Davison Mweetwa appealed to government to look into the plight of training institutions by coming up with deliberate policies targeted at financing skills training institutions, especially that the TEVETA Fund was no longer available.

Meanwhile, college principal, Anderson Mtonga called on the graduating students to do the college proud and perform well in the field.

Our ref: TEVETA/101/1/11

20th January 2012

TO: Principals Directors
Managers

Registered TEVET Institutions
Zambia

SUBJECT: CONDUCT AND ADMINISTRATION OF TEVET ASSESSMENTS AND EXAMINATIONS

In accordance with the provisions of the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998 and the TEVET (Amendment) Act No. 11 of 2005, one of the functions of the Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is to administer TEVET Examinations, and this is a part of the of the implementation of the TEVET Qualifications Framework.

This circular serves to inform all Training Providers and Students that the transfer of Examinations from the Examinations Council of Zambia to TEVETA, which started in 2008, was completed in 2011. TEVETA wishes to inform training providers of the following measures

1. The Examinations Activity Framework 2012: Training Providers will note that the whole examinations cycle has been outlined. It is imperative that all the deadlines are adhered to as there will be no extensions. This is to avoid overriding in the other scheduled examinations activities.
2. Examinations Fees: The fees for 2012 have been adjusted as contained in the TEVETA Circular No 5 of 2011 which was circulated to all Training Providers. Examination fees should be paid as outlined in the examination activity framework and no extensions will be allowed.
3. Remarking of examination scripts: This has been abolished this is line with the trend in all local and international examination boards practices.
4. Submission deadlines: Please take note of the submission deadlines for all categories of TEVET examinations which should be adhered to.
5. Examinations Records: ALL submitted examination records should be complete and confirmed by the Head of the Training Institution

For further information and/or clarification, please contact the following:

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Further information is also available on our Website: www.teveta.org.zm

Your usual cooperation in this national duty will be appreciated.



Dr. P. K. Nkanza
DIRECTOR GENERAL
TECHNICAL EDUCATION VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY

Cc: Director
Examinations Council of Zambia
LUSAKA

Cc: Permanent Secretary
Ministry of Science Technology and Vocational Training
LUSAKA

ASSESSMENTS AND QUALIFICATIONS DIVISION

EXAMINATIONS ACTIVITY FRAMEWORK FOR 2012

Month-2012	National Examinations	Trade Tests	Continuous Assessments
JANUARY	JANUARY INTAKE		
FEBRUARY	5th Feb: Deadline for April exam payments. 15th February Confirmation of all candidates for April Examinations by Institutions	15th February : Deadline for Applications for April Trade Tests	(i) 13-17 February C.A. Verification visits to institutions for April Exams classes (ii) 28th February: Deadline for submission of CA for candidates for April Examinations
MARCH	31st March :Enrolment Deadline for January Intake		
APRIL	30th April: Training Providers verify enrolment list of January Intake. (Names, Courses and Identity Numbers. Confirmation signed by the Head of the Institute.)	24th to 27th April Trade Tested conducted	23rd - 27th April Submission & Verification of CA for first Term
MAY	(i) 15th May Deadline for August examination fees payments (ii) 30th May: Training Providers verify & confirm lists of candidates for August Examinations. (Student Names, Subjects and Exam Numbers)		
JUNE	JUNE INTAKE	15th June : Deadline for Applications for August Trade Tests	(i) 18th - 22nd June C.A. Verifications visits for August Examinations (ii) 30th June : Deadline for submission of CA for candidates for August Examinations
JULY			
AUGUST	30th August : Deadline for enrolment submission for June Intake	27th - 30 August Trade Tests Conducted	
SEPTEMBER	(i) 15th September Deadline for payment of December examinations fees. (ii) 30th September: Training Providers Verify & confirm lists of June Intake. (Student Names, Courses and Identity Numbers.)	15th September : Deadline for application for November/December Trade Tests	(i) 17th - 21st September C.A. verification visit to institutions. (ii) 19th September deadline for term II C.A. submission by institutions.
OCTOBER	15 October Training Providers Verify & confirm list of candidates for November/December examinations entries		
NOVEMBER	Mid November Examinations Begin	26th - 30th November Trade Tests Conducted	(i) 5th - 9th November C.A. Verification visits to institutions for December examination series (ii) 15th November Deadline for submission of CA for candidates for November/December Examinations
DECEMBER	Early December Examinations end		Mid December Submission of examinations scripts by examination centres