

Procedural Guidelines

1. Your Application: Fill all sections of the NSTF application form and attach the following:

- Recommendation letter from recommending authority or nomination agency.
- Offer of acceptance from institution to show course to be undertaken, cost of training, duration and commencement date. Ensure the institution you choose is registered with NTC, recognized by NTC (Church run or Government Colleges).
- Copy of your school certificate.
- K5.00/person application fee to be paid to: National Training Council Account No: 1000587526 at BSP Bank—POM Branch.

2. Submitting Your Application: Your completed application should be submitted to: Chairman, NSTF Committee, PO Box 1170, Boroko, NCD. Attention: Coordinator, Public Sector Training.

3. Pre-Screening: Once received, the application will be screened by NTC secretariat (HRDP&P and MER Branches) to ensure all necessary information is included to avoid delay in processing.

3. NSTF Committee Meeting: After pre-screening, a NSTF Committee meeting is organized to consider and approve the release of funds for training.

4. NTC Meeting: The decision of NSTF Committee shall then be submitted to NTC for endorsement.

****** NOTES ******

- Always ask for registration and course accreditation status of NTC Registered Training Organization's before applying. The list is available on our website: www.ntcwebsite5.com.
- NSTF Committee and NTC meetings occur on a quarterly basis so ensure you plan your course/ training six months in advance for processing.
- NSTF is for short skills training and not for longer term Diploma or Degree courses.
- Priority is given to beneficiary groups - Churches, Women, Youths, Disable Persons/ Organizations.

FOR MORE INFORMATION

Contact National Training Council Secretariat:
PO Box 1170, BOROKO, National Capital District

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Authorized by:

Mr. Kinsella Geoffrey
DIRECTOR

Dated: 27th May 2014,

By: Clru



NATIONAL TRAINING COUNCIL

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NATIONAL SCHOLARSHIP TRAINING FUND (NSTF)



Information Brochure



1. Introduction/ Background

National Scholarship Training Fund (NSTF) was initiated by the National Training Council (NTC) to enable individuals and beneficiary groups to acquire relevant skills based on the needs of their respective organisations so that after completion of training, skills acquired can be utilized to benefit the organisation.

The Government through NTC is proud to provide Three Hundred Thousand Kina (K300,000.00) annually to assist individuals and beneficiary groups achieve their goals through short term training in-country in-country through NSTF.

NTC at its meeting no, 1 of 2002 approved the following distribution quota for NSTF. The Council will also consider if any of the groups does not utilize its quota then funds be allotted to other groups:

- Churches = 40%
- Youths = 10%
- Women = 10%
- NGOs = 10%
- Disable sector = 20%
- Others = 10%

Guidelines for selection of training under NSTF were developed in March 2003. Over time, costs and durations for training in private, public or Government and Church run training institutions have changed significantly.

These prompted the need to review the 2003 NSTF policy guidelines to incorporate challenges as well as changes that have occurred over time.

2. Authority & Purpose of NSTF Guidelines

The Council through NTC Decision No. 872/04/2014 resolved to endorse NSTF Committee Decision No. 18/04/2014 to accept changes with amendments to 2003 NSTF policy guidelines as follows:

- (1) Increase duration of short term training from 3 to 6 months;
- (2) Increase funding limit for group training from K10,000.00 to K20,000.00 per group;
- (3) Training to be funded on the ground provided facilities and trainers are available so a lot more disadvantaged people can be trained at a minimal cost;
- (4) Direct receipt of applications by NTC Secretariat instead of through Head of Training organisations.

The authority of these Guidelines is vested in the NTC Act (1991), Section 6 [1] [e] and [f]. The purpose of these guidelines is to ensure training funds are utilized to the maximum benefit for training for Christian Churches and other under-resourced sectors that encourage integral human development.

3. Guidelines for Selection of Training

3.1 Training is for short skills training courses up to six (6) months (increased from 3 months as most short courses now cover a period of 24 weeks or 6 months). Note that skills training refer to a set of criteria to perform a task. Training is strictly for Certificate, and not for Diploma or Degree courses. Cost for conduct of workshops, seminars, conventions etc will not be eligible for funding.

3.2 Courses should be consistent with NTC priorities but limited to the expressed priorities. Emerging courses that lead to integral human development can also be considered.

3.3 Training proposals from beneficiary groups should be submitted through the Head of the Organization. In the case of Churches, through PNG Council of Churches (PNGCC) or Churches Education Council (CEC). For Women, Youth and Groups dealing with Disability, through National Council of Women (NCW), National Youth Commission (NYC) or National Board for the Disable (NBD) respectively.

3.4 If the organisation or Group is not a member of PNGCEC, CEC, NCW, NYC or NBD; then training proposals should be authorized or recommended by a competent authority (local pastor, recognised Church leader, president, chairman or chairlady of the group or ward councilor or a recognised leader) and submitted direct to Chair-(man/person) - NSTF Committee, Attention: Assistant Director—HRPDP Branch.

3.5 Training proposal should be submitted on the standard NSTF application form including: name of individual, institution or organisation; address; involvement in a group, institution or organisation; length of time with the group or organisation; nature of business if self-employed; type of training and course; purpose of training or course and skills to be acquired at the end of training, institution to provide training; number and names of trainees; name and designation of recommending authority, brief support statement by the authority, signature and official stamp. For recommending authorities without official stamps, a written support statement on the official letterhead of the organisation should be provided.

3.6 All completed NSTF applications should have the following requirements attached: K5.00 receipt per trainee from NTC account at BSP Bank; offer letter from the institution to show cost, duration and commencement date for training; and support letter for authorities without official stamps.

3.7 The maximum amount of funds for group training request under NSTF shall be K20,000.00 (increased from K10,000.00), taking into account the increase in costs of training per person over the years so a lot more people can benefit from this limited amount of money.

7. Funding for group training within an organization is encouraged. However, individual applications can be considered on merits and or if recommended by a concerned authority.

Training is to be conducted by recognized Churches training institutions, NTC recognized training institutions or Government run colleges.

7. A minimum qualification of nominated candidates shall be grade 6 or 8 certificate.

The establishment of the NSTF Committee is vested through Part III of the NTC Act (1991), Section 16 [1] [c].

The Committee comprises of five (5) members: National Youth Commission, National Board For Disable, National Council of Women, Churches Education Council and National