

Maseru Region Skills Development Centre

Northern Region Skills Development Centre

Programmes and Services

Listed below are Training Programmes and Services that the two Skills Development Centres plan to provide to the Textiles and Garment Manufacturing industries to assist in the training, development and upliftment of the employees and add value to their businesses.

Training Programmes

1. **Basic Sewing Machinist Skills**-targeted at persons who have little or no sewing experience yet aspiring to enter the industry. The programme will run for 8 weeks giving a good basic grounding so that new employees are able to join the industry and make a contribution from the first day. Training will be provided on the following machines, flat, safety, cover seam, buttonhole, button sew, bar tack as well as pressing equipment. The programme will be run at the Centre with Training Instructors who will have access to a Training Manual.

Programme Duration: The programme will run for approximately 40 days

2. **Supervisory Skills**-the programme will equip supervisors with the toolkit to perform their jobs with greater effectiveness and efficiency. Skills such as pre-planning, line balancing, setting up production lines, identifying and managing bottle necks, monitoring performance, managing performance , operator capacity boosting, quality, housekeeping and people, effective communication skills. External training providers will be required based on demand from industry.

Programme Duration: The programme will run for approximately 10 days

3. **Quality Management**-provides the most logical and effective information and systems for the efficient managing of your quality. Guiding the participants step by step on setting up and monitoring quality in the industry. This programme will act as an eye opener and is guaranteed to make an impact in your business. The services of external training providers with the relevant body of knowledge will have to be used.

Programme Duration: The programme will run for approximately 10 days

- 4. Multi- skilling/Advanced Sewing Machinist Skills**-targeted at employees in industry as well as individuals operating small businesses wanting to improve on their skills base as well as having the ability to operate various industrial sewing equipment. The programme can be tailored to suit special needs of the manufacturers as well as small private groups. This programme may use the services of existing Training Instructors or be outsourced to an external training provider.

Programme Duration: The programme will run for approximately 5 days

- 5. Garment Construction Skills**- a specialised programme for people wanting skills on specific garment types. On completion individuals will be equipped with skills such as basic pattern making, cutting, making and finishing of garments to very high quality standards. There will be a need to outsource training provision to an external training provider.

Programme Duration: The programme will run for approximately 6 days

- 6. Basic Sewing Machine Mechanics** –a need exists for the continuous training and upskilling of the sewing machine mechanics in industry. The programmes offered will range from the basic course for trainee mechanics to specialised programmes on certain machine types to preparation for advanced courses such as folder making, pneumatics and electronics. This programme will need an external training provider to deliver training.

Programme Duration: The programme will run for approximately 20 days

- 7. Production Management**-the programme will cover aspects of Production Planning, Quality Control, Line Balancing, Managing Production, Managing Performance ,Managing Discipline and equips the participants with sufficient information and systems to improve on the way they perform their tasks. Suitable external training providers will have to be engaged.

Programme Duration: The programme will run for approximately 10 days

- 8. Work Study**-targeted at Supervisors and individuals with a reasonable amount of work experience, providing the most effective ways to improve on the productivity and operating systems in your operations. Some of the broad areas covered are productivity measurement, method study, time study, product costing, factory- layout. A course that will add significant value and assist towards cost savings to the company. An External training provider will be needed.

Programme Duration: The programme will run for approximately 10 days

9. Occupational Health and Safety – a key component in any manufacturing environment involving the worker and the workplace and critical issues related to Health and Safety compliance, Environmental legislation, Risk assessment and implementation of OHS programmes in factories. External Service Providers must be utilised.

Programme Duration:

OHS Manager

OHS Officers

OHS Representatives

Programme Duration: The programme will run for approximately 5 days

10. Basic Business Principles-targeted at shop floor workers to give them sound understanding of how a business is set up and how they can improve on their contribution through better attendance, punctuality, avoid wastage of resources, producing efficiently and improved quality. This can be handled by the Centre Managers or with engaging external training providers.

Programme Duration: The programme will run for approximately 5 days

Services

- 1. Workshops and Seminars** -on matters of interest to the Clothing and Textile Manufacturers. Introduction of new machinery and equipment, technology transfer, information dissemination, changes in the industry etc. This can be handled through external providers ,machinery and equipment suppliers,
- 2. Industrial Relations**- managing various labour related issues at the workplace and equipping managers and owners on the most effective methods of managing these. External Providers are needed.
- 3. Consultancy services** iro., production skills, supervisory skills and mechanical skills, can be provided on a needs basis to manufacturers requiring these services. Centre management and/or staff can assist in factory on a structured format. External providers can also be engaged as required
- 4. Conduct audits** on productivity, quality , machine maintenance and health and safety and providing a support service thereafter to address areas needing immediate improvement. External providers are required.
- 5. Training needs analyses**- this service is provided to manufacturers requiring assistance in identifying their training needs. A proper investigation will be conducted in -factory, a Training Needs Analysis will be compiled together with a Master Training Plan for the manufacturer to follow as a guideline. The centre managers are currently engaged with this activity.
- 6. Business linkages**-the programmes offered by the centre will attract participants from a range of companies and this will provide ample opportunity for interaction, creating contacts and developing synergies.

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