

NATIONAL BOARD FOR TECHNICAL EDUCATION



GUIDELINES FOR ESTABLISHMENT AND OPERATION OF PRODUCTION UNIT IN TECHNICAL COLLEGES

2006

**NATIONAL BOARD FOR TECHNICAL EDUCATION (NBTE)
PLOT 'B' BIDA ROAD, PMB 2239, KADUNA
TEL: (062) 246554; FAX: (062) 247507
Website: www.nbte.nigeria.org**

FORWARD

In the course of many accreditation visits, the NBTE personnel have noted acute shortages of resources, both human and material, in technical colleges. This obviously accounts for the high rate of accreditation failures. But equally significant is the conspicuous absence of productive activities in the colleges, which could be partly responsible for the low level of skill that characterizes the graduates of this sector nowadays. This also means that the expensive equipment available in some institutions is grossly underutilized, especially as workshops often close during the holidays.

These considerations suggest the need to consider the prospects of using these facilities, limited as they may be, to set up production units in these colleges. As conventionally understood, a school production unit is an arrangement for producing goods and services for sale within the community. It must involve the students, even though it may not be fully operated by them. It differs significantly from internship, school enterprises and apprenticeship, though it may incorporate some elements of these.

Accordingly, the introduction of Production Units in our Technical Colleges and Science and Technical colleges will not only make their workshops serve essential socio-economic functions but also enable the students gain vital experience in a real work situation. These roles will dovetail neatly with the objectives of National Economic Empowerment and Development Strategy (NEEDS) and those of State Economic Empowerment and Development Strategy (SEEDS). In this way the colleges will be able to play more decisive role in national development.

I therefore take great pleasure in introducing these Guidelines, and it is my earnest hope that college proprietors will create a conducive environment for their effective implementation.

EXECUTIVE SECRETARY

INTRODUCTION

One of the aims of the revised NTC/NBC curricula is the introduction of the culture of self-reliance and entrepreneurial practice. Although each curriculum module has a vital portion of practical work, the success of the entrepreneurship and self-reliance could be greatly enhanced by real life activities in the workshops. Practical work in the workshop requires considerable funding but the items produced are usually not real life and marketable value. For the purpose of enhancing efficiency and effectiveness of Technical College Education and training, it is necessary to include training on real jobs within the school setting in Production Units.

Production Unit

A Production Unit is an outfit for producing goods or providing services by utilizing all the available resources in a college. It can be used to reinforce the training programmes by providing exposure to real life business practice in the course of normal school work. The concept of Production Unit carries the dual objective of providing practical skill training to students and generation of income to augment the school's financial resources for sustaining operations and maintenance. Students would also earn extra income for their involvement in the operation of such Units after school hours.

Management Team

The structure of the management team is as follows:

- | | |
|--------------------|-------------|
| - The Principal | - Chairman |
| - General Manager | - Member |
| - Managers (HODs) | - Member |
| - Accountant | - Member |
| - One Senior Staff | - Secretary |

Registration of Business Name

The Unit shall operate as a legal entity by having a registered business name. Also for correspondence and identification, there shall be Headed Paper.

Ownership

The unit shall be independent of the Ministry or Board. It belongs to the College. The Principal is the Chairman. The management may appoint a suitable person to manage the Unit. The funds generated by the Production Unit should be paid to the account of the Unit. The signatories of the account should be the Chairman, General Manager and the Accountant of the Unit. The Accountant may be the Accountant of the School or staff of the bursary of the school.

Sourcing jobs for the Unit

There shall be marketing research to identify items or services which the Unit should offer. There should also be advertisement. There shall be visits to Local Government, State, Federal or Private Organizations/establishments and Communities to advertise the activities of the Unit as well as canvass for patronage.

Sourcing of Funds

The Production Unit may apply for loans directly from Financiers. However, the unit may seek for assistance from any appropriate source.

Sharing formula of the profit

Any individual (s) who secure (s) a job for the Unit shall be entitled to 5% of the profit. The remaining 95% of the profit shall be shared as follows:

The Unit should retain 60% while the school should get 35%. The Management should be paid allowances out of the project execution funds. Other workers should be paid for their labour as part of the project execution funds.

Suggested types of Projects

Some of the products and services that could be offered at the Production Unit include:

- Students' desks and chairs
- Library furniture
- Computer tables/chairs
- Household furniture
- Office furniture
- Metal gates, doors and windows
- Kerosene incubators
- Kerosene stoves
- Drainage construction
- Repairs of automobiles
- Electrical installations and costing
- Rewinding of electric fans and other appliances
- Repair of electronic equipment
- Repairs of refrigerators and air conditioners
- Repairs of domestic appliance e.g. sewing machines, knitting machines, etc
- Manufacturing of spare parts
- Manufacturing of wooden handles etc

Record Keeping

Proper records shall be maintained for reference and guidance for the immediate future. Accounts must be well maintained and audited annually. Learning outcomes should also be monitored regularly. Review reports should be compiled once every month.

Accounting books to be maintained are as follows:

1. Receipts and payment cash book
2. A Bank Account (Current)
3. Stock Ledgers
4. Receipts Booklet
5. Invoices.

AGREEMENT FORM

This Agreement is made this day of200

BETWEENSTATE MINISTRY OF EDUCATION

(hereinafter called the “Employer”) which expression shall include his Agents,

Administrators and Personal Representatives of the one part and **STATE**

TECHNICAL COLLEGE of (hereinafter called the “Beneficiary”) which

expression shall where the context so admits include its heirs, executors, personal representatives, successors-in-title of the other part.

WHEREAS

National Council on Education (NCE) directed the establishment of Production Units in Technical Colleges in order to inculcate self-reliance and entrepreneurial orientation in the Students of Technical Colleges.

NOW THEREFORE.....STATE MINISTRY OF EDUCATION AND TECHNICAL COLLGE hereby agree as follows:

1. The Unit shall be independent of the Ministry.
2. The Principal of the College shall be the Coordinator or the Manager of the Production Unit and can be assisted by anyone who should be assigned by him.
3. The College shall source funds and invest in the Production Unit for the purpose of training and such monies should not be paid into Government Treasury.
4. Upon breach of any provision of this Agreement by any party involved appropriate action shall be taken against the defaulting party.

IN WITNESS WHEREOF the parties have caused their respective and common seals to be affixed in the manner hereunder.

SIGNED SEALED AND DELIVERED

By the within-named

.....Federal/State Ministry of Education/Board

.....
**HON. MINISTER OF
EDUCATION/COMMISSIONER/EXECUTIVE SECRETARY**

In the presence of:

Name:.....

Address:.....

Occupation:.....

Date:.....

SIGNED FOR AND ON BEHALF OF THE TECHNICAL COLLEGES

.....
PRINCIPAL

In the presence of:

Name:.....

Address:.....

Occupation:.....

Date:.....

**Please contact a Legal Adviser before signing the agreement form*