



Expression of Interest form for Enterprise Based Productivity Enhancement

(To be completed and signed by employer and submitted to the TEVET Regional Service Centre)

TEVET Authority offers consulting, productivity gap analysis, business processes re-engineering and training services in fields that range from supervisory development to quality management systems. All these fall under the Enterprise Based Productivity Enhancement. The purpose of this intervention is to empower both public and private enterprises contributing to the TEVET Levy to achieve improved and sustainable performance through application of productivity and quality management systems and best practices.

If approved, the TEVET Authority will have an inception meeting with the executive management of your organisation/company and conduct a Productivity Enhancement Needs Assessment in order to determine the appropriate intervention to implement under this window.

Please complete the form below and forward it to the Regional Service Centre

Applicant details		
Name		
Position		
Company details		
Name of Company/Organisation		
Postal Address		
Type of business (tick)	Production <input type="checkbox"/>	Service-delivery <input type="checkbox"/>
Number of years in operation		
List of departments		

Total number of staff	
Brief description of company	
Intervention details	
Preferred period for Entry Meeting and assessment (dates)	
Intervention required	Productivity Enhancement Needs Assessment <input type="checkbox"/> 5S and Kaizen consulting <input type="checkbox"/> Training <input type="checkbox"/>
Company Name	Signature
	Date:

For Official Use by TEVET Authority only:

Received by:

TEVET Service Centre	Signature	Date
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Recommendation from Productivity Enhancement Programmes Specialist		

Submitted to Regional Service Centre Manager

Remarks by RSCM		
TEVET Service Centre	Signature	Date

TEVETA PRODUCTIVITY ENHANCEMENT PROGRAMME

Background

Broadly, Productivity is a key driver and measure of National Economies, Organizations, Entities, Machinery, Equipment, Systems and Human (People)' performance. By design, these creations are expected to perform to the required and acceptable level, therefore productivity determines such performance. In general, every organization thrives to succeed on the market, and performance defines an organization's success on the market in terms of profitability, growth, sustainability and customers' satisfaction. Productivity becomes the pedestal of performance in the conversion of the organization' (In-put)- resources through value addition to achieve its (Output) – products (goods and services).

In rhythm with the recent trends on productivity initiatives on the market, both globally and locally, the new TEVETA Strategic Plan (2018-23) has placed productivity improvement as one of the priority areas through the re-engineered Private Sector Training Programme. This is in support to the Strategic Pillar No 2: "Quality and Relevance" by introducing the new **Productivity Enhancement Programme (PEP)** under the former Private Sector Training Programme with the main objective of improving productivity at the Workplace in order to improve the performance of Companies and Organizations in the Public and Private Sector.

In view of both the global and regional productivity trends, and new TEVETA's Strategic direction, it is imperative that the TEVET Authority fully embraces the Productivity Concept, and start rolling-out tangible productivity initiatives, both within its business operation (internal), and as part of its support and service to the industry and the economy at large. A comprehensive and integrated Productivity Concept with the Authority's Business Strategy shall provide a fulcrum for embracing Productivity Concept in Malawi with TEVETA as an apex organization that directs the provision of Technical, Entrepreneurial, Vocational Education and Training (TEVET) or any relevant Productivity Improvement Organization in Malawi that may be established.

Productivity definition

Productivity is generally defined as to 'how to effectively use "INPUTS" to produce "OUTPUTS"', the ratio of output to input of every process or operation. 'Input' are all resources used while as the 'Output' are the products generated, viz; goods or services. The process of converting "Input" to "Output" is "Value Addition", therefore every activity, undertaking or production process is a value addition process. In other words, productivity means how to effectively use "Inputs" to produce "Outputs". It is therefore the efficiency with which persons, companies or organizations, the industry and economy as a whole convert input into useful output. In general terms. Productivity is a measure of Output versus Input; thus

$$\text{Productivity} = \frac{\text{Output (Products – goods/services)}}{\text{Input (Raw Materials, Machines, Energy, People etc)}}$$

Productivity Types and Metrics

There are mainly three types of Productivity, namely; Labour Productivity, Capital Productivity and Total Factor Productivity. Its measures are both at Macro and Micro Levels. At Macro level, Productivity Indicators include; Gross Domestic Product (GDP), Gross Domestic Products per Hour Worked, while as at Micro (Organization/Company) levels, the indicators include; Value Added per Employee, Profits, Dividends, Quantity Output per Unit time etc. Examples of Productivity include;

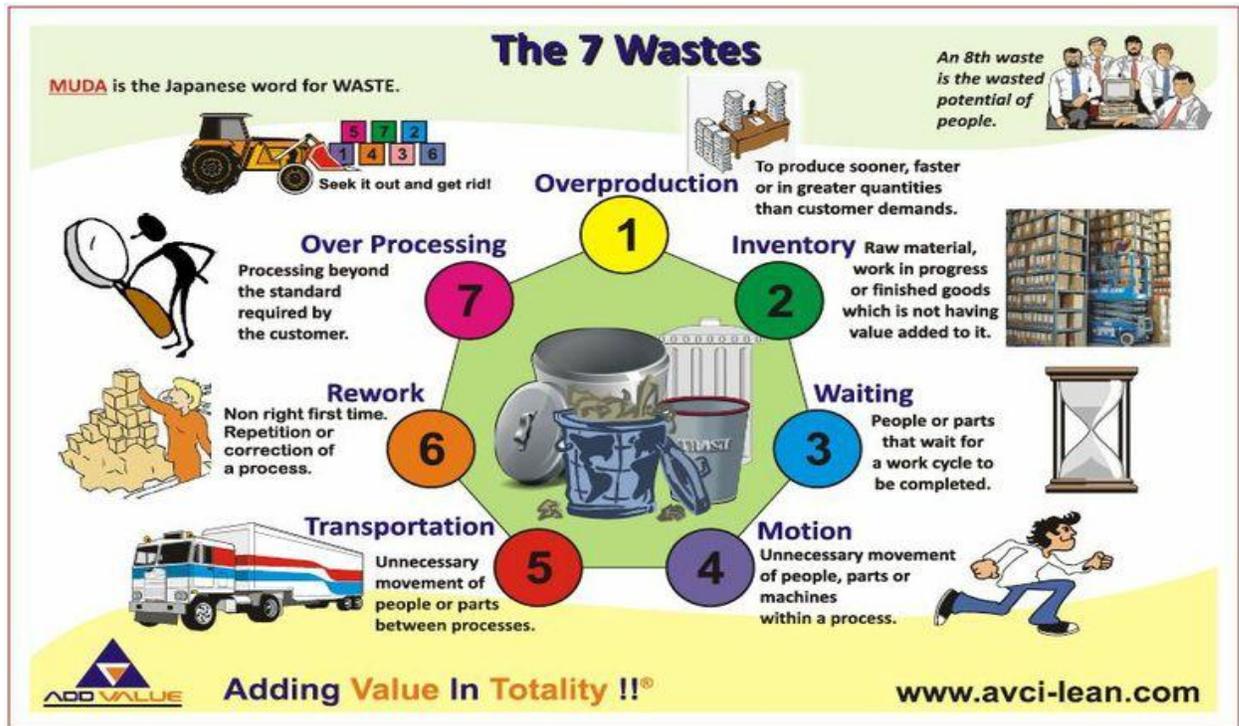
- (a) **Labour productivity:** i.e. units per man hour; No. Pcs Per Hour
- (b) **Capital productivity:** i.e. equipment, machines, factory normally measured in terms output e.g. Cubic Metres/Day, Month
- (c) **Material productivity:** e.g. Tonnes per Day; Recovery or Rejects Per Process Input
- (d) **Total Factor productivity:** (TFP), measures everything except labour, capital and material. These are things like utilities, management technics, systems and policies.

Productivity Concept Implementation Model

TEVETA's Productivity Concept shall be founded on the **5S** and **KAIZEN** Model as its foundation and shall embrace principles of Quality Management System. The 5S Concept which is a house –keeping or Clean Workplace Activities shall be the foundation. The 5S shall entail **(S)** –Sorting out unnecessary items and discarding them, **(S)** - Set in order, arranging necessary items in good order, **(S)** – Shine, **(S)** – Standardizing, and **(S)** – Sustaining the Workplace by using the set standard in all the business or operation units of the organisation. The Kaizen Concept shall be adopted for continuous change for good focusing on Waste Reduction – Viz, the **7 Wastes**; Over-production, Over-processing, Reworking, Inventory, Waiting, Motion, and Transportation. The Kaizen Concept shall be based on the **PDCA** (Plan, Do, Check and Act) Technique, to be adopted and embraced in any TEVETA Programmes and Activities. Key factors of success shall be good and strong leadership spearheading the productivity initiatives, organization culture (Mindset Change) – good attitudes and values towards productivity, and Teamwork amongst staff at all levels across the organization.

LINKAGE OF TEVETA PEP WITH ISO CERTIFICATION





5S-KAIZEN-Approach is one of the tools for quality improvement in workplace

The one important purposes of 5S-KAIZEN is to eliminate waste in work place

Maximum utilization of existing resources

Anyone can do it with:

Little knowledge

Little dedication

Little hard work and

A very big positive attitude

Our wisdom has no limitation