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PROCLAMATION NO. 391/2004

PROCLAMATION TO PROVIDE FOR THE ORGANIZATION OF A TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING SYSTEM

WHEREAS, it is deemed necessary to enable the country's production, trade and service rendering establishments have a competitive and enduring organizational set up through the employment of trained manpower;

WHEREAS, it is found necessary to organize a technical and vocational education and training system that would assist the younger generation to be prepared psychologically, have discipline and the potential to work competent employee and creator of work;

WHEREAS, to ensure that a technical and vocational education and training program produces capable manpower, it is deemed necessary to establish a system under which trainees undergo apprenticeship training in the productive and service rendering enterprise;

WHEREAS, it is found necessary to establish a uniform system for the determination of levels of competence and accreditation of training institutions and for the certification of trainees;
WHEREAS, to ensure the success of technical and vocational education and training, it has been found necessary to establish a mechanism providing for the participation of governmental and non-governmental organizations in the preparation of training programs and curricula as well as in their evaluation and management;

NOW, THEREFORE, in accordance with Articles 51 Sub Article (3) and Articles 55 Sub Article(1) of the Constitution of the Federal Democratic Republic of Ethiopia, it is hereby proclaimed as follows:

PART ONE
GENERAL

1. Short Title

This Proclamation may be cited as the “Technical and Vocational Education and Training Proclamation No. 391/2004”.

2. Definitions

In this Proclamation unless the context otherwise requires:

1/ “Training means” any technical and vocational education and training provided through formal or non-formal program leading to a certificate or a college diploma and it also include competence earned through work experience and attested by the test of professional competence;

2/ “Training institution” means a public or private institution, or one owned by a non-governmental organization, and also include college which offer training to which a pre-accreditation license or an accreditation certificate is issued by the appropriate Accrediting Authority to engage in the provision of technical and vocation education antraining;

3/ “Trainee” means a person who participates in technical and vocational education and training program provided by a training institution with a view to acquiring or upgrading his technical and vocational skills;
4/ "Public training institution" means a training institution established with the funds of and operated under the guidance and control of the Government.

5/ "Private training institution" means a training institution established by a private investor (s) or a business organization with a view to undertaking business activities;

6/ "Accreditation" means the granting of a certificate of competence by the appropriate Accrediting Authority to an institution providing technical and vocational education and training evidencing its fulfillment of the basic and additional requirements relating to the specified training standard;

7/ "Accrediting Authority" means the Ministry or a body authorized by a State in respect of the issuance of pre-accreditation licenses and accreditation certificates as the case may be;

8/ "License" means a pre-accreditation licenses or an accreditation certificate issued pursuant to this Proclamation;

9/ "Primary education" means academic education that culminates with the completion of grade eight;

10/ "General secondary education" means a level of education that culminates with the completion of grade ten;

11/ "Organization" means a production, trade or service rendering institution selected by the appropriate body to provide apprenticeship training to trainees;

12/ "Apprentice" means a person undergoing apprenticeship pursuant to a tripartite agreement concluded among a training institution, an organization and a trainee;

13/ "Apprenticeship" means job training undertaken by a trainee in an organization pursuant to an agreement concluded among a training institution, an organization and trainee to enable the trainee to put to practice the technical and vocational education and training he acquired in a training institution and to be acquainted with work;
14/ “Government” means the Federal Government or a State;

15/ “State” means any region recognized as a State under Article 47 (1) of the Constitution of the Federal Democratic Republic of Ethiopia and for the purpose of this proclamation of also includes the Addis Ababa City Administration and the Dire Dawa Administration Council;

16/ “Office” means the Technical and Vocational Education and Training Sector of the Ministry of Education;

17/ “Council” means the Technical and Vocational Education and Training Council established under this Proclamation;

18/ “Minister” and “Ministry” mean the Minister and Ministry of Education respectively;

19/ “Non-governmental organization” means an association registered pursuant to Article 401 and following provisions of the civil code of 1960; whose purpose is not the securing or sharing of profits to its members, and includes domestic and foreign association;

20/ “Person” means a natural or juridical person;

21/ “Business organization” means a business organization established in accordance with the Commercial Code of Ethiopia of 1960;

22/ “Occupational standard” means duties & tasks determined to be performed by employees;

23/ “Occupational training standard” means the input to develop a curriculum based on occupational standard which includes skill and the duration of the training;

24/ “Trade testing” means a test conducted based on occupational standards to determine whether or not a person has a technical and vocational skills in a specified area;

25/ “Head of a training institutions” means a person assigned as a director or designated at the same Level for a training institution.

3. Scope of Application
This Proclamation shall apply to all training institutions organizations and the organs implementing the same.
PART TWO
TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING PROGRAMS
SECTION ONE
BASIC VOCATIONAL TRAINING PROGRAMS

4. Purpose of the training program

The purpose of Basic Vocational Training Program is to provide citizens basic training which prepares them for gainful employment.

5. Areas of training

Areas of training included in Basic Vocational Training Program may be selected by the appropriate State based on local needs.

6. Criteria for admission

1/ Trainees participating in Basic Vocational Training should have at least attained literacy.
2/ Citizens who leave school before completing primary education and whose age is appropriate for the training may participate in Basic Vocational Training Program.

7. Methods and language of training

1/ Basic Vocational Training Program may be carried out through non-formal methods.
2/ The language in which Basic Vocational Training may be provided shall be determined by the Regional state.

SECTION TWO
JUNIOR TECHNICAL AND VOCATIONAL TRAINING PROGRAM

8. Purpose of the training program

The purpose of Junior Technical and Vocational Training Program is to train the youth who have completed primary education.
9. Areas of training

Areas of training provided under Junior Technical and Vocational Training Program shall be selected by the State taking into account the country's development strategy and the local needs for trained manpower.

10. Criteria for admission

Trainees qualifying for Junior Technical and Vocational Training Program shall have completed a minimum of primary education.

11. Duration of Training

The number of hours required for and the length of duration of the training shall be determined by the States based on the level of skill required.

12. Method and language of training

1/ Junior Technical and Vocational Training Program shall be 80% based on practice and 20% on theory.

2/ The State may determine apprenticeship training to be undergone taking into account the local objective conditions and the nature of the training.

3/ The training may be carried out through formal or non-formal programs.

4/ The language in which Junior Technical and Vocational Training may be provided shall be determined by the State.

SECTION THREE
MIDDLE LEVEL TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING PROGRAMS

13. Purposes of the training program

The purpose of Middle Level Technical and Vocational Education and Training Program is to prepare middle level skilled manpower in various trades.
14. Criteria for admission

1/ Persons qualifying to be admitted to Middle Level Technical and Vocational Education and Training Program shall have completed general secondary education and have the inclination and the will to be so trained.

2/ Notwithstanding the provision of Sub-Article 1 of this Article, persons who have completed Junior Technical and Vocational Education and obtained a certificate therefore, have work experience of two years, and can produce evidence that they fulfill the profile of completion of general secondary education, or have passed the theoretical and practical test prepared for the purpose, may be admitted to Middle Level Technical and Vocational Education and Training Program.

15. Duration of training

The Office, in consultation with the Council, shall determine the number of hours and the duration of training for every area of training falling under the Middle Level Technical and Vocational Education and Training Program.

16. Method and language of training

1/ Middle level technical and vocational education and training undertaken in training institutions shall comprise 70% practice and 30% theoretical education.

2/ Every trainee shall undergo apprenticeship training to reinforce his skills.

3/ If a trainee interrupts his training after completing a certain level of skills, he may resume and complete the training any time he so desires.

4/ The training may be carried out through formal or non-formal programs.

5/ Courses may be selected from the prescribed curriculum, and training provided to those who wish to upgrade their skills through non-formal programs.
Except where training in languages is provided as a vocational middle level technical and vocational education and training shall be provided in the English language.

Areas of training

The Office shall set, modify or cancel standards for areas of training under the Middle Level Technical and Vocational Education and Training Program. Areas of training shall be designed based on the country's and local development strategy and plans.

Common courses

For all areas of training falling under the Middle Level Technical and Vocational Education and Training Program, courses that prepare trainees for entrepreneurship and self-employment as well as provide them with a sound education in the subject areas set for said areas of training shall be provided.

The Office may, in the exercise of its discretion, modify the courses selected by the Board, or may be provided for the training of trainees who are not entrepreneurs.

Courses shall be provided by the Office in all areas of training falling under the program, provided:

a) Information and communication technology courses;
b) Mathematics courses;
c) English language courses;
d) Civics and ethics courses;
e) Courses on entrepreneurship.

Areas of training

Areas of training under the Middle Level Technical and Vocational Education and Training Program shall be designed based on the country's and local development strategy and plans.
PART THREE
APPRENTICESHIP

19. Determination of apprenticeship training program

The Office shall, in consultation with employers and other concerned parties, and on the basis of pre-determined occupational standards, determine apprenticeship program for every occupation.

20. Organizations participating in a apprenticeship training

A body empowered by the State shall, based on guidelines and criteria determined by the office, select organizations that shall participate in the provision of apprenticeship training.

21. Duties and responsibilities of organizations

Every organization selected for apprenticeship training shall have duties and responsibilities as provided hereunder:

1/ To receive and provide apprenticeship training to trainees;

2/ To assign the apprentice in the place appropriate to his training and to ensure that the apprentice acquires proper work experience;

3/ To assign a capable supervisor who would enhance the knowledge and skills of the apprentice, and should follow up and evaluate the day-to-day performance of the apprentice.

4/ To acquaint the apprentice with work rules and methods of the organization;

5/ To consider the trainee as a regular employee and to provide him the necessary inputs;

6/ To respect and enforce human dignity of the apprentice;
2. Duties and responsibilities of training institutions

Regarding apprenticeship training, every training institution shall have duties and responsibilities as provided hereunder:

1. To assign a coordinator who shall follow up and control apprenticeship training undergone by trainees;

2. To prepare operational guidelines and detailed programs and for their implementation, to cooperate and work in coordination with organizations;

3. To utilize result of performance evaluation relating to apprenticeship training as a criterion for certification.

4. By receiving opinion from the institution improve the fruarty of the training.

3. Duties and responsibilities of an apprentice

Every apprentice shall have duties and responsibilities as provided hereunder:

1. To diligently perform the apprenticeship training;

2. To utilize with care and economy tools, equipment and materials supplied to him for training purposes;

3. To be acquainted with and to observe work rules and methods of the organization to which he is assigned for apprenticeship training;

4. Without prejudice to the provisions of other laws, not to divulge to any other person work secrets of the organization that he acquired in the course of his apprenticeship training;
24. Contract of apprenticeship shall be concluded among a training institution, an organization and an apprentice. It shall contain the following:

- Full name and age of the apprentice;
- Name and address of the organization;
- Name and address of the training institution;
- Occupation in which the apprentice is intended to undergo apprenticeship training;
- Fullnameandageoftheapprentice;b)Nameandaddressoftheorganization;d)Theoccupationinwhichtheapprenticeisintendedtoundergoapprenticeshiptraining;e)Conditionsforthereterminationofthecontractofapprenticeship.

25. Participation in the provision of training

Any public or private training institution or one owned by a non-governmental organization may provide technical and vocational education and training.

26. Establishment

Any public or private training institution which is accountable to any organ of the Federal Government shall be established by the Council of Ministers. Regulations to be issued by the Council of Ministers.

2/ Any public training institution which is accountable to any organ of a State shall be established by a law to be issued by the State legislature.

PART FOUR ON THE ESTABLISHMENT AND OPERATION OF TRAINING INSTITUTIONS

- To immediately inform the concerned body, when he becomes aware of any event or fact which may be a threat to his or others' health or life, or which may affect the interests of the organization;
3. The relevant laws shall apply as regards the establishment of private training institutions or institutions owned by non-governmental organizations.

27. Organization of a training institution

1. Every training institution shall be furnished with training facilities and equipment appropriate to the standard prescribed for its accreditation.

2. Every institution of Middle Level Technical and Vocational Education and Training shall be organized in a compound destined for carrying out its objectives.

28. Trainers of a training institution

No training institution shall assign a person as a trainer of the institution unless he fulfils the requisite technical qualifications applicable to the job position as may be determined by directives issued by the Office.

29. Staff of a training institution

Every training institution shall have:

a) Head of training institution

b) Trainers and

c) Technical support staff.

30. Joint employment of professionals

1. Notwithstanding any provision of law to the contrary, a qualified professional may, in addition to his regular post, be employed by training institutions as a trainer.

2. The days and hours of work and other conditions of work of a person engaged as a trainer pursuant to the provisions of Sub-Article 1 hereof may be determined by agreements he concludes with every employer.
PART FIVE
ACCREDITATION OF TRAINING INSTITUTIONS

31. Requirement of a pre-accreditation license

1/ Any person desiring to establish a new training institution, to upgrade an institution already accredited and operating, or to start additional training programs of such an institution, shall, before the institution starts the intended training, obtain a pre-accreditation license.

2/ The provision of Sub-Article 1 hereof shall also apply to cases where any alterations are to be made to any accredited programs of a training institution.

32. Accrediting powers

1/ The Ministry shall have powers to issue pre-accreditation license and accreditation certificate to any training institution operated under the guidance and control of any organ of the Federal Government or owned by a foreign investor or a non-governmental organization incorporated in accordance with the laws of a foreign state.

2/ Without prejudice to the provisions of Sub-Article 1 hereof, the State shall have powers to issue a pre-accreditation license and an accreditation certificate to any training institutions and colleges owned by the regional state organ or domestic non-governmental organization and by domestic investor.

33. Application for pre-accreditation license

1/ A person desiring to obtain a pre-accreditation license for a training institution shall submit an application to the Accrediting Authority containing information specified under Article 34 of this Proclamation.
2. If the applicant is a foreign investor or a person registered as a domestic investor, he shall along with the application, submit the investment certificate issued to him by the relevant authority.

3. If the applicant is a non-governmental organization, it shall, along with the application, submit a valid certificate of registration issued to it by the relevant authority.

4. The office may, through directives, determine information and evidence other those specified under Article 33 and 34 of this Proclamation to be submitted.

34. Contents of application for a pre-accreditation license

An application submitted pursuant Sub-Article (1) of Article 33 of this Proclamation shall contain:

a) The proposed name and chief address of the training institution, and the area of training and programs intended to be undertaken;

b) The name and address of owners of the training institution;

c) The name and address of the organ to which the training institution is accountable;

d) The organizational set up regarding the management of academic & administrative affairs;

e) The admission criteria applicable to new trainees;

f) The details of the training institution’s training facilities and equipment, library, furniture and other amenities, equipment and implements and ownership thereof;

g) The number and qualification of trainers and technical support staff of the training institution available and intended to be employed;

h) The training institution’s three-year plan.
35. Issuance and validity of a pre-accreditation license

1/ The Accrediting Authority shall issue within 15 working days a pre-accreditation license upon ascertaining that:

a) The equipment listed in the declaration attached to the application submitted by the applicant are actually available and may be utilized for training purposes;

b) The curriculum is congruent with the standard set for the program in respect of which the application is submitted;

c) The applicant has fulfilled the requirements determined by directives issued by the Office for the implementation of this Proclamation.

2/ A newly established training institution which has applied for a pre-accreditation license, or an accredited institution which has applied to upgrade its standard or to provide training in fields other than for which it has been shall, for a period of one year, operate under a pre-accreditation license;

3/ A training institution to which a pre-accreditation license has been issued shall sign and submit to the Accrediting Authority an act of undertaking to fulfill unmet requirements within the validity period of its license. The act of undertaking shall be executed in a form designed by the Accrediting Authority.

4/ If a training institution according to this article Sub Article (2) is not accredited upon the expiry of the validity period of its pre-accreditation license, determined or extended pursuant to the provisions of this Article, its pre-accreditation license shall be revoked. Provided further that the Accrediting Authority shall cause a statement to be made in the media that the pre-accreditation license of such a training institution has been revoked.
Where the Accrediting Authority rejects the application submitted to it pursuant to the provisions of Article 33 hereof, it shall within thirty (30) days notify the same in writing to the applicant stating its reasons therefore.

The owner of a training institution whose pre-accreditation license has been revoked shall within seven (7) days inform the trainees of the revocation of the license.

The cancellation of the pre-accreditation permit of the training institution shall not rendered the training offered up to the form of cancellation valueless shall

36. Contents of a pre-accreditation license

A pre-accreditation license issued by the Accrediting Authority pursuant to the provisions of this Proclamation shall bear:

a) The name and address of the training institution;
b) The standard prescribed for the institution the accredited training programs as well as areas of training and the number of trainees;
c) Date of issue of the license and the last date of its validity period;
d) Name and signature of the authorized official signing thereon;
e) Seal of the Accrediting Authority.

37. Application for accreditation

A training institution operating under a pre-accreditation license may apply to the Accrediting Authority for accreditation.

An application for accreditation shall contain information specified under Article 34 of this Proclamation.

The Office may issue directives which determine declarations and evidence to be attached with an application for accreditation.
38. Accreditation

1/ Where it receives an application pursuant to Article 37 hereof, the Accrediting Authority shall, upon ascertaining that the training institution meets prescribed standard, issue the institution an accreditation certificate within 10 working days.

2/ Before issuing an accreditation certificate it shall be ascertained that the training institution has met the applicable basic and supplementary requirements prescribed by directives issued by the Office.

3/ The level of training provided by a training institution accredited for specific areas of training shall be specified in its accreditation certificate.

4/ An accredited training institution shall at all times meet all requirements and standards prescribed for its accreditation.

5/ Where the Accrediting Authority rejects the application submitted to it pursuant to Article 37 hereof, it shall within thirty (30) days notify the same in writing to the applicant stating its reasons therefore.

6/ A training institution entitled to receive a new accreditation as a result of upgrading or otherwise shall, before a new one is issued to it, submit its accreditation certificate to be marked “Cancelled by the by the Accrediting Authority”.

39. Renewal of Accreditation certificate

1/ An accreditation certificate of any training institution shall be valid for a period of three years starting from the date of issue thereof.
2/ Any accredited training institution shall, six months prior to the expiry of the validity period of its accreditation certificate, apply to the accrediting Authority for renewal of its accreditation.

3/ Where it receives an application submitted pursuant to the provision of Sub-Article 2 hereof, the Accrediting Authority shall, upon ascertaining that the training institution is operated in compliance with prescribed requirements and standard, renew the accreditation.

4/ Where the Accrediting Authority rejects the application, it shall inform the same in writing to the applicant stating its reasons therefore.

5/ Directives as may be issued by the Office shall determine the contents of the application for renewal of an accreditation certificate as well as declarations and evidence to be attached thereto.

40. Issuance of a substitute accreditation certificate

1/ A training institution whose accreditation certificate has been damaged may apply for the issuance of a substitute:

2/ A training institution whose accreditation certificate has been lost shall, when applying for a substitute, attach to its application a statement explaining the circumstances relating to the loss of the certificate.

3/ The Accrediting Authority shall, upon examining the application, issue to the applicant a substitute.

41. Revocation of accreditation

1/ The Accrediting Authority may revoke an accreditation certificate on any of the following grounds:
a) Where it is proved that the accreditation was obtained upon submission of false information;

b) Where the accredited training institution fails, in case of non-compliance with the prescribed standards relating to its accreditation or violation of the provisions of this Proclamation, or Regulations or directives issued for the implementation of this Proclamation, to take corrective measures within a specified time limit following a written notice or warning given to it by the Accrediting Authority.

c) Where the training institution itself or the juridical under which the institution is operated.

2/ If the training institution whose accreditation has been revoked carries out formal training program, the decision taken to revoke its accreditation pursuant to this Article Sub Article (1) shall be effective at the conclusion of the current training period. However, the time so allowed for the completion of the training may not exceed one year.

3/ The Accrediting Authority shall cause a statement to be made in the media that the accreditation certificate of said training institution has been revoked.

4/ A training institution whose accreditation has been revoked or which has ceased to operate shall, within fifteen days of the occurrence of such event, submit its accreditation certificate to be marked “Cancelled by the Accrediting Authority”.

5/ A training attended in an institution shall not be held valueless until the cancellation of accreditation permit is realized.
42. Display of license and certificate

A training institution issued with a pre-accreditation license or an accreditation certificate shall display the original of such a license or certificate in a conspicuous place within the administration office of the institution wherein the document is easily read.

43. Follow-up and inspection

1/ The Accrediting Authority may follow up and inspect a training institution to ascertain that the institution is providing training in compliance with the conditions applicable to its accreditation and the requirements prescribed for its standard, and to take administrative measures as provided in this Proclamation.

2/ An inspector appointed by the Accrediting Authority shall have power to inspect any training institution during working hours to ascertain that the institution is providing training in compliance with the conditions applicable to its accreditation and the requirements prescribed for its standard.

3/ The inspector shall, in carrying out duties entrusted to him under this Proclamation, show his authorization and identification card to the head of the institution, its owner, or the owner’s representative.

4/ The inspector shall carry out duties entrusted to him under this Proclamation in full compliance with the requirements of transparency and accountability.

44. License and accreditation fee

1/ The Accrediting Authority shall have powers to collect fee in respect of the issuance of a pre-accreditation license or an accreditation certificate, renewal of an accreditation certificate as well as the issuance of a substitute for any certificate to private training institutions or institutions operated by non-governmental organizations.
2/ The fee payable for pre-accreditation licenses or accreditation certificates issued by the Ministry shall be determined by the Council of Ministers.

PART SIX
CERTIFICATION AND TRADE TESTING

45. Types of training certificates

1/ Trainees who have undergone various technical and vocational education and training programs, whether formal or non-formal, if through evaluation criteria applied by the training institution, they are found meeting the profiles prescribed for various levels of training, they shall be issued certificates evidencing completion of the training.

2/ Certificates to be issued for the various levels of training have been determined as follows:

a) Basic Level Certificate: for those who meet requirements of the profile for basic vocational training;

b) Junior Level Technical Vocational Certificate: for those who meet the requirements of the profile for Junior Technical and Vocational Education and Training;

c) For those who meet the requirements of the profile for Middle Level Technical and Vocational Education and Training:

1/ For those who have completed one year /10+1/ training program: Middle Level Technical /Vocational Certificate Level I;

2/ For those who have completed two years (10+2) training programs: Middle Level Technical/Vocational Certificate Level II;

3/ For those who have completed three years /10+3/ training programs: Middle Level Technical/Vocational College Diploma.
3/ A Trainee who undergoes short training programs to upgrade his skill shall receive certificate evidence such accomplishment.

4/ A trainee who has obtained several certificates evidencing successful completion of various short training courses or who has, based on skills he acquired through work experience, qualified through trade test, shall be entitled to be certified for a level of qualification commensurate to his test results.

5/ Certificates evidencing completion of Middle Level Technical and Vocational Education and Training Program shall have equal recognition nationwide.

46. Setting of occupational standards

1/ Occupational standards shall be determined by the appropriate bodies.

2/ Occupational standards determined pursuant to the provision of Sub Article 1 hereof shall be the basis for setting occupational training standards as well as for trade testing.

47. National trade testing system

1/ The Office shall issue directives providing for the accreditation of trade testing centers and the carrying out of a trade testing system.

2/ The Office shall cause trade testing centers to be organized by selecting competent institutions from among training institutions accredited at least at college diploma level.

3/ Any person who has, through formal or non-formal program, completed or has the necessary knowledge and work experience technical and vocational training may undergo a trade testing.
4/ The Office shall issue directives which determine the organization and operation of a Trade Test Items Bank and follow up their implementation.

5/ The Ministry or a body authorized by it shall award qualification certificates having nationwide recognition to those who so qualify in a trade testing.

PART SEVEN
PROVISIONS PARTICULAR TO PUBLIC TRAINING INSTITUTIONS

48. Financial autonomy of a training institution

1/ The provisions of this Part Seven shall apply to training institutions operated under the organs of the Federal Government.

2/ Every public training institution shall have internal financial autonomy.

3/ Notwithstanding the provision of Sub Article (1) hereof, the States may grant financial autonomy to public training institutions operated under their organs in a manner similar to those provided under articles 48 through 53 of this part seven.

49. Sources of fund

The sources of fund of every public training institution shall be annual budget and subsidy allocated by the Government, training tuition fee collected from trainees, the institution’s internal income as well as donations and assistance the institution may receive.

50. Collection and utilization of training tuition fee

1/ Every public Middle Level Technical and Vocational Education and Training institution shall have powers to collect and to utilize training tuition fee.
2/ The amount and the manner of collection of the training tuition fee determined pursuant to the provision of Sub Article (1) hereof shall, before being implemented, be approved by the Council of Ministers.

3/ Any decision to increase or alter the manner of collection of any training tuition fee properly approved may be effected only upon obtaining an approval thereon pursuant to the provision of Sub Article (2) hereof.

51. Right to generate and utilize income

1/ Every public training institution shall have the right to undertake income-generating activities and to utilize any income therefrom.

2/ Notwithstanding the provisions of any law which may provide otherwise, every public training institution shall have the right to utilize the income it generates and to utilize any residue of any such income beyond any budget year.

3/ The funds, property as well employees of any public training institution to which the financial autonomy provided under this Part Seven applies shall be administered in a manner ensuring transparency and accountability.

52. Books of Accounts

1/ Without prejudice to the provisions of any other law, any public training institution shall keep accurate and complete books of accounts and supporting documents.

2/ Without prejudice to the provision of Sub Article (1) thereof, every public training institution shall register and keep:

a) All incomes of the institutions and their sources;

b) Expenditures of the institution;
c) Balance sheet and cash flow statements.

3/ Regarding the implementation of the obligation provided under this Article Sub Article (2) the budget year of the institution shall be the budget year of the Government.

53. Audit

1/ Books of accounts and financial documents of every training institution shall be audited annually by the Office of the Federal Auditor General.

2/ The audit report shall be presented to the organ to, which the training institution is accountable.

PART EIGHT
GOVERNANCE OF TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING SYSTEM

54. The Technical and Vocational Education and Training Sector

Unless otherwise provided by other laws, the Technical and Vocational Education and Training Sector of the Federal Ministry of Education (in this Proclamation referred to as “the Office”) shall have powers to provide superior leadership and to prescribe standards as regards technical and vocational education and training carried out in the country.

55. Objectives of the Office

The Office shall have the following GENERAL objectives:

1/ To cause technical and vocational education and training to be properly organized and to ensure its quality and continuity with the aim of realizing the country’s objectives for economic and social growth;

2/ To follow up that all citizens receive training in an equitable manner and that all training programs are based on the country’s development strategy and the needs of the labour market;
3/ To build national capacity which enhances research and training regarding the technical and vocational education and training sector.

56. Powers and duties of the Office

The Office shall have powers and duties as provided hereunder:

1/ To prepare the country’s strategy for technical and vocational education and training and, when approved, to cause its implementation;

2/ To determine standards for technical and vocational education and training on the basis of the country’s economic development and growth strategy.

3/ To issue directives for the organization of middle level technical and vocational education and training programs, to prepare occupational training standards and curricula for the same, and to follow up the implementation of the same;

4/ To issue directives regarding the operation and accreditation of training institutions and to follow up their implementation;

5/ To organize trade testing systems and to supervise their operations;

6/ To issue directives for a certifications system of nationwide application and to follow up their implementation;

7/ To study and follow up that technical and vocational education and training programs are carried out in line with the country’s development strategy and human resource needs;

8/ To cause researches to be undertaken in the area of technical and vocational education and training;

9/ To issue directives for the implementation of apprenticeship training and to follow up their implementation;
10/ to cause tracer study to be carried out with a view to ensuring the effectiveness of training programs;

11/ To render assistance to the States with a view to ensuring the effectiveness of their technical and vocational education and training programs;

12/ To facilitate the participation of private investors in the area of technical and vocational education and training;

13/ To devise a system under which women, handicapped people and the young States are afforded special attention as regards technical and vocational education and training.

14/ To serve as the secretariat for the Council;

15/ To prepare plan of operations and budget of the office and implement it upon approved;

16/ In consultation with the presiding over of the council prepare the plane of operation and budget of the council and administer the same upon approval.

57. Establishment of the Council

Technical and Vocational Education and Training Council which shall provide advise and render assistance to the Office to enable the latter carry out its powers and duties effectively is hereby established.

58. Responsibilities of the Council

The Council shall have duties and responsibilities as are provided hereunder:

1/ To provide advice and render assistance to the Office to enable the latter carry out its responsibilities;

2/ Without prejudice to the generality of the foregoing, the Council shall be advisor to the Office and assist it as regards:
   a) The organization and coordination of training programs;
   b) The determination of occupational training standards, trade testing and certification;
c) The study of training and human resource needs;

d) The establishment of a system enhancing apprenticeship training;

e) The training and upgrading of technical and vocational teachers;

f) The search and enhancement of sources of fund for training purposes;

g) The determination of standards for training institutions and their accreditation;

h) Research and tracer study.

3/ The Council:

a) Shall review and comment on the plan of operations of the Office;

b) Shall cause the setting up of a system under which women, handicapped people and the relatively less developed States are afforded special attention as regards technical and vocational education and training;

c) Shall cause occupations that shall be held by trained manpower to be studied and identify the same;

d) May establish technical committees as it may deem necessary for carrying out its responsibilities;

e) Shall submit activity reports to the organ to which it is accountable.

59. Members of the Council

1/ The Council shall have 30 members.

2/ Without prejudice to the provision of Sub-Article (3) hereof, the Minister shall select and assign members of the Council. They shall be selected from:

a) The relevant government offices;
61. Allowance of members of the Council

Members of the Council are entitled to be paid allowances for services they render pursuant to this Proclamation. The Council of Ministers shall determine the amount and conditions of payment of said allowances.

5/ Without prejudice to the other provisions of this Article, the Council may issue rules to determine its own working procedure.

6/ Allowance of members of the Council

Members of the Council are entitled to be paid allowances for services they render pursuant to this Proclamation. The Council of Ministers shall determine the amount and conditions of payment of said allowances.

4/ In the absence of the chairperson, the vice-chairperson shall assume all his functions.

5/ Decisions of the Council shall be passed by majority vote of members present at its meeting. In case of tie, the chairperson shall have a casting vote.

3/ The Council shall have a regular meeting at least once in every three months. The chairperson of the Council or at least 1/3 of its members may, however, convene an extraordinary meeting whenever an urgent matter arises.

2/ There shall be a quorum where more than half of the members of the Council are present at the meeting.

1/ The Council shall have a chairperson and a vice-chairperson selected and nominated by the Minister.
62. Accountability of the Council

The Council shall report to the Minister of Education.

PART NINE
MISCELLANEOUS PROVISIONS

63. Records and documents

A training institution shall keep the records and documents of its head, trainers, and trainees.

64. Submission of information

1/ A training institution shall submit proper information on its activities whenever required to do so by the Accrediting Authority.

2/ The Accrediting Authority shall, unless otherwise provided by law, keep the confidentiality of the information submitted to it pursuant to the provision of Sub Article (1) hereof.

65. Increase of training tuition fee

1/ The training tuition fee collected by a training institution owned and operated by a private investor or a non-governmental organization may not be increased during a regular training period.

2/ Should the training institution decide to increase its training tuition fee, it shall notify the trainees three months before the end of the current regular training period, and such new rates shall be effective as of the beginning of the next regular training period.
66. Transitory provisions

Any training institution established prior to the coming into force of this Proclamation may, within the time limit prescribed by the Licensing Authority, apply for accreditation.

67. Obligation to cooperate

Every person shall cooperate with the Office in its endeavors to fulfill its objectives provided under this Proclamation.

68. Power to issue Regulations

The Council of Ministers may issue Regulations as may be necessary to implement this Proclamation.

69. Inapplicable laws and directives

Any laws or directives that are inconsistent with this Proclamation shall not apply to matters provided for in this Proclamation.

70. Effective date

This Proclamation shall come into force on the date of its publication in the Federal Negarit Gazeta.

Done at Addis Ababa this 1st day of March, 2004

GIRMA WOLDE GIORGIS
PRESIDENT OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA