

**THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING**



***MANUALS FOR ESTABLISHING A VET CENTRE
FOR
COMMERCIAL SERVICES AND BUSINESS SUPPORT SECTOR***

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LIST OF ABBREVIATIONS

CBET	-	Competence Based Education and Training
FTC	-	Full Technician Certificate
TT	-	Trade Test
VET	-	Vocational Education and Training
NACTVET	-	National Council for Technical and Vocational Education and Training Authority
VTC	-	Vocational Training Centre
VTTC	-	Vocational Teachers Training College

PREAMBLE

Vocational Education and Training in Tanzania is governed by the National Council for Technical and Vocational Education and Training, established under the National Council for Technical and Vocational Education and Training Act, Cap. 129. This act empowers NACTVET to oversee and coordinate the provision of technical and vocational education in non-university institutions across the country. This manual therefore, gives guiding parameters so as to meet the minimum required standards set by the NACTVET Governing Council having in mind that one of its major roles is to ensure that vocational education and training provision satisfies the demands of the labour market with employees who have the required knowledge, skills and attitudes in order to improve production and productivity of our economy. When preparing the manual the following key areas were considered as essential for establishing Vocational Training Centres.

- A clearly defined organisation structure showing all the key positions for the efficient and effective operation of the Centre.
- NACTVET has set the standard required qualifications and competences which must be met by Vocational Teachers. The vocational teachers will be licensed and categorised by NACTVET according to their qualifications and experiences.
- This manual also provides criteria for a standard Vocational Training Centre (VTC) which will allow them to be registered and categorised accordingly. If the standards are not met, then the VTC will not be registered and Training Programmes will not be allowed.
- For the purpose of proper financial control of Centre funds, each VTC must keep proper records of all financial transactions showing the incomes and expenditures of the centre.
- Standard floor area requirements for workshops, classrooms, hostels, dining hall, offices, stores, library, toilets, playing fields etc, must be maintained. External and internal environment must also be conducive for training.
- Basic machines, equipment, tools and furniture must be provided to workshops and classrooms. Inventories must be well kept and updated. The items mentioned above must appear by proper name and specification in the inventory. Architectural drawings for all buildings, drawings for electrical wiring and drainage systems must be well kept by the Principal of the Centre.

NACTVET being vested with the role of overseeing and regulating the provision of Vocational Education and Training of other Providers will strictly observe these guidelines during the process of registration and categorisation of Vocational Training Centres.

Finally, it is believed that a VTC operating under these guidelines will produce the right outputs for the labour market, thereby increasing the productivity of our economy. It is also hoped that this manual will not remain static but is subject to updating when the conditions require so.

PART ONE

1. INTRODUCTION

The kind of VET system that is needed to spearhead socio-economic development in Tanzania will demonstrate itself in the kind of VTCs it will establish. There will be a close relationship between quality VTCs and products (trainees and services) it will produce. Countries with properly established VET centres are invariably placed to produce quality products.

This manual is intended to provide necessary information regarding requirements for the establishment of VTCs. In this manual quality parameters are defined. This will help to maintain consistency in training delivery.

Quality parameters are defined basing on three major areas which seek to address implementation of the Competence Based Education and Training (CBET) concept. These key areas are quality and sufficiency of tools and equipment, governance of the centre and infrastructure.

Vocational education and training is offered in 12 sectors which cover National vocational Award 1-3. The sectors include Civil and Building Engineering, Commercial and Business Support, Hospitality and Tourism, Automotive, Agriculture and Food Processing, Mining, Clothing and Textile Technology, Cosmetology, Transport, Mechanical and Printing. However, this manual focuses on the Agriculture and Food Processing occupations.

To ensure that each registered centre offers training according to its capacity. Registration of VET centres will be done according to the following categories:

1.1. Categorization of VTCs.

A Centre will be registered under any of the categories listed in Table R1.

Table R1: Criteria for Categorization of VTCs

CATEGORIZATION	CRITERIA	CATEGORY A	CATEGORY B	CATEGORY C	CATEGORY D
1. Occupation.	1.1. Number of occupations.	Minimum eight (8) occupations for multi-sectoral Centres or four (4) for sector specific Centres.	Minimum five (5) occupations for multi-sectoral Centres or two (2) for sector specific Centres.	Minimum one (1) occupation.	Minimum one (1) occupation.
	1.2. Qualifications levels.	Minimum of four (4) occupations offered above level II.	Minimum of two (2) occupations offered above level II.	Minimum of one (1) occupation offered up to level II.	Minimum of one (1) occupation up to level I.
2. Staff Qualifications 2.1 Principal	2.1.1 Academic qualifications	Minimum Form VI or equivalent.	Minimum Form VI or equivalent.	Minimum Form VI or equivalent.	Minimum Form IV or equivalent.
	2.1.2 Professional qualifications.	1 st Degree in technical/vocational education or equivalent for VTCs with training up to level IV and Master above level IV.	1 st Degree in technical/vocational education or equivalent for VTCs with training up to level IV and Master above level IV.	1 st Degree in technical/vocational education or equivalent for VTCs with training up to level IV and Master above level IV.	Certificate in technical education or equivalent
	2.1.3 Work Experience in relevant field.	Minimum three (3) years.	Minimum three (3) years.	Minimum three (3) years.	Minimum five (5) years.
2.2 Vocational teacher	2.2.1 Academic qualifications.	Minimum Form IV.	Minimum Form IV.	Minimum Form IV.	NA
	2.2.2 Professional qualifications.	Minimum one level above the level taught in a relevant occupation or field. TEACHER MINIMUM LEVEL III.	Minimum one level above the level taught in a relevant occupation or field. TEACHER MINIMUM LEVEL III.	Minimum one level above the level taught in a relevant occupation or field. TEACHER MINIMUM LEVEL III.	National vocational certificate of competence or equivalent
	2.2.3 Teaching qualifications.	Minimum Teacher Certificate in education.	Minimum Teacher Certificate in education.	Minimum Teacher Certificate in education.	Minimum Instructional Methods Certificate (IMC).
	2.2.4 Work Experience in relevant field.	Minimum three (3) years.	Minimum three (3) years.	Minimum three (3) years.	Minimum five (5) years in relevant field.
2.3 Training Coordinator/ Registrar	2.3.1 Academic qualifications.	Minimum Form IV.	Minimum Form IV.	Minimum Form IV.	NA
	2.3.2 Professional qualifications.	Minimum Ordinary Diploma in technical field or equivalent for VTCs with training up to level IV and 1 st Degree above level IV.	Minimum Ordinary Diploma in technical field or equivalent for VTCs with training up to level IV and 1 st Degree above level IV.	Minimum Ordinary Diploma in technical field or equivalent for VTCs with training up to level IV and 1 st Degree above level IV.	NA
	2.3.3 Work Experience in training	Minimum three (3) years.	Minimum three (3) years.	Minimum three (3) years.	NA
2.4 Accountant	2.4.1. Academic qualifications.	Minimum Form VI.	Minimum Form IV.	Minimum Form IV.	NA
	2.4.2. Professional qualifications	Minimum Diploma or equivalent in relevant field	Minimum Diploma or equivalent in relevant field	Certificate equivalent in relevant field	NA
	2.4.3. Work Experience in relevant field	Minimum three (3) years.	Minimum three (3) years.	Minimum three (3) years.	NA

CATEGORIZATI ON	CRITERIA	CATEGORY A	CATEGORY B	CATEGORY C	CATEGORY D
3 Centre Capacity.	3.1 Teacher trainee's ratio per class.	1:20	1:20	1:20	1:5
	3.2 Infrastructure.	As per Manual for establishing VET Centres.	As per Manual for establishing VET Centres.	As per Manual for establishing VET Centres.	Enough for five (5) trainees as per programme requirements
	3.3 Tools and equipment.	As per Manual for establishing VET Centres.	As per Manual for establishing VET Centres.	As per Manual for establishing VET Centres.	Enough for five (5) trainees as per programme requirements

We hope that the guidelines will be useful not only to those who would like to establish a VTC for specific occupations but also to providers who wish to improve their existing VTCs for the purpose of registration.

The manual is divided into five main parts, namely: centre governance, staffing, centre financial management, infrastructure, tools and equipment.

PART TWO

2. VOCATIONAL TRAINING CENTRE GOVERNANCE

Good governance is an important aspect in establishing a VET centre. It ensures accountability, participation, transparency, equity and rule of law in operation of the VET centre. This will also play part in making the centre sustainable. Involvement of stakeholders in governing the centre is imperative. It is therefore mandatory for a VET centre with categories A - C to have an Advisory Board/Board of Trustees.

The composition of the Board will have the following representation:

- i. Centre owner;
- ii. Parents;
- iii. Employers;
- iv. Government at District /division level;
- v. Centre employees; and
- vi. Principal-Secretary to the Board.

PART THREE

3. STAFFING

Staffing of a Centre will consist of the following personnel:

(a) Principal

The Principal is the Chief Executive of the centre. He/she will develop strategies and policy matters that included soliciting donor fund, centre and VET promotion, sensitize stakeholders with view to meet the centre goals and plan. For the centre with categories A-C, he/she will be the secretary to the Centre Advisory Board/Centre Board of Trustees.

Under these categories the Principal will be assisted by the following titles- Training Coordinator, Centre Administrator, Accountant, Entrepreneurship and Short course coordinator.

Minimum Qualifications of a Centre Principal:

For category A, B and C VET centres

- i. Degree in Technical / Vocational Education or equivalent.
- ii. Three (3) years work experience in the relevant field.

For category D VET centres

- i. Certificate in Technical / Vocational Education or equivalent.
- ii. Five (5) years work experience in the relevant field.

(b) Training Coordinator

The functions of a training coordinator in a VTC will be those activities related to training which include trainees' enrolment, coordination of trainees' assessment, monitoring training, discipline, guidance and counselling, Trainees' welfare in general and preserving centre

environment. The coordinator will be supported by Head of departments, warden/matron and head cook.

Minimum Qualifications of a Training Coordinator

- i. Ordinary Diploma or equivalent in any technical education field;
- ii. Certificate in teaching;
- iii. Three (3) years experience in training.

(c) Human Resource Officer

The Human Resource Officer will provide support for day to day administrative activities which include; staff welfare, staff development, security matters and stores.

Minimum Qualifications of a Human Resource Officer

- i. Certificate in Human Resources Management;
- ii. Three (3) years experience in relevant field.

(d) Accountant

The Accountant will keep all financial and accounts records of the centre.

Minimum Qualifications of the Accountant

- i. Diploma in accountancy;
- ii. Three (3) years experience in relevant field.

(e) Secretary

The secretary will be a personal assistant to the Principal and will perform all duties related to secretarial responsibilities.

Minimum Qualifications of the Secretary

- i. Form IV education;
- ii. Stage III certificate.

(f) Teaching staff

Vocational teachers have the central role of making the training relevant. Vocational teachers are the first-line practitioners of vocational training. A befitting vocational teacher to carryout vocational training within the Tanzanian VET system will have the following attributes:

- i. Critically alert;
- ii. Imaginative, innovative, proactive, creative;
- iii. A cultivated person with the courage and ability to face and solve problems;
- iv. Active in the pursuit of truth and goodness within the overall accepted aspirations of a nation at large; and
- v. Willingness to learn.

To ensure efficiency and effectiveness in training delivery, the maximum vocational teacher – trainee’s ratio will be 1:20.

Minimum Qualifications of a Vocational Teacher

Vocational teachers shall be licensed and categorised according to their qualifications and the level (s) in which they are allowed to teach. The required qualifications for vocational teachers are as described hereunder:

Vocational teachers for level I-III shall have the following qualifications:

- i. Holders of FTC, Diploma or other equivalent qualifications in the relevant field;
- ii. Teaching certificate obtained from VTTC or any other recognised institution; and
- iii. At least three (3) years of post training relevant practical work experience in his/her field of specialisation.

Vocational teachers for level I-II shall have the following qualifications:-

- i. Form IV secondary certificate;
- ii. Vocational Certificate of Competence or equivalent;
- iii. Teaching certificate obtained from VTTC or any other recognised institution; and
- iv. At least five (5) years of post training relevant work experience in his/her field of specialization.

Competences of a vocational teacher

A Vocational Teacher must possess the following competences:

- i. Able to interpret occupational training standards into learning process;
- ii. Evaluate training process and outcomes;
- iii. Compare training offered and the demand from the labour market;
- iv. Prepare report on training implementation in his/ her own workshop;
- v. Prepare maintenance schedule for training tools and equipment;
- vi. Counsel and guide trainees in the workshop; and
- vii. Ability to maintain a conducive environment for learning.

NB : Permanent teachers should be two thirds ($\frac{2}{3}$) of all teachers in the centre.

PART FOUR

4. CENTRE FINANCIAL MANAGEMENT

Proper management of centre finances is very important. It is therefore advised for anyone who aspires to establish a VET centre at categories A-C has to ensure that proper systems for managing finances are in place. These will ensure stability and sustainability of a VTC in a long run.

The following are important pre requisites:

- a) Bank account;
- b) Qualified staff;
- c) Reliable sources of funds; and
- d) Management of Cash Flow

PART FIVE

5. INFRASTRUCTURE

Infrastructure of a VTC with categories A-C include, among other things, workshops, classrooms, trainees hostel, conference hall, storage facilities, staff houses, and external environment. All building infrastructure should be able to accommodate people with special needs.

For the VTC with category D should have proper premises to facilitate practical and theoretical training. It should have some storage facilities and provision facilities for hygiene.

In deriving the size of the area suitable for training, the following factors have been taken into account:

- i. The number of trainees in one workshop;
- ii. Type of equipment;
- iii. Air circulation in a room; and
- iv. Movement of users within a room and around the building for various activities.

The provided schematic drawings demonstrate how a workshop or a training space should look like. It is not obligatory to use the same design but one should adhere to specifications provided in the Table 1. Users are strongly advised to seek for technical expertise from professionals who will help them translate information contained in this work into proper architectural and engineering drawings required for erection of buildings.

In this respect, construction of centres should consider standards as elaborated in the Table 1.

TABLE 1: INFRASTRUCTURE SPECIFICATIONS

S/N	ITEM/DESCRIPTION	NORM/SPECIFICATIONS
1.	Vocational teacher– Trainee Ratio.	1:16 -20 (Capacity for a single class/workshop is between 16 to 20 trainees).
2.	Area per trainee. <ul style="list-style-type: none"> Workshops (without offices). Classrooms (without offices). Conference Hall (without offices). Dining Hall (without kitchen). Library. Kitchen facility. 	<ul style="list-style-type: none"> 5 -14sqm per Trainee (workshop with light equipment like tailoring, computer applications – 5sqm/trainee; those with large equipment e.g. machinery fitter, etc. 12 – 14sqm/trainee can be used). 2.5 – 3 sq m per trainee. 1.5 – 2.5 sq m per trainee. 1.5 – 2.5 sq m per trainee. 2.5 – 3.5 sq m per trainee. 0.2 – 0.3 sq m per trainee.
3.	Areas for other general facilities. <ul style="list-style-type: none"> Administration Block. Office (for a teacher, officer etc). Office for Head of section/department 	<ul style="list-style-type: none"> 200 – 250 sq m. 10 – 16 sq m. 16 – 25 sq m.
4.	Toilets and change rooms. <ul style="list-style-type: none"> Number of persons per toilet Unit. Minimum unit area. Change rooms. 	<ul style="list-style-type: none"> 4 - 5 persons per toilet unit (staff). 8 -10 trainees per toilet unit (trainees). 1.5 – 2 sq m. 1 – 1.5 sq m per trainee (it is advised that each workshop should have a change room, which must be gender sensitive. Provision of washing basin and showers in a change room will depend on the type of occupation).
5.	Storage facilities. <ul style="list-style-type: none"> General store. Office store. Workshop store. 	<ul style="list-style-type: none"> 12 - 30 sq m. 2 – 6 sq m. 10 – 30 sq m (the shape of which has to depend on the type and nature of materials to be stored).
6.	Trainees Hostel. <ul style="list-style-type: none"> 4 trainees per room. 	<ul style="list-style-type: none"> 16-24 sq m per room with height 3.0m Provide study room for at least 20 trainees.
7.	Staff house.	100 – 200 sq m per single family house.

S/N	ITEM/DESCRIPTION	NORM/SPECIFICATIONS
8.	Location.	Suitable location of the training facilities required; workshop with heavy duty equipment preferably to be located on the ground floor. Location should consider other surrounding activities.
9.	Floors.	Strong floors capable of withstanding operations of a particular occupation
10.	Structure condition.	The structure and materials to be used should be durable, sound, safe, strong, Impurities free, attractive and available at local market.
11.	Internal environment.	<ul style="list-style-type: none"> • Should be smoke/dust free; well ventilated/air conditioned; enough natural and artificial lighting; appropriate colours in walls and ceiling necessary furniture and fixtures should be available. • Height of head room to be not less than 3m and above • Room relationship to be considered to minimize unnecessary movement. • Type of floor finish to match with the nature of activity performed.
12.	External environment	Provide access roads landscaping, walkways to allow movement people with disability.
13.	Utilities.	Proper electrical installation and power supply ² ; enough water supply; adequate sewerage disposal system; adequate solid waste disposal system; well functioning telecommunication facilities; fire fighting/prevention facilities as per regulations; dust/smoke removing mechanism for dust/smoke generating workshops.
14.	First – Aid facilities and safety gears.	Standard first-aid box with basic medication installed in a conspicuous position; safety gears must be available for both vocational teacher and trainees.
15.	<p>Legality of VET Centre in guidelines and Council Regulations.</p> <ul style="list-style-type: none"> • Birds class layer type • Broiler birds 	<p>NACTVET plays a role of establishing and monitoring guideline to VET provider and not authorizing permission to commence construction activities. The respective regulatory Body is obliged to administer their regulations.</p> <ul style="list-style-type: none"> • Brooding space 20-30 birds/m² • Growing space 10-20 birds/ m² • Layer's birds 5-6 birds/ m² • Brooding space 20-30/ m² • Growing space 10-12 birds/ m²
16.	Space for seedling production (horticulture)	<ul style="list-style-type: none"> • Extra 1-5 Acres required for horticulture practical • Provide reliable source of water for irrigation purposes. • Head room height not less than 3.6 m high.
17.	Chick space:	38cm ² per layer chick, 52cm ² per broiler chick
18.	Size of foundation	The depth of the foundation to be determined at/in site, also nature of soil water table and the load to be imposed. But also the materials to be used

S/N	ITEM/DESCRIPTION	NORM/SPECIFICATIONS
19.	Safety awareness	Adherence to occupational health and safety should be taken on board to enhance high productivity and keep good working environment
20.	Others.	Master timetable placed at conspicuous area; at least one wall clock in each workshop; at least one suggestion box for each VTC. Each VTC has to have indoor or outdoor sports areas.

PART SIX

6. BASIC TOOLS AND EQUIPMENT

The minimum requirements of tools and equipment for a VTC with categories A-C for each occupation are provided. The same specifications of tools and equipment can be used for category D, but quantity and type will depend on curriculum contents to be covered.

The purpose of this list is to provide guidance and help management and authorities of vocational institutions to plan their equipment requirements with accuracy and produce precisely defined technical specifications.

It is advisable when purchasing tools and equipment to consider their durability, serviceability, accuracy, versatility and low operating costs.

**APPENDIX 1:
BASIC TOOLS AND EQUIPMENT**

BASIC TOOLS AND EQUIPMENT FOR BANKING (FOR 20 TRAINEES)

A. EQUIPMENT

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
1.	Table Teacher/T	Wood	Pcs	1:1	√	√	√
2.	Class room chairs	<ul style="list-style-type: none"> • Wood • Adjustable 	Pcs	1:1	√	√	√
3.	Personal Computer	<ul style="list-style-type: none"> • RAM size: 128.00MB • Maximum print speed 30ppm • Maximum sheet capacity – 250 • Width 21.70 Inches 	Pcs	1:20		√	√
4.	HP Pro book 4530s	Intel core i3 2.2GHz, 4GB Memory, 500GB Hard Disk, DVDRW, Webcam, Wi-Fi, Bluetooth, Card Reader, 15.6" Screen, Window 7 professional	Pcs	1:20	√	√	√
5.	HP 630 laptop (For office use)	Intel core i3 2.53GHz, 4 GB Memory, 500GB Hard Disk, DVDRW, Webcam, Wi-fi, Bluetooth, Card Reader, 15.6" Screen, Window 7 Home Basic	Pcs	1:20	√	√	√
6.	Scanner	HP 3520F Scanner cheque outwards	Pcs	1:20	√	√	√
7.	Photocopy Machine	<ul style="list-style-type: none"> • RAM Memory Size: 128.00 MB • Maximum print speed (Black and White): 30 ppm • Maximum sheet capacity: 250 • Width: 21.70 inches 	Pcs	1:20	√	√	√
8.	Receipt printer	Thermal printer, receipt printer for money counter	Pcs	1:10	√	√	√
9.	Punching machine	Double hole – punch made of steel	Pcs	1:10	√	√	√
10.	Note counting machine	<ul style="list-style-type: none"> • Counting speed 1000 Pcs/Min • Dimension W315xD265xH190mm 	Pcs	1:10	√	√	√

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
		<ul style="list-style-type: none"> Power: AC 230c/50Hz/75W Weight: 8 Kg 					
11.	White board	Standard Non Magnetic Whiteboard	Pcs	1:20	√	√	√
12.	Overhead projector	<ul style="list-style-type: none"> 3LCD projector 1920 x1080 (1080p) resolution, 2,000 Lumens, 3000:1 DCR Throw Ratio (1.46 - 2.2:1), Dual HDMI Inputs with HDCP 10W x 2 Stereo Speakers, Lamp life: 4000/6000 hrs (N/Eco) 	Pcs	1:20	√	√	√
13.	Stapler machine	Medium for fixing wire staples	Pcs	1:10	√	√	√
14.	Printer	HP P1002D. HP P1002	Pcs	1:20	√	√	√
15.	Flipchart stand	Alvin Aluminium Easel with Flip Chart Holder	Pcs	1:20	√	√	√
16.	Till (cube)	Linked to police With accessories	Pcs	1:20	√	√	√
17.	Cubical security	Alarm in the cube - linked to police central and security guards, camera (CCTV), and bullet proof-window cube	Pcs		√	√	√
18.	Dust musk (teller)	Plastic material	Pcs	1:20	√	√	√
19.	Apron	<ul style="list-style-type: none"> Cotton material Assorted size 	Pcs	1:2	√	√	√
20.	Scissors (teller)	Medium size	Pcs	1:2	√	√	√
21.	Wall clock	Medium size – Digital	Pcs	1:20	√	√	√
22.	Dust bin	40 litre	Pcs	1:20	√	√	√
23.	Detector machine	CT-550US	Pcs	1:20	√	√	√
24.	Cash box steel with 2 padlocks	<ul style="list-style-type: none"> External dimensions: (HxWxD) 80x152x115mm Large and medium boxes (fire proof) 	Pcs	1:20	√	√	√
25.	Banking hall (counterfeit and fraud detector)	<ul style="list-style-type: none"> Hole gram and perforation machine, 	Pcs		√	√	√

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
		<ul style="list-style-type: none"> Counterfeit & forgery cheque detector 					
26.	Telephone set	Flashing , calibrated line breaks	Pcs		√	√	√
27.	Stamps (teller)	Receiving and paying stamp with Teller number	Pcs	1:5	√	√	√
28.	Suggestion box	<ul style="list-style-type: none"> Timber Small size 	Pcs	1:20	√	√	√
29.	Calculator	<ul style="list-style-type: none"> Additional calculator Scientific calculator 	Pcs	1:20	√	√	√
30.	Fax machine	<ul style="list-style-type: none"> Black-and-white laser fax machine also copies and prints Fax transmission speeds up to 3 seconds per page 600 x 600 DPI resolution for faxes, copies, and prints Auto-dial up to 132 numbers 	Pcs	1:20		√	√
31.	Fire Extinguisher	Co ₂ Capacity: 2kg Dimension: 500mm. H x 177mm D	Pcs	1:20	√	√	√
		Dry Powder Capacity: 2kg Dimension: 500mm. H x 175mm D	Pcs	1:20	√	√	√
		Halogen: Capacity: 2 ltr Dimension: 500mm. H x 175mm D	Pcs	1:20	√	√	√
32.	TV Screen	Flat Screen 32" (with USB ports)	Pcs	1:20	√	√	√
33.	First aid kit	Medium	Set	1:20	√	√	√

**BASIC TOOLS AND EQUIPMENT FOR COMPUTER APPLICATIONS
(FOR 20 TRAINEES)**

A. EQUIPMENT

S/N	ITEMS	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
1.	Personal Computer	<ul style="list-style-type: none"> • CPU: Intel Dual Core 2.0GHz and above (Pentium IV) • Windows 7/Vista/Win XP • Office 2003/2007/2010 • HDD: 250GB-360GB(SATA) • Card Reader Drive • NIC: 10/100Mbps • VGA Port 256MB, DVI Port • Main Board: Including ATX/NLX • Cache Memory: L2 Cache 2MB(On Die) • Main Memory: DDR2 SDRAM 2GB or 4GB • DVD±RW Drive • I/O/Port <ul style="list-style-type: none"> - Rear: Parallel(1),PS/2(2),USB 2.0(4 or More),VGA(1),RJ45(1),Audio(Line-in,4x Line-out, SPDIF) - Front: USB 2.0(2), Audio(MIC, Line-out) 	Each	1:1		√	√
2.	Monitor	<ul style="list-style-type: none"> • Color Monitor • 17" inches LCD, 1280x1024 15pin D-sub, DVI Port, 90° Rotation • Speaker Function 	Each	1:1		√	√
3.	Keyboard	<ul style="list-style-type: none"> • A 'QWERTY' standard keyboard • English Language • 6 pin DIN connector • USB connector 	Each	1:1		√	√
4.	Mouse	<ul style="list-style-type: none"> • Two buttons and the scroll ball at the center • PS2/USB Connector 	Each	1:1		√	√

S/N	ITEMS	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
5.	UPS	<ul style="list-style-type: none"> • Small size 500w • 220v – 240v, 50 – 60Hz • MOD:700 – 450W 3.2 	Each	1:1		√	√
6.	Voltage Regulator	<ul style="list-style-type: none"> • 2000 Watts • 220V – 240V • 2-3 Rounded/square output ports. 	Each	1:1		√	√
7.	Printer	<ul style="list-style-type: none"> • Colored • Laser jet/inkjet • USB Compatible with USB 2.0 • Interface: USB or IEEE 1284 parallel • Memory: 64MB (128MB Max.) • Paper (A4) 	Each	1:5		√	√
8.	Printer(Optional)	<ul style="list-style-type: none"> • Black and White • USB Compatible with USB 2.0 • Interface: USB or IEEE 1284 parallel 	Each	1:5		√	√
9.	Canon Scanner	<ul style="list-style-type: none"> • A4 Scanner • Ability to read text, hand – written and graphical images • 9000F High quality scanning 9600 dpi resolution 	Pcs	1:20	√	√	√
10.	PC Tables	<ul style="list-style-type: none"> • Size: 1600x600x730 • Each section has boring for wire connection • Built in back door for PC theft prevent 	Each	1:1	√	√	√
11.	PC Chairs	<ul style="list-style-type: none"> • Office chairs/swivel chairs with heavy duty base • Consist: Back, Seat, Main Frame, PP six foets 	Each	1:1	√	√	√
12.	White Board	Length 1.5. meter width 2 meter	Each	1:20		√	√
13.	Smart Board (Optional)	<ul style="list-style-type: none"> • Screen Size 77 diagonal. • Connectivity USB and optional wireless. 	Each	1:20		√	√

S/N	ITEMS	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
		<ul style="list-style-type: none"> Bundle Offer I-Board 77 Intelli Mount 1593 Bundle Offer I-Board 77 3M Short throw Projector 3276 					
14.	Multimedia Projector	<ul style="list-style-type: none"> 1920 x1080 (1080p) resolutions. 2,000 Lumens. 3000:1 DCR Throw Ratio (1.46 - .2:1). Dual HDMI Inputs with HDCP 10W x 2 Stereo Speakers. Lamp life: 4000 / 6000 hrs (N/Eco) Keystone adjustment +/- 40%. Low Audible Noise of < 29dB It has 10W x 2 Stereo Speakers. 	Each	1:20	√	√	√
15.	Projector Motorized Screen	<ul style="list-style-type: none"> Size(inch):120 Viewing Angle:50° Material: Matte White 	Each	1:20	√	√	√
16.	Overhead Projector (Optional)	<ul style="list-style-type: none"> 14" f 3.5 lens system Light equalizing reflector As super quite motor and fan control. 5 spare lamp and dust cover. 15ft 3wire heavy duty card, On/ Off switch 	Each	1:20	√	√	√
17.	Fax Machine	<ul style="list-style-type: none"> Black-and-white copies and prints Fax transmission speeds up to 3 seconds per page 600 x 600 DPI resolution for faxes, copies, and prints Auto-dial up to 132 numbers 250-Sheet paper tray and 30-sheet automatic document feed 	Each	1:20	√	√	√

S/N	ITEMS	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
18.	Card Cutting Machine	<ul style="list-style-type: none"> • Identity/Business Card • Round/Square shape • Metal material with cutting pulling handle 	Each	1:10	√	√	√
19.	Paper cutting machine	<ul style="list-style-type: none"> • A4/A3 size • Metal/Plastic material 	Each	1:10	√	√	√
20.	Lamination Machine	<ul style="list-style-type: none"> • A4 and A3 sizes • Designed for small office applications 12-1/2" entry width accommodates multiple document sizes • Hot lamination for 3 mil or 5-mil pouches; ready in 5 minutes • Cold setting for laminating self-adhesive pouches • Includes laminating starter kit 	Each	1:10	√	√	√
21.	Digital Camera	<ul style="list-style-type: none"> • CCD: 1/2.5 inches, over 50million • Recording mode: JPEG/MPEG(recording film) • Zoom: Optical 3times, digital 5times • LCD: 2.0 inches 	Each	1:20	√	√	√
22.	Photocopy Machine	<ul style="list-style-type: none"> • RAM Memory Size: 128.00 MB • Maximum print speed (Black and White): 30 ppm • Maximum sheet capacity: 250 • Width: 21.70 inches 	Each	1:20	√	√	√

B: TOOLS

S/N	ITEMS	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
1.	White board duster	Cotton with wood	Each	1:10	√	√	√
2.	Dust bin	Made up by plastic	Each	1:10	√	√	√
3.	Tray for keeping Exercise	Wired/plastic	Each	1:5	√	√	√
4.	Memory Stick	1GB/2GB	Each	1:10	√	√	√
5.	Wall key board	Large wooden designed keyboard. With – 1m 21” length.	Each	4:4	√	√	√
6.	Wall clock	<ul style="list-style-type: none">• Quartz• Medium size	Each	1:20	√	√	√
7.	Card Reader	Can read more than 16GB stick memory	Each	1:20	√	√	√
8.	Tray for keeping Exercise	Wired/plastic	Each	1:20	√	√	√
9.	Wall key board	Large wooden designed keyboard. With–1m 21” length.	Each	1:20	√	√	√
10.	Writable CD	Empty CD	Each	1:5	√	√	√
11.	Computer Cleaner	Foam Cleaner	Each	1:1	√	√	√
12.	Writable DVD	Empty DVD	Each	1:5	√	√	√

BASIC TOOLS AND EQUIPMENT FOR INSURANCE (FOR 20 TRAINEES)

A. EQUIPMENT

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
1.	Class room chairs	<ul style="list-style-type: none"> • Wood • Adjustable 	Pcs	1:1	√	√	√
2.	Table Teacher/student	Wood	Pcs	1:1	√	√	√
3.	Board	<ul style="list-style-type: none"> • Black or White • Standard Non Magnetic Whiteboard 	Pcs	1:20	√	√	√
4.	Flipchart stand	Alvin Aluminium Easel with Flip Chart Holder	Pcs	1:20	√	√	√
5.	Personal Computer	<ul style="list-style-type: none"> • RAM size: 128.00MB • Maximum print speed 30ppm • Maximum sheet capacity – 250 • Width 21.70 Inches 	Pcs	1:20		√	√
6.	Fire Extinguisher	Co ₂ Capacity: 2kg Dimension: 500mm. H x 177mm D	Pcs	1:20	√	√	√
		Dry Powder Capacity: 2kg Dimension: 500mm. H x 175mm D	Pcs	1:20	√	√	√
		Halogen: Capacity: 2 Ltr Dimension: 500mm. H x 175mm D	Pcs	1:20	√	√	√
7.	Insurance books	Non-life and Life books for all classes	Pcs	1:1	√	√	√
8.	Photocopy Machine	<ul style="list-style-type: none"> • RAM Memory Size: 128.00 MB • Maximum print speed (Black and White): 30 ppm • Maximum sheet capacity: 250 • Width: 21.70 inches 	Pcs	1:20	√	√	√

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
9.	Punching machine	Double hole – punch made of steel	Pcs	1:10	√	√	√
10.	Stapler machine	Medium for fixing wire staples	Pcs	1:10	√	√	√
11.	Calculator	<ul style="list-style-type: none"> • Additional calculator • Scientific calculator 	Pcs	1:20	√	√	√
12.	Proposal forms	For classes of all Life and Non-Life	Set	1:10	√	√	√
13.	Policy Document	Not-Life classes and Life classes	Set	1:10	√	√	√
14.	Dust bin	Plastic Container	Each	1:5	√	√	√
15.	Overhead projector	<ul style="list-style-type: none"> • 3LCD projector • 1920 x1080 (1080p) resolution, 2,000 Lumens, 3000:1 DCR • Throw Ratio (1.46 - 2.2:1), Dual HDMI Inputs with HDCP • 10W x 2 Stereo Speakers, Lamp life: 4000/6000 hrs (N/Eco) 	Pcs	1:20	√	√	√
16.	Printer	HP P1002D. HP P1002	Pcs	1:20	√	√	√

BASIC TOOLS AND EQUIPMENTS FOR SECRETARIAL AND COMPUTER TRAINING COURSE (20 TRAINEES)

A. EQUIPMENT

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
1.	Tables for typewriter	1500mmx700mmx72mm	Pcs	1:1	√	√	√
2.	Chairs	Adjustable swivel chairs/ heavy duty base	Pcs	1:1	√	√	√
3.	Typewriters	Manual 14" cylinder	Each	1:1	√	√	√
4.	Personal Computer	<ul style="list-style-type: none"> • CPU: Intel Dual Core 2.0GHz and above (Pentium IV) • Windows 7/Vista/Win XP • Office 2003/2007/2010 • HDD: 250GB-360GB(SATA) • Card Reader Drive • NIC: 10/100Mbps • VGA Port 256MB, DVI Port • Main Board: Including ATX/NLX • Cache Memory: L2 Cache 2MB(On Die) • Main Memory: DDR2 SDRAM 2GB or 4GB • DVD±RW Drive • I/O/Port <ul style="list-style-type: none"> ○ Rear: Parallel(1),PS/2(2), USB 2.0(4 or More),VGA(1),RJ45 (1),Audio(Line-in,4x Line-out,SPDIF) ○ Front: USB 2.0(2), Audio(MIC, Line-out) 	Each	1:1		√	√
5.	UPS	Small size 500w 220v – 240v 50 – 60Hz MOD:700 – 450W 3.2	Each	1:2		√	√
6.	Printer	<ul style="list-style-type: none"> • Colored • Laser jet/inkjet • USB Compatible with USB 2.0 	Each	1:2		√	√

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
		<ul style="list-style-type: none"> Power: AC 220V/50Hz Interface: USB or IEEE 1284 parallel Memory: 64MB (128MB Max.) Paper (A4) Tonner LaserJet Printer/Ink Cartridge for Inkjet Printer 					
7.	Electrical stencil cutter	Dimensions 450 x 344 mm, printing area 200 x 340mm, – 73 sheets	Pcs	1:20		√	√
8.	Steel filing cabinets	<ul style="list-style-type: none"> Steel cabinet 2 doors Complete with lock 28 metal drawer 463Wx432Dx1321H 	Pcs	1:10		√	√
9.	Binding machine	<ul style="list-style-type: none"> Spiral Plastic comb binder 	Pcs	1:10		√	√
10.	Stapler machine	Heavy duty for fixing wire staples	Pcs	1:10	√	√	√
11.	Photocopy machine	<ul style="list-style-type: none"> RAM Memory Size: 128.00 MB Maximum print speed (Black and White): 30 ppm Maximum sheet capacity: 250 Width: 21.70 inches 	Pcs	1:20		√	√
12.	Dictating machine	<ul style="list-style-type: none"> Portable model Recording done on standard magnetic tape cassettes 	Pcs	1:20		√	√
13.	Paper cutting machine	Guillotine – razor sharp cutting device.	Pcs	1:20		√	√
14.	Telephone set	<ul style="list-style-type: none"> Telephone network with extensions FSK/DTMF Commercial Telephone 10 one touch memory 	Set	1:20		√	√
15.	Weighing scale	Medium size	Pcs	1:20		√	√
16.	Safe box	Steel, small free, standing safe	Box	1:20		√	√

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
17.	Stationery cupboard	<ul style="list-style-type: none"> Wooden cupboard 470Lx629Wx1327H mm 	Pcs	1:20	√	√	√
18.	Tables for computer class	<ul style="list-style-type: none"> 1500mmL x 700mmW x 72mmH 	Each	1:1		√	√
19.	Chairs for computer class	<ul style="list-style-type: none"> Adjustable chair Heavy duty base 	Each	1:1		√	√
20.	Speakers	Amplified 220 – 240 volts	Pair	1:1		√	√
21.	Steel cabinet	Two with lock (L x W x H)	Each	1:10	√	√	√
22.	Filing cabinet	470(L) x 629(W) x 1327mm(H), 4 drawers with filing cradles with lock	Each	1:20		√	√
23.	Computer	Computer connected to a network	Each	1:1		√	√
24.	Power Point Projector	<ul style="list-style-type: none"> 1920 x1080 (1080p) resolution, 2,000 Lumens, 3000:1 DCR Throw Ratio (1.46 - 2.2:1), Dual HDMI Inputs with HDCP 10W x 2 Stereo Speakers, Lamp life: 4000/6000 hrs (N/Eco) 	Pcs	1:20		√	
25.	TV set	Flat screen Size 32"	Pcs	1:20		√	√
26.	Head Ear Phones with mic	<ul style="list-style-type: none"> Flexible strong coil Nylon coated 	Pcs	1:1		√	√
27.	Knee operated sink	Stainless Steel	Pcs	1:20		√	√
28.	First Aid Kit	<ul style="list-style-type: none"> Eye pads with bandages Triangular bandages Safety pins Medium dressings Large dressings Moist wipes Pairs of disposable gloves First aid for children pocket guide Pupil accident book First aid guidance leaflet 	Pcs	1:20		√	√
29.	Counterfeit Machine	UV counterfeit detector	Pcs	1:20		√	√
30.	Weighing Scale	10kg scale	Pcs	1:20		√	√
31.	Shelves	<ul style="list-style-type: none"> With clip 	Pcs	1:10	√	√	√

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
		<ul style="list-style-type: none"> Size:463Wx432Dx1321Hm 					
32.	Scanner 9000F High quality scanning 9600 dpi resolution	A4 scanner ability to read hand-written graphical images	Pcs	1:20		√	√
33.	Refrigerator	Size:1250(H) x 380(W) x 600(D)	Pcs	1:20		√	√

B: TOOLS

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
1.	Stop watch	Sports timing electronically operated with minutes and seconds	Pcs	1:20	√	√	√
2.	Letter opener	Wooden/metal knife shaped device	Pcs	1:20		√	√
3.	Stapler Remover	Wire staples remover	Each	1:4	√	√	√
4.	Stamps	Designed wooden and rubber device to affix dates & other impressions on documents	Each	1:5		√	√
5.	Calculator	Electronic calculating machine 220 volts	Pcs	1:20		√	√
6.	Keyboard chart	Designed alpha – keyboard diagram	Pcs	1:10	√		
7.	Dustbin	<ul style="list-style-type: none"> • Plastic/ container for waste papers • Medium size 	Pcs	1:10	√	√	√
8.	Audio visual	Video/CD Drive , Radio Cassette	Pcs	1:20		√	√
9.	Stapler machine	<ul style="list-style-type: none"> • Wire staples fixing machine • Medium size 	Pcs	1:5	√	√	√
10.	Punch Machine	Double hole – punching device	Pcs	1:5	√	√	√
11.	Memory stick	1GB/2GB	Pcs	4:4		√	√
12.	Flip Chart stand	Stand with supporting base	Pcs	1:10	√	√	√
13.	Typewriter Ribbons	Cotton red and black ribbon	Pcs	1:1	√	√	√

**BASIC TOOLS AND EQUIPMENT FOR WHOLESALER AND RETAILER
(FOR 20 TRAINEES)**

A. EQUIPMENT

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
1.	Personal Computer	<ul style="list-style-type: none"> • RAM size: 128.00MB • Maximum print speed 30ppm • Maximum sheet capacity – 250 • Width 21.70 Inches 	Pcs	1:20		√	√
2.	Note counting machine	<ul style="list-style-type: none"> • Counting speed 1000 Pcs/Min • Dimension W315xD265xH190mm • Power: AC 230c/50Hz/75W • Weight: 8 Kg 	Pcs	1:20		√	√
3.	Computer connected with internet	<ul style="list-style-type: none"> • CPU: Intel Dual Core 2.0GHz and above (Pentium IV) • Windows 7/Vista/Win XP • Office 2003/2007/2010 • HDD: 250GB-360GB(SATA) • Card Reader Drive • NIC: 10/100Mbps • VGA Port 256MB, DVI Port • Main Board: Including ATX/NLX • Cache Memory: L2 Cache 2MB(On Die) • Main Memory: DDR2 SDRAM 2GB or 4GB • DVD±RW Drive • I/O/Port <ul style="list-style-type: none"> ○ Rear: Parallel(1),PS/2(2), USB 2.0(4 or More),VGA(1),RJ45 (1),Audio(Line-in,4x Line-out,SPDIF) 	Pcs	1:20		√	√

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
		<ul style="list-style-type: none"> ○ Front: USB 2.0(2), Audio(MIC, Line-out) ○ High speed internet 					
4.	Currency handling equipment	<ul style="list-style-type: none"> • Combination coin wrapper and bill rack top keep your organized • Six compartments for flat tubular coin wrappers and six compartments for bill straps • High-impact black plastic measuring 10.63x2.31x8.31 Inches in size 	Pcs	1:20	√	√	√
5.	Board	<ul style="list-style-type: none"> • Standard size • White/Black 	Pcs	1:20	√	√	√
6.	Fax machine	<ul style="list-style-type: none"> • Black-and-white laser fax machine also copies and prints • Fax transmission speeds up to 3 seconds per page • 600 x 600 DPI resolution for faxes, copies, and prints • Auto-dial up to 132 numbers 	Each	1:20		√	√
7.	Fire Extinguisher	Co ₂ Capacity: 2kg Dimension: 500mm. H x 177mm D	Pcs	1:20	√	√	√
		Dry Powder Capacity: 2kg Dimension: 500mm. H x 175mm D	Pcs	1:20	√	√	√
		Halogen: Capacity: 2 ltr Dimension: 500mm. H x 175mm D	Pcs	1:20	√	√	√
8.	Shelves	<ul style="list-style-type: none"> • Medium size/Metal and wooden. • With Racks 	Pcs	1:20	√	√	√

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
9.	Photocopy Machine	<ul style="list-style-type: none"> • RAM Memory Size: 128.00 MB • Maximum print speed (Black and White): 30 ppm • Maximum sheet capacity: 250 • Width: 21.70 inches 	Pcs	1:20	√	√	√
10.	TV Screen	Flat Screen 32" (with USB ports)	Pcs	1:20	√	√	√

B. TOOLS:

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
1.	Tables	Classroom size	Pcs	1:1	√	√	√
2.	Chairs	Classroom size	Pcs	1:1	√	√	√
3.	Receipt books	Medium size	Pcs	1:1			√
4.	Cash register tape	Medium size	Pcs	1:20			√
5.	Carrier bags	Medium size	Pcs	1:20	√	√	√
6.	Price tags	Medium size	Pcs	1:20	√	√	√
7.	Cash register /records book	Drafted counter book	pcs	1:20	√	√	√
8.	Commercial transaction documents	5 original copies and other 3 photocopies.	pcs	1:1	√	√	√
9.	Display cases	Wooden type with glasses	Pcs	1:20			√
10.	Cash bag	Variety Leather material	Pcs	1:20	√	√	√
11.	Flip chart stand	Standing with supporting base	Pcs	1:20	√	√	√
12.	Punch machine	Double hole – punch made of steel	Pcs	1:10	√	√	√
13.	Stapler machine	Medium for fixing wire staples	Pcs	1:10	√	√	√
14.	Dustbin	Small – plastic/rattan container, 10Kg	Pcs	1:5	√	√	√
15.	First aid kit	Medium with all accessories	Set	1:20	√	√	√
16.	Calculator	Scientific calculator 991	Pcs	1:1	√	√	√
17.	Overhead projector	<ul style="list-style-type: none"> • 14" f lens system • Light equalizing reflector 15ft 3 wire heavy duty card 	Pcs	1:20	√	√	√
18.	Receipt printer	<ul style="list-style-type: none"> • Features: drop in paper loading and auto cutter • Printing up to 150mm/second 	Pcs	1:20			√
19.	Telephone set	<ul style="list-style-type: none"> • Landline or mobile • Flashing , calibrated line breaks 	Pcs	1:20		√	√
20.	Wrapping materials	Medium size	Pcs	1:20	√	√	√
21.	Product manual or instruction	Variety	Pcs	1:1	√	√	√
22.	Cheque readers	Medium size	Pcs	1:20			√

S/N	ITEM	SPECIFICATIONS	UNIT	RATIO	LI	LII	LIII
23.	Magnetic strip card reader	Technical information <ul style="list-style-type: none"> • 4in/s maximum swipe • Speed: 60m/s interfaces/ports • Interface/ports ix type A USB 	Pcs	1:20			√
24.	Sample of product register	Drafted counter book	Pcs	1:20	√	√	√
25.	Sample of customer complain register	Printed forms field in single file	Pcs	1:20	√	√	√
26.	Purchasing list sample	Variety	Pcs	1:20	√	√	√
27.	Supplies profile sample	Variety	Pcs	1:20	√	√	√
28.	Market survey data sample	Variety	Pcs	1:20	√	√	√
29.	Questionnaires sample	Document with questions used in market research	Pcs	1:20	√	√	√
30.	Receiving and dispatching documents	Variety	Pcs	1:20	√	√	√
31.	Stock register sample	Variety <ul style="list-style-type: none"> • Bin card • Stock ledger card 	Pcs	1:20	√	√	√
32.	Cheque samples	Variety	Pcs	1:20	√	√	√