
ANNUAL REPORT

Technical and Pedagogical Training for Technicians and Vocational Teachers: Improving the Quality of Vocational Training in Dodoma, Tanzania.



INFORMATI

PROGRAM: YOUTH, EDUCATION & PROFESSION

PROJECT NAME: Fostering the Provision of Quality Technical Education and Training to Enhance Progressive Career Pathways among youth in Tanzania: Don Bosco Technical Training College (DBTTC)

PROJECT NUMBER: AFE 19-029

PROJECT LOCATION: DODOMA-TANZANIA

PROJECT DURATION: 2 years (24 months)

SECTOR: EDUCATION-TVET

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December 2023

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LIST OF ABBREVIATIONS AND ACRONYMS

SECTION 01: INTRODUCTION

1.1. INSTITUTIONAL PROFILE:

Don Bosco Technical Training College (DBTTC) is a privately owned technical institution, under the stewardship of the Salesians of Don Bosco Tanzania. Registered by NACTVET (REG/BTP/134) and situated in the Miyuji Area of Dodoma, Tanzania, DBTTC is driven by a resolute commitment to attaining excellence in technical education, formation, and research. The college fosters a culture of innovation among its trainees, aspiring to produce highly skilled technicians and technical teachers capable of effectively imparting knowledge to young technicians at various levels, including polytechnics, middle-level colleges, and technical institutes in local communities.

Dedicated to maintaining exceptional training standards, DBTTC holds accreditation for four key trades: Hospitality, Operations, and Management, Vocational and Technical Teacher Education, which fall under the Business, Tourism Business & Planning (BPT) Programme and two trades, Mechatronics Engineering, as well as Civil Engineering, within the Science & Allied Technologies (SAT) Programme for Technician levels 4-6.

Currently, DBTTC is actively engaged in cultivating the potential of 54 trainees, comprising 27 females and 27 males, who are enrolled in the Business, Tourism Business & Planning (BPT) Programme as well as Mechatronics and Civil Engineering.

SECTION 02: PROJECT EXECUTION

2.1. DEMOGRAPHIC COMPOSITION OF THE INSTITUTION

i) STUDENT POPULATIONS

After the application and registration of all applicants to NACTVET which commenced in May 2023 and was concluded in September 2023, Don Bosco TTC was verified to administer 79 students (27 females and 52 males) for the September intake academic year 2023/24. The administered students entailed;

Program	Male	Female	Total
Hospitality, Operations & Management	00	05	05
Civil Engineering	25	16	41
Mechatronics Engineering	26	06	32
Vocational and Technical Teacher Education	01	00	01
Total	52	27	79

As of November 30th, 2023, the DBTTC has successfully registered and enrolled 33 students out of the 79 candidates allocated for the NTA 4 program in the academic year 2023/24. The cumulative figure for new enrolments stands at 54 students, encompassing 33 new students (from a pool of 79 applicants) and 21 students who have progressed from the previous academic calendar, distributed across the 2nd semester (5 students) and 1st semester (16 students). A comprehensive breakdown of these numbers is presented below:

TRADE	ACADEMICS LEVELS	MALE	FEMALE	TOTAL
Hospitality, Operations, and Management	NTA Level 4: First Semester	00	01	01
	NTA Level 4: Second Semester	00	04	04
	NTA Level 5: First Semester	04	03	07
	NTA Level 6: First Semester	00	01	01
Sub Total		04	09	13
Vocational and Technical Teacher Education	NTA Level 5: First Semester	00	01	01
	NTA Level 5: Second Semester	00	01	01
	NTA Level 6: First Semester	02	03	05
	NTA Level 6: Second Semester	00	01	01
Sub Total		02	06	08
Civil Engineering	NTA Level 4: First Semester	13	09	22

Mechatronics	NTA Level 4: First Semester	08	03	11
GRAND TOTAL		27	27	54

ii) **TEACHERS/INSTRUCTORS' ADMINISTRATIVE STAFF:**

Currently, DBTTC maintains a workforce of 21 individuals, with a gender distribution of 05 females and 16 males. Within this cohort, five personnel (consisting of two females and three males) are engaged in school administration responsibilities. The remaining 16 staff members, encompassing 03 females and 13 males, a part of the teaching team under contractual employment terms. In order to optimize the cost-effectiveness of the project funds, DBTTC has implemented a contractual compensation model based on hours worked, specifically remunerating teachers for the number of lessons instructed. This strategy is grounded in the commitment to deliver optimal value for the financial investment, taking into account the current student population at the institution. In a mid-term plan, the institution aspires to transition teachers to full-time positions. However, this transition will be facilitated once the student population reaches a threshold of about 400 and above.

2.2. THE ACADEMIC CALENDAR.

DBTTC adheres to the NACTVET calendar framework, which delineates a schedule of events, submissions, meetings, and other essential activities for all TET institutions. The NACTVET calendar for the 2023/24 academic year encompasses activities for both September and March intakes. Enclosed is the draft of the calendar, outlining a sequence of events extending until September 2024. (attch. a)

It is crucial to highlight the specific timeframe earmarked for the February intake, a strategic initiative envisioned to be pursued by DBTTC to augment student enrollment.

2.3. CAPACITY BUILDING TRAINING:

Throughout the project implementation, DBTTC has organized several capacity-building training workshops for teachers and the administration. These workshops were meticulously designed and executed with the primary objective of enhancing service delivery and optimizing the overall functioning of the institution.

i) **TEACHERS CAPACITY BUILDING WORKSHOPS TRAINING:**

Through the implementation period, DBTTC enlisted the services of Epicsense Training and Development Company to provide curriculum delivery-focused training for 14 DBTTC teachers, (comprising 3 females and 11 males). The teacher training and refresher workshops were designed to enhance the educators' proficiency in key teaching aspects, incorporating a comprehensive overview of the CBET curriculum, comprehension of CIPCs and CBLs, effective teaching methodologies for the CBET curriculum, understanding assessment plans, and constructing appropriate tests and exams. The goal was to improve the quality of instruction at the institution. Progressively, (every quarter) the school management will conduct assessments to gauge the impact of the training on the participating teachers.

ii) TRAINING ON FINANCIAL AND COMPLIANCE FOR THE DBTTC MANAGEMENT AND ADMINISTRATION STAFF

Through the course of the implementing period the DBTTC management (the Principal, administrator, accountant, and vice academic principal), underwent training facilitated by Bapa Consultants Company Limited. The training was strategically designed to address financial compliance and administrative matters, with a focus on enhancing operational efficiencies within the institution. Specifically, the training delved into financial and internal control procedures, ensuring compliance with monetary policy, taxation regulations, and adherence to guidelines and laws established by the institution, government, and donors. The training content was customized to fortify operations and align them with the compliance criteria, procedures, guidelines, and rules stipulated by the government and donors. The tailor-made training encompassed key areas such as an understanding of financial reporting frameworks (such as IPSAS, IFRS, US-GAAP, etc.), compliance with policies and regulations related to tax matters, comprehension of auditor's opinions and their implications, understanding of audit management letters, internal control procedures, and administration and management systems. The overarching goal of the training was to ensure a robust framework that meets the highest standards of compliance and efficiency in financial and administrative operations.

iii) TRAINING PROGRAM ON MONITORING AND EVALUATION FOR TEACHERS AND ADMINISTRATION STAFF

Through the course of the reporting period, DBTTC enlisted the expertise of EpicSense Training and Development Company Limited to conduct a comprehensive monitoring and evaluation training for a total of 15 teachers (4 females and 11 males) and 3 members of the school management (1 female and 2 males). The training for teachers and administration staff aimed to enhance their capacities and foster a shared understanding of the principles and concepts of monitoring and evaluation within the academic realm. The training encompassed various themes designed to provide participants with a result-based monitoring and evaluation experience crucial for enhancing academic performance. Additionally, the program sought to improve participants' comprehension of how to establish links between the cognitive and behavioral aspects of learners to promote holistic development. Furthermore, the training aimed to enhance participants' knowledge of managing classroom tools, including performance indicators, result cycles, result frameworks, targets, and baselines, with the ultimate goal of advancing the academic effectiveness of both teachers and administration staff.

2.4. CONSTRUCTION UPDATES

The construction update is detailed in the attached document (refer to Attachment b). As an integral component of evaluating the construction progress, the contracted consultant conducted a financial appraisal to estimate potential project savings (refer to Attachment c). The cumulative projection by the consultant suggests potential savings amounting to TZS 343,327,100. A detailed description of this appraisal is available in Attachment c.

2.5. RISK MANAGEMENT:

Using the probability and Impact matrix all risks associated with the implementation of the project are detailed in the attached Excel spreadsheet. (See attachment d).