



# **TEVET TRAINEE ORIENTATION MANUAL**

Funded by the European Union (EU) through the UNESCO Skills and Technical Education Programme (STEP) in collaboration with the Government of Malawi.



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## **WELCOME STATEMENT**

Welcome to your Technical, Entrepreneurial and Vocational Education and Training (TEVET) college & congratulations for having been accepted as a trainee at TEVET!

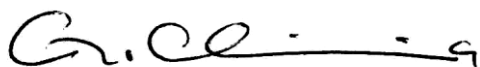
The Government of Malawi recognises the TEVET system as fundamental to our country's development. Equitable and sustainable economic growth and development can only be achieved if they are built on a solid pool of skilled human resources. Human resources with appropriate technical and vocational skills are the backbone of Malawi's development. Our future relies on them.

As a trainee at TEVET you have the unique opportunity to be part of building Malawi's future. You also have the chance to become a successful professional in your chosen field of study and an empowered individual – as well as earn a decent living!

Your college is committed to providing you with a fulfilling learning environment. In return, your college expects you to work hard and conduct yourself in an ethical, respectful and professional manner throughout your time at TEVET. As a TEVET trainee you are also expected to take responsibility for your success at the college, show agency and take your future into your own hands!

This Trainee Orientation Manual provides you with all the practical information you need to have an enriching time at your college and successfully complete your course. Please read it, use it, abide by it and keep it with you throughout your time at the college.

Malawi's future is in the hands of our youth - your hands! Make us proud.



Honourable Grace Chiumia, M.P.

MINISTER OF LABOUR, YOUTH, SPORTS, AND MANPOWER DEVELOPMENT



## MEET TEVET GRADUATES

"If you have a vocational trade, you can stand on your own."



- **Name:** Godwin Mkandawire
- **Age:** 29
- **From:** Northern Malawi but grew up in Lilongwe
- **Studied:** Electrical Installation at Don Bosco Youth Technical Institute
- **Graduated:** 2012
- **Qualifications:** Diploma in Electrical Engineering - City & Guilds, Grade 1 in Electrical Installation - Trade Test, & Certificate in Entrepreneurship
- **Current work:** Owns a business: Ndagha Electrical, Solar and Borehole Drilling. Employs 5 full-time staff and works with clients nationwide
- **Proudest achievement:** "Being able to support my family."
- **In 5 years time:** "I want my company to be big in Malawi"

"With my experience I am able to win many contracts for the company."



- **Name:** Esther Tsinambuto Kapita
- **Age:** 38
- **From:** Dedza but now living in Lilongwe
- **Studied:** Electrical Installation at Lilongwe Technical College
- **Graduated:** 2002
- **Qualifications:** Trade Test Grade 1 in Electrical Installation & Malawi Advanced Craft Certificate - Malawi National Examinations Board (MANEB)
- **Current work:** Estimator at Ufulu Electrical Contractors, in charge of all the bids for new business and supervises 10 people. Started career as an electrician and was quickly promoted
- **Proudest achievement:** "Being one of only 2 women out of 60 at the company"
- **In 5 years time:** "I will continue to be rewarded and never bored in my work"

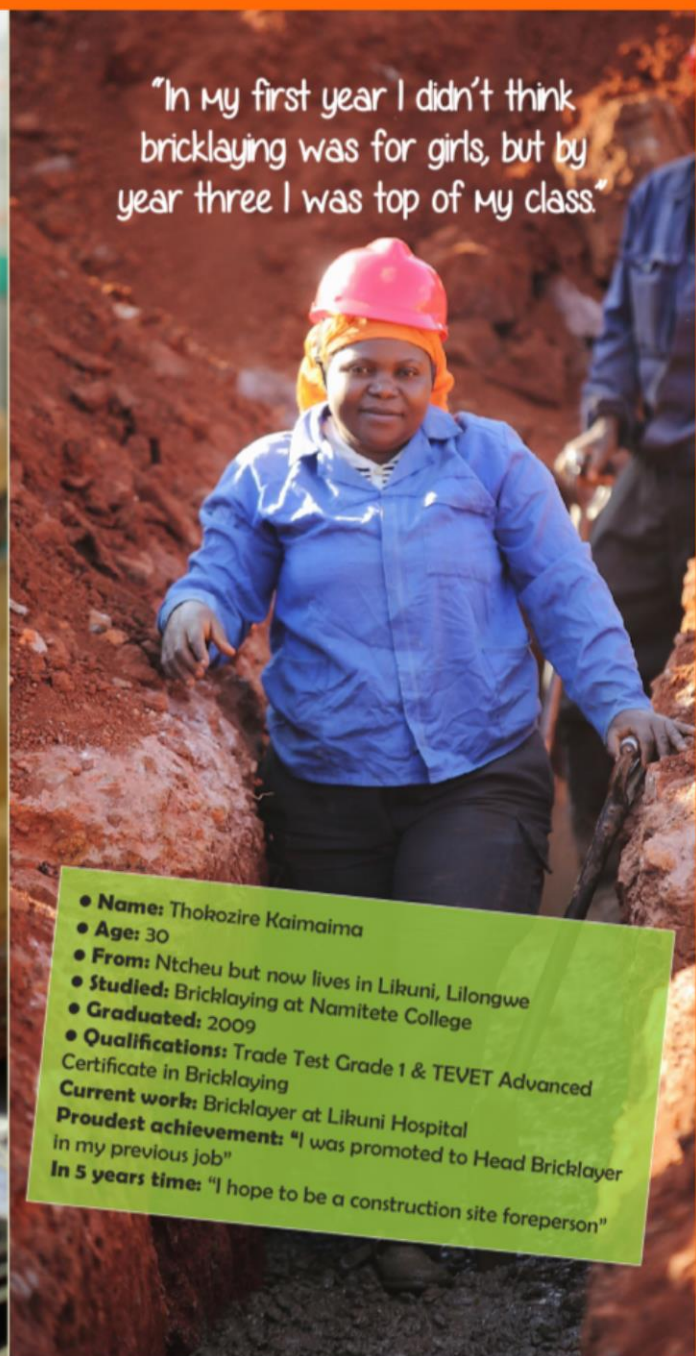


"When you start a business, you begin to be part of our national solution."



- **Name:** Chimwemwe Phiri
- **Age:** 40s
- **From:** Lilongwe
- **Studied:** Auto Electrics at Nasawa Technical College
- **Graduated:** 1999
- **Qualifications:** Trade Test Grade 1 in Auto Electrics. City & Guilds Auto Electrics. Diploma in Transport and Logistics
- **Current work:** Owns a business: Freetech Services with work-shops in area 4 and Kanengo in Lilongwe, employing 25 people. Company offers vehicle service, fleet management, car tracking and Geotab installation. Clients include: Castell Brewery, Pana Seed, Afrox Malawi, University of Carolina
- **Proudest achievement:** "I won TEVET Entrepreneur of the Year 2016"
- **In 5 years time:** "I will have built my business in Malawi, with branches in Zomba, Blantyre and Mzuzu"

"In my first year I didn't think bricklaying was for girls, but by year three I was top of my class."



- **Name:** Thokozire Kaimaima
- **Age:** 30
- **From:** Ntcheu but now lives in Likuni, Lilongwe
- **Studied:** Bricklaying at Namitete College
- **Graduated:** 2009
- **Qualifications:** Trade Test Grade 1 & TEVET Advanced Certificate in Bricklaying
- **Current work:** Bricklayer at Likuni Hospital
- **Proudest achievement:** "I was promoted to Head Bricklayer in my previous job"
- **In 5 years time:** "I hope to be a construction site foreperson"

**TEVET CERTIFICATION WILL EQUIP YOU WITH VALUABLE SKILLS THAT WILL MAKE YOU MORE EMPLOYABLE AND MORE ABLE TO START YOUR OWN BUSINESS. GET TEVET CERTIFIED & STEP INTO A BRIGHTER FUTURE!**

## YOUR LETTER FROM THE FUTURE

This image shows a blank sheet of white paper designed for writing. It features a series of evenly spaced horizontal light blue lines across its entire width. A single vertical red line runs down the left side of the page, creating a narrow margin. The paper is otherwise completely empty, with no text or other markings.



## **PURPOSE & STRUCTURE OF THE MANUAL**

As a new trainee at TEVET, you may have a number of questions about your course and life at college. This Manual has been produced to help you find the answers to your questions. The information provided should also help you to make the most of your time at TEVET, act professionally and respectfully towards yourself and others, and successfully complete your course.

The Manual is structured around a number of frequently asked questions that TEVET trainees need answers to in order to have a fulfilling college experience:

**Q. What is the TEVET Apprenticeship Programme?**

*A. Information on the TEVET system, the TEVET Authority, and the TEVET Qualifications Framework*

**Q. What will happen and when?**

*A. Information on the training and assessment calendar*

**Q. How will I be assessed and what certification will I get?**

*A. Information on assessments, credit accumulation and certification*

**Q. How will I be able to finance my studies?**

*A. Information on bursaries, scholarships and part-time work*

**Q. How do industry attachments work?**

*A. Information on how to get an attachment; what is expected from you and what you can expect to gain*

**Q. How do I act professionally at college?**

*A. Information on the Trainee Code of Conduct*

**Q. What is the Student Union and what does it do?**

*A. Information on student representation*

**Q. What do I need to know to stay healthy while at college?**

*A. Information on health and welfare, including family planning, and prevention of unplanned pregnancy, HIV and sexual violence*

**Q. Where do I go to get help or things I need?**

*A. Key contacts and available services in and around college*

The Manual is based on information provided by the TEVET Administrative Handbook for Technical Colleges in Malawi (December, 2011); the Technical, Entrepreneurial and Vocational Education and Training Qualifications Framework Rules, 2004; the TEVET Programme Management and Implementation Policies and Guidelines, 2009; the TEVET Apprenticeship Rules, Gazetted 11<sup>th</sup> June, 2004; the TEVET Curriculum Delivery Orientation Manual, 2017; and the TEVET Curriculum Delivery Orientation Manual, 2016.

# 1. WHAT IS THE APPRENTICESHIP TRAINING PROGRAMME?

## 1.1 OVERVIEW

The TEVET Apprenticeship Programme is a combination of classroom instruction at registered TEVET institutions and related workplace training. This means that, as a TEVET trainee, you will spend some of your time in college, learning theoretical knowledge and skills in class, and practical skills during workshops; and some of your time on industry attachment gaining hands-on experience in the workplace. This combination of in-class and in-the-workplace training allows you to develop all the theoretical and practical skills you need to become a professional craftsperson or trade professional in your field of study.

## 1.2 THE TEVET APPROACH

**Length?** 3-4 years

**Entry requirements?** Malawi School Certificate of Education (MSCE) or equivalent; 16 years of age or above.

The apprenticeship training follows the Competence Based Education and Training (CBET) approach.

### What is the Technical Entrepreneurial and Vocational Education and Training (TEVET) Authority?

The Technical Entrepreneurial and Vocational Education and Training (TEVET) Authority was established by Act of Parliament No 6 of 1999 to regulate and facilitate technical and vocational training in Malawi. The Authority ensures compliance of TEVET colleges with set standards as provided for in the TEVET Qualifications Framework.

### What is CBET?

The Competency Based Education and Training (CBET) approach is a performance- and standards-based approach that is closely related to realistic workplace practices. It is focussed on teaching learners how to complete certain tasks to a high standard. Each course specifies a number of tasks that the learner must be able to perform to the required standard in order to have successfully completed a certain module or course.

CBET has a system of continuous assessments to check on trainees' progress, as well as final assessments to ascertain if trainees have managed to master all the required competencies for a certain profession to the required standard.

## What is the TEVET Qualifications Framework (TQF)?

The TEVET Qualifications Framework (TQF) has been developed by the Government of Malawi to regulate and harmonise the awarding of TEVET qualifications in Malawi. The Framework consists of four levels of certification:

- 1: Foundational Certificate
- 2: Intermediate Certificate
- 3: Advanced Certificate
- 4: Diploma

Each level specifies a list of general competencies that a trainee needs to master. To assess the achievement of these levels, standards have been developed that a trainee must meet in order to have achieved a certain level.

Certain standards are the same for all courses. These are called Fundamental Standards. Some standards are specific to particular courses, such as tailoring or plumbing. These are called Occupational Standards. (See section 3 below for more information.)

The standards are grouped into different combinations to form modules. These modules are taught as part of the Apprenticeship Programme.

Only once a trainee has achieved one level, she/he can be considered for entering into the next level.

## 2. WHAT WILL HAPPEN AND WHEN?

A TEVET Sector Apprenticeship Training Plan is produced each year. The plan shows that each academic year is broken down into three terms, each 12-14 weeks with standardised breaks around April, August and December. Please see below for an example of the 2017 intake Training Plan.

Instructors are expected to provide you with a training and assessment calendar for each course at the beginning of term. This calendar includes the schedule for continuous assessments, which differs from college to college.

Summative assessments are ordinarily scheduled for November and December. (See section 3.2 below on different types of assessments.)

The calendar on the next page shows how trainees in the first, second, and third year allocate their time between college and industry attachments. It also indicates when summative exams take place and when the holiday periods are. The key shows that all trainees commence the academic year around the second week of January. Trainees in year one subsequently spend the rest of January, February and March in college, while year 2 and 3 trainees spend this time on attachment. After a short holiday in April, year 1 trainees return to college while year 2 and 3 trainees return to attachment until the end of July. The holiday break extends from the beginning of August into the first week of September for all trainees. After this, all trainees return to college before starting summative exams in November.



## TEVET SECTOR APPRENTICESHIP TRAINING PLAN (2017 intake onwards)

	January		February		March		April		May		June		July		August		September		October		November		December		
PERIOD		TERM 1									TERM 2								TERM 3						
Year 1																									
Year 2																									
Year 3																									

Key

	College block
	Summative exam period
	Attachment block
	Holiday period

## **3. HOW WILL I BE ASSESSED AND WHAT CERTIFICATION WILL I GET?**

### **3.1 OCCUPATIONAL AND FUNDAMENTAL STANDARDS**

Each course offered under the Apprenticeship Programme requires trainees to master a set of Occupational Standards as well as Fundamental Standards.

**Occupational Standards** specify the skills, knowledge and attitudes necessary for efficient performance at the workplace. These are specific to the different subjects, such as bricklaying, tailoring, food production, etc.

**Fundamental Standards** cover subject areas that are cross cutting and common to all occupations. Meeting Fundamental Standards is **mandatory** for all TEVET trainees. Currently, the fundamental subjects include: Communication, Mathematics, Science, Entrepreneurship and Occupational Health and Safety.

### **3.2 ASSESSMENTS**

There are two types of assessments at TEVET colleges:

1. Continuous Assessments
2. Summative assessments (at the end of year and is a national exam done by the Assessment and Certification Unit)

Continuous Assessments are further broken down into:

1. Formal theoretical and practical assessments at the end of a module (conducted by each college and internally verified)
2. In-class assessments that are externally verified

#### **3.2.1 CONTINUOUS ASSESSMENT**

Continuous assessments are on going as classes progress and contribute 70% to the final assessment outcome. They also include tests set at the end of each learning outcome, module, or term by the instructor.

Continuous assessments are broken down into:

1. Formal theoretical and practical assessments at the end of a module (conducted by each college and internally verified)
2. In-class assessments that are externally verified

Internally verified assessments are verified within your college by another instructor or the head of unit. These are conducted after completion of each module. For externally verified assessments your college contacts TEVETA and requests an external verifier. The external verifier checks that students have all the required competencies for their respective level and may ask trainees to perform certain tasks.

A summary of results is compiled by the trainer and submitted to the college assessment committee. This summary is verified first by an internal and then by an external verifier. Verification can only be done by accredited experts.

### 3.2.2 SUMMATIVE ASSESSMENTS AT THE END OF A QUALIFICATION LEVEL

Summative assessments were first introduced in the 2017 cohort. They include theoretical exams as well as practical tests and contribute 30% to the final assessment outcome. Summative assessments take place in November and December each year.

#### 3.2.2.1 WHEN & WHERE DO EXAMS TAKE PLACE?

Summative assessments take place once per year at approved examination centres.

#### 3.2.2.2 WHAT DO SUMMATIVE EXAMS LOOK LIKE & HOW LONG DO THEY TAKE?

##### *a) Summative exams*

Theoretical knowledge will be tested through multiple choice, short answers, and essay questions, depending on the level of certification, as outlined in the table below:

Level	Type of questions	Length
1	Multiple choice and short answer questions	1 hour 30 minutes
2	Multiple choice, short answer and structured questions	2 hours
3	Structured essay questions	3 hours
4	Structured essay questions	3 hours

##### *b) Practical tests*

Practical tests are set by assessors from the Assessment and Certification Unit and their content varies from occupation to occupation and level to level. The following are the proposed durations of practical tests:

Level	Length
1	Maximum 8 hours
2	Maximum 10 hours
3	Maximum 12 hours
4	Maximum 16 hours



### 3.2.2.3 GETTING YOUR EXAMINATION RESULTS

Exams are marked no later than 60 days after the exam has taken place. Exam results are only released after verification by the TEVET Qualifications Awards Committee, approval by the TEVETA Board and the line minister.

Results are available in February at your college.

### 3.2.2.4 ACCUMULATION OF CREDITS & GRADES

#### *a) Accumulation of credits*

At the end of each assessment, successful candidates accumulate credits. You need to accumulate a minimum of 120 credits at the end of each level.

#### *b) Grades*

For continuous assessments, you will be assessed either pass or fail. This will indicate whether you have the competence or not.

For the summative assessment, you will be given a grade.

There are four categories of grades: Distinction, Credit, Pass, and Fail.

Grade	Overall percentage achieved in assessments
Distinction	80%-100%
Credit	65% - 79%
Pass	50% - 64%
Fail	0%-49%

## DON'T BE LATE!

Trainees who report for tests later than 30 minutes from the official starting time shall be disqualified for that test.

### 3.2.3 ASSESSMENT AT INDUSTRY-LEVEL

You will be given an Apprenticeship Training Logbook at the beginning of your course. The Logbook belongs to you and is a very important document. It outlines all the different skills and competencies that you are expected to master after completion of various modules. It is also the basis for on going assessments carried out by supervisors at college and industry-level.

Your employer will register your daily attendance together with daily assignments in the Logbook. Your industry supervisor or foreman will deliver and administer the internal assessments and your employer will update the industrial attachment assessment records in the Logbook. During your attachment, the Logbook remains at the workplace.

TEVETA officers will come to monitor your progress before an external verifier will verify your achievements. If no TEVETA officers have come to monitor your progress, please call your nearest TEVETA service centre.

## 3.3 CERTIFICATION

TEVET qualifications are ranked on the TEVET Qualifications Framework at four levels. The levels indicate the complexity of the job that a trainee at this level can master and the ability of the trainee to solve problems and take decisions. Level one is the lowest and level four is the highest.

Year/Level	Occupational type	Credit requirements	Course content	Qualification title
Year 1/Level 1	Assistant Operative	120	Foundational modules	TEVET Foundation Certificate
Year 2/Level 2	Operative	240	Intermediate level modules	TEVET Intermediate Certificate
Year 3/Level 3	Artisan	360	Advanced level modules	TEVET Advanced Certificate
Year 4/Level 4	Technician	480	Diploma level modules, including managerial and supervisory skills	TEVET Diploma

## **4. HOW WILL I BE ABLE TO FINANCE MY STUDIES?**

### **4.1 BURSARIES**

#### **4.1.1 WHAT IS A BURSARY?**

A bursary is an amount of money provided by the TEVET Authority to trainees on the basis of need. There are two categories of bursaries: Category one covers tuition fees only and category two covers both tuition and boarding fees. Approximately 20% - 25% of trainees receive bursaries each year.

#### **4.1.2 HOW CAN I APPLY FOR A BURSARY?**

You can apply for a bursary by completing a Bursary Application Form. Bursary Application Forms are available at your college.

#### **4.1.3 HOW ARE BURSARIES ALLOCATED?**

The Principal and college management screen all applications and recommend shortlisted candidates to the TEVET Authority. The TEVET Authority interviews all shortlisted candidates and makes a final selection.

#### **4.1.4 HOW ARE BURSARIES DISTRIBUTED?**

If you qualify for a bursary, the money will be paid directly to your college to cater for tuition and/or boarding fees.

### **4.2 SCHOLARSHIPS**

Scholarships are provided by TEVET Authority to trainees on the basis of academic excellence. Contact your college principal and the TEVETA service centre for availability of scholarships.

TEVETA Service Centre Northern Region:	01320811/814/819
TEVETA Service Centre Central Region:	01724893/894
TEVETA Service Centre Southern Region:	01879613/614



### 4.3 PART-TIME WORK

Engaging in part-time or temporary work is one option for you to support yourself while at college and finance your studies. It is also a great way to gain practical work experience and improve your CV, improving your chances to get a job once you complete your TEVET course.

Any part-time or temporary work undertaken outside your TEVET course must not infer with your attendance or performance in class.

#### Top tips on how to find part-time work

- Map out available employers in the area who employ craftspersons in your field of study;
- Keep a record of your professional skills and experience and summarise them in a CV;
- Write an application letter, detailing your skills and the kind of job on offer by the employer that you think you are suited to;
- Deliver the application letter to the prospective employers & follow-up after a reasonable period of time;
- *First impressions:* It only takes a few seconds for an employer to evaluate you, so it is important to make a good first impression. Presenting yourself appropriately, being on time and smiling are factors that will work to your advantage.
- *Ask for help:* Approach your instructor for help to identify suitable employers or for writing a good CV and application letter.

## **5. HOW DO INDUSTRY ATTACHMENTS WORK?**

Industry attachments are a core part of the formal Apprenticeship Programme.

### **5.1 WHAT IS AN ATTACHMENT?**

Attachments are a period of time where you will work for an employer in your chosen field of study in return for gaining work experience and an allowance. They allow you to develop practical on-the-job skills and gain critical work experience that will help you become a successful professional after you have completed your course.

Attachments allow you to learn by doing and by interacting with other professionals, observing and asking questions. They are an opportunity for you to reflect on concepts that you have learned about in college and how they are used on the job.

### **5.2 THE ROLE OF YOUR EMPLOYER**

Your employer or industry supervisor is to welcome you on your attachment, and to provide you with all the necessary information you need to get carry out the tasks you are allocated. Your employer or industry supervisor also oversees your performance and progress, provides guidance on how and can improve and complete your Apprenticeship Training Logbook. See section 3.2.3 above for more information on the Logbook.

### **5.3 WHEN DO ATTACHMENTS TAKE PLACE?**

Attachments usually take place in the second and third year of study starting in January and ending in August.

### **5.4 HOW DO I APPLY FOR AN ATTACHMENT?**

There are three ways of getting an attachment:

1. Self-application
2. TEVET Authority allocation
3. Training Institution

#### **5.4.1 SELF-APPLICATION**

You can apply for attachments yourself by approaching a suitable employer and presenting her/him with a formal introductory letter issued by TEVETA through the TEVETA Regional Service Centres. If you find your own attachment, you must contact the Apprenticeship Training Specialist at your TEVET Service Centre to ensure that your attachment is formalised and monitored. Similarly, you must inform the Head of Academics or the TEVET Quality Coordinator at your college.

The advantage of this option is that you can choose your employer. It is also an opportunity for you to learn how to identify job opportunities and write and submit an application, all of which are good practice for entering the workforce after you have completed your course.

### 5.4.2 TEVET AUTHORITY ALLOCATION

You can wait for the TEVET Authority to allocate an attachment to you. In this case, you may not be able to choose your placement. You are also not guaranteed an attachment place, as in some cases companies do not have sufficient attachments places available.

### 5.4.3 INSTITUTIONAL ALLOCATION

Training institutions can also identify quality attachment placements for all students.

## 5.5 WHAT DO I NEED BEFORE STARTING AN ATTACHMENT?

Before starting your attachment, your college must give you the following:

1. An attachment letter, including an attachment confirmation form
2. Apprenticeship Training Logbook

## 5.6 HOW MUCH WILL I GET PAID?

As an apprentice on industry attachment, you are entitled to an allowances. Current allowances are as follows:

**Year 2 trainees:** MK16,500/month with TEVETA paying 100% of the allowance directly to the trainee;

**Year 3 trainees:** MK18,500/month with TEVETA paying 50% of the allowances and the employer paying the other 50% directly to the trainee;

**Year 4 trainees:** MK 20,500/month with TEVETA paying 25% of the allowance and the employer paying 75% of the allowance/month directly to the trainee.

### What is a contract of apprenticeship?

Before you start your industry attachment, you must sign a contract of apprenticeship. The contract includes basic information on the employer (name, address) and you (your age, educational achievement, etc). The contract also includes details on how long your attachment will be, how you are expected to behave, and describes your and your employer's responsibilities.

The contract must be written and signed by the employer and yourself if you are 18 years or above. If you are under 18 years, one of your parents or your guardian must also sign the contract.

## 5.7 ARE FOOD AND ACCOMMODATION PROVIDED?

If your employer provides food, drink and lodging to her/his employees, she/he shall also provide food, drink and lodging to you.



## **5.8 WHAT HAPPENS IN THE CASE OF AN ACCIDENT?**

Your employer must provide insurance for you to cover cases of accidents or death while you are on attachment.

## **5.9 WHAT HAPPENS IN THE CASE OF MISCONDUCT BY YOU?**

If you refuse reasonable and lawful instructions of your employer, are lazy or negligent in your work, or break the rules of the employer's code of conduct in any other way, the employer can suspend you immediately without paying the allowance.

The employer must then apply to the Apprenticeship Committee for the cancellation of your contract. The Apprenticeship Committee will decide on whether or not your contract will be cancelled and you will be informed of the outcome.

## 6. HOW DO I ACT PROFESSIONALLY AT COLLEGE?

# TEVET CODE OF CONDUCT FOR TRAINEES



### WE PROMISE TO UPHOLD THE CORE VALUES OF:

INTEGRITY:	RESPECT:	RESPONSIBILITY:
<p>HONESTY HONOUR RESPECT FOR THE TRUTH</p> 	<p>EQUALITY DIVERSITY HUMAN DIGNITY</p> 	<p>FOR OUR ACTIONS FOR OUR PERFORMANCE FOR OUR FUTURE</p> 

### WE PROMISE TO:

**ATTEND CLASS & BE ON TIME**



**DRESS PROFESSIONALLY, PRACTICALLY & APPROPRIATELY**



**ACT WITH HONESTY & INTEGRITY**



**ACT WITH RESPECT, CARE & CONSIDERATION**





## WE PROMISE TO ACT PROFESSIONALLY & BECOME PROFESSIONALS

Trainees sign here:



## **7. WHAT IS THE STUDENT UNION AND WHAT DOES IT DO?**

Trainees at TEVET colleges have the right to organise themselves to form Student Unions and clubs. The overall role of the Student Union is to promote unity and cooperation among students.

Specifically, the Student Union should aim to:

- Promote social interaction among students so that they develop a sense of belonging to the college community;
- Act as a forum for students to exercise leadership;
- Develop a sense of trust and interdependence among students;
- Cultivate a team spirit;
- Provide a link between the students and college management, including, representing student interests on the TEVET college Disciplinary Committees.

The Student Union works through a governing body called the Executive Committee. The functions of the Executive Committee include:

- Controlling the registration of student organisations and clubs existing at the college;
- Monitoring the activities of the organisations and clubs so that they comply with college rules and promote college welfare;
- Organising recreational and educative extra-curricular activities such as football, volleyball or netball;
- Formulating rules for carrying out its role. These rules are subject to approval by the college administration.

## 8. WHAT DO I NEED TO KNOW TO STAY HAPPY AND HEALTHY AT COLLEGE?

### 8.1 WHAT TO DO IF I FALL ILL?

If you fall ill or have an accident, you have the following options:

1. Go to your college sick bay (see section 9 for more information)
2. Go to your local clinic or health centre (see section 9 for more information)
3. Approach one of your fellow students or members of staff who have been trained in first aid (see section 9.3 for more information)

### 8.2 HEALTHY AND SUPPORTIVE FRIENDSHIPS

Being at college is a great way to meet new people. It might also be your first time away from home. Building healthy friendships as pillars of support in this time of change is particularly important.

Having a supportive network of friends does not mean that you need to make as many friends as possible for the sake of doing so. Instead, you should strive to focus on a number of important relationships with a handful of people in your social circle and strengthen these relationships. It is about building and maintaining a network of people that you can trust and fall back on in times of difficulty.

Remember that you can be friends with women and men alike.

### 8.3 FAMILY PLANNING & PREGNANCY

All TEVET colleges follow the official TEVET Trainee Pregnancy Policy. The policy outlines expectations from, and support provided to, TEVET trainees who become pregnant whilst enrolled at TEVET colleges.

The policy requires all TEVET colleges and staff to:

- **Be supportive:** TEVET colleges will take a supportive and flexible approach to pregnant trainees and facilitate continued learning by maintaining a high-quality and safe training environment for pregnant trainees to the extent possible. You will be supported to remain at college and continue your studies until you are 32 weeks pregnant, unless you face any health complications.
- **Be non-judgmental and sensitive:** When supporting and working with trainees on matters of pregnancy, as outlined below, staff must take an open-minded and non-judgemental approach. Staff's role is to provide advice to the trainees to enable them to make informed decisions concerning their training programme and assessment.
- **Respect confidentiality:** Information provided by trainees relating to their pregnancy should be treated with reasonable confidentiality.



- **Re-admission:** Trainees have the right to be re-admitted to the same college and the same course that they were enrolled in prior to their pregnancy when they return from maternity leave, approximately 3 months after delivery. Any credits trainees have accumulated before your maternity-leave must be fully recognised and bursaries or scholarships awarded must not be reduced or withdrawn.
- **Provide advice and guidance on family planning:** TEVET colleges will provide advice and guidance to students on family planning, stressing the significant implications that pregnancy and childbirth are likely to have on a trainee's life at the college, including the implications for completing her course.

### If you become pregnant during your time at college, your life will change considerably.

Although you will be supported to complete your course, pregnancy, childbirth, and becoming a parent, will significantly change your life on and off campus. You will have to take some time off, postpone some of your modules and possibly your industry attachment. You may not be able to engage in all practical exercises required for your course as some activities, such as lifting heavy items or dealing with chemicals, might be harmful for you or your baby. You will be able to complete them later, but this will delay your completion date.

Having a child is a serious responsibility that requires careful thought and consideration. Here are some numbers you can call for further advice on pregnancy and family planning:

Banja La Mtsogolo:	+265 1 772 492/505/511
Family Planning Association of Malawi:	01773915
National Child Helpline (free of charge):	116

You can also speak to practitioners at the local government hospital and clinics.

The TEVET Trainee Pregnancy Policy focuses on ensuring you remain in the training programme and are able to become certified. Being pregnant does not prevent you from completing your course. The Policy outlines the following steps that pregnant students ought to take to qualify for the support outlined in this policy:

1. **Confirming the pregnancy:** If you think you are pregnant, you should see a doctor to have the pregnancy confirmed.
2. **Informing the college:** If you think you are pregnant and you wish to continue the pregnancy you have the responsibility to inform your matron or the Vice Principal verbally or in writing as soon as possible.
3. **Drawing up a Trainee Pregnancy Support Plan:** Once you have informed the college of your pregnancy, the matron or the Vice Principal will meet with you to draw up a Trainee Pregnancy Support Plan. This Plan will help ensure you **remain in your training as long as possible** and have the required support. The Trainee Pregnancy Support Plan will detail any special arrangements required during your pregnancy and the agreed timescale for your return to study. Any postponement of studies, assessment or attachment will be clearly outlined and agreed on.
4. **Ante-natal care:** When developing the Trainee Pregnancy Support Plan, the matron or Vice Principal is expected to speak to you about the importance of seeking regular ante-natal care, starting from the first trimester. This will provide you with access to anti-malarial medication, tests for anaemia and HIV and will significantly increase your chances of having a healthy pregnancy.
5. **Health and safety:** Pregnancy is not the same as being sick. However, there are certain things you should not do when you are pregnant or breastfeeding as they might hurt you or your baby. Things to avoid

include lifting heavy loads, drinking alcohol, smoking, taking medication – even medication that is usually considered safe, such as panadol. Exposure to chemicals, such as paint fumes during practical exercises, must also be avoided. This means that you might not be able to take part in all of the practical exercises scheduled for your course.

6. If your college can make simple adjustments to make it safe for you to carry on with all your practical exercises, such as the provision of protective gear, it must do so. When adjustments are not possible, you will be asked to temporarily suspend certain modules and complete them at a later date. As the training is conducted by modules, it is not difficult for you to start your training again and complete the remaining modules to complete your certificate.

See your Trainee Code of Conduct, annex 1, for the full TEVET Student Pregnancy Policy.

## 8.4 HIV

### 8.4.1 WHAT IS HIV?

HIV stands for Human Immunodeficiency Virus and refers to an infection involving the body's immune system. HIV attacks the T cells, which play a major part in helping the body fight off infections. If the HIV infection is not treated, the body's immune system diminishes to the point of being unable to defend itself even against common infections, such as the flu or pneumonia. In short, HIV makes the body unable to protect itself.

### 8.4.2 HOW IS HIV TRANSMITTED?

HIV can be transmitted by certain bodily fluids: Blood, semen, vaginal fluids, pre-seminal fluids, rectal fluids and breast milk. When any of these fluids come into direct contact with the bloodstream or mucous membranes, an infection can occur. Mucous membranes are found in the vagina, penis, mouth and rectum.

HIV is not transmitted through the air or water, nor can it be transmitted by sharing food, toilets or drinks. HIV is not transmitted by pets or mosquitos or through sweat, tears or saliva.

### 8.4.3 TREATMENT

HIV cannot be cured and is life threatening if not treated. You can control the symptoms of HIV if you regularly take the appropriate medication, which is called Antiretroviral medication (ARV). ARVs can turn an HIV infection into a chronic disease and an individual can live a normal life span. It is very important to regularly see a physician so they can monitor your HIV and help maintain health and wellness. You can test your HIV status and access ARVs free of charge at your nearest public health centre. (See section 9 for detail)

If you have any questions about HIV, feel free to call the National Child Helpline free of charge at 116.

## 8.5 SEXUAL VIOLENCE

TEVET Colleges do not tolerate any form of sexual violence between or among staff or students.

### 8.5.1 WHAT IS SEXUAL VIOLENCE?

# WHAT IS SEXUAL VIOLENCE?

**SEXUAL EXPLOITATION****SEXUAL ABUSE****SEXUAL HARASSMENT**

## WHAT IS SEXUAL ABUSE?



Unwanted touching.



Unwanted attempted sex.

**Sexual abuse is any physical sexual contact without consent. Consent is when there is complete agreement and someone clearly says 'yes' to sexual activity.**



Unwanted sexual intercourse.

## CONSENT IS **NOT**:



Not saying 'no'!



Saying 'maybe'.



Saying 'yes' and then changing your mind!



Having had sex in the past!



Wearing revealing clothes!



# WHAT IS SEXUAL VIOLENCE?

## SEXUAL EXPLOITATION

## SEXUAL ABUSE

## SEXUAL HARASSMENT

### WHAT IS SEXUAL *EXPLOITATION* ?

Sexual exploitation is demanding sex in exchange for something.



Asking for sex for arranging piecework.



Asking for sex in return for a favour.

### WHAT IS SEXUAL *HARASSMENT* ?

Sexual harassment is any unwanted sexual comment or gesture.



Unwanted and repeated requests for sex.



Unwanted sexual texts, messages, emails, pictures, videos, comments, notes and letters.



Unwanted sexually suggestive gestures, facial expressions, catcalls and mimed sex acts.



## WHAT TO DO IF YOU EXPERIENCE SEXUAL VIOLENCE: **SAY NO, SPEAK OUT, REPORT!**

**SAY NO:** Tell the person to stop what they are doing. Be confident.

**SPEAK OUT:** Talk to a friend or a person you trust. It can help.

**REPORT:** The college has two open reporting procedures for sexual violence. You can make an informal or a formal complaint, and you can remain anonymous if you prefer. You will be supported and your dignity will be respected.

### INFORMAL REPORT

**STEP 1** Talk or write to someone you trust who is a member of staff or a student representative.

**STEP 2** The member of staff or student representative will inform the accused of the accusation.

**STEP 3** The member of staff or student representative will find a resolution of the issue and inform you and the accused of the outcome.

**STEP 4** The member of staff or student representative will write a report of the incident and submit to the Disciplinary Committee (DC). The report will be kept on file.

You can always turn an informal report into a formal report!

### FORMAL REPORT

**STEP 1** Talk or write to any member of the Disciplinary Committee (DC).

**STEP 2** The member of the DC will write-up your complaint and forward it to the DC.

**STEP 3** You will be invited to a hearing. You will not be asked to be in the same room at the same time as the person who has hurt you. You can bring a friend and you are not required to answer repeated questions on the incident.

**STEP 4** The DC will investigate the case and vote on a resolution.

**STEP 5** You will be told what the resolution is 1 week after it has been reached at the latest.



You can report the incident to the police Victim Support Unit at any time.

**You can also call these numbers FREE OF CHARGE for support:**

- PSI: 4422 Airtel/4400 TNM
  - YONECO: 5600
  - Village Reach: 54747
- Or you can download the **Tithandizane Helpline App** on any android device.

## 9. WHERE DO I GO TO GET HELP OR THINGS I NEED?

### 9.1 COLLEGE STAFF

	Name	Office Location	Phone Number
Principal			
Vice-Principal			
College Administrator 1			
College Administrator 2			
College Administrator 3			
Female Dormitory Matron			
Male Dormitory Patron			
Other			

Other			
Other			

## 9.2 ACADEMIC SERVICES AND EQUIPMENT

Nearest:	Name	Location	Phone Number / Contact
College Library			
Public Library			
Trade Equipment / Tool Shop			
Protective Clothing Shop			
Other			
Other			
Other			

### 9.3 HEALTH SERVICES

	Name	Location	Phone Number / Contact
College staff trained on first aid			
Trainees trained on first aid			
Location of sick bay or first aid kit	N/A		
Health Centre			
Family Planning / Sexual Reproductive Health Clinic			
Pharmacy			
Other			
Other			
Other			



## 9.4 POLICE SERVICES

	Name	Location	Phone Number / Contact
Nearest Police Station:			
Sexual Violence Victim Support Unit:			
Other			
Other			
Other			

## **ANNEX 1: OVERVIEW OF COURSES ON OFFER AT TEVET COLLEGES**

Courses on offer at TEVET Colleges include the following:

### **Administrative Studies**

This course covers all the skills necessary for managing an office with special focus on secretarial work and front office operations.

### **Automobile Mechanics**

This course combines motor vehicle mechanics and auto-electric mechanics. The skills taught cover the maintenance of all types of motor vehicles. It involves dismantling car parts, repairing or fitting-in of new parts and repairing of the complete wiring system of a car.

### **Bricklaying**

This course covers skills required to lay bricks, hollow tiles and similar building blocks including stone in the construction of solid and cavity walls of a structure. The programme also involves plastering of walls and surfaces.

### **Carpentry & Joinery**

Carpentry and Joinery is divided into two categories: Workshop operations and site work. Workshop operations covers the setting out, and assembling of, doors, windows, stairs, etc. Site work consists of the setting out and fixing of rough-sawn timber in the construction of, for instance, roofs and windows.

### **Community Development**

This course provides students with the appropriate background to work for government or non-governmental organizations in different types of community development.

### **Electrical Installation**

This course covers skills required for the installation of lighting, heating and power equipment and the repairing of existing equipment and appliances, factory plants, machinery and generating equipment.

### **Fabrication & Welding**

This course covers skills required for the joining of metal pieces or articles by heating the edges until they melt and fuse together using flames, electric arcs and other methods for the purpose of joining and penetration. Welding has replaced the traditional methods of joining metal such as riveting and bolting.

## **Food Production**

This course aims at equipping trainees with skills to prepare various types of foods, storing food, butchering meat and observing health and safety standards in the kitchen. The course is intended to provide skills sought after by the tourist industry in Malawi.

## **General Fitting**

This course deals with all types of industrial plants and machinery. In plant maintenance, fitting may involve the making and/or dismantling and fitting of new parts. General fitting involves the use of heavy machines such as lathes, shaping machines, drilling and milling machines.

## **Information & Communication Technology**

This course deals with a diverse set of technological tools and resources used to communicate, create, disseminate, store and manage information.

## **Painting & Decoration**

This course involves the preparation and painting or papering of walls, ceilings and industrial equipment.

## **Printing**

This course provides trainees with the skills to work in the printing industry and covers skills to carry out various activities to produce and print newsprint, books, and other documents.

## **Plumbing**

This course involves the preparation, assembling, installation and maintenance of pipes, fittings and fixtures of drainage and sanitary systems. The course also covers skills required to join pipes, test for leakages and carry out repair and maintenance work on heating and ventilation systems.

## **Refrigeration & Air Conditioning Mechanics**

This course teaches trainees the skills required to maintain and repair all types of refrigeration and air conditioning systems such as domestic, commercial, marine and industrial systems.

## **Solar PV Electrical Installation**

This course teaches trainees how to install, maintain, and repair solar panels and solar energy systems for homes and large installations.

### **Tailoring & Design**

The tailoring curriculum aims at enabling trainees to use sewing machines, cut cloth, take measurements, and design and produce garments or other items.

### **Vehicle Body Repair**

This course teaches trainees how to repair vehicle panels, including spray painting.

### **Wood Work Machining**

This course involves the cutting and machining of components or parts for sideboards, tables, cabinets and chairs. It also teaches trainees the skills to assemble and dismantle joinery.





# TEVET CODE OF CONDUCT FOR TRAINEES



**WE PROMISE TO UPHOLD THE CORE VALUES OF:**

## INTEGRITY:

HONESTY  
HONOUR  
RESPECT  
FOR THE TRUTH



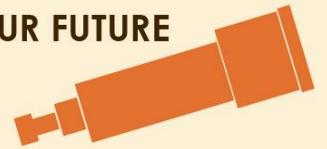
## RESPECT:

EQUALITY  
DIVERSITY  
HUMAN  
DIGNITY



## RESPONSIBILITY:

FOR OUR ACTIONS  
FOR OUR PERFORMANCE  
FOR OUR FUTURE



## WE PROMISE TO:

**ATTEND CLASS  
& BE ON TIME**



**DRESS PROFESSIONALLY,  
PRACTICALLY &  
APPROPRIATELY**



**ACT WITH HONESTY  
& INTEGRITY**



**ACT WITH RESPECT,  
CARE & CONSIDERATION**



**WE PROMISE TO  
ACT PROFESSIONALLY &  
BECOME PROFESSIONALS**