

IT'S TIME TO WORK

*A decision-making and career guide
to technical and vocational training for a green economy*



United Nations
Educational, Scientific and
Cultural Organization



The Namib Desert Environmental Education Trust (**NaDEET**) is a non-profit, non-governmental organisation whose mission is to protect the natural environment of Namibia by educating its citizens to practice a sustainable lifestyle.

NaDEET Centre offers week-long programmes for school, youth, educator and adult groups in the Namib Desert. The programme aims to engage participants in sustainable living through first-hand learning and living experiences. Activities include solar cooking, water monitoring and saving techniques and exploration of the Namib's biodiversity and dune landscape. **NaDEET** strongly believes in the urgent need for all people to take action for the environment.



For more information contact:

Namib Desert Environmental Education Trust
(**NaDEET**)

P O Box 31017

Pioniers Park, Windhoek, Namibia

Physical address:

NamibRand Nature Reserve, Hardap Region

Tel: +264-63-693012 ~ Fax: +264-63-693013

admin@nadeet.org ~ www.nadeet.org



Illustrations: Michelle Gaugler

Design: DHPL 2013

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This guide will help you realise where your passion lies and if technical and vocational education is for you.

It sheds light on the importance of a qualified workforce and the role TVET can play to ensure environmental sustainability for the sustainable development of your country.



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Welcome to *It's Time to Work*

Are you a secondary school learner, youth, parent, teacher or looking for a job training opportunity? If so, this guide is for you.

The field of Technical and Vocational Education and Training (TVET) is often misunderstood and underrated. By exploring this guide, you will discover how this sector plays an important role in contributing to sustainable development through green economic activities and how to find and apply for a TVET programme. *It's Time to Work* is here to assist potential and current students, facilitators, institutions and curriculum developers in the TVET sector to go green.



The guide is divided into six sections:

- ◆ Career guidance
- ◆ Technical and Vocational Education and Training (TVET) for a green economy
- ◆ Sample of programmes in TVET, with snapshots of people in the field
- ◆ Examples of TVET institutions that are integrating sustainability
- ◆ Resources
- ◆ Getting ready

Use the small tips and reflective activities throughout to learn more about yourself and work opportunities:



Listen up...

Find general life skills tips



Adults you can help...

Find guidance tips for how teachers and parents can get involved



Stop and think...

Take time to reflect and complete these activities

Areas of work...



People: care, services, leadership, sales



Data: facts, records, numbers, business procedures



Things: machines, materials, crops, animals



Ideas: abstractions, theories, insights, new approaches

Do You Have a Vision for Your Future?



Do you think about your future? Do you know what you want to become one day? Or do you have a who cares attitude? Most young people are faced with some uncertainty about their future. Perhaps you are unsure of what choices you have or you only have limited financial resources? Or you just don't know what job you would like to have? In any case it is important to prepare and not to avoid planning ahead.



Try the activity below to help you get started.



ACTIVITY: Have a vision and focus

Directions:

- 1) Find a quiet place to sit and relax.
- 2) Close your eyes and imagine what you'd like your life to look like in 5-10 years.
- 3) Write down one goal in each "vision cloud".
- 4) Next finish the focus list below...



To achieve my vision, I need to focus on:

- 1) Being and staying motivated to work hard for what I want.
- 2) Understanding the world around me.
- 3) Being mentally and physically healthy.
- 4)
- 5)
- 6)



You have the power to help your learners to do well by guiding them to make good decisions. Note: You are there to provide guidance and not make the decision for them.

Starting the Career Decision Making Process

Career decision making is a process that involves many factors. Firstly, having employment provides you with money to support yourself and your family. For some this may be the only important thing; however, remember that your workplace is where you spend most of your time. It will be difficult to go to work every day if you don't like it.

Take time to do research about what you would like to become. There may be several occupations that will give you the satisfaction you want from work. The career decision you are making now might not be a lifetime decision, but it should be well thought through.

Job vs. Career
In a job, I get paid for set hours and tasks. A career is a lifelong ambition to achieve goals beyond a daily job through your work.



Here are some tips to help you figure out what career may be good for you:

- ✓ **Gather information:** Get brochures. Visit educational and training institutions to get more information.
- ✓ **Evaluate the information:** It is very easy to collect a lot of information, but it is very important that you actually read and understand it.
- ✓ **Visit places of employment:** This will help you get a realistic picture of what is really out there.
- ✓ **Consider alternatives and implications:** Avoid making an early decision and closing your mind to other alternatives. Have a number of possible options so if your first choice does not work out, you have something to fall back on.
- ✓ **Choose after careful consideration:** The first step on your career road is very important. The earlier you start the better the chances are of making a good decision.



Facts, time and support were the 3 key things that I needed to help make a good decision for my career. I am grateful that my family and teachers supported me when I asked for help.



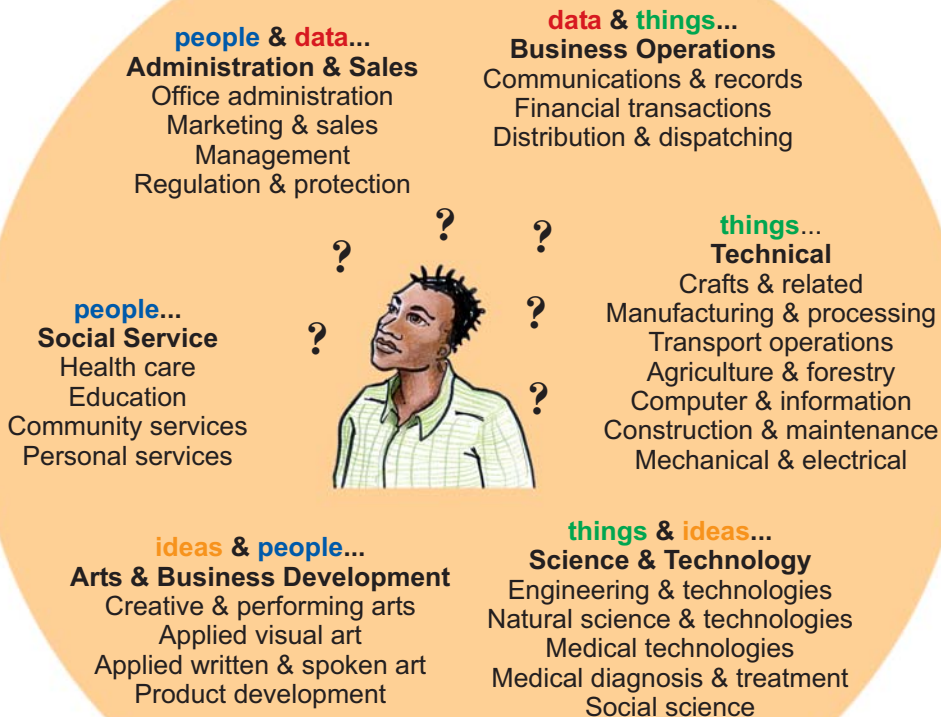
Basic life skills are key to a successful future.

What are My Choices in the World of Work?

Transitioning from school to the world of work is a big step in becoming an adult. It is important to identify what type of work interests you. Do you like working with people or do you prefer working with things? Do you enjoy processing data or learning and applying new ideas?

I like working with...

I need information of what it takes to achieve my dream job. Many learners also need to know what careers fit them.



Discuss current events with young people.

Jobs in a Green Economy

Once you have chosen the general area of work you are interested in, explore the current job market. Although finding employment can be difficult, there are many areas that have a shortage of skilled workers. One of these areas is “green jobs”. Climate change and environmental degradation are threatening the sustainability of many kinds of economic activity around the world.

A sustainable economy based on green jobs does not just make money but improves human well-being and social equity, while reducing impact on the environment by:

- Improving efficiency.
- Reducing consumption of energy and raw materials.
- Minimising waste and pollution.
- Protecting and restoring ecosystems.
- Implementing sustainability strategies.

The integration of sustainable development and environmental awareness into education and training is important to achieve this goal.



Yes, I want to have a job that contributes to sustainable development and contributes to the economy of the country.



ACTIVITY: Check out the classifieds

The classified section of the newspaper or on the internet can tell you which kind of jobs are in demand by potential employers.

Classifieds Employment Offered Seeking for person who has skills and training. Send CV and apply now.		
Directions: 1) Go through all the jobs being advertised and categorise them into one of the areas of the world of work in this table.		



Eating a healthy diet gives you energy to learn and perform well. Avoid eating too much sugar and fats. Buy local products to reduce your CO₂ footprint and eat organic to improve your nutrient intake.

Technical and Vocational Education and Training



So what is TVET actually all about? Isn't TVET just for low academic performers?



No. I personally regard TVET as the backbone and driving force of every prospering economy.

Definition of Technical and Vocational Education and Training (TVET)

TVET is the:

- study of technologies and related sciences.
- acquisition of practical skills, attitudes, understanding, knowledge relating to occupations in various sectors of economic and social life.

TVET is:

- an integral part of general education.
- a means of preparing for effective participation in the workforce.
- an aspect of lifelong learning and preparation for responsible citizenship.
- an instrument for promoting environmentally sound sustainable development.
- a method of facilitating poverty alleviation.

(UNESCO 2011)

How can TVET help me to reach my goals to be a successful person?



Vocational education has for many years been seen as the 'last choice'. What should be understood is that vocational education is not designed for people who do not progress well academically, but also for the high performer.

*Mr Stephanus van Staden,
Head of Department: TVET- Polytechnic of Namibia*

TVET programmes can be based at a formal institution or also at a place of work. Both are regulated by national qualifications authorities. There are also non-formal programmes that may not be nationally certified, but teach the skills needed. Many TVET programmes can help people become self-employed.



Offer extra-curricular activities after school that help learners grow as a person. This can help them identify what type of work interests them.

Green TVET is Key to Sustainable Development

The concept of sustainable development requires a shift from the traditional understanding of economic and social development towards environmentally sustainable outcomes. Education for Sustainable Development (ESD) allows every human being to acquire the needed knowledge, skills, attitudes and values. A sustainable development agenda can increase productivity, competitiveness, employment growth and living standards.

Green TVET



TVET can facilitate the transition to a sustainable economy through the training of environmentally appropriate knowledge, skills and technology for green jobs.

Some occupations, such as tour guiding, are easily related to sustainability, but all occupations depend on the protection of the environment in some way. For example, electricians work with energy that is mostly produced by fossil fuels whose extraction and use causes numerous environmental problems. Electricians need to have green job skills to implement sustainability.



Students need to be taught and understand the effects that carbon dioxide (CO₂) has on the environment as all trades contribute to its increase one way or the other. This will help improve TVET and with this in mind they will make the right decisions for sustainable development.
Dr Raimo Naanda,
TVET expert



ACTIVITY: Finding the green competitive edge

Directions: Explore businesses and institutions in your area. Do you see sustainable, green practices? Or did you find gaps where green skills and knowledge can improve practices and efficiency? Use the examples below and find more of your own.

Place of work	Unsustainable practices	Green competitive edge	TVET skills
Office	All rubbish thrown away, lights & computer always on	Reuse paper, recycling of waste, eco mode on all electronics	Front desk officer
Garage workshop	Oil is dumped out back	Reusing and recycling the oil. Potential additional income	Auto mechanic



Take care of your body and mind. Avoid risky behavior that can lead to HIV/AIDS, unwanted pregnancy, drug addiction and poor health.

Formal TVET Programmes

TVET comprises formal, non-formal and informal training for the world of work. A wide range of institutional and work settings in diverse socio-economic contexts provide programmes from basic to more advanced levels. Some institutions provide programmes in what is considered the traditional TVET sector such as construction-related occupations. Recently there has been an increase in institutions offering skill-based programmes in other areas of the world of work, such as science and technology and business operations. **Here is a list of some of the accredited programmes offered by TVET institutions in southern Africa:**

- **Administration**
 - Front desk officer
 - Clerk
 - Accounting officer
- **Agriculture**
 - Organic
 - Bee keeping
- **Automotive**
 - Auto mechanic
 - Autotronics
- **Beauty Therapy**
 - Hairdresser/Barber
 - Make-up artist
 - Massage therapist
- **Boilermaker**
- **Business operations**
 - Purchasing and supply
 - Marketing
- **Conservation**
 - Field ranger
 - Park manager
 - Alien invasive tree clearing
- **Construction**
 - Bricklaying and plastering
 - Plumbing
 - Welding
 - Carpentry
 - Heavy machinery operations
- **Education**
 - Pre-primary/early childhood
- **Electrical Repair and Installation**
 - Renewable energy
 - High and low voltage delivery
- **Environment, Health and Safety**
 - Safety and environmental officer
 - Health inspector
 - Energy auditor
- **Information Technology (IT)**
 - Hardware technician
 - IT server administrator
- **Maritime**
 - Deck officer
 - Inspector
- **Textile & Design**
 - Dressmaker
 - Tailor
 - Leather works
 - Graphic designer
- **Tourism and Hospitality**
 - Chef
 - Waiter/Waitress/Bartender
 - Tour guide
 - Housekeeping
- **Waste management**
 - Recycling



Help young people get their driver's license. It makes them more independent and increases their employability.



This programme is suitable for people who enjoy mathematical problems and who have critical thinking skills. It can be dangerous so it is for people who are careful and pay attention to detail. An electrician does a lot of hands-on work both indoors and outdoors.



Electrical repair and installation includes installing, connecting, testing, repairing and maintaining electrical systems for a variety of purposes, including climate control, security and communications. It also includes setting up and maintaining electrical equipment, reading electrical drawings and connecting different wire types to circuit breakers, outlets, transformers, and other components.



CAREER SNAPSHOT



Meet: Gavin

Background: Looking for a change of career

Status: Final year student in electrical work

Aim: To be employed in the high voltage delivery of electricity

Sustainability: “Yes, everyone needs electricity. The world depends on it for everything. The environmental class has made me aware not to waste so much and that it is important to be environmentally conscious. It is very satisfying to help people.”

THE “GREEN” PROFESSION

Electricians are key stakeholders in introducing and practicing Sustainable Energy for All through the implementation of:



- Renewable energies.
- Energy efficiency.
- Improved access to new technologies.

There is a need for sustainable energy on all levels and sectors, from the individual household to national electricity provision. Electricians can help consumers make informed environmentally friendly decisions and provide informal education to reduce energy wastage. As previously un-connected areas receive electricity, there will be a need for electricians who can assist users in making wise decisions. The sustainable energy field is growing and will provide many jobs for trained professionals in the coming years.

TYPICAL JOBS WITHIN THE FIELD

- Electrician
- Light engine mechanic
- Cable joiner
- Electro-technology technician
- Automotive electrician
- Solar photo-voltaic installer



There are no stupid questions. Just ask!



This programme suits people who are creative and have an interest in fashion and beauty. It's for people that are patient, pleasant and helpful. A beauty therapist's job is to carry out treatments to improve a person's appearance and well-being.



Beauty therapy includes:

- Carrying out skin analysis and giving advice about skin and body care.
- Performing facial or body massage.
- Applying make-up and explaining cosmetic products to clients.
- Performing manicures, pedicures, nail extensions and tinting.
- Maintaining hair (washing, cutting, colouring, styling).



CAREER SNAPSHOT



Meet: Charlin

Background: Likes working with people and being creative

Status: Senior lecturer in beauty therapy

Aim: To remain updated within the field and to pay special attention to all her students

Sustainability: "There is a possibility to use natural products within the beauty therapy range such as essential oils and local creams."

THE "GREEN" PROFESSION

Beauty therapists can also play their role to improve sustainable development by using and offering natural products that are free of chemicals to their clients. For example:



- Using natural stones for stone massages.
- Using natural herbs like peppermint and eucalyptus for showers and facial steaming.
- "Greening" indoor surroundings of salon.
- Promoting the use of local, natural oils from indigenous plants such as Marula and !Nara.

These activities support the development of a local natural product industry. This can create additional local jobs through the supply chain and add value to protecting natural resources.

TYPICAL JOBS WITHIN THE FIELD

- Barber
- Hairdresser/stylist
- Massage therapist
- Make-up artist
- Cosmetologist
- Aesthetician
- Natural products producer



Take learners to a career fair or invite guest speakers such as current students or professionals.



This field has a variety of aspects that require diverse skills that work together. The building and construction industry may include design and planning, building or assembling of infrastructure, alteration and repair. It therefore includes on-site planning, office based design and physical implementation. It is for people who enjoy working with their hands and creating something. Construction is hands-on work that involves standing and kneeling, it is noisy and may include heavy lifting. While design and drafting of the building plans includes careful calculations and vision. Both the builder and designer can see the results of their effort at the end of the day.



CAREER SNAPSHOT



Meet: Ronald

Background: Noticed the impact that the design of buildings has on the environment and wanted to make a difference

Status: Drafter

Aim: To contribute to a much greener future in building design and educating people how to achieve this

Sustainability: “By specifying alternative materials for the construction of buildings, for example using clay bricks locally sourced instead of cement and orientating buildings in the proper way to get sufficient natural light and heat.”

THE “GREEN” PROFESSION

Building designers and construction workers can have a long term impact on the sustainable development of a country. An environmentally friendly building can minimise energy consumption and reduce the use of natural resources in a variety of ways including:

- Energy efficient design to improve natural lighting and maintain comfortable temperatures.
- Use renewable materials.
- Low water usage through appropriate fittings, low water use toilets and indigenous gardens.



The Green Building Council (GBC) aims to support, promote and facilitate green building practices. Even old buildings can be renovated to be green or a new building can incorporate sustainable principles from design to construction.

TYPICAL JOBS WITHIN THE FIELD

- Drafter
- Bricklaying
- Plumbing
- Welding
- Carpentry
- Joinery



Think big, but don't take short cuts. Work your way “up the ladder” so you understand the whole industry you are interested in.



Business operations are the processes that are needed to make a business function. This includes product development, distribution, procurement, communication and record keeping. In today's business operations and in a green economy, information technology (IT) is a key component. IT is the application of computers and telecommunications equipment to store, retrieve, transmit and manipulate data. It involves the study, design, development, application, implementation, support or management of computer-based information systems.



These programmes are suitable for people who are passionate about organisation, logistics, computers and telecommunication technology.



CAREER SNAPSHOT



Meet: Nomalizo

Background: Always did well in computer classes and saw it as a career path

Status: Currently completing further studies in IT and business

Aim: To open my own business offering mostly IT but also other business services

Sustainability: "Every year technology is developing and therefore an IT business can contribute by learning and trying to incorporate sustainability into everything it does."

THE "GREEN" PROFESSION

Efficient business operations that minimise wasting resources are important for sustainable development. The IT department can assist through improving technical applications such as to:

- Use energy efficient equipment.
- Turn off office equipment and lights when not in use.
- Save paper by not printing, but archiving data electronically.
- Recycle printer cartridges and outdated equipment.
- Donate old computers to the less fortunate instead of tossing them out.
- Promote user friendly applications to make operations run smoothly, thereby reducing wasted time and resources.



TYPICAL JOBS WITHIN THE FIELD

- Hardware technician
- Software technician
- IT server administrator
- Website design
- Network support technician



Help learners find places to volunteer. This builds responsibility.

The Namibian Institute for Culinary Education (nice) and Wolwedans Desert Academy train students in the hospitality industry. nice is a chef finishing and training school directly linked to a commercial restaurant, giving students on-the-job experience while they train. The Wolwedans Desert Academy is based in the Namib Desert at the Wolwedans Collection of Lodges and gives students practical and theoretical training in all aspects of hospitality. The training courses prepare students for careers as a:

- Guide
- Bartender
- Waiter
- Housekeeper
- Chef



Currently nice works with the Wolwedans Desert Academy on a joint training programme exposing trainees to both lodge and city based hospitality and restaurant operations. Both institutions have a good balance of theoretical and practical exposure to ensure that all graduates are employment ready at the end of the programme of their choice.



CAREER SNAPSHOT



Meet: Otto

Background: Passion for cooking and learning

Status: Level 3 Certificate in Food Preparation

Aim: To be a competent chef whose food will speak to his audience

Sustainability: "As a chef, you can start solar cooking, use the left overs to make compost and reuse grey water in the garden. You can plant your own vegetables and reduce the dependence on fresh vegetables from a supermarket."

I didn't realise that TVET can prepare me for a career in tourism.



Programme aim: Sustainability and green job training are at the core of the vocational education and training programme. These are implemented in theory and practice to provide vocational training in the culinary arts and hospitality to improve the skill level of the workforce. The residential practical attachment at Wolwedans gives a unique in-depth training. All programmes are accredited by the local training authority and take up to 30 months if a level three specialization is pursued. Overall the programmes aim to improve the quality of the country's hospitality sector.



It's cool to work in the vocational field. Did you know that more than 50% of German high school students study TVET? In the SADC region it is less than 10%.

Integrating sustainability: commerce, conservation, community and culture



Sustainable gardening

The organic garden at nice and Wolwedans provides fresh, locally grown vegetables and herbs for the lodge and restaurant. Students are involved in managing and harvesting from the garden for food preparation.

Sustainable energy and water

Students assist in the maintenance and monitoring of the solar hybrid system that provides all the electricity for operations. The water treatment plant, by providing recycled water for vegetation, teaches students to reduce the use of and reuse precious natural resources.



Waste management

Students learn the necessity to manage waste correctly and implement recycling of all materials including kitchen scraps for compost.

Nature conservation

Through guide training, students learn about the importance of the conservation of land, biodiversity and natural resources to protect Africa's natural heritage.



Improving efficiencies and buying local



A green economy makes business sense. Through the use of renewable energy and recycling of water significant financial and natural resource savings have been made. The procurement of goods and services is done in bulk and as locally as possible to reduce the carbon footprint. The minimisation of waste and wastefulness reduces unnecessary consumption and financial loss. A key component in a green economy is that there is an increase in local jobs through the support of local industries. Through the implementation of sustainability measures, positions in the technical sector have become key staff positions as they manage the solar hybrid electricity system, water treatment and sustainable garden.



Encourage learners to expose themselves to working situations such as a holiday job.



Young Africa (YA) operates in Mozambique, Zimbabwe and Namibia. The Young Africa centres offer skills training in many trades to build the capacity of young people, including:

- Dressmaking and leather works.
- Building, carpentry, metal works and plumbing.
- Motor mechanics and panel beating.
- Electronics, refrigeration and electrical installation.
- Hospitality.
- Cosmetology and hairdressing.
- Computer applications and commercial subjects.



TVET offers good development skills. One can learn how to do things skillfully such as cooking, laying bricks and tailoring.

Over 70% of the courses consist of practice through production. Business studies teaches students to set up a small-scale enterprise and earn a living. Life skills and self-confidence are part of the training that significantly contribute to sustainable development and a green economy.



CAREER SNAPSHOT



Meet: Spencer

Background: Completed TVET in motor vehicle mechanics because there are a lot of employment opportunities

Status: Employed as a mechanic junior foreman and runs a small workshop after hours

Aim: To run my own business full time at the highest level in terms of size and provide employment to many young people

Sustainability: "If motor vehicle mechanics is done properly there isn't pollution since oil can be drained into drums and later recycled. All used spares can be recycled as scrap and in that way motor vehicle mechanics can be sustainable."

Programme aim:

The Hands-Heads-Hearts approach aims to develop the whole person, hands (skills), heads (knowledge) and hearts (attitude toward life). YA emphasises that economic, intellectual, social, emotional and spiritual empowerment need to go hand in hand. Therefore, youngsters are stimulated to take part in a wide variety of activities, from skills training and tutorials to sports, arts and games. YA encourages them to perform during festivals, read in the library and the internet café, take up a seat in the school parliament, reach out to the needy in fundraising and protect the environment.



Talk about your dreams and share your concerns with older family or community members that you trust.

Building sustainability through developing people



Whole community development

The Young Africa centres are more than just schools. They offer whole community development with an emphasis on supporting women and children through a crèche and female hostel to support women at work.

Green agricultural practices

The Agri-Tech centre will offer rural youth hands-on, informal and flexible training courses, improving their productivity and thus food security, employability and income. There will be a strong emphasis on greening agricultural practices. To this extent, an ecological sustainability manual will be developed to be mainstreamed into all courses.



Life skills

Life skills and HIV/AIDS awareness lessons teach them to stay healthy and make responsible choices in life. A survey study has shown that 70% of former students make more responsible choices based on the knowledge and skills they gained during their training.

Energy neutral centre

The new energy neutral skills centre will use sustainable energy-efficient construction techniques, as well as solar technology, to build and run the centre. These technologies will also be part of the training programme and will be demonstrated to visitors as a way to promote sustainable energy-efficient technologies.



Franchise method for self-reliance



The franchise method aims to shape every skills training and production department into an economically viable and self-reliant enterprise. Eventually, this generates wealth and increases the number of jobs in the community. YA invests capital and then franchises it to a local entrepreneur. Production is integrated in the training process, making it a self-reliant vocational training centre. Participants and local community members greatly influence the course and implementation of the projects, policy-making and evaluation.



Be a role model to young people. Work with integrity, root out corruption and give a helping hand where you can.

The Technical Details

We hope that this career guide has given you a new view on technical and vocational training. Perhaps you still have the following questions:

Depending on which TVET programme you are interested in and in which country you live, the answers will vary.

- **Where is a VTC near me?**

Throughout the whole SADC region there are numerous TVET institutions and programmes run by the government, private colleges and non-governmental organisations. Some businesses have their own accredited programmes for specialised fields. Start your search through the national institute responsible in the country where you want to study.

- **What do I need to enroll?**

For most programmes there are no prerequisites as they are also open to all ages and backgrounds. You should make sure that you have original documentation such as your ID or birth certificate and any other qualifications that you may have obtained.

- **What subjects do I need to study in secondary school?**

As the TVET sector is very broad, it depends on your interest. Science and mathematics are always very helpful, but may not be necessary.

- **Can I get a bursary or study loan for vocational training?**

Yes, definitely. Many companies and government departments offer bursaries for TVET programmes and credit institutions will also give study loans provided you are accepted in a programme.



TVET is very important. We need more qualified bricklayers, contractors etc. We need to be able to build roads of excellent standards.

KNOW YOUR TERMS

Accredited: maintaining regulated standards

Education: knowledge, skill and development gained from study or practice

Skill: ability that comes from training or practice

Sustainability: ability to continue

Technical: relating to a practical subject organized on scientific principles

Training: learning an art, profession or trade

Vocational: relating to training in a skill or trade to be followed as a career

What do the acronyms mean?

There are a variety of names in the field of technical and vocational training.

ESD: Education for Sustainable Development

FET: Further Education and Training

TEVET: Technical, Entrepreneurial and Vocational Education and Training

TVET: Technical and Vocational Education and Training

VET: Vocational Education and Training

VTC: Vocational Training Centre

VTP: Vocational Training Provider or Programme



Be organised. Get your personal original documents prepared and get certified copies made.

The Technical Details

There are numerous TVET institutions worldwide. Contact the training authorities below to find registered TVET institutions and the programmes they offer. Some programmes may even offer distance courses.

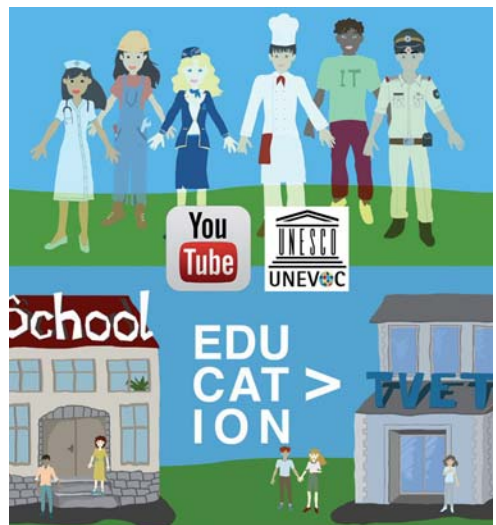
Botswana	Botswana Training Authority	www.bota.org.bw
Lesotho	Ministry of Education and Training: Department of Technical and Vocational Training	www.education.gov.ls
Namibia	Namibia Training Authority	www.nta.com.na
Malawi	Technical, Entrepreneurial and Vocational Education and Training Authority	www.tevetamw.com
Mozambique	Direcção Nacional de Ensino Técnico-Profissional	www.mined.gov.mz/DN/DINET
South Africa	Sector Education and Training Authority	www.vocational.co.za
Swaziland	Swaziland College of Technology or Ministry of Education and Training	www.scot.co.sz www.gov.sz
Zambia	Technical Education, Vocational and Entrepreneurship Training Authority	www.teveta.org.zm
Zimbabwe	Ministry of Higher and Tertiary Education	www.mhet.gov.zw

Further resources on the web:

www.desd.org
www.unesco.org
www.unesco.org/Windhoek
www.unevoc.unesco.org
www.wolwedans.com.na
www.youngafrica.org

Career guides and quizzes

www.greenmatter.co.za
www.greencareersguide.com
www.greenenergyjobs.com/career-guide



Are you ready for TVET? Have a look at

<http://www.youtube.com/watch?v=xkZT1AH-NII>



Support young people to learn how to find information.

While You Wait ...

Unfortunately at some stage you will be waiting for something to happen. Maybe it is:

- Your examination results or
- A TVET programme to start or
- A job interview or
- To make the “right” decision or
- Approval of financial assistance.

Whatever it may be, try to make the best out of this waiting time instead of sitting around and not doing anything. It is important to stay active and maintain a positive outlook. Encourage your friends to do the same.



My friends and I made this list of things that we can do while we wait:

- 1) Volunteer
- 2) Take care of young children or the elderly
- 3) Travel and work in exchange for food and accommodation
- 4) Read a lot and discuss ideas in a reading club
- 5) Get a driver's license
- 6) Participate in community activities such as clean-ups



ACTIVITY: Are you ready for training, study or work?

Everyone is unique and has a different appearance and personality. Our culture and traditions also determine how we act and behave, especially in rural areas where there is less mixing of different people. However, there are some ways of acting and/or dressing that are just not going to leave a good impression.



Directions: Test the following areas to make sure that others see you the way you want to be seen.



1) Clothes: *What did you wear to your last important appointment?*

- a) party clothes b) stay-at-home sweatpants c) suit & tie d) traditional dress

2) Attitude: *What was your attitude at your last appointment?*

- a) I am going to fail b) I am better than anyone c) I will try my best
d) I forgot to go

3) Greeting: *How do you greet people that you are trying to impress?*

- a) I ignore them b) I look down with respect c) I hug them
d) I politely say hello and shake their hands

4) Writing: *Did you proofread your last CV before submitting it?*

- a) I wrote it with a pen and couldn't erase b) what is that?
c) of course, I read everything twice before submitting d) I think so...

Answers (may vary depending on culture)
1) c or d 2) c 3) b or d 4) c



Spending a lot of money on clothes and accessories does not mean that you make a good impression. Who you are is what counts.

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