

DECREE NO. 2023/237 OF 04 MAI 2023
to lay down the establishment and organization of
the National Trainer Training and Programmes
Development Centre.-

THE PRESIDENT OF THE REPUBLIC,

- Mindful of** the Constitution;
- Mindful of** Law No. 2018/010 of 11 July 2018 governing vocational training in Cameroon;
- Mindful of** Decree No. 2011/408 of 9 December 2011 to organize the Government, as amended and supplemented by Decree No. 2018/190 of 2 March 2018;
- Mindful of** Decree No. 2012/644 of 28 December 2012 to organize the Ministry of Employment and Vocational Training,

HEREBY DECREES AS FOLLOWS:

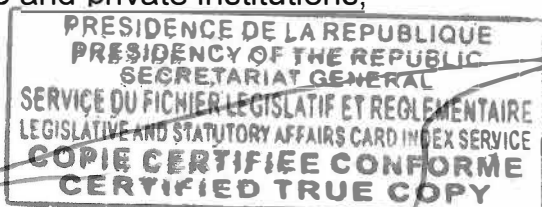
CHAPTER I
GENERAL PROVISIONS

Article 1: This decree lays down the establishment and organization of the National Trainer Training and Programmes Development Centre, abbreviated to **NTTPDC**, and hereinafter referred to as “the Centre”.

Article 2: (1) Under the authority of a chief of centre, the **NTTPDC** shall be responsible for training trainers and promoting vocational training engineering.

(2) In this capacity, it shall, in conjunction with the Department of Vocational Training and Guidance of the ministry in charge of vocational training, be responsible for:

- the continuous training of trainers in all trades;
- providing customized training to all the Centre's targeted beneficiaries;
- training and developing the pedagogic and adult education skills of trainers and staff of public and private institutions;



- conducting prospective studies on pedagogic and adult education trends in the professional environment;
- designing course work and expert appraisal;
- conducting research and providing support for the development of vocational training engineering;
- incorporating digital technologies in the preparation, organization and evaluation of training programmes;
- supporting regional and local authorities and companies in training engineering;
- developing, introducing, approving and reviewing reference materials, training programmes and manuals;
- producing training and pedagogic support tools;
- participating in the development and implementation of the national certification framework;
- carrying out all activities relating to the development of technical and professional skills, as well as training engineering.

Article 3: The Centre shall be under the authority of the ministry in charge of vocational training.

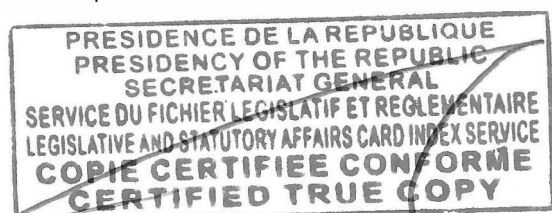
CHAPTER II **ORGANIZATION**

Article 4: The Centre shall comprise the following 5 (five) sections:

- the Training and Pedagogic Affairs Section;
- the Vocational Training Programmes Development Section;
- the Cooperation, Research and Documentation Section;
- the Printing and Information and Communication Technologies Section;
- and
- the General Administration, Finance and Maintenance Section.

Article 5: (1) Under the authority of a head of section, the Training and Pedagogic Affairs Section shall be responsible for:

- preparing and implementing technical, pedagogic and functional training plans;
- producing the catalogue of training courses;
- organizing training sessions;



- monitoring practical training sessions in practising vocational training centres;
- developing procedures and evaluating vocational training programmes.

(2) In addition to the Head of Section, the Training and Pedagogic Affairs Section shall comprise 4 (four) design engineers and, where necessary, 4 (four) senior support staff.

Article 6: (1) Under the authority of a head of section, the Vocational Training Programmes Development Section shall be responsible for:

- organizing activities relating to programme development and the preparation of vocational training reference and other didactic materials;
- reviewing and updating vocational training reference materials;
- developing tools for introducing vocational training reference materials in public and private vocational training institutions;
- monitoring the implementation and evaluation of reference materials and pedagogical support tools.

(2) In addition to the Head of Section, the Vocational Training Programmes Development Section shall comprise 4 (four) design engineers and, where necessary, 4 (four) senior support staff.

Article 7: (1) Under the authority of a head of section, the Printing and Information and Communication Technologies Section shall be responsible for:

- publishing and producing training reference manuals and other didactic materials;
- managing the machinery of the printing press;
- developing the Centre's graphic charter;
- monitoring and coordinating activities related to information and communication technologies (ICTs);
- producing the Centre's IT data;
- ensuring the security of the Centre's computer system and network;
- identifying and implementing new technologies and computer applications;
- providing IT assistance to other sections of the Centre.



(2) In addition to the Head of Section, the Printing and Information and Communication Technologies Section shall comprise 4 (four) project officers and, where necessary, 4 (four) senior support staff.

Article 8: (1) Under the authority of a head of section, the Cooperation, Research and Documentation Section shall, in conjunction with the Studies, Prospecting and Cooperation Division of the ministry in charge of vocational training, be responsible for:

- promoting and seeking national and international partnerships;
- collaborating with similar national and international institutions;
- promoting the findings of research applied to engineering and pedagogic innovation in the field of vocational training;
- managing, disseminating and preserving the Centre's documentary resources and other digital material.

(2) In addition to the Head of Section, the Cooperation, Research and Documentation Section shall comprise 3 (three) research officers and, where necessary, 3 (three) senior support staff.

CHAPTER III

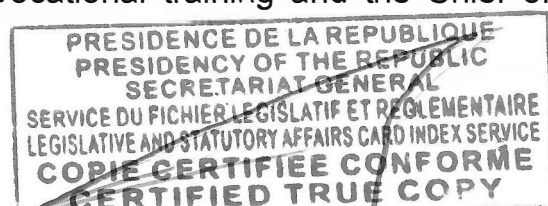
MISCELLANEOUS AND FINAL PROVISIONS

Article 9: (1) The Centre shall, within the limits of its admission capacity, guarantee equal access to training for any Cameroonian who meets the professional, technical or academic requirements.

(2) Admission into the Centre shall be through application file review or competitive entrance examination.

(3) Foreign nationals who meet the professional or academic requirements laid down in (1) above may also be admitted into the Centre, in accordance with international practices and/or conventions and agreements signed between Cameroon and the countries of origin of the applicants.

(4) Trainees who complete training at the Centre shall be awarded a certificate, an accreditation or any other professional title and qualification co-signed by the minister in charge of vocational training and the Chief of Centre.



Article 10: The conditions for compiling files for admission into the Centre, as well as the system of studies shall be laid down by a separate instrument of the minister in charge of vocational training.

Article 11: The Centre's expenses shall be included in the budget of the ministry in charge of vocational training.

Article 12: The following shall have the rank and prerogatives of:

- Central Administration Director

- the Chief of Centre.

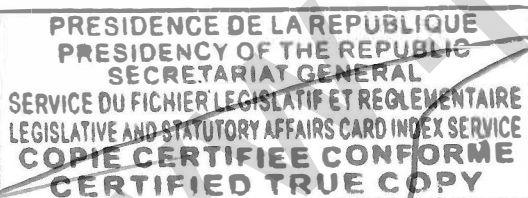
- Central Administration Sub-director

- Heads of Section;
- Research officers.

- Central Administration Service Head

- Design Engineers;
- Project Officers.

Article 13: This decree shall be registered, published according to the procedure of urgency and inserted in the Official Gazette in English and French.-



Yaounde, 04 MAI 2023

