

THE INDUSTRIAL TRAINING FUND



ITF REVIEWED VISION:

STRATEGIES FOR MANDATE ACTUALIZATION

2020 - 2024

INTRODUCTION

The Industrial Training Fund (ITF), having successfully implemented the First Phase of its Reviewed Vision: Strategies for Mandate Actualization, has further identified new areas that will strengthen the gains of this vision in line with the Federal Government Policy direction.

In view of the foregoing, the need to revisit and chart a new course to address current and emerging trends in the Human Capital Development becomes imperative.

PROPOSED VISION

1. TO BE THE LEADING SKILLS TRAINING ORGANISATION IN NIGERIA AND ONE OF THE BEST IN THE WORLD.
2. TO BE THE LEADING HUMAN CAPITAL DEVELOPMENT ORGANISATION IN NIGERIA AND ONE OF THE BEST IN THE WORLD.

PROPOSED MISSION

1. TO SET, REGULATE TRAINING STANDARDS AND PROVIDE HUMAN CAPITAL DEVELOPMENT INTERVENTIONS USING A CORPS OF HIGHLY COMPETENT PROFESSIONALS.
2. TO SET, REGULATE TRAINING STANDARDS AND PROVIDE NEED-BASED HUMAN CAPITAL DEVELOPMENT INTERVENTIONS USING A CORPS OF HIGHLY COMPETENT PROFESSIONALS IN LINE WITH GLOBAL BEST PRACTICES.

SUMMARY OF PROGRAMMES/ACTIVITIES (2020 – 2024)

S/N	CATEGORY	PROGRAMMES/ACTIVITIES	STRATEGY/APPROACH	EXPECTED OUTCOME
1.	Direct Training Services	1. Curriculum Development	a) Conduct study to identify trending and future needs of the economy. b) Develop curriculum to address the identified needs.	<ul style="list-style-type: none"> Developed relevant curricula and programmes for implementation.
		2. E-Learning	a) Identify e-learning programmes. b) Acquire tools and software for e-learning content development. c) Set up an e-learning studio. d) Develop capacity on operations of e-learning management system. e) Coordinate all e-learning programmes from Headquarters.	<ul style="list-style-type: none"> Functional e-Learning Management System. Wider reach to prospective clients. Production of high quality virtual programmes.
		3. Scheduled Programmes	a) Review and update existing programmes in line with best practices and emerging trends.	<ul style="list-style-type: none"> 100% achievement of target in terms of number and quality training delivery.
		4. Unscheduled Programmes	a) Conduct in-house training to meet specific clients' expectations.	<ul style="list-style-type: none"> Maximum impact in service delivery.
		5. Consultancy Services	a) Review the ITF Act to accommodate the establishment of a registered Consultancy Services Outfit.	<ul style="list-style-type: none"> Structured and effective consultancy services.
		6. Standardization and Certification	a) Maintain ISO certification and also get certified in other relevant standards such as Safety, Health and Environment, etc. b) Secure international certification as an Awarding Body for Human Capital Development. c) Facilitate the development of Safety Policy for the Fund.	<ul style="list-style-type: none"> Enhanced quality of service. Become an awarding body of internationally recognised certification in training.
		7. Micro, Small and Medium	a) Develop ITF-Start and Improve Your Business (ITF-SIYB)	<ul style="list-style-type: none"> Provision of need-based solutions.

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		Enterprises (MSMEs)	<ul style="list-style-type: none"> model for MSMEs. b) Strengthen the capacity of MSMEs in Business Management using the ITF-SIYB Model. 	<ul style="list-style-type: none"> • Improved business processes.
		8. Technical & Vocational Skills Programmes	<ul style="list-style-type: none"> a) Develop hands-on curriculum for technical and vocational programmes. b) Collaborate with relevant agencies to harmonise the technical and vocational programmes. c) Organise Skills Competition in the Skills Training Centres. 	<ul style="list-style-type: none"> • Increase in the quality and patronage of Technical and Vocational Skills Training.
		9. Specialised Programmes in Maritime, Oil & Gas	<ul style="list-style-type: none"> a) Develop capacity of Officers with background in Maritime, Oil and Gas. b) Conduct needs assessment and develop curriculum based on identified need. c) Implement tailor-made programmes to address needs identified. 	<ul style="list-style-type: none"> • Corps of professional Staff in maritime, oil and gas. • Provision of tailor-made programmes.
		10. Certification of Apprentices, Technicians & Craftsmen	<ul style="list-style-type: none"> a) Identify Trade Areas with verified National Occupational Standards (NOS). b) Conduct assessment and certification programmes using ITF ISTCs on continuous basis. 	<ul style="list-style-type: none"> • Certified Apprentices, Technicians and Craftsmen in line with ITF Mandate. • Skills Training Centres become National Skills Qualification (NSQ) assessment centres.
		11. Performance & Productivity Improvement Training (PPIT)	<ul style="list-style-type: none"> a) Conduct capacity assessment of Staff and deploy accordingly for optimum performance. b) Review PPIT programmes for better impact. 	<ul style="list-style-type: none"> • Improved quality services to ITF clients.
2.	Revenue Generation and Sustainable Funding	1. Training Contribution/Revenue Generation	<ul style="list-style-type: none"> a) Scientifically set revenue targets using developed instruments. b) Identify collection centres in areas where there are prospects. 	<ul style="list-style-type: none"> • Improved revenue base.
		2. Discovery of Companies	<ul style="list-style-type: none"> a) Set and monitor targets for all Staff on discovery and registration of companies. 	<ul style="list-style-type: none"> • Involvement of all categories of Staff in revenue generation. • Increase clientele.
		3. Course and School Fees	<ul style="list-style-type: none"> a) Collect full payment of course and school fees on or before 	<ul style="list-style-type: none"> • Improved revenue base.

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		Collection	implementation or resumption.	
		4. Contractor Registration	a) Attach ITF official receipt of payment for registration certificate of compliance by suppliers and contractors for pre-qualification. b) Ensure patronage of only registered Contractors and Service providers.	•
		5. Commercialization of ITF facilities	a) Identify and review upward upgraded facilities by 50% and non-upgraded facilities by 30% in all Area Offices.	• Enhance time value for money.
		6. Consultancy Services	a) Facilitate the registration of Consultancy Outfit. b) Operate Consultancy as an enterprise.	• Improved revenue base.
		7. Funding Windows	a) Identify and access various funding windows of relevant organisations.	•
		8. Disposal of Obsolete Items	a) Assess disposable items across all Arms of the Fund. b) Conduct auctions of identified disposable items.	• Reduce environmental disfiguration and improve workplace hygiene.
		9. Upward Review of Fund's Facilities	a) Assess Fund's residential quarters and increase rates by 20% across all categories.	
		10. Verification of Company Accounts	a) Aggressively carry out verification of company account annually. Those not verified must be done the following year.	• Improved revenue base.
3.	Resource Utilization	1. Reimbursement to Companies	a) Quarterly carry out sensitization of employers of labour on training and its associated benefits (zonal basis). b) Facilitate full automation of reimbursement process.	• Seamless and flawless reimbursement process.
		2. Optimal Utilization of Skills Training Centres (STCs) and Vocational Wings	a) Review goals and targets of Skills Training Centres. b) Liaise with relevant certifying bodies to review the Skills Training Centres' curriculum in different programmes.	• Optimm utilization of machineries and equipment in the STCs. • Unified curricula for different Trade Areas.
		3. Cost Control and Efficiency	a) Ensure strict budget monitoring and control. b) Monitor projects for efficiency and effectiveness. c) Examine, review and verify all transactions in the Fund.	• Effective and efficient cost control.
		4. Annual Budget	a) Issue budget call-up letters early. b) Conduct budget session online.	• Early preparation and submission of annual budget.

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			c) Submit and obtain budget approval from Council and National Assembly.		
4.	Special Intervention Programmes	1.	COVID-19 Interventions	<p>a) Schedule Staff work roster/schedule and regulate influx of Staff and visitors in line with National Centre for Disease Control (NCDC) guidelines.</p> <p>b) Print and make available COVID 19 safety rules in strategic locations of all arms of the Fund.</p> <p>c) Design, develop and implement free training programmes in selected areas to clients to cope with post COVID 19 effects.</p>	<ul style="list-style-type: none"> Promotion of World Health Organisation (WHO) COVID-19 hygiene protocol. Prompt response to clients' needs.
		2.	National Industrial Skills Development Programme (NISDP)	<p>a) Use online trainee application to screen, select and place trainees for Cosmetology, Tailoring and ICT.</p> <p>b) Increase number of centres, conduct, monitor and evaluate skills training in identified trades.</p> <p>c) Provide Business Development Support Services.</p>	<ul style="list-style-type: none"> Provision of employable skills for job and wealth creation.
		3.	Agriculture	<p>a) Use online trainee application to screen, selected and place trainees.</p> <p>b) Develop integrated farming model and secure the buy-in of Government at all levels.</p> <p>c) Adopt the integrated farming model for the training of youths nationwide.</p> <p>d) Build capacity of Agricultural Extension Workers in line with integrated farming model.</p>	<ul style="list-style-type: none"> Food security. Job and wealth creation. Platform for knowledge and information transfer.
5.	Human Capital Development	1.	Monitoring and Evaluation	<p>a) Review, monitor and supervise all activities to ensure conformity.</p> <p>b) Gather data on all programmes and projects in a databank, analyse and give periodic reports.</p>	<ul style="list-style-type: none"> Qualitative service delivery and effective planning. Maximum Return on Investment (RoI).
		2.	Staff Discipline and Information Management	<p>a) Effectively occupy Staff through provision of engaging work schedules and by coaching and mentoring.</p> <p>b) Ensure appropriate restriction of confidential records.</p>	<ul style="list-style-type: none"> Responsible and disciplined workforce.
		3.	Succession Planning	a) Superiors should effectively supervise and monitor	<ul style="list-style-type: none"> Productive workforce.

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			<p>activities of Officers to prepare them for future roles in the Fund..</p> <p>b) Staff attitude to work should revolve around ITF Core Values.</p>	<ul style="list-style-type: none"> Seamless succession.
		4. Strategic Planning	<p>a) Review Key Result Areas (KRA) to capture all activities of the Fund and secure approval</p> <p>b) Develop strategic, tactical and operational Plans in line with the new KRA.</p> <p>c) Review Performance Appraisal System that rewards hard work and sanctions underperformance.</p>	<ul style="list-style-type: none"> Achievement of Corporate goals. Effective reward system.
		5. Career Development & Capacity Building	<p>a) Identify Certification programmes and make appropriate recommendations to Management.</p> <p>b) Develop capacity of Staff for professional Certification along career path.</p>	<ul style="list-style-type: none"> Professionally Certified workforce. Adherence to career path.
6.	Students' Industrial Work Experience Scheme (SIWES)	1. Students' Industrial Work Experience Scheme (SIWES)	<p>a) Review programmes in conjunction with supervisory Agencies in line with SIWES objectives.</p> <p>b) Encourage institutional collaboration/synergy for effective supervision</p>	<ul style="list-style-type: none"> Reviewed SIWES guidelines to better meet industry needs.
	7. Automation of Business Processes	1. System Automation	a) Capture all outstanding processes on the ERP and other platforms. Such as Reimbursement, HR Analytics, E-Library and SIWES Management System amongst others.	<ul style="list-style-type: none"> Full automation of business processes
8.	Research and Development	1. Surveys and Studies in Human Resource Development.	<p>a) Identify areas of national interest relevant to ITF's Mandate</p> <p>b) Conduct surveys in areas HR needs relevant to National development and publish findings.</p> <p>c) Source for local and international funding to complement ITF funding efforts</p> <p>d) Develop strategies for implementation of study recommendations.</p> <p>e) Conduct periodic Summits/Conferences to communicate survey findings and elicit information from Stakeholders.</p>	<ul style="list-style-type: none"> Become a research and development driven ITF.
		2. Knowledge Management	a) Continuously identify and capture,store, retrieve and share	<ul style="list-style-type: none"> Sustained productivity

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			<p>knowledge within and outside the Fund.</p> <p>b) Provide necessary infrastructure for effective knowledge sharing and management.</p>	
		3. Labour Market Information (LMI)	<p>a) Coordinate the formulation of policy on data integration in collaboration with relevant agencies</p> <p>b) Source for funding from Local and International donor agencies to fund the LMISystem project</p>	<ul style="list-style-type: none"> Establishment of a functional LMISystem for Nigeria.
9.	Other Programmes/Services	1. National Skills Summit	<p>a) Conduct National Skills Summit biennially in place of National Training Conference.</p> <p>b) Facilitate the formulation of a functional National Skills Development Policy through Stakeholders' engagement.</p> <p>c) Promote and encourage sectoral stakeholders to form Skills Council that will be driven and funded by them.</p> <p>d) Promote and encourage all Sector Skills Councils to conduct Employers Skills Survey in their various sectors and integrate the data into a national database for the provision of Labour Market Information for the economy.</p>	<ul style="list-style-type: none"> National Skills Development templates and policy implementation strategies. Formation of functional Sector Skills Council. Provision of data for Labour Market Information.
		2. Collaboration and Networking	<p>a) Identify and reach out to relevant agencies or organisations for collaboration and networking.</p> <p>b) Draft appropriate Memoranda of Understanding (MoU), sign, implement and follow-up on MoU.</p>	<ul style="list-style-type: none"> Expanded network and increased mutually beneficial relationship with relevant organisations.
		3. Corporate Image and Re-branding	<p>a) Engage various media channels for adequate publicity.</p> <p>b) Deploy various initiatives to enhance goodwill of both the internal and external stakeholders.</p>	<ul style="list-style-type: none"> Wider coverage and information on ITF programmes and projects. Enhance corporate image.
		4. Remodelling of Centre for Excellence and Jossy Royal, Bukuru	<p>a) Procure the Jossy Royal building as approved by Federal Executive Council (FEC).</p> <p>b) Redesign and reconstruct the structure for training services.</p>	<ul style="list-style-type: none"> Easy access to training venue. Capacity building in culinary.
		5. Completion of ITF building at Oba-Akran, Lagos	<p>a) Facilitate the completion and relocation of ITF Ikeja Area Office to ITF building at Oba-Akran, Lagos.</p>	<ul style="list-style-type: none"> Improved service delivery
		6. Procurement of 3 Mobile	<p>a) Secure the delivery of 3 Mobile Training Units.</p>	<ul style="list-style-type: none"> Job and wealth creation.

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		Training Units.	b) Develop capacity on the operations of the Mobile Units. c) Deploy Mobile Units for training delivery.	
		7. Equipping of 6 Vocational Wings across the Field Offices	a) Identify and equip Vocational Wings in the following Field Offices: - Akure Area Office - Awka Area Office - Gusau Area Office - Maiduguri Area Office - Minna Area Office - Port Harcourt Area Office b) Develop internal capacity on the operations of installed machines and tools in the identified Vocational Wings.	<ul style="list-style-type: none"> • Provision of hands-on skills training programmes.
		8. Capital Projects	a) Conduct feasibility study of projects for execution {This should not be limited to structural and architectural feature but should include Cost-Benefit Analysis and Return On Investment (ROI)} b) Monitor and evaluate project at all stages and commission completed projects.	<ul style="list-style-type: none"> • Value addition projects