



NATIONAL BOARD FOR TECHNICAL EDUCATION

GUIDELINES FOR THE NBTE STAFF INDUSTRIAL TRAINING (SIT) PROGRAMME

1. CRITERIA FOR PARTICIPATION

- a. All confirmed staff from the rank of Principal Officers and above;
- b. Staff must have not less than 3 years remaining in service;
- c. Place of training must be relevant to the job schedule;
- d. Staff with cases of misconduct shall not be considered for participation;
- e. The duration of training shall be either six months or one year;
- f. Nomination shall be by Management as well as by interested participant.
- g. Preference shall be given to members of staff with interest in new and emerging fields;
- h. Participating officer shall comply with the rules and regulations of the industry;
- i. There shall be confidential reports at two intervals from the industry within the period of training;
- j. Participant may be withdrawn upon receipt of negative report from industry and if found wanting after investigation, shall lead to disciplinary action.
- k. Depending on the place assignment, the participant shall report to duty in the Board when on break;
- l. The participant shall be bonded at the end of the training for a period twice the length of the training.

2. SOURCING FOR INDUSTRY/ACADEMIA:

- a. Interested participant shall source for a job-related industry;
- b. Management shall source places of SIWEP through direct solicitation or by signing Memorandum of Understanding (MoU) with the relevant industries programme.

3. FUNDING:

- a. The salary of participating officers shall be paid by the Board throughout the duration of the training;
- b. The Board shall pay participating officers the first 28 days in lieu of hotel accommodation and 50% of DTA for the duration of the training.

4. REPORTING/SUPERVISION

- a. The participating officers shall submit reports twice in six months' duration and quarterly in one year through the Desk Officer to the Executive Secretary;
- b. The participating officers shall be assessed; including annual evaluation for the year by the industry;
- c. There shall be a periodic monitoring of participants' activities during the training period by the Desk Office.

