

GROUP 4 - REGIONAL CO-OPERATION

49. The Working Group welcomed the establishment of the Commonwealth Association of Polytechnics in Africa (CAPA) as a regional organisation serving the needs of all polytechnics in Commonwealth African countries. Before proceeding to a detailed examination of regional co-operation, the Working Group reviewed the Constitution of CAPA, and its sub-regional structure. It noted that the Constitution placed a special emphasis on staff development activities and that one of the main tasks of the Association's Secretariat would be to facilitate co-operation between member institutions, in order to make full use of their human resources.

50. The Working Group stressed the need to attract technical assistance from international and regional aid agencies for CAPA's regional and sub-regional staff development programmes. However, it was important that such inputs should complement, and not conflict with national staff development programmes. Close consultation between the CAPA Secretariat and governments - through member institutions - could be maintained to ensure that CAPA's activity in staff development matched in with direct bilateral and multilateral aid to member countries.

51. It was desirable to promote common standards, applicable to professional training for polytechnic staff in the region. To this end, CAPA could take a leading role in the formulation of agreed guidelines on the nature and standard of training for polytechnic staff. The Working Group suggested that a sizeable proportion of CAPA's resources - from its own funds and external sources - should be devoted to the preparation of training guidelines.

52. From the Analysis of Training Needs the Working Group identified six main areas of co-operative activity. Some of these activities were seen as full regional exercises, others as co-operative ventures at sub-regional level, or as joint efforts by neighbouring colleges. Within each main area a sample of key training elements was extracted from the Analysis of Training Needs, and set out in the form of model guidelines. The Working Group suggested that the model guidelines could be used for the following purposes:

- (a) As a basis for the design of regional and sub-regional workshops.
- (b) To enable member institutions to make decisions on the use of internal and external training inputs to meet their own staff development needs.
- (c) To identify subjects for training manuals and self-learning texts, which could be produced by CAPA as part of its service to member institutions.
- (d) To assist in discussions between CAPA and aid agencies, on the nature and scale of technical assistance for regional and sub-regional staff development programmes.

MODEL GUIDELINES - REGIONAL COOPERATION ON POLYTECHNIC STAFF DEVELOPMENT

MAIN AREA	PRINCIPAL TRAINING NEEDS (referred to Training Analysis)	TRAINING ACTIVITY		
		POLYTECHNIC/ NATIONAL	CAPA SUR-REGIONAL	CAPA REGIONAL
1. Studies to improve the content and methods of teaching in polytechnics Studies to improve curricula and examinations.	Human learning resources (2.1) Management processes (1.3) Design of examination tasks and projects (2.8) Updating on subject matter (2.9)	Internal seminars	Workshops	Workshops/Manuals
		Counselling	Workshops	Seminars/ Manuals
		Internal task groups	Study visits	Seminars/Guidelines
2. Operation of documentation and teaching equipment centres	Utilisation of resource centres (8.2) Development of data search skills (2.7) Storage/retrieval/dissemination of information (8.4)	Internal seminars	Seminars	Manuals on technical subjects
		Internal seminars	Seminars/Study Visits	Clearing house facilities
		Attachments to resource centre	Seminars/Study visits	Manuals/Study visits
		Internal seminars	Study visits	Manuals/clearing house facilities
3. Studies to improve the organisation and management of polytechnics	Administration procedures (1.6) Committee/Group Procedures (7.3)	Counselling/internal seminars	Seminars	Guidelines/study visits for senior staff
		Counselling/coaching	Seminars	Guidelines/seminars

MODEL GUIDELINES - REGIONAL COOPERATION ON POLYTECHNIC STAFF DEVELOPMENT

MAIN AREA	PRINCIPAL TRAINING NEEDS (referred to Training Analysis)	TRAINING ACTIVITY		
		POLYTECHNIC/ NATIONAL	CAPA SUB-REGIONAL	CAPA REGIONAL
4. Studies (in co-operation with government and industry) on: (a) Problems and needs of technical and vocational education. (b) Manpower and training needs. (c) Transfer and development of technology.	Knowledge of indigenous standards - industrial codes of practice; legislation on education, industry, health and safety. (4.1) National and regional manpower planning. (4.5) Updating on technology, materials and industrial processes. (4.4)	Internal Seminars, Bibliographies.	Study Vists	Clearing house facilities. Collection and dissemination of information.
		Joint seminars - Ministries/ Industry. Joint meetings with counterparts in industry.	Seminars Seminars/Study Visits	Publication of information on regional manpower. Workshops/Clearing House facilities.
5. Student and trainee exchanges, including fellowship programmes	Comparative studies on technical/higher education. (3.3) Knowledge of bilateral & multilateral fellowship programmes (4.2)	Internal study groups.	Interchange of study & research material.	Clearing House on international & Regional studies.
		Counselling/Resource Centre.	Sub-regional publications.	Clearing House publication.