



National Project



National Project plays an important role in preparing and qualifying citizens to meet the state requirements for a qualified national labor force in various vocational and technical areas. To achieve this goal, the **Ministry of Manpower** represented by the directorate general of vocational training has developed National Project programmes which keep abreast of the requirements of the Omani labor market for a **skilled and semi skilled** national workforce. The Omani private sector was provided with the opportunity to contribute to such training programmes in an endeavor to mingle between training and work, to ensure that the graduates are qualified technically and vocationally, so they can play a considerable role in increasing efficiency and productivity in the various economic sectors to boost the national development in the country.

The government has accorded special attention to the National Project centers which were expanded and developed to cater for more Omani youth and continue providing the labor market with a qualified and well trained national labor force.

Goals

- To enhance overall Omanisation percentage of the company.
- Joining hands with MOMP in preparing the national labor force to meet the requirements of the comprehensive development in the country.
- Providing citizens who wish to shift to new vocations, or promote their skills with training opportunities and re-qualifying the national labor force and promote their efficiency.
- Providing the Omani labor market with a qualified vocational cadre capable of meeting the renewable requirements at various work fields.
- Conducting vocational research and studies and applying same in the interest of the society.



Admission rules and terms

- The candidate must be an Omani.
- Must have obtained a certificate that he has completed class 9 for mechanics and class 12 for Sales, or its equivalent.
- Must be medically fit.
- Must pass personal interviews and any other oral or written tests.
- Must own the labor force register card.

Areas

The academic and training plan includes teaching the vocation sciences and basic skills at the following levels:

1. **Auto mechanic**
2. **Maintenance mechanic**
3. **Tyres mechanic**
4. **Sales administrators**
(Customer service /receptionists/ data entry/ counter sales/ sales representatives in/out doors/ after sales services/ promoters/ marketers).
5. **Store keeper** to work as assistant store keeper

Recruitment procedures

- The selection procedure consists of three stages: a preliminary selection, a written examination and an interview.
- Only those candidates who meet the required standard at each stage will be invited to proceed.
- Candidates who meet the required standard will be sent to the GM of the concerned division for the final interview.



The three stage process makes the selection process relatively long, taking on average 3 months to complete.

Syllabus

General Subjects – Applicable to all discipline (230 Hrs)

- English language 150 Hrs
- General Health & Safety 30 Hrs
- Work Ethics & Effective working relationship 20 Hrs
- Introduction to Information Technology 30 Hrs

Skill area – Auto mechanics (670 Hrs)

- Measurement 20 Hrs
- Basic Mechanical skills 80 Hrs
- Fundamentals of auto mechanic 70 Hrs
- Dismantling & Assembling Eng: Compts 150 Hrs
- Diagnosing & repairing engine faults 150 Hrs
- Diags & repairing steering & suspension 200 Hrs

Skill area – Maintenance mechanics (670 hrs)

- Basic Mechanical Skills 150 Hrs
- Fundamentals of Mech: Maintenance 100 Hrs
- Maintaining Mechanical Equipment 120 Hrs
- Pumps Maintenance 220 Hrs
- Air Compressors Maintenance 80 Hrs

Skill area – Sales administrators (670 Hrs)

- Book Keeping 55 Hrs
- Dealing with the Stock 100 Hrs
- Merchandising (Product Display) 150 Hrs
- Customer service 120 Hrs
- Product Knowledge 120 Hrs
- Personal Selling 125 Hrs

OJT – On the Job Training

OJT is a well-established and well-used intervention designed to enhance individual skills and capabilities with the characteristics of:

- being delivered on a one-to-one basis and taking place at the trainee's place of work
- requiring time to take place, including potential periods when there is little or no useful output of products or services
- being specified, planned and structured activity.



On-the job training is an important way in which people acquire relevant knowledge and skills at work. Here it is important to make the distinction between training and learning; learning through watching and observing someone with more experience performing a task.

A good manager can make use of this phase of the training through effective design & assigning right supervisor having sufficient knowledge and expertise to impart to the trainee.

OJT is considered as the earlier probation period for the performance of the trainee.

General Conditions

1. Training and recruiting Omanis is considered as part of the Omanisation scheme.
2. The trainee does not have the right to move from one Institute to another nor from one enterprise to another during training or working period of double the training period (considered 1 year from the date of joining) unless through a previous approval by the Ministry (stating reasons of this movement) and approved by those who are concerned.
3. During training the trainee should show good attitude and regularity. He should not fall behind or be absent for any training programme except at weekends or any other stated official holidays.
4. He has to exert the maximum energy possible to gain knowledge and the required skills of the job as prescribed in his training program.
5. He is to be subjected to regulations, instructions and orders given by those who are supervising his training programme.
6. It is the responsibility of supervisors and managers to utilize available resources to train, qualify, and develop their employees while they are on OJT. (On the Job Training)

8. To have a successful OJT program, managers need to assign a supervisor to each employee involved in OJT. It is the responsibility of the supervisor to plan training carefully and conduct it effectively.

How to take advantage of this programme?

The Ministry has stipulated fixed Omanisation targets in six areas of the private sector. Most companies have registered Omanisation plans. Since April 1998 a 'green card' has been awarded to companies that meet their Omanisation targets and comply with the eligibility criteria for labour relations. The names of these companies are published in the local press and they receive **preferential treatment** in their dealings with the Ministry.

- Like most of the other companies, make use of this programme a key activity to boost your Omanisation percentage. Balance in your Omanisation percentage will give you freedom to have skilled non-national labors.
- Channelize all your recruitments through the training. Your benefits will be multi folded;
 - Coast – effective & efficient manpower
 - You'll have the freedom to teach them what you want.
 - You can tailor special teaching materials which are related to your job.
 - Make use of the OJT phase of this programme effectively; assign right trainer having sufficient knowledge and expertise to impart to the trainee.
 - Take advantage of the Omanisation % while they are still in the training.
 - All these are without any financial commitment from your end.
- You can plan your manpower for a long run, the agreement will restrict him from leaving the job in not less than 1 year time.

Favorable outcomes of the National Project programme.

- Customized organizational culture and goals.
- Improved adaptability & flexibility
- Better skills and competences to respond to the requirements.
 - IT Skills
 - Keyboard Skills
 - Numerical skills
 - Better work ethics
 - HSE awareness
- Increased productivity and knowledge.
- More loyalty and contribution.
- More punctual and regular in attendance.

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