SAMPLE CODE:			

REPUBLIC OF RWANDA

NATIONAL INSTITUTE OF STATISTICS OF RWANDA
MINISTRY OF PUBLIC SERVICE AND LABOUR

RWANDA NATIONAL MANPOWER SURVEY

EDUCATION MODULE

Zone Number..... ☐☐

Confidentiality Note
The Information you give in this questionnaire will only be used for statistical purposes. According to the Statistical law individual data are kept confidential and will not be disclosed for any reason what so ever.

2. EMPLOYEES SAMPLE

	Second stage			Total (A+B+C)
	High Position (A)	Medium Position (B)	Low Position (C)	
Population size				
Sample size				

3. INTERVIEW RESULTS

	A.Visit 1	B.Visit 2	C.Visit 3	D.Reason of non response
	Date : ...../...../.....	**Date :** ...../...../.....	**Date :** ...../...../.....	
O050	1. Fully completed 2. Partially completed 3. Non response 4. Posponed 5. Other (specify) →	1. Fully completed 2. Partially completed 3. Non response 4. Posponed 5. Other (specify) →	1. Fully completed 2. Partially completed 3. Non response → D 4. Posponed 5. Other (specify)	1.Refused 2.No contact 3.No longer operating 4.Other (Specify)
	☐	☐	☐	☐ .....

4.NAMES AND SIGNATURE OF SURVEYS STAFFS

Name of the interviewer:	**Name of the Field Editor:**	Name of the Team Leader	**Name of coder:**	**Name of the Data entry clerk:** .....
Date of the interview: /___/___/_____/	**Editing date:** /___/___/_____/	**Date:** /___/___/_____/	**Coding date:** /___/___/_____/	**Data entry date:** /___/___/_____/
Signature:	**Signature:**	**Signature:**	**Signature:**	**Signature:**

5. ADDRESS/ LOCATION OF THE ESTABLISHMENT

5-1. PROVINCE / KIGALI CITY: ..... ☐

5-2. DISTRICT..... ☐

5-3. SECTOR..... ☐☐

5-4. CELL..... ☐☐

5-5. VILLAGE..... ☐☐

5-6. ESTABLISHMENT NAME: .....

5-7. ESTABLISHMENT PHONE NUMBER/THE MANAGER .....

5.8. E_MAIL ADDRESS (OFFICE).....

0. GENERAL PERSONAL INFORMATION OF THE RESPONDENT

No.	Question	Answers	Code	Go to
O060 (option)	Name of respondent	.....		
O061 (option)	Phone number	.....		
O062 (option)	Email adress	.....		

SECTION A. ESTABLISHMENT INFORMATION

No.	Question	Answers	Code	Go to
M3:A010	When was the institution established?	(yyyy)	☐☐☐☐	
M3:A020	Please indicate the ownership of establishment	1=Government /Public (GoR) 3.Government Aided Establishment 4=Private 6=NGO/faith-based Establishment 7=Other (Specify)	☐	
M3:A030	What type of training institution is this?	01. Pre primary/Nursery 02. Primary Education 14. 9 YBE(9 years basic education) 03. Secondary 04. Village/Community Polytechnic 05. Vocational Training 06. Teacher training Colleges (TTC) 07. Technical Training institutes(TTI) 08. Gov. Training Institutes (GTIs) 09. Commercial Colleges 10. Health institutes 11. National polytechnics 12. University and higher learning institutions 13. Other (specify)	☐☐	
M3:A040	Does this establishment offer only day, only boarding or both service?	1. Day only 2. Boarding only 3. Mixed/Both	☐	
M3:A050	Does this establishment cater for?	1. Male only 2. Female only 3. Mixed/Both	☐	
M3:A100	Are you self accounting?	1. Yes 2. No	☐	

M3:A101 (option)	**What is the the legal status of your establishment**	1. Sole proprietership 2. Limited by share(LTD) 3. Limited by guarantee 4. Both limite d by share and guarantee 5. Unlimited 6. Other(specify)	☐ ……	If 1 or 6 **➔A 103**
M3:A102 (option)	**Please record the number of f shareholders according to Nationality and sex**			
M3:A103 (option)	**Ownership of premises**	1. Fully owned 2. Joint ownership 3. Rented 4. Permitted by others to use site 5. Donated by Government 6. Government establishment 7. Other (specify)	☐ ……	
M3:A104 (option)	**Does your institution have access to the following services within the premises?** **(Read all and Ask each then respond by 1=Yes or 2=No)**	1. Postal services 2. Sick bay/ sick room 3. Internet 4. Computer laboratory 5. Science laboratory 6. Electricity 7. Water **1= Yes 2= No**	1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 6. ☐ 7. ☐	

	Male	Female	Total
Rwandese			
Other EAC			
Other African			
Rest of the World			
Total			

SECTION B. STAFFING PROFILE AND LABOUR TURNOVER

No.	Question	Answers		
M3:B010	**Indicate the total number of employees for the following period as at the 31st December of each of the years indicated**	**2008 (a)**	**2009 (b)**	**2010 (c)**
	3. Total			
	4. Teaching/Training			
	5. Administration			
	6. Support staff			
M3:BO11	How many of them are permanent?			
M3:B020	**Indicate the total number of employees turnover for the following period as at the 31st December of each of the years indicated (For permanent staff only)**	**2008 (a)**	**2009 (b)**	**2010 (c)**
	3. Total			
	4. Teaching/Training			
	5. Administration			
	6. Support staff			

M3:B030	In the last year (2010) what was the most common reason for staff turn over among male employees	1.Low pay 2.Poor working conditions 3.Late payment 4.Lack of amenities for staff 5.Marital 6.Dismisal 8.Not applicable 7.Others (specify)	☐ ……..	
M3:B040	In the last year (2010) what was the most common reason for staff turn over among female employees	1.Low pay 2.Poor working conditions 3.Late payment 4.Lack of amenities for staff 5.Marital 6.Dismisal 8.Not applicable 7.Others (specify)	☐ ……..	

CECTION C. Institutional Staffing Capacity

M3:C010 : Please indicate by job title, total number of PERMANENT Posts, Minimum Education Required for the post and the Number of Filled Posts by Sex and Citizenship and Gross remuneration as of the 30th September 2011 ***(please indicate different fields of teaching separately)***

Job title / Description **A**	**Minimum education requirements** 1. PHD 2. Masters 3. Postgrad. Diploma 4. Bachelor's Degree 5. Diploma 6. Certificate 7. Other (specify) …… **c**	**Field(s) of education requirements** **q**	**Filled Posts**										**How many do not have re-quired quali-fica-tion?**		**Total gross remuneration**		***For official use only*** ***ISCO Code*** p	***For official use only*** ***ISCED Code*** r
			Citizens only		**Non-citizens only**						**Total filled posts**				**Average Wage / Salary** n	**Average Allow-ances** o		
					East Africa n only		**Other Africa n**		**Other (over-seas)**									
			d	**e**	**f**	**g**	**h**	**i**	**Hh**	**ii**	**j**	**k**	**l**	**m**				
			M	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**	**M**	**F**				
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			M	F	M	F	M	F	M	F	M	F	M	F				

			M	F	M	F	M	F	M	F	M	F	M	F				
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M3:C020. Please indicate by job title, total number of PERMANENT Vacant Posts, Minimum Education Required and the number and Reasons why the post is vacant as of 30th September 2011 ***(please indicate different fields of teaching separately)***

Job title / Description	**Total number of vacant posts**	**Minimum education requirement** 1. PHD 2. Masters 3. Postgrad. Diploma 4. Bachelor's Degree 5. Diploma 6. Certificate 7. Other (specify) ……..……	**Field(s) of education requirements**	**Number and reason for recruitment**					**No of post which have been vacant for one year or more**	**For posts which have been vacant for one year or more give main reasons why.** 1.Internal bureaucracy 2.Lack of qualif. applicants 3.Low activity 4. Budget constraints 5.Other (specify) 6. Not applicable	***For official use only*** ***ISCO Code***	***For official use only*** ***ISCED Code***
				Business Growth (i.e. additio-nal posts)	**Replacement**							
					Retire-ment	**Job change of empl o-yee**	**Lack of qualifi-cations**	**No satis-faction with work results**				
A	**b**	**c**	**q**	**d**	**e1**	**e2**	**e3**	**e4**	**f**	**g**	**h**	**r**
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											☐☐☐☐	☐☐☐

TOTAL												

M3:C030 . Indicate the Number of Staff and Skills Required for Future Employment (human resource forecast). Give reasons for future numbers *(indicate different fields of teaching separately)*

Does your establishment have a plan to increase or decrease the number of employees between 2012 and 2021? 1: Yes **2: No** ☐ **If 2➔ C031**

			2012		2013		2014		2015		2016		*2017_2021*			
Job title/ Category or Job description/ Occupation	**Minimum education requirement** 1. PHD 2. Masters 3. Postgrad Diploma 4. Bachelor's Degree 5. Diploma 6. Certificate 7. Other (specify)	**Field of education required**	**Number**	**Reason** 1. Expansion 2. Change in technology 3. Attrition 4. Other (specify)	**Number**	**Reason** 1. Expansion 2. Change in technology 3. Attrition 4. Other (specify) 5. No change	**Number**	**Reason** 1. Expansion 2. Change in technology 3. Attrition 4. Other (specify)	**Number**	**Reason** 1. Expansion 2. Change in technology 3. Attrition 4. Other (specify)	**Number**	**Reason** 1. Expansion 2. Change in technology 3. Attrition 4. Other (specify)	**Number**	**Reason** 1. Expansion 2. Change in technology 3. Attrition 4. Other (specify)	***For official use only*** ***ISCO Code***	***For official use only*** ***ISCED Code***
a	**c**	**q**	**d**	**e**	**f**	**G**	**h**	**i**	**j**	**k**	**L**	**m**	**jj**	kk	**n**	**r**
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															☐☐☐☐	☐☐☐
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															☐☐☐☐	☐☐☐
															☐☐☐☐	☐☐☐

TOTAL																

M3:C031(option) Enrollement by programme (Only for TVET and Higher Institutions)

Programme	Number of enrolled students by programme and by year							*For official use only ISCED Code*
	1rst year	2nd year	3rd year	4th year	5th year	6th year	7th year	
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								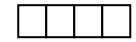
								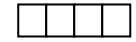
								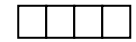
								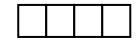
								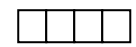
								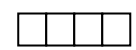
								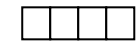
								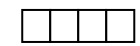
								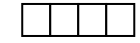
								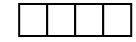
								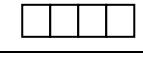
								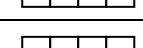
								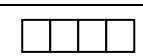
Total								

SECTION E. STAFF DEVELOPMENT (option)

No.	Question	Answers	Code	Go to
M3 :E010	**Does your establishment have a staff training and development policy or plan in place?**	1.Yes 2. No	☐	**If 2 ➔ E080**
M3 :E020	**How is staff training carried out for managerial employees in your establishment?** (Mult. answers,) **(Read all and Ask each then respond by 1=Yes or 2=No)**	1.Apprenticeship 2.On the-job-training 3.Own Training Centre 4.Sponsorship to training instit. (local) 5.Sponsorship to training instit. (abroad) 6.Workshops 8.Other programs (specify) **1.=YES 2.= NON**	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 8 ☐ ……	
M3 :E030	**How is staff training carried out for technical and professional employees in your establishment?** **(Read all and Ask each then respond by 1=Yes or 2=No)**	1.Apprenticeship 2.On the-job-training 3.Own Training Centre 4.Sponsorship to training instit. (local) 5.Sponsorship to training instit. (abroad) 6.Workshops 8.Other programs (specify) **1.=YES 2.= NON**	1. ☐ 2. ☐ 3. ☐ 4. ☐ 5. ☐ 6. ☐ 8. ☐ ……	
M3 :E040	**How is staff training and development carried out for clerical staff and casual employees?** **(Read all and Ask each then respond by 1=Yes or 2=No)**	1.Apprenticeship 2.On the-job-training 3.Own Training Centre 4.Sponsorship to training instit. (local) 5.Sponsorship to training instit. (abroad) 6.Workshops 8.Other programs (specify) **1.=YES 2.= NON**	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 8 ☐ ……	
M3 :E050	**Please indicate how often such training exercises take place for each category of staff** (Please indicate the code against the appropriate category)	a. Managerial(Rectors; Head) b. Supervisory (Dean) c. Technical staff/Professional d. Clerical e. Casual 1. Monthly 2. Quarterly 3. Twice a year 4. Annually 5. Every two years 6. Irregular/adhoc 7.Other(specify) 8. No training 9. Not applicable	**a.** ☐ b. ☐ c. ☐ d. ☐ e. ☐ ……	
M3 :E070	**Does your establ. have in-house training facilities for your own staff?**	1.Yes 2. No	☐	**If 2 ➔E 080**

M3 :E071 (option)	**What kind of facilities do you have?** **(Read all and Ask each then respond by 1=Yes or 2=No)**	1.Training space 2.Specialised trainers 3.Computers/Lab 4.Projector 5.Training materials(manuals, books…) 6. Laboratory 7.Other(Specify) **1.=YES 2.= NO**	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ ……	
M3 :E080	**What skills / qualifications are in general lacking among your staff?** **(Read all and Ask each then respond by 1=Yes or 2=No)**	01. Managerial skills 02. Technical skills 03. Entrepreneurial skills 04. Language skills 05. Customer care 07. Innovativeness / creativity 08. IT skills 09. Didactics / teaching skills 10. Communication skills 06. Other (specify) **1.=YES 2.= NON**	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 6 ☐ ……	
M3 :E090	**Did you conduct any staff training in the last 12 months?**	1.Yes 2. No	☐	**If 2 ➔ E120**
M3 :E100	**In what kind of area(s)?** **(Read all and Ask each then respond by 1=Yes or 2=No)**	1. Managerial skills 2. Technical skills 3. Entrepreneurial skills 4. Language skills 5. Customer care 7. Innovativeness / creativity 8. IT skills 9. Didactics / teaching skills 10. Communication skills 6. Other (specify) **1.=YES 2.= NON**	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 6 ☐ ……	
M3 :E120	**Do you face any challenges that limit your staff training?**	1.Yes 2. No	☐	**If 2 ➔ E131**
M3 :E130	**Which challenges limit the training of your staff?** (Mult. answers, rank three most important)	1.Inadequate facilities (space) 2.Inadequate materials 3.Shortage of skilled trainers 4.Time off for the trainees 5.Other (specify) 6. Lack of funds	. 1st ☐ 2nd ☐ 3rd ☐	
M3 :E131 (option)	**If in the last 5 years you have hired graduates of TVET and / or higher institutions, how satisfied are you with their performance?**	1. Fully satisfied 2. Partially satisfied 3. Little satisfied 4. Not satisfied 5. Not appicable (no such graduates hired)	TVET ☐ Higher inst. ☐	

M3 :E132 (option)	**In your view, what has to be improved in the training and education in TVET and higher institutions?** (Multiple answers possible, rank three most important)	01. Managerial skills 02. Technical skills 03. Entrepreneurial skills 04. Language skills 05. Customer care 07. Innovativeness / creativity 08. IT skills 09. Didactics / teaching skills 10. Communication skills 11.None 06. Other (specify)	<table><tr><td></td><td colspan="2">TVET</td><td colspan="2">Higher Inst.</td></tr><tr><td>1st</td><td></td><td></td><td></td><td></td></tr><tr><td>2nd</td><td></td><td></td><td></td><td></td></tr><tr><td>3rd</td><td></td><td></td><td></td><td></td></tr></table>……	
M3 :E140	**Do you have an industrial attachment./ apprenticeship / internship program?**	1.Yes (institutionalised) 2.Yes (occasionally/informal) 3. No	☐	**If 3 ➔ E155**
M3 :E150	**If Yes, how many interns do you have on average annually?**		<table><tr><td>Male</td><td>Female</td><td>Total</td></tr><tr><td></td><td></td><td></td></tr></table>	
M3 :E151 (option)	**How many of them are hired afterwards in 2009, 2010,2011?**		<table><tr><td></td><td>Male</td><td>Female</td><td>Total</td></tr><tr><td>2009</td><td></td><td></td><td></td></tr><tr><td>2010</td><td></td><td></td><td></td></tr><tr><td>2011</td><td></td><td></td><td></td></tr></table>	
M3 :E152 (option)	**Do interns take part in specifically designed training for them?**	1. Yes 2. No	☐	
M3 :E153 (option)	**How long on average are the apprenticeships / internships?**	*(Indicate the average duration in months)*	☐☐	
M3 :E154 (option)	**What are the financial agreements?**	1. Interns have to pay money 2. Interns receive money 3.Interns sponsored by other institution 4. No payments	☐	**➔ F001**
M3 :E155 (option)	**What is the reason for not hosting interns** (Multiple answers possible, rank three most important)	1. No need 2. No capacity / tooo small 3. Too cumbersome 4. No appropriate candidates 5. Candidates want to be paid / paid too much 6. Other (indicate)	1st ☐ 2nd ☐ 3rd ☐ ……	

SECTION F: CAPITAL / EXPENDITURES / REVENUE (option) (FOR PRIVATE EDUCATIONAL INSTITUTIONS ONLY) IF PUBLIC INSTITUTIONAL SCHOOLand NGO School ➔ F010)
If the response to A020 is 3 or 4 fill this section

No.	Q uestion	Answers	Code	Go to
M3:F001 (option)	**What was the major source of your start- up capital for your business?**	01. Own saving 02. Loans from friends/relatives/foreigners 03. Contributions from others 04. Loans from commercial banks 05. Informal money lenders 06. Government lending agencies 07. Micro finance institutions 08. Public share issuing 09. Inheritance 10. Other (specify) 11. Don't know	☐☐ ……	**If 2 – 11 ➔ F003**
M3:F002 (option)	**If own saving, what was the major source?**	1. Previous employment public sector 2. Previous employment in private sector 3. Sale of farm products 4. Sale of assets (cattle, property) 5. Other (*specify*)	☐ ……	
M3:F003 (option)	**Have you ever applied for a loan from a bank or another financial institution?**	1. Yes 2. No	☐	**If 1 ➔ F005**
M3:F004 (option)	**Why didn't you apply?** (Mult. answers,) **(Read all and Ask each then respond by 1=Yes or 2=No)**	1. No need 2. No guarantee 3. Long procedures 4. High interest rate 5. Lack of information 6. Fear of risks 7. Other(specify) **1= Yes 2= No**	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ ……	**Go to F010**
M3:F005 (option)	**Have you received a loan from a bank or another financial institution?**	1. Yes 2. No	☐	**If 1 ➔ F010**
M3:F006 (option)	**If you applied and did not receive, give reasons** (Mult. answers,) **(Read all and Ask each then respond by 1=Yes or 2=No)**	1.Poor/No business plan 2.No guarantee/Insufficient guarantee 3.Lack of start_up fund 4.No fedback from the bank 5.Other (specify) **1= Yes 2= No**	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐	

M3:F010: Indicate your establishment's expenditures on labour as of 30 September 2011 (in FRW)	**Permanent**		**Temporary/casual**	
	Number of employees as of 30 September 2011	**Amount Paid for the month of September 2011**	**Number of employees as at 30 September 2011**	**Amount Paid for the month of September 2011**
Wages and salaries including overtime pay				
Bonuses				
Allowances				
Social security Contribution				
Training				
Other not else where classified				

M3:F050 (option)	**What are the major sources of funding for this institution?**	1. Government 2. (Internat.) Donors 3. Shareholders 4. Financial Institutions 5. Faith-based organizations 6. Payments by beneficiaries 7. Selling of output / services 8. Contributions from shareholders 9.Others (specify)……..	☐	

SECTION G. SOURCING FOR REQUIRED STAFF

No.	Question	Answers	Code	Go to
M3:G010	**How do you source personnel to fill vacant posts?** (Multiple answers possible, rank three most important for skilled / low-skilled)	1.Media advertisements 2.Own webpage/ Internet 3. LMIS/Registration systems 4. Job agents / bureaus 5. Friends/relatives 6. Training institution 7. Other specify	<table><tr><th></th><th>Low skil(position) <A2</th><th>High and middle skilled(Position) >A2</th></tr><tr><td>1st</td><td></td><td></td></tr><tr><td>2nd</td><td></td><td></td></tr><tr><td>3rd</td><td></td><td></td></tr></table>	
M3: G011 option	**In the last year, have you recruited any person in your establishment ?**	1.Yes 2. No	☐	
M3:G020	**In the last year, have you advertised any post?**	1.Yes 2. No	☐	**If 2 ➔ G040**

M3:G030 Please indicate the type of jobs, number advertised in the past year (past twelve months), number of applicants and the number filled through the process of advertising

Occupation / Job description	Number advertised	Number of applicants	Number of post filled through the process	For official use only ISCO Code
		If no body applied enter 0	*If no post filled enter 0*	
				☐☐☐☐
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				☐☐☐☐
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				☐☐☐☐
				☐☐☐☐

TOTAL				

M3:G040 (option)	**Have you ever used LMIS?**	1.Yes 2. No	☐	**If 2 ➔ G042**
M3:G041 (option)	**Please indicate your experience with LMIS** (Multiple answers possible, rank three most important)	1. Satisfactory 2. Too complicated 3. Too few applications 4. Too many applications 5. Too many unqualified applications 6. Too few applicants registered 7. Other problems (indicate)	1st ☐ 2nd ☐ 3rd ☐ ……..	**➔ G050**
M3:G042 (option)	**As you did not use LMIS, have you heard about it?**	1.Yes 2. No	☐	**If 2 ➔ G050**

M3:G043 (option)	**Since you have heard about LMIS but have not used it, please indicate why** (Mult. answers, rank three most important)	1. No need 2. Complicated / cumbersome 3. Fear too much applications 4. Don't want to expose information 5. Applicants don't match requirements 6. Is not properly working 7. Other (please specify)	1st ☐ 2nd ☐ 3rd ☐ ……	
M3:G050 (option)	**Do you currently envisage hiring non-nationals?**	1.Yes 2. No	☐	**If 2 ➔ G053**
M3:G051 (option)	**If Yes, Why?** (Multiple answers possible, rank)	1. Cheaper 2. Better qualified 3. Experienced 4. More efficient 5.Other (specify) ……	1st ☐ 2nd ☐ 3rd ☐	
M3:G052 (option)	**From which countries / regions?** (rank three most important)	1. EAC 2. Other African 3. Europe 4. Americas 5. Asia 6. Oceania	1st ☐ 2nd ☐ 3rd ☐	**➔ H040**
M3:G053 (option)	**Why don't you envisage hiring non-national?** (Multiple answers possible, rank three most important)	1. No need 2. Regulations 3. Not acquainted with Rwanda 4. Language problems 5. Problems of sourcing / hiring 6. Cultural problems 7. Other (specify) 8.Expensive ……	1st ☐ 2nd ☐ 3rd ☐	

SECTION H. CAPACITY UTILIZATION AND RELEVANCE OF TRAINING (*APPLICABLE FOR HIGHER INSTITUTIONS AND TVET Delivering A2 or higher certificate only)*

N°	Question	Answers	Code	Go to
M3:H040	**Please indicate any obstacles that negatively affect the capacity utilization in your institution?** (Multiple answers possible, rank three most important)	1.Lack of teaching materials 2.Physical facilities (building) etc 3.Lack of qualified staff 4.Financial/Budget constraints 5.Lack of clients/students 6.Lack of power/energy 8. No obstacle 7.Other (specify)	1st ☐ 2nd ☐ 3rd ☐ ……	
M3:H041 (option)	**What would you need to improve your services?** (Multiple answers possible, rank three most important)	1. New equipment 2. Facilities 3. Qualified teachers 4. Expert instructors/teachers 5. Subsidies for students 6. Deregulation 7. Nothing 8. Other (specify)	1st ☐ 2nd ☐ 3rd ☐ ……	
M3:H050	**Do you conduct Tracer studies?**	1.Yes 2. No	☐	
M3:H060	**How long does it take for a former student to get employment?**	1.Less than 7 months 2. 7 – 12 months 3. More than12 month 4. Don"t know	☐	

M3:H070	**How do you ensure relevance of your training Programmes to the labour market?** (Multiple answers possible, rank three most important)	1. Curriculum review with employers 2. C. review with national agency 3. C.council for higher education 4. Tracer Studies 5. Industrial attachment 6. Labour market studies 7. Experience in profession 8. Other (Specify)	1rst. ☐ 2nd. ☐ 3rd ☐ ……	
M3:H080	**Does your institution offer long distance learning?**	1.Yes 2. No	☐	
M3:H090	**Does your institution offer part time studies?**	1.Yes 2. No	☐	

SECTION I. MEMBERSHIP TO ORGANIZATIONS/ ASSOCIATIONS

No.	Question	Answers	Code	Go to
M3 :I020	**Is your institution a member of any organization/association?**	1.Yes 2. No	☐	**If 2 ➔ I060**
M3 I030	**Name one of the organization**	…… ……..		
M3 :I040	**In the past year have you received any cooperation or assistance from the organization/association?**	1.Yes 2. No	☐	
M3 :I060	**Is your institution affiliated to another organisations/association?**	1.Yes 2. No	☐	

SECTION J. GENDER

No.	Question	Answers	Code	Go to
M3:J010	**Does your organization have a gender policy?**	1.Yes 2. No	☐	
M3:J020	**Does your organisation practice preferential treatment due to sex?**	1.Yes 2. No	☐	**If 2 ➔ K010**
M3:J030	**Does this practice involve the following policy?** **(Read all and Ask each then respond by 1=Yes or 2=No)**	1. Quota of management positions for women 2. Overall quota for women 3. Preferential recruitment for women 4. Preferential recruitment for men 5. Maternity leave 6. Differential retirement age 7. Preferential payment 8. Others (specify) **1=Yes 2=No**	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ ……	

SECTION K. HIV/AIDS POLICY AT WORKPLACE

No.	Question	Answers	Code	Go to
M3 :K010	**Do you have an HIV and AIDS in your workplace ?**	1. Yes 2. No	☐	**If 2 ➔ L010**
M3:K020	**Does the HIV and AIDS policy work-place policy entail/contain the following** **(Read all and Ask each then respond by 1=Yes or 2=No)**	1.VCT services 2.Free ARVs for workers who are HIV+ 3.Free condom distribution for workers 4.Free food rations for workers who are HIV+ 5.Workers' rights 6.Others (specify) **1=Yes 2=No**	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ ……..	

SECTION L. USE OF ICT

No.	Question	Answers	Code	Go to
M3:L010	**Has your institution introduced ICT use?**	1. Yes 2. No	☐	**If 2 ➔ end**
M3:L020	**Please indicate what for it is being used** **(Ask for each option and respond by 1=Yes or 2=No)**	1. Production/Teaching 2. Marketing 3. Human resource management 4. Communication 5. Records management 6. Accounting/Finance/Planning/Budgeting 8. Empoyment 7. Others (specify) **1=Yes 2=No**	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ ……	
M3:L030	**According to your opinion how has the use of ICT affected the following?** **(read all)** **1 = Increased** **2 = Decreased** **3 = No effect** **0 = Not applicable**	1. Production/Teaching 2. Marketing 3. Human resource management 4. Communication 5. Records management 6 . Accounting 8. Employment 7. Others (specify)	1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ ……	
M3:L040 **(option)**	**What are the most important challenges with regard to the use of ICT?** (multiple answers possible, list three most important by rank)	1. Lack of skilled employees 2. Lack of skilled outside IT support 3. Lack of skilled trainers 4. Insufficient / unreliable connectivity 5. Unreliable electricity 6. Costs of equipment 7. Availability of equipment 8. Others (specify) 9. No challenge	1st ☐ 2nd ☐ 3rd ☐ ……	***End of interview***

End of interview

Thank you