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LESOTHO O.I.C.

(Lesotho Opportunities Industrialization Center)

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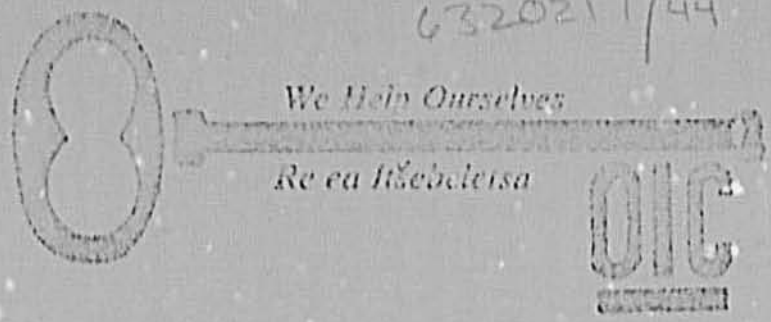
We Help Ourselves

Re ea Itšebeletsa

OIC



LOIC/
BP/amc

October 26, 1981

Mr. Byron Bahl,
Program Officer,
AID Mission
P.O. Box 333,
MASERU/Lesotho

Dear Mr. Bahl,

Enclosed is a corrected copy of Lesotho Opportunities Industrialization Center's proposal for Phase II.

Please accept my apologies for any inconveneice caused by the submission of the original proposal.

Please contact me if you require any additional data or have any questions.

Sincerely yours,

Beulah Perrault

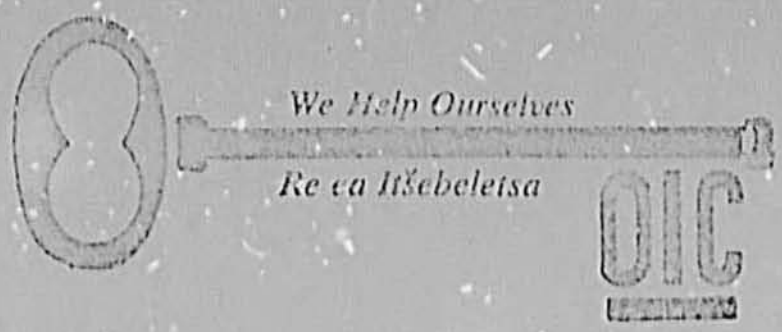
(BEULAH PERRAULT)
PROGRAM ADVISOR , LOIC

LESOTHO O.I.C.
(Lesotho Opportunities Industrialization Center)

We Help Ourselves

Re ea Itšebeletsa

OIC



LOIC/ADM/7
BP/rmk

October 16, 1981

Mr.Byron H.Bahl
Program Officer
U.S.A.I.D.
P.O. Box 333
MASERU
Lesotho

Dear Mr.Bahl,

Enclosed per your request for proposal is application package from Lesotho Opportunities Industrialization Center for Phase II funding. Proposed program would operate from October 1, 1983 to September 30, 1987.

Per verbal agreement in conversation with you on October 13, 1981 it is understood that Lesotho OIC would be able to change areas of training if found necessary after a valid feasibility study had been conducted.

If you should have additional questions or need additional data please do not hesitate to contact me.

Will look forward to a follow-up meeting relative to the proposed project.

Sincerely,

Beulah Perrault

Beulah Perrault.
Program Advisor
Lesotho OIC

P.O. Box 2[illegible], Maseru, Kingdom of Lesotho Telephone: 2[illegible]

PHASE II

PROPOSAL COVER SHEET

PROJECT TITLE: Lesotho OIC Manpower Training Program

PROJECT LOCATION: Kingdom of Lesotho

ADDRESS: Leabua Highway
P.O. Box 2542
MASERU - 102
Lesotho

CONTACT PERSONS: Miss Beulah Perrault
Program Advisor
Lesotho OIC

Morena Masupha Seeiso
Acting Board Chairman
Lesotho OIC

Mr. J.N. Lepheana
Executive Director
Lesotho OIC

DATE PREPARED: October 16, 1981

PROPOSED BUDGET: F/Y 1983 $ 704,920

LIFE OF PROJECT: F/Y 1983 - 1987

INTRODUCTION:

Lesotho is seriously short of skilled technicians and middle-level manpower essential for Economic Development. Moreover there is a dearth of school-leavers with and without the right combination of subjects passed or failed needed to enter Technical Training schools.

In meeting these needs a key role is being played by Lesotho Opportunities Industrialization Center with the establishment of a Vocational Training Center in Maseru for school-leavers. The program is now fully functioning with a staff of twenty-two and has been accorded recognition by the Government of Lesotho as the only training institution addressing itself to take the needs of standard VII school-leavers.

At present the Lesotho OIC training center is housed at Lerotholi Technical Institute facilities donated by the Government of Lesotho.

I. PROJECT BACKGROUND:

A. HISTORY OF PROJECT:

The Lesotho Opportunities Industrialization Center, (LOIC) LTD., is a locally incorporated private operated, non-profit making organization composed of Basotho Citizens who believe that not only the government should be involved in nation building but that the private sector also must mobilize its resources in support of this effort.

The LOIC has for the last three and one half years had the benefit of technical expertise and meaningful human resource development projects for Lesotho. The assistance requested by LOIC (at that time merely an interest group - since then incorporated as LOIC LTD.) and provided by the Opportunities Industrialization Center International Inc. (OICI) was utilized to develop a skills training program which could fill the gap in current training efforts.

B. PERFORMANCE TO DATE:

A variety of services are presently offered to effectively provide training and job placement opportunities for the identified target population. Operating full time, LOIC provides Counseling, Supportive Services, World of work orientation, basic and remedial education, prevocational instruction and vocational skills training. Presently, Lesotho OIC offers vocational training in the following skill areas:

a. Brick-Masonry
b. Carpentry
c. Plumbing
d. Sheet-Metal
e. Entrepreneurial Training and Management Development
f. Foreman Training

The ultimate measure of LOIC's success will be the positive changes brought about in the lives of the trainees who passed through the program; be they attitudinal changes or economic changes in the form of job placements. Since January, 1979 Lesotho OIC has serviced 465 individuals. Reflected below is performance to date: * (September 30, 1981).

(i)	Trainees enrolled	465
(ii)	Total job placements	108
(iii)	Still on job	102
	Retention rate	94%
(iv)	E.T.M.D. Completions	91
(v)	Non-Completions	117
(vi)	Currently Enrolled	166

* Note the difference of +17 account for individuals who were re-entrants into the program after termination from program.

II. PROJECT PURPOSE AND DESCRIPTION:

A. PROJECT PURPOSE:

Lesotho Opportunities Industrialization Center proposes

to train 575 unemployed and underemployed school-leavers in a Phase II program. Of the 575 trained Lesotho OIC propose to job place 355 trainees.

The specific areas of training are Stone Masonry, Brick Masonry, Electrician Training, Automotive Mechanics, Heavy and Light Equipment operation and Secretarial Science.

The primary objective of this project is to improve and expand Lesotho OIC's Community based Non-Formal Education program and offer additional free Vocational skills training to the most economically and educationally disavantaged sector of the Basotho population.

B. TARGET GROUP OF BENEFICIARIES:

The intended beneficiaries of this project are Lesotho's unemployed school-leavers. The school-leavers for whom the Non-Formal Vocational Skills program is designed will consist of young adults aged sixteen and above who are below the Junior Certificate (J.C.) level.

C. TRAINING DESIGN:

The major features of the proposed program are:

1. Feeder:

The Lesotho OIC Feeder (Pre-Vocational) program is developed to provide the trainee with the necessary educational up-grading to enable he/she to profit immediately from the vocational training that will follow. Equally important in the Feeder program is the fostering of the spirit of hope, confidence and optimism within the trainee.

During a period of three to six months the trainee is the focus of an individualized program of basic literacy (English as a second language) and numeracy skills training.

attitudinal and motivational training, personal grooming and hygiene and development studies. The entry capacity of Feeder will be sixty students and it is anticipated that a minimum of one hundred and fifteen will complete Feeder training during the program year.

Feeder Course Description:

a. Communication Skills

These classes are aimed at remediation of deficiencies in basic reading and language arts. Written and oral expression, usage, grammar and listening skills receive attention based on vocational course requirements and individual training needs.

b. Computational Skills:

These classes are completely individualized and is designed to raise the trainee's abilities to the point where he/she can successfully enter vocational training. Individualization is necessitated by the heterogeneous nature of the trainee's Mathematical abilities as ascertained by the Pre-enrollment tests.

c. Heritage History:

This course is designed to provide an understanding and appreciation of relevant information and background in Basotho History; instill a sense of pride in the various ethnic groups of their cultural heritage and knowledge of their participation in the growth of Lesotho, dispel certain misconceptions and illusions by showing that all people, historically, have contributed their share of genius to the country's and the world's development.

d. Personal Development and Hygiene:

This course is directed to the development of confidence and skill in inter-personal relations. The main objective

is to acquaint the trainee with what is acceptable and how to achieve the same in business and industry. This objective is in terms of personal appearance, personality development, health and conduct. Extremes in dress and habits are critically reviewed as they pertain to seeking employment. Further emphasis will be on interaction, motivation and personal hygiene.

e. Consumer Education:

This course is designed to introduce the individual to appropriate money management, comparative shopping for maximum buying power, methods of expression within the power of the consumer and introduce the various financial institutions.

f. Seminars - Selected Topics:

Special subject seminars will be given in various areas of interest to the trainees from time to time. These seminars will be developed with the aid of the trainees, e.g. Health Education, Red Cross, Family Planning etc.

6. Job Seeking, Retention and Advancement:

This course is designed to acquaint the trainee with the problems of job finding with special reference to employment sources and basic information on job requirements; moreover, the course is designed to assist the trainee in assessing his abilities, interests and training when seeking employment.

The Job Development component and the utilization of field trips will also aid in the completion of the objectives.

2. Skills Training:

Upon completion of the Feeder program, the trainee is referred to the Vocational Training program for specialized training in the field of his choice. The purpose of this phase of the overall program is to train the trainees in specialized,

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marketable, skill area that will enable them to find satisfying and constructive employment. Instruction in Communication and computation skills will be continued, but will increasingly focus upon the related vocational area.

Projected duration of training for a complete course is twelve (12) months with a minimum of one hundred fifteen (115) trainees enrolled in each cycle. At least three hundred fifty-five trainees are expected to complete the individualized training program by the end of the project. A minimum of three (3) months on-the-job training (OJT) placement will be integrated in the twelve months training schedule.

Areas of possible expansion:

Stone Masonry	20 trainees per cycle
Brick Masonry	20 trainees per cycle
Electrician training	20 trainees per cycle
Automotive training	15 trainees per cycle
Heavy and Light Equipment Operator	20 trainees per cycle
Secretarial Science	20 trainees per cycle
Total	115 additional trainees per cycle

Vocational Course Descriptions:

Bricklaying II:

Course Length: 12 months

Class capacity: 20

Bricklaying is a form of masonry which is a branch of the construction industry that deals with laying of brick and cement blocks to erect load bearing and non-load bearing walls. The strength, durability and appearance of a brick wall depends to a great extent upon the bond used to lay up the wall.

Lesotho OIC Bricklaying II will be a second bricklaying course operated by Lesotho OIC. The second course will train for the same purpose as bricklaying I because of the high demand for Basotho with bricklaying skills.

Trainees will learn the basic fundamentals of bricklaying, how to properly use hand tools, how to mix mortar to desired needs and hardness, lay various types of courses and bonds in constructing walls, foundations, pavement, steps, garden walls and masonry arches, procedures in pouring concrete and finishing it, and blueprint reading.

This course will be of a twelve (12) months period with twenty (20) trainees per instructor, the course will entail 70% of practical work with the remaining 30% in theory.

Stone Masonry:

Course length: 12 months

Class Capacity: 20

Stone Masonry is a form of masonry which is that branch of construction dealing with laying up of stones to erect load bearing and non-load bearing walls. Because of its great weight and cost, stone is mostly used as a facility or veneer with back-up of common brick, concrete block, or clay.

Lesotho OIC stone Masonry course will deal with all aspects of stone masonry.

Trainees will learn about the various kinds of stones that are suitable for building construction such as granite, limestone, sandstone, marble, and slate. They will learn to cut stone facing to the usually 3" to 6", 2" to 24" high and 48" or more in length and can be so heavy that a derrick crane is required to handle all but the smallest pieces. Trainees will learn

to surface finish stones to desired finish and to identify defects in stones. They will learn to use cutting and laying tools to build walls and dressing to doors, windows, lintels, arches, sills and steps. Trainees will learn to joint mortar, joint butt, rebate, tongue and groove, rusticute, saddled, joggled, howel and plug finish.

This course will be of a twelve (12) months period with twenty (20) trainees per instructor. The course will entail 70% of practical work with the remaining 30% in theory.

Light and Heavy Equipment Operation:

Course length: 12 months

Class Capacity: 20

Light and heavy equipment operation is a branch of the construction industry dealing with the operation and maintanance of various types of excavating hauling and grading machinery.

The Lesotho OIC light and heavy equipment operation course will deal with that part in which a trainee learn to operate and maintain important types of excavating, hauling, and grading machinery.

The trainees will learn how to operate and maintain a crawling tractor in bulldozing, grading, hoeing and rooting, wheel trucks in hauling and dumping. Much emphasis will be stressed on safety and maintenance because earth movers are heavy, powerful and expensive. If mishandled they are dangerous to the operator as to everyone around him, and can be fearfully destructive to property and to themselves.

The training period will be of a twelve (12) months period for twenty (20) trainees per instructor. The course will entail 70% of practical work with the remaining 30% in theory.

Auto Mechanics:

Course length: 12 months

Class capacity: 20

Auto Mechanics is a branch of the automotive industry that deals with the operation, Maintenance and repair of cars, trucks, tractors and buses. Is the study of vehicles whose source of power is the internal-combustion engine, which derives its power from the burning of fuel inside the engine itself.

Lesotho OIC auto-mechanics course will deal with that part of the automotive industry in which trainees will learn to maintain and repair cars, tractors and light weight trucks.

The trainee will learn how to maintain and repair the petrol and diesel engines, fuel system, cooling system, engine lubrication, ignition system, gearboxes, propeller shafts and types of drives, rear axles steering systems, suspension system, brakes and the electrical system. The trainee will learn how to use various hand tools, such as wrenches, sockets, measuring tools, bearing pullers, grinders, threading taps and dies, and specialty tool that are manually, electrically and pneumatically driven.

The training period will be of a twelve (12) months period for twenty (20) trainees per instructor. The course will entail 70% of practical work with the remaining 30% in theory.

Electrical Wiring:

Course length: 12 months

Class capacity: 20 months

Electricity is a branch of construction industry dealing with negative and positive kinds of electrons and patrons to produce

electrical power in a way to light homes, entertain through radio and T.V., operate kitchen appliances and run motors for industrial use.

The Lesotho OIC electrical wiring course will deal with that part of electricity in which a trainee will learn to do wiremen work or what is called inside electrical construction.

The trainees will learn to connect a cable or a large pipe with wires in it to the meter for residential and commercial buildings. The meter measures the amount of electric current the customer uses. Trainees will learn to connect the meter with wires to the distribution panel. This panel contains fuses or circuit breakers which will protect the electrical equipment and the building from electrical damage. Trainees will learn how and why fusses and circuit breakers automatically break or open a circuit if an electrical overload occurs. A heavy current overload can overheal a line and damage equipment or start a fire. From the panel box, trainees will learn to install both non-metallic - sheath cable and armored cable as branch circuit to junction boxes, switch boxes, and other outlets. Branch circuit may serve special purpose outlets for ranges, dryer air conditioners, industrial motors and other electrical appliances. Trainees will learn how to install protective conduit (thin walled tubing of galvanized steel or aluminium) in buildings which rest on concrete slabs and finished walls, ceiling and floors.

The training period will be of a twelve (12) month period for twenty (20) trainees per instructor. The course will entail 70% of practical work with the remaining 30% in theory.

Secretarial Science:

Course length: 12 months

Class capacity: 20

This is a course designed to equip individuals with skills necessary to meet the demands of the clerical market in Maseru. Individuals who complete the training will be hired as qualified typists with skills in filing, record-keeping and office management.

The Secretarial Science course will be geared to the three levels basic, intermediate and advanced. The basic stage of the course will offer training to individuals interested in acquiring the basic knowledge and skill of typing and clerical work. It will expose the trainee who has never typed before and those who have had previous typing experience to the keyboard, showing correct finger position and striking techniques. It will introduce the trainee to the clerical field and make him aware of the types of clerical positions available in the local area.

The second level of the course will focus on the mastery of office tasks that are central to the efficient functions of all offices such as record management, copying and duplicating and the typing of business forms, reports, memos and letters from draft to mailable copy. Constant emphasis will be placed on meeting and/or exceeding acceptable office standards for all tasks. Trainees must attain a minimum typing proficiency of forty words per minute on a five minute timed test and demonstrate good proof-reading skills before advancing to the next level. Also good attendance, punctuality and attitudes are essential to successful completion of the course.

Trainees who have progressed to the advanced level of the course will receive specific training in typing, filing, telephone usage, clerical practice, and the operation of office machines. e.g., calculators, adding machines, duplicating machines, etc. The course will also stress the development of good work habits and desirable on the job behavior.

3. Support Services.

The four principle features of IOIC support services include:

a. Recruitment, Intake and Orientation:

In most international communities, the unemployed and under-employed require little external motivation to receive job training, therefore redruitment usually involves only dissemination of information throughout the target community that OIC serves.

b. Counseling and Referral:

Counseling assists with the total development of trainees entering Lesotho OIC by helping them to realistically assess their needs, abilities and potential or providing guidance in the development of vocational goals and the means to achieve them.

The Counseling staff participates with a team to screen enrollees and assist them with the development of an employability plan to accomplish their goals.

Counseling is the sustained contact which begins with intake and assessment and includes orientation and Adult Basic Education and continues through vocational education into ultimate Job Placement and follow-up.

c. On-The-Job-Training:

Referrals will be made to OJT component on the basis of assessment and evaluation findings for individual trainees.

Trainees referred to OJT will participate in training for stipulated period and will be maintained on Counselor's caseload until termination from program.

d. Job Development Placement:

Responsibility of this area is to promote placement of trainees at their highest skill level, obtain current information about labour needs, employment opportunities, technological changes, job requirements and industry changes which would be of significant value in planning, training and counseling of trainees.

Job placement services are provided to trainees who are job ready and employable.

e. Follow-up:

Formal Job Follow-up in Lesotho OIC is performed by the Job Developer on Job placed trainees at regular intervals; one day, one month, six month and one year.

III. TRAINEE SELECTION CRITERIA - LOIC:

Economic Qualification:

Self-supported - 25%

Dependent - 75%

Age - should be sixteen (16) years of age and above.

16 - 20	50%
21 - 24	25%
25 - 29	10%
30 - 34	10%
35 -	5%

Sex:

Male - 85%

Female - 15%

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Educational Qualifications - Should have Standard 7 certificate and be a J.C. leaver.

Standard 7 - Standard 10 (form D)- 80%

G.C.E. 20%

Ethnic Qualifications

Basotho	95%
Non-Basotho	5%

IV Additionally applicants must express a willingness to be trained and placed in the skill areas Lesotho OIC offers.

Lesotho OIC's Yearly Training Performance by Component:

Enrollments:

	FEB. '78 - SEPT. '79	OCT. '79 -SEPT. '80	OCT. '80 -SEPT 81
Feeder	96	67	125
Vock.	92	121	113
E.T.M.D.	-	19	182

Completions:

Feeder	58	44	67
Vock.	5	61	41
E.T.M.D.	-	-	119

Placements:

Feeder	1	-	-
Vock.	5	62	41
E.T.M.D.	N/A	N/A	N/A

V. STAFFING:

Additional Personnel required for operation of Phase II is as follows:

A. FEEDER (PRE-VOCATIONAL):

Feeder will need an additional three instructors.

B. VOCATIONAL:

Vocational Training will need an addition of six instructors.

C. COUNSELING:

Counseling will need an addition of two counselors.

d. JOB - DEVELOPMENT:

Job development will need one additional Job-Developer

e. ADMINISTRATION:

1. One Fiscal Officer is needed
2. One additional Driver is needed
3. One additional Custodian is needed

It is proposed that Phase I personnel then funded by Government of Lesotho will assist Phase II personnel in implementation of Phase II program.

TECHNICAL ASSISTANCE:

Technical assistance required to implement Phase II is as follows:

A. Technical Cooperation Team:

1. Program Advisors - 72 mm:

This is an administrative and supervisory position coordinating the functions and activities of an international technical assistance team and providing

technical assistance to Local Board members and the Local Counterpart.

2. Finance Administrative Specialist - 72 mm:

This position consists of directing Local staff in financial management, inventory and property control, personnel management, audit procedures, budget planning and maintenance of records and operational data for the Technical Cooperation Team and their families.

3. Mechanics Specialist - 36 mm:

This position involves working closely with the local counterparts in the development and implementation of Heavy and Light machinery operation courses of study, lesson plans and procedures that incorporates the latest development in this area. This Specialist will also be responsible for the Automotive mechanics course.

4. Building Trades Specialist - 36 mm:

This position involves working closely with the local counterparts in the development and implementation of the Building Trades courses of study, lesson plans and procedures that incorporates the most advanced and efficient developments in the Building Trades area.

IN MALOTI
$ = .90

SCHEDULE A

LESOTHO OIC

PROPOSED OPERATING BUDGET - PHASE II

16 OCTOBER 1981

	TOTAL		TCT		LOCAL	
	M	$	M	$	M	$
VOC. INSTRS (6 @ M350/M	38160-	42400-			38160-	42400-
FEEDER INSTRS (3 @ M485/M	17460-	19400-			17460-	19400-
COUNSELORS (2 @ M485/M	11640-	12933-			11640-	12933-
JOB DEVELOPER @ M485/M	5820-	6467-			5820-	6467-
FISCAL OFFICER @ 725/M	8700-	9666-			8700-	9666-
DRIVER @ M230/M	2760-	3067-			2760-	3067-
MAINTENANCE @ M120/M	1440-	1600-			1440-	1600-
TOTAL LOCAL SALARIES	85980-	95533-			85980-	95533-
FRINGE BENEFITS OF (PAID HOLIDAYS, PAID LEAVES, PENSION @ 20% OF SALARY)	17196-	19107-			17196-	19107-
PROGRAM ADVISOR	25790-	28665-	25790-	28665-		
FINANCE SPECIALIST	22630-	25144-	22630-	25144-		
BLDGS. TRADE SPECIALIST	19755-	21950-	19755-	21950-		
LIGHT & HEAVY MECH. SPEC.	17370-	19300-	17370-	19300-		
TOTAL TCT SALARIES	85545-	95059-	85545-	95059-		
FRINGE BENEFITS OF (PAID HOLIDAYS, PAID LEAVES, PENSION, INSURANCES, TAXES @ 40%)	34218-	38024-	34218-	38024-		
TOTAL SALARIES & BENEFITS	222939-	247723-	119763-	133083-	103176-	114640-

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	TOTAL		TCT		LOCAL	
	M	$	M	$	M	$
BALANCE B/F	222939-	247723-	119763-	133083-	103176-	114640-
OPERATING COSTS:						
TRAVEL & TRANSPORT						
LOCAL (PRIVATE VEHICLE)	3500	3889	2000-	2222	1500-	1667
VEHICLE (PETROL)	4200	4667			4200-	4667
MAINTENANCE	200	222			200-	222
AIR & SURFACE SHIPMENTS AND AIR TICKETS	75000	83333	75000-	83333		
OTHER DIRECT COSTS	26000	28889	8000-	8889	18000-	20000
ALLOWANCES	43410	48233	43410-	48233		
COMMODITIES/EQUIPMENT	147416	163795			147416-	163795
PARTICIPANT TRNG.	12000	13333	12000-	13333		
TOTAL OPERATING COSTS	311726	346361	140410-	156010	171316	190351
O.H @ 32% OF COSTS	99752	110836				
TOTAL SALARY & F.B.	222939	247723				
GRAND TOTAL	634417	704920				

SCHEDULE B

LOCAL FUNDING FOR PERIOD FEB. 1978 - SEPT. 1981

FUND RAISING AND DONATIONS - IN MALOTI

YEAR		AMOUNT
GOL - HOST COUNTRY		
FEB 78	- SEPT 30, 1978	NO ACTIVITY
OCT 1,78	- SEPT 30, 1979	"
OCT 1,79	- SEPT 30,1980	38960.00
OCT 1,80	- SEPT 30,1981	108810.00
	TOTAL	147770.00
FUND RAISING		
DECEMBER 1980		184.98
AUGUST 1981		1029.00
		1203.98
DONATIONS		
APRIL 1981		2001.84
		150975.82

SCHEDULE C

STONE MASONRY INSTRUCTOR OFFICE EQUIPMENT AND FURNISHING

DESCRIPTION	QUANTITY
Instructor's Desk	1
Instructor's chairs	2
Book-shelves (2m wide x 300mm deep x 2m high)	2
File Cabinets	2
TEACHING EQUIPMENT	
Over-head Projector	1
Filmstrip Projector	1
Flip Charts	2
Tape Recorder	1
Calculator	1

BRICK MASONRY INSTRUCTOR OFFICE

EQUIPMENT AND FURNISHING

DESCRIPTION	QUANTITY
Instructor's Desk	1
Instructor's chairs	2
Book-shelves (2m wide x 300mm deep x 2m high)	2
File Cabinets	2
TEACHING EQUIPMENT	
Over-head Projector	1
Filmstrip Projector	1
Flip Charts	2
Tape Recorder	1
Calculator	1

SCHEDULE C

ELECTRICITY INSTRUCTOR OFFICE EQUIPMENT AND FURNISHING

DESCRIPTION	QUANTITY
Instructor's Desk	1
Instructor's chairs	2
Book-shelves (2m wide x 300mm deep x 2m high)	2
File Cabinets	2
TEACHING EQUIPMENT	
Over-head Projector	1
Filmstrip Projector	1
Flip Charts	2
Tape Recorder	1
Calculator	1

SCHEDULE C

AUTOMOTIVE INSTRUCTOR OFFICE EQUIPMENT AND FURNISHING

DESCRIPTION	QUANTITY
Instructor's Desk	1
Instructor's chairs	2
Book-shelves (2m wide x 300mm deep x 2m high)	2
File Cabinets	2

TEACHING EQUIPMENT

Over-head Projector	1
Filmstrip Projector	1
Flip Charts	2
Tape Recorder	1
Calculator	1

SCHEDULE C

HEAVY/LIGHT EQUIPMENT INSTRUCTOR OFFICE

EQUIPMENT AND FURNISHING

DESCRIPTION	QUANTITY
Instructor's Desk	1
Instructor's chairs	2
Book-shelves (2m wide x 300mm deep x 2m high)	2
File Cabinets	2
TEACHING EQUIPMENT	
Over-head Projector	1
Filmstrip Projector	1
Flip Charts	2
Tape Recorder	1
Calculator	1

DESCRIPTION	QUANTITY
ONE JOB DEVELOPER'S OFFICE	
Instructor's Desk	1
" Chairs	1
File Cabinets	2
Guest Chairs	2
(TWO) COUNSELORS' OFFICES	
Instructor's Desk	2
" Chairs	2
File Cabinets	4
Guest Chairs	4
(ONE) FISCAL OFFICER	
Typing Desks	1
" Chairs	1
File Cabinets	1
Guest Chair	1
(FOUR) TCT OFFICES	
Instructor's Desk	4
" Desk Chairs	4
File Cabinets	8
Guest Chairs	4

DESCRIPTION	QUANTITY
Water brush	15
Hand hook	
Building Line (fish lines) 6 meters	20
Line Pins	20
Overhead Projector	1
Filmstrip Projector	1
Filmstrip Projector	1
Flip Charts	2
Tape Recorder	1
Calculator	1

STONE MASONRY EQUIPMENT AND FURNISHING

DESCRIPTION	QUANTITY
Coronation Bricks	4,000
Concrete Blocks	1,000
Sand	$10m^3$
Crushed stones	$5m^2$
Steel Square	20
Spirit Level 1 meter	20
Spirit Level 900 mm	20
Trowel, Building	20
Trowel Pointing	10
Trowel Gauging	10
Trowel Plastering	20
Trowel Floating	20
Internal Cornering tool	10
External cornering tool	10
Greover	10
Hammer, Brick	20
Hammer, club	10
Hammer, Combination	10
Hammer, nosing	10

DESCRIPTION	QUANTITY
Water brush	15
Hand hawk	
Building Line (fish lines) 6 meters	20
Line Pins	20
Overhead Projector	1
Filmstrip Projector	1
Filmstrip Projector	1
Flip Charts	2
Tape Recorder	1
Calculator	1

BRICK MASONRY EQUIPMENT AND FURNISHING

DESCRIPTION	QUANTITY
Coronation Bricks	4,000
Concrete Blocks	1,000
Sand	$10m^3$
Crushed stones	$5m^2$
Steel Square	20
Spirit Level 1 meter	2o
Spirit Level 900 mm	20
Trowel, Building	20
Trowel Pointing	10
Trowel Gauging	10
Trowel Plastering	20
Trowel Floating	20
Internal Cornering tool	10
External cornering tool	10
Groover	10
Hammer, Brick	20
Hammer, club	10
Hammer, Combination	10
Hammer, nosing	10

/2...

DESCRIPTION	QUANTITY
Water brush	15
Hand hawk	
Building Line (fish lines) 6 meters	20
Line Pins	20
Overhead Projector	1
Filmstrip Projector	1
Filmstrip Projector	1
Flip Charts	2
Tape Recorder	1
Calculator	1

Equipping the Electrical Shop

THIS is a limited list of tools and equipment used in the general electrical trades. It is from a list prepared by the Bureau of Trade and Technical Education, New York State Department of Education. It is considered a minimum list and the quantity of each item should be determined by local conditions.

ELECTRICAL TRADES TOOLS

Blowtorch–gasoline, one qt.
Calipers–6" inside, spring steel
Calipers–6" outside, spring steel
Chisels–assorted popular sizes, cape and cold
Chisels–wood
Bender–sizes of pipe shoes, ½"-2½".
Dividers–6" spring steel
Die-machine screw–sets of standard die sizes no. 6-32 to no. 10-32; also no. 10-24, ¼"-20
Die stock–sizes for above dies
Drill stand–three sizes, no. 1-60, 1/16"-½", A-Z drills
Drills, electric–¼" and ½", chuck sizes, heavy duty type
Drills, star–¼", ⅜", ½", ¾"
Drills, tungsten carbide–¼", ⅜", ½"
File card–steel back, wire bristles
Files–assorted mill and bastard; flat, round, triangular
Wire gage
Gas torch–propane, with replaceable cans
Gage–60°, V-type thread
Hammer, machinist–12 oz., ball peen, wood handle
Hammer, claw–carpenter's type, wood handle
Hammer, soft face–rawhide or plastic tipped
Hockey heads–½", ¾", and 1"
Hole saws and mandrels for ½" to 2" pipe
Micrometer–outside, calibrated to .001", range 0-1"
Oil stone–¾" x 2" x 5", medium grit
Pipe dies and stocks with reversible dies, ¼" to 1½"
Pipe dies–ratchet with dies ¼" to 2"
Pipe vise and standard
Pliers, assorted types–needle, duckbill, and slipjoint, 6"
Pliers–channel lock, adjustable, 10"
Pliers–diagonal cutter type, 5" and 7" sizes
Pliers–lineman's 8"
Punch–assorted sizes of long, aligning, starting, center, and prick punches
Punch–gasket cutting type, assorted sizes
Reamer, pipe
Rule–steel, 6" and 12" sizes, steel hard-ened tip
Rule–folding, 6'
Saw–carpenter's, crosscut and rip
Saw–[illegible] with removable blade
Saw, hand hack–8" to 12" adjustable frame, pistol grip
Screwdriver–assorted types and sizes, i.e., general purpose, electricians, insulated
Screwdriver–Phillips, offset
Screw extractor–straight shank, fluted blade, assorted sizes
Scriber–5", replaceable blade type
Snips–tin, straight 8", hardened and tempered steel
Soldering iron–electric, 100w, with assorted tips
Soldering iron–[illegible] 100w
Spark [illegible] for [illegible] type
[illegible] and 120 blade with [illegible]
[illegible] 1/32"
assorted sizes, no. 1-40 to no. 12 N.C. and N.F.
Taps–fractional sizes, N.C. and N.F. ¼"-¾"
Tap wrench–"T" handle, adjustable chuck, hardened jaws, sizes to take machine screw and fractional size taps
Tap wrench–bar type, adjustable vise jaw ¼" to ¾" taps
Wrenches–adjustable, 6", 8", and 12" (crescent pattern)
Wrenches–pipe, 10" and 18"
Wrencher–spinner, assorted sizes ⅛" to 1"
Wrenches–Allen, hexagonal offset, assorted sizes 1/16" to ⅜"

ELECTRICAL TRADES EQUIPMENT

Air compressor–small, portable
Annunciators–assorted drops and types
Arbor press for motor bearings
Alternator–single phase, run by d-c compound motor
Alternator–three phase, run by d-c compound motor
Bells
Breakers–air, circuit
Breakers–oil
Buzzers
Can–gasoline
Controller–cam, d-c
Controller–automatic, d-c, dashpot or counter E.M.F.
Controller–drum
Compensator–three phase, 220 v, manual
Compensator–three phase, 220 v, automatic
Drill press and drills
Fixtures–fluorescent
Fixtures–incandescent
Fixtures–neon tube
Generator–compound, d-c, 120 v
Grinder–bench
Hydrometer
Hoist–chain, 1 ton
Magnets–magnetic experiments and demonstration units
Motor channel box
Microphones–carbon, crystal, and dynamic
Motor–compound, d-c
Motor–shunt, d-c
Motor–generator unit, 120 v, 10 kw, master unit
Motor–squirrel cage induction, three phase d-c with compound generator
Motor–wound rotor induction
Motor–Selsyn
Motor–squirrel cage induction, three phase with special terminal board for different internal connections
Motor–single phase, resistance start type
Motor–single phase, capacitance start type
Motor–single phase, repulsion start induction
Motor–single-phase universal
Motor–Saint Louis, for tests and demonstration
Motor–a-c and d-c demonstration unit for generators and motors
Oscillator–beat frequency, audio range
Oscillator–r-f, and 400-c modulated
Panels–switch board
Panel plugs and receptacles for dead-face panels
Photo-electric unit–commercial, with light source
Power supply–electronic circuit with meters for Element, B, and C supplies
Push buttons–motor start-stop, start-stop and reverse, emergency
Receiver–telephone for tests
Rectifiers–dry disc and tungar
Relays
Resistors–start connected for three-phase wound rotor motor, speed control
Rheostats–field
Rheostats–load, 1 kw carbon stack, panel board
Rheostats–load, portable, wire wound with convenient switches
Service box–4-circuit, fused, including master and stove switch
Service box–breaker-controlled, 4-circuit, master and stove switch
Speakers–permanent and electro-dynamic
Storage batteries
Starter–across the line
Starter–across the line, reversing
Switches–single-pole, double-throw knife
Switches–double-pole, double-throw knife
Switches–three-pole, single-throw, fused, panel
Switches–two-pole, single-throw, fused, panel
Starting box–three-point, d-c
Starting box–four-point, d-c
Starting box–four-point with speed regulating d-c
Telephones
Thermometers
Terminals–insulated [illegible] posts suitable for motor connection
Thermostats
Transformer–1 K.V.A. with taps on primary and 220, 110 v secondary
Transformers–auto, 120 v
Transformers–auto, with adjustable sliding contacts, 0-130 v
Transformers–neon, tube
Transformers–potential for meters
Transformers–current with [illegible] secondary
Tube checker
Lathe
Brushes
Portable drills (light and heavy)
[illegible]

Equipping the Automotive Shop

THE following list of tools and equipment is designed for instructional programs in automotive servicing. It is adapted from *Standards for Automotive Service Instruction in Secondary Schools* with special permission from The Automobile Manufacturers Association, Inc.

Hand and Special Tools

Awl, scratch
Brush, bristle, hand
Brush, wire, hand
Brush, wire, power-driven
Calipers: 6"-I.D.; 6"-O.D.
Chisels: Cape ¾"-6"; cold ½"-6"; diamond point ¼"-6"
Cutter, tailpipe
Dies:
1. Machine screw: 6-32NC, 6-40NF, 8-32 NC, 8-36NF, 10-24NC, 10-32NF, 12-24 NC, 12-28NF, Adj. 3/16" O.D.
2. National standard adjustable round split dies forming American standard thread ⅛" thickness, 1-5/16" O.D. 1 set: ¼"-20NC, 5/16"-18NC, ⅜"-16NC, 7/16"-14NC, ½"-13NC, 9/16"-12NC, ⅝"-11NC, ¾"-10NC, ¼"-28NF, 5/16"-24NF, ⅜"-24NF, 7/16"-20NF, ½"-20NF, 9/16"-18NF, ⅝"-18NF, ¾"-16NF.
3. Die stock, machine screw—to hold 1 5/16" O.D. round adjustable machine screw die.
4. Die stock, national standard—to hold ⅛" thick 1-5/16" O.D. national standard die.
5. Tap and die set NF ¼" to 1"
6. Tap and die set NC ¼" to 1"

Dividers: 6" stiff spring tapered spool
Dresser, grinding wheel
Expander, tailpipe
Files:
10" flat bastard; 14" flat bastard; 10" half round bastard; 10" round bastard; 10" hand smooth; 10" mill smooth; file handles; ignition point; regulator point; 6" saw, extra slip taper; thread
Flaring tool kit: 3/16" to ⅝" O.D. tubing size; tube cutter
Hammers: ball peen, assorted; sledge, 8 lb.
Knife: pocket; putty
Mirror, inspection
Micrometer: I.D. range 2" through 9½"; O.D. sizes 0-1", 1-2", 2-3", 3-4"
Oil stone
Pliers:
Vise-grip, adjustable; needle nose 6"; combination slip joint 8"; diagonal cutter 6"; adjustable offset 8", 10", 12"; snap ring (standard), snap ring, Truarc, internal external #1,2,3,4; hose clamp; brake spring; battery clamp
Punches: drive pin, ⅛" to 5/16" dia.; center ⅛" x 4"
Reamer, set expandable ½" to 2"
Rule, steel, 6" in sixteenths inch
Saw, hand hack, adjustable frame, 8"-12"
Screwdrivers: regular; Phillips head, clutch head
Screw extractor: straight shank, deep fluted blade, set of six
Screw starter
Sprocket ⅝" dia.
Stop rod: straight 1/2" x 12"
Soldering irons, electric, soldering tips and guns

Spring tension scales:
Brush and point 0-48 oz. draw scale with hooked prong; steering gear checking 0-15 lbs. draw scale with steering wheel grip.
Square, combination: 12" blade with protractor head
Stamps, steel: 5/16" figures, 1-0; 5/16" letters, A-Z
Taps:
1. Machine screw taps—hand tap, plug type, straight fluted, 1 set: 6-32NC, 6-40NF, 8-32NC, 8-36NF, 10-24NC, 10-32NF, 12-24 NC, 12-28NF
2. N.C. Standard—hand tap, plug type, 1 set: ¼"-20, 5/16"-18, ⅜"-16, 7/16"-14, ½"-13, 9/16"-12
3. National fine standard—hand tap, plug type, 1 set: ¼"-28, 5/16"-24, ⅜"-24, 7/16"-20, ½"-20, 9/16"-18, ¾"-16
4. National Standard pipe: ⅛", ¼", ⅜"

Tap wrench:
T-handle, adjustable chuck; machine screw tap wrench, T-handle adjustable vise jaw, for sizes 6-32 to 12-28; National Standard tap wrench, adjustable vise jaw, tap sizes ¼" to ¾"
Tape, flexible, steel, 25'
Wrenches, adjustable, assorted
Wrenches, Allen, 3/16" to ⅝"
Wrenches, box, double offset, hex short: ⅜" and ¼", ¼" and 5/16", 5/16" and ⅜", ⅜" and 7/16". Long: 7/16" and ½", ½" and 9/16", 9/16" and ⅝", ⅝" and 11/16", ¾" and ⅞", 15/16" and ⅞", 15/16" and 1"
Wrenches, deep socket: ⅜" drive, ⅜" through 1" openings; insulated spark plug
Wrench drive adapter: ⅜" female and ½" male; ⅜" male and ½" female
Wrenches, electrical: open doubled end, thin, 13/64" through ⅝" openings; socket set 13/64" through ⅝" openings
Wrench handles—⅜" and ½" drives: flex, ratchet, and speed
Wrenches, open end:
Short: 5/16" and ½", ¼" and 9/16", 5/16" and ⅜", ⅜" and 7/16", 7/16" and ½", ½" and 9/16", 9/16" and ⅝", ⅝" and 11/16", ¾" and ⅞", 13/16" and ⅞", 15/16" and 1"
Wrenches, pipe, assorted sizes
Wrenches, socket:
⅜" drive, ⅜" through ¾" openings; ½" drive, 7/16" through 1¼" openings; ¾" drive, large sockets as needed
Wrench, tappet adjusting:
7/16" single open end; ½" single open end; 5/16" single open end
Wrench, torque:
0-100 lb/ft, ⅜" drive; 0-100 ft/lbs, ½" drive; 0-250 ft/lbs, ½" drive
Wrench, universal joint: ⅜" and ½" drive
Wrench, universal socket:
⅜" drive, ⅜" through ¾"
Wrenches, special: metric and Whitworth sizes for European automobiles

Service and Testing Equipment

Air compressor: a water separator should be placed in the line to remove moisture from the air before entering equipment.
Aligning jig
Arbor press: 10 ton hydraulic; 3 ton hand
Battery equipment:
Carrier; charger, 6 and 12 volt; fast charger, 6 and 12 volt; hydrometer; service tester; container, hole, stopper; acid; battery cable

Brake equipment:
Grinder, brakeshoe; drum lathe with attachments; rebiner—riveter and grinder; brake pressure bleeder; clamps, wheel cylinder; hone, cylinder; adjusting tools; brake fluid dispenser
Cleaning equipment:
Steam—low pressure type; solvent cleaning tank (check local codes)
Containers:
Can, safety gasoline—1 gal. 24 GA. lead coated, non-spill sealed, trigger type pouring lip (check local code); can, waste—galvanized, 12"x15", legs and spring lift cover (check local code)
Cord extension light:
Complete with moulded rubber handle and socket, moulded rubber attachment plug and lamp guard; use heavy duty bulbs.
Covers: seat and fender
Creepers: 4 universal casters
Drill: electric portable ⅜"; electric portable ½"; press with motor and chuck
Drill stands: fractional, 3/16" through ½", numbered, 0 through 80; letter
Dynamometer: chassis; engine
Engine lifting equipment: as required
Engine support bars: as required
Flaring tool kit: 3/16" to ⅝" O.D. tubing size; tube cutter
Fire extinguisher: approved by local codes
Fire blanket and container
Gages, pressure:
Tire; compression; vacuum and fuel pump; automatic transmission; cooling system; air conditioning; power steering.
Gages, general:
Brake drum; screw thread; feeler set, flat; feeler set, wire; dial, universal; cylinder dial indicator
Grinder, bench
Hoist: chain, overhead trolley and monorail; portable crane
Hones: piston pin; cylinder bore; brake cylinder
Impact wrench (with appropriate sockets): electric, air, and hand, ⅜" drive
Jacks:
Floor, hydraulic, 2 ton; hand, portable hydraulic, 1½ ton; transmission
Lathe: metal bench type, back geared, motor driven, with attachments
Lifts: auto, hydraulic, frame contact, two plungers; automatic transmission, hydraulic
Lubrication equipment (portable or hand): Dispensers, high pressure, chassis; dispensers, low pressure, transmission and rear axle, hand pump, miscellaneous; engine
Magnets: permanent bar type; permanent U type; pickup tool
Oil measure: general assorted; automatic transmissions
Oiler: pump, hand
Piston ring tools:
Compressor; piston cleaner; remover and installer
Pullers:
Steering wheel (universal type); axle and light bearing; wheel and hub (universal type)
Radiator hydrometer
Riveter, hand
Stands:
Safety jack, 2 ton pin, equal end of 2000 swing, rear mounted, with locking device, rear axle overhaul; transmission overhaul

SCHEDULE C

SECRETARIAL SCIENCE - EQUIPMENT AND SUPPLY LIST

QUANTITY	DESCRIPTION
20	L. Shaped Desks
20	Chairs
1	Chalkboard
3	File Cabinets
3	Book Cabinets
1	Waste basket
1	Desk Pad
20	Electric Typewriters (IBM)* W/2 elements each & typing pads
2	Tape Recorders
1	Stop watch
6	File Tays
4	Staplers
20	Gregg Typing System
20	Learning System
	Cassettes
	Word Division Manuals
20	Typing Mailable Envelopes
2	Dictionaries
20	English Usage Drills and Exercises
20	Applied Office Typewriting
20	Progressive Filing Textbooks
	Practice set for program filing
1	Teachers' Manual and Key text
20	Reprographic texts
20	Word Division Manuals
3	Calculators (Desk - 10 Key)
20	Typing Elements
2	Thesaurus
20	Transcribers
20	Typewriter Ribbons

QUANTITY	DESCRIPTION
200	Korecto-type
200	White-Out (Liquid Paper correcting Fluid)
6boxes	Chalk
100	Reams Typing Bond
1000	Envelopes
20	Typing Power drill books
20	Workbooks
1	Teachers' Manual
20	Gregg Dictation and introductory workbooks
20	Record-keeping books
20	Record-keeping Guide
20	On-thejob Secretarial Training Practice Books

HEAVY/LIGHT EQUIPMENT FURNISHING

NOTE: Information unavailable locally therefore due to time element allowed was unable to obtain quotes.

Ref: LIHC/MN 115/3085
GAM/jpm

15th October, 1981

The Director
Lesotho Opportunities Industrialization Centre
P.O. Box 2542
MASERU 100

Dear Sir,

Production Systems Joinery - L.O.I.C Graduates.

We have had the opportunity of employing your capentry/joinery graduates and have found them positive towards work, correctly motivated, and they have fitted well into our joinery operations.

We think you are doing very well given the fact that without your training your trainees could not have achieved the said qualities. Your work is commended and you can be assured of our continued support for your efforts.

Your programme through which your train drop-outs at primary and secondary levels serves the development of manpower at a level where no other organisation has yet not attempted to address itself to.

Yours truly,

M. [illegible]
Production Systems Manager.

C TO C BUILDING INDUSTRIES (Pty) Ltd.

P.O. BOX 683 ,

MASERU. 100

15th October 1991

TO WHOM IT MAY CONCERN

This is to testify that the trainees Lesotho O.I.C. produces are the caliber of well-trained and behaved semi-skilled artisans.

C TO C Building Industries has been employing the L.O.I.C. trainees since 1989 and continues to look forward to future employment of the L.O.I.C. trainees.

We feel that the L.O.I.C. program is performing a much needed service to the growth and development of the industrial dimension of the country and sincerely hope that the program will continue to operate as it is in our opinion, the only program providing skills training and attitudinal development to individuals not being served by other institution in Lesotho.

Should you need further information from me concerning L.O.I.C. trainees, I will be more than happy to provide.

Sincerely,

H.T. Moholobele(Managing Director)
C TO C BUILDING INDUSTRIES (Pty) Ltd.

GOMES CONSTRUCTION (PTY.) LTD.

Phone 23533
P.O. Box 931, MASERU LESOTHO

15th October, 1981

L.O.I.C.,
Manpower Training Centre,
P.O. Box 2542,
MASERU - 100

Dear Sir/Madam,

This is to testify that Gomes Construction Company has been employing the Lesotho Opportunities Industrialization Centre Trainee possesses those skills and attitudes necessary to meeting the demands of the Construction world.

In our opinion, the L.O.I.C. program offers the best training to Standard VII drop-outs and we would certainly like to see it continue as we will always be looking forward to placing the L.O.I.C. trainees in jobs with our Company,

Yours Sincerely,

for: Gomes Construction (PTY) Ltd.

TSOLO & SONS FURNISHERS

P.O. Box MS 757
Maseru Lesotho 100

A. R. MAKARA
Director

Housed in Sehoboleng Industrial Centre
Specialist in furniture design, cabinet making, carpentry & joinery

October 15, 1981

The Director,
Lesotho O.I.C.
P.O. Box 2542,
MASERU

This is to testify that Tsolo and Sons has been employing LOIC trainees since 1980. In our opinion, the OIC-Lesotho training program has provided a service to those individuals whose educational background would otherwise prohibit them from pursuing training from other institutions who cater to an entirely different target population.

OIC-Lesotho is producing individuals who are able to perform up to the levels of expectation demanded of the construction field.

It is our sincere hope that the LOIC program will continue for without it, there can be no alternate for individuals in need of semi-skilled training.

Sincerely,

A.R. Makara,
Director,
Tsolo and Sons Furnishers