**TMIS – TVET**

* 1. **Introduction**

Rwanda TVET Board (RTB) would like to develop Trainer Management Information System in order to better manager TVET trainers, recruitment of trainers, placement, transfers, payroll, promotion, etc.

* 1. **Scope**

The scope of this work will be determined by RTB and developers.

* 1. **Functions**
* Registration of Trainer (Professional and personal information)
* Recruitment (RTB publish the vacant post / District approve vacant/ School avail vacant post)
* Placement (RTB placement and District appointment)
* Transfer (RTB out of District and District in the District)
* Performance results/mark (District)
* Payroll (RTB preparation of budget and District in charge of payment)
* Promotion (District in charge and RTB for Monitoring)
* Reporting (All levels)
  1. **Description of functions**
* **Registration of Trainer**: This part will be capturing all information related to trainer (professional and personal) such as:

|  |
| --- |
| Trainer's Names |
| Gender  Birth day |
| ID |
| Phone Number |
| Email Address |
| Province |
| District |
| Sector |
| Cell |
| Village |
| Highest Qualification |
| Qualification payed with  Trade |
| Certified Trainings |
| Single or Married |
| Number of Children / years of birth  Teaching Starting Date and first School  Trainings |

* **Recruitment:** This part is for recruiting trainers where school will be availing the number of vacant trainers, then District approve it and send the list to RTB which will be in charge of recruitment.
* **Placement**: This part is for placing recruited trainers into different schools through District level done by RTB, and District will be in charge of appointing eligible trainers to specific school.

* **Transfer**: This part is for transferring trainer from one school to another. In case the trainer wants to be transferred from one school to another in the same District, this process will be performed by District and in case the trainer wants to move from a school which is in different District, RTB will be in charge of that transfer.
* **Performance results/mark:** This part is for filling the Imigiho marks of each trainer and it will be performed by District.
* **Payroll**: Payroll has two different parts, one is for RTB side where RTB is in charge of preparing the budget of all trainers in the whole year and the other part is for District which is in charge of payment of trainers each month.
* **Promotion**: This part will be performed by District according to the number of years each trainer has been teaching and his/her performance results during that time.
* **Reporting**: Various reports will be generated from the system such as number of Trainers on each level (School, Sector, District, and countrywide), vacant post on school level and District, filtration reports based on different indicators, …
  1. **Software Technology**

RTB would like to have this system developed in HTML and PHP and MySQL as the database.

RTB will collaborate with RISA in order to avail APIs from NIDA so that each trainer will be linked with his/her ID number registered in NIDA to avoid the duplicate of trainers or ghost trainers.

This system will be linked to current system of TVET MIS for school information

* 1. **Users of the system**:
* Trainer
* School manager
* DEOs
* RTB
* Administrator