



▶ **Guidance on the Establishment of Institutional Management Advisory Board (IMAB) for Skills-21 Project**



▶ Introduction

- ▶ In order to improve the engagement of the nine (9) TVET institutions with the business sectors it serves and its local communities, it is proposed that each institute establishes an Institutional Management Advisory Board (IMAB)
- ▶ The establishment and operation of the IMAB will be a pre-condition for its proposed authority, responsibility and accountability
- ▶ Overall, the IMAB has the responsibility of promoting environmentally conscious, industry driven policies and providing advice on dual system operations

▶ Composition of the IMAB

- ▶ The IMAB shall have 7 to 9 members with the following composition:
 - ▶ **Chairman:** Principal or Head of the Institution
 - ▶ **Members (5-7)** Suggested members are:
 - Representative from employers
 - Representative NCCWE
 - Representative from Disable People Organization (DPO)
 - Parent representative
 - Trainees representative
 - Representative from workers
 - ***There must be a female member***
 - ▶ **Member Secretary:** Senior Official from the Institution
- ▶ The IMAB may co-opt other members
- ▶ The relevant association/organization/ institute may replace the member of IMAB

► **Duties and Responsibilities (*in the context of the Skills 21 project*)**

- ▶ Identify and provide capacity building programmes for partner industry associations which will co-manage the Model institutions
- ▶ Ensure due representation of women, persons with disabilities, and representatives of the environment authorities in the following:
 - ▶ IMAB composition
 - ▶ Skills training
 - ▶ Employment
- ▶ Conduct dialogue and promote engagement with employers' and workers' organizations
- ▶ Provide advice on policy and develop a measurable and results-oriented action plan for the implementation of the National strategy for promotion of gender equality in TVET (2012) and the National Strategy for inclusion of persons with disabilities in skills development (2013)
- ▶ Provide advice to peer institutions and policy makers on inclusive and environmental sustainable industry driven training programmes and on inclusive dual system operation
- ▶ Devise a business model for offering contracted services to local enterprises
- ▶ Ensure compliance with the NSQAS requirements for an RTO as well as becoming BTEB recognized assessment centres
- ▶ Improve relationship between institute, business and community
- ▶ Co-manage the skills training activities of Model TVET Institution
- ▶ Organize annual general meetings.

► **Meetings**

- ▶ The IMAB shall organize the following meetings:
 - ▶ Quarterly meetings
 - ▶ Semi-Annual meetings
 - ▶ Annual General Meeting (AGM)

- ▶ Special or emergency meetings may be conducted as the need arises

▶ **Appointments**

- ▶ The IMAB members shall be appointed by the respective principal of TVET Institute for a duration of 2 years, renewable up to twice
- ▶ The initial appointment may be for a period of 2-4 years staggered (so that the whole IMAB will not go out at once)
- ▶ This position is not remunerated