

Proposal for establishing and designing the National Research Center of TVET Deputy Ministry of Technical & Vocational Education Training (TVET)

Organization Design, Structure and work stream of National Research Center of TVET

Departments:

1. Resource Center (library)
2. Media Center (Recording Studio)
3. National Research Center Website
4. Academic Cinema
5. Academic & Research Material Archive
6. Research, Publishing and Interpreting Center
7. Conference Hall for Academic discussion and sessions in order to Build the Capacity of Teachers and students
8. Public Awareness, Media, Magazines and Press Center

Resource Center (Library):

Leading and managing the book keeping affairs of the resource center, In order to prepare the library accessible to users, employees, teachers and students.

Recommended materials in the Library. The library should contain the following resources:

- Complete books of the technical and vocational courses in, Pashtu, Dari, English, Arabic, Urdu, Turkish, French, German and Russian languages.
- Complete books of the TVET institutes
- Dictionaries such as; Arabic, English, Pashtu and Dari.
- Information in respect of legal and laws of different countries.
- Information about the TVET systems in the world
- Photo gallery of different courses of the TVET
- Information about the Arts, Technology, Economy of Afghanistan and world, world Atlas and Afghanistan History.

- Important document of Afghanistan such as; Afghanistan protocols with world community, work reports in respect of researches, important meetings and documents in respect to development of TVET system and TVET Strategies.
- Video reports, different books, introducing very important figures of the country and their successful secret of professional career.
- Recording routine affairs of the DMTVET, evaluating results, Acts, press conferences and other links will be included in the menu of the library.

Media Center, Recording Studio and electronic archive:

It is usually that the resource center acquires to continuum development and modernizing. According to the update requirement of the time which is the electronics era; it is required to have electronic facility in resource center accessible, besides it physical book keeping.

Monitoring room is the only experience approach with which the resource center is enriched from various references. The data which is collected and assembled by the Center; prepares the archive and act as resources itself. Certainly, the media center could be used in advertising and publishing in different aspects extensively.

Media studio is equipped entity with the latest tools to record, publish, circulate, telecast and promote the academic tapes, which it develops the academic and research work stream through recording, publishing, producing and selling it. This studio holds academic programs conducted by the senior technical and vocational development experts and specialists which will be shared with the media. The tools and facilities of the media studio will be provided from the ordinary budget, development budget and also; it will provide its facilities and needs through selling their product and services.

The equipments and facilities list of the media studio is set out as an annex. The following is the list of equipments and facilities for the monitoring room;

1. (10) Sony TV 21inch.
2. (8) video tape recorder
3. (10) Converters, to convert the videos from tape to CD and DVDs
4. (70) Shelves, to keep TVs, Tapes, CDs and DVDs
5. (30) Tape Recorders, to record radio programs into cassettes.
6. (30) Best quality Microphones
7. (1) An equipped studio with the latest equipments and facilities including, mixer, recorder..., which is used for personal meetings.
8. (6) Latest Satellites
9. (20) Desktop Computers with specifications of 1000GB

Academic Cinema:

The cinema keeps thousands of research and academic movies. This is open to show movies for users in formal times by purchasing tickets. In the cinema the discovery, developmental and science movies are shown to provide students with the critical thinking in respect of technical & vocational education courses.

This cinema is designed to be an effective reference of academic from all over the world. And it backs the logic of *“you cannot transfer knowledge through black and with books to students.”* The shows of the cinema are an effective way in order to develop the critical thinking of students and also a lab and a facility which more clarifies the practice matters of the technical and vocational courses.

National Research Center Website:

In order to be equipped and practice the latest technology, it is required, to have a professional website for the National Research Center of the TVET. This website is a bridging point between Afghanistan and schools and institutes in the world in order to exchange and communicate related information. Besides, it provides the employees and country mates inside and outside the country with the research, technical, vocational, economical, historical and academic articles in three languages English, Dari and Pashtu. The following are the contents of the website:

Firstly, casting the draft, and preparing the lectures and books of the TVET and interpreting them into English, Dari and Pashtu. To using these books and page will be an income source and will be used through credits.

Other contents of the website: as is in the resource center here all would be inform of soft in the website;

- Complete books of the technical and vocational courses in, Dari, Pashtu, English, Arabic, Urdu, Turkish, French, German and Russian languages.
- Complete books of the TVET institutes
- Dictionaries such as; Arabic, English, Pashtu and Dari.
- Information in respect of legal and laws of different countries.
- Information about the TVET systems in the world
- Photo gallery of different courses of the TVET
- Information about the Arts, Technology, Economy of Afghanistan and world, world Atlas and Afghanistan History.
- Important document of Afghanistan such as; Afghanistan protocols with world community, work reports in respect of researches, important meeting minutes and document in respect to development of TVET system and TVET Strategies.
- Video reports, different books, introducing the very important figures of the country and their successful secret of professional career.
- Recording the routine affairs of the DM TVET, evaluating the results, Acts, press conferences and other links will be included in the menu of the library.

Academic meetings (Technical & Vocational) to develop the professional capacity of teachers and students;

The issues and decisions are made for the development and executing the plans of the TVET system in form of teamwork. Hence, it is required to; to conduct academic and research seminars, workshops and social gatherings of sr. management and TVET specialists in conference hall of the Center. It paves the way to develop the capacity of students; shares knowledge and experience with each other.

Conference Hall of Academic Discussions;

In this Hall there will be four small halls for the academic discussions which are equipped with the latest facilities. Usually, the capacity development workshops, interviews, professional and academic session courses, academic board seminars and other meetings relate to development of TVET systems held and conducted in these small halls.

Research, Publishing and Interpreting Center;

The center includes 10 specialists with the minimum qualification of Master's and Ph.D. degrees, who must be the authors of the academic books. The board members will work jointly with the academic board in developing strategic plans, developing teaching plans, selecting of courses, modification of the courses, developing education plans and other academic and research affairs. This board consist a publishing and interpreting unite which is tasked to; interpret, publish and circulate the TVET system books from foreign languages to local languages that are not part of the TVET curriculum. In the interpreting unit, there are interpreters of Arabic, French, English, German, Turkish, Russian and Urdu languages as the permanent employees of the organization. The goal of these interpreters being permanently is not only interpreting books from the mentioned languages into the local languages but, to be the cultural focal points and coordinators with related countries, facilitating the process of the scholarships from abroad, facilitating and coordinating educational tours with the related countries.

Public Awareness, Media, Magazines and Press Center;

The center is tasked and responsible to provide the DMTVET with public awareness materials and issues. It will recruit professional individuals having experience and qualification in respect of the public relations and awareness to, develop, introduce, promote and provide people of the country with the public awareness of the TVET system functioning in the country.

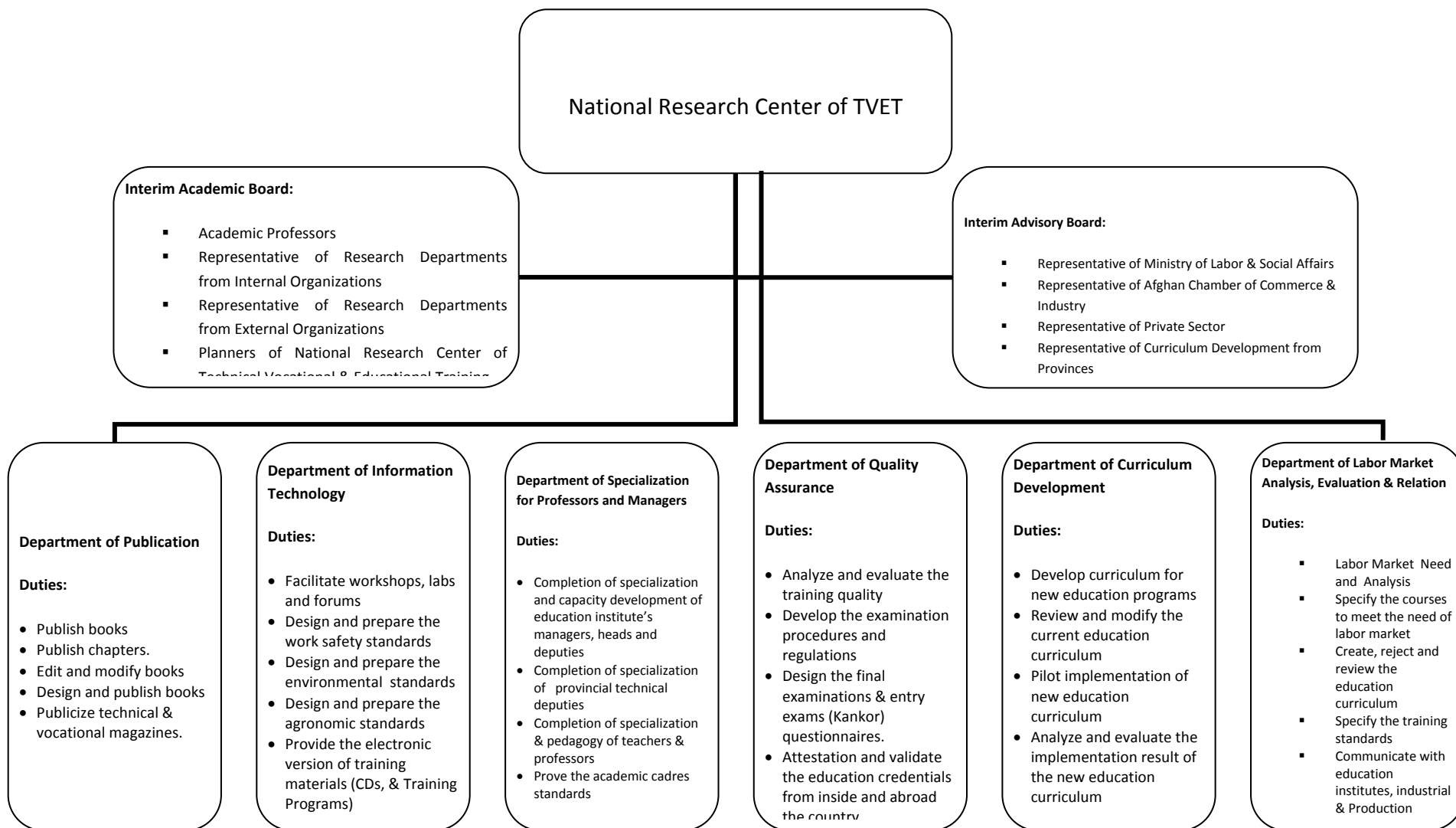
The center publishes the Technical Magazine of the DMTVET on a regular basis. Also, it uses the two halls of Cinema and Saray Gazani to perform their related work stream.

The job description of the National Research Center of DMTVET

- To provide research services in several fields with the several sectors.
- This Center with the assist of related academic boards helps the users (Teacher and Students) in developing their academic articles, thesis's, and research papers.
- This Center provides services to the government. The government could use the center as a source to prepare and develop the development policies for development plans of the country, country profile and to produce academic cadres.

- This Center in collaboration with the UNESCO and other UN academic foundations paves the way for the capacity development of teachers and researchers.
- Providing scholarships for the teachers, students and employees through international relations of the center.
- Research and study the government policies and processes in the TVET area; and optionally, prepare and develop the development strategy of the government.

Organization Structure of the National Research Center of DMTVET



National Research Center of Technical Vocational & Educational Training Org Structure

Requirements of Department Heads

Department of Quality Assurance

- Minimum educational qualifications in bachelors of:
 - Engineering
 - Agriculture and livestock
 - Economics and Business Administration
 - Mining, Oil and Gas
 - Pedagogy, Technical & Vocational Education
- Minimum three years of related work experience with the academic & research organizations.
- Proficiency in English

Department of Curriculum Development

- Minimum educational qualifications in bachelors of:
 - Engineering
 - Agriculture and livestock
 - Economics and Business Administration
 - Mining, Oil and Gas
 - Pedagogy, Technical & Vocational Education
- Minimum three years of related work experience with the academic & research organizations; or in curriculum development
- Proficiency in English

**Department of Labor Market Analysis,
Evaluation & Relation**

- Minimum educational qualifications in bachelors of:
 - Engineering
 - Agriculture and livestock
 - Economics and Business Administration
 - Mining, Oil and Gas
- Minimum three years of related work experience with the academic & research organizations; chamber of commerce and ministry of commerce
- Proficiency in English

Department of Publication

- Minimum educational qualifications in bachelors of:
 - Engineering
 - Agriculture and livestock
 - Economics and Business Administration
 - Mining, Oil and Gas
 - Pedagogy, Technical & Vocational Education
- Minimum three years of related work experience with the academic & research organizations and writing books.
- Proficiency in English

Department of Information Technology

- Minimum educational qualifications in bachelors of:
 - Engineering
 - Agriculture and livestock
 - Economics and Business Administration
 - Mining, Oil and Gas
 - Pedagogy, Technical & Vocational Education
- Minimum three years of related work experience with the academic & research organizations.
- Proficiency in English

Department of Specialization for Professors & Manager's

- Minimum educational qualifications in bachelors of:
 - Engineering
 - Agriculture and livestock
 - Economics and Business Administration
 - Mining, Oil and Gas
 - Pedagogy, Technical & Vocational Education
- Minimum three years of related work experience with the academic & research organizations and teacher training.
- Proficiency in English

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Dr.AL-ESAMI

TVET Advisor