

62. NATIONAL CO-OPERATIVE COLLEGE

- 62.1 The National Co-operative College (NCoC) *formerly National Institute for Co-operative Entrepreneurship*, established as a body corporate under Section 103 of the Co-operatives Act 2016, operates under the *aegis* of the Ministry of Industrial Development, SMEs and Co-operatives. Its main objects are: to provide facilities and engage in research and training for the promotion and development of the co-operative entrepreneurship, philosophy, principles and values; act as a centre for the consolidation and development of the co-operative movement through education and training and for the exchange of information in the field of co-operatives; and promote and develop capacity building through entrepreneurship and business leadership.
- 62.2 As at date, the college caters for some 1200 active co-operative societies with a total membership of almost 160,000 in Mauritius and Rodrigues. It provides free of cost in-house and outstations training on the concept of entrepreneurship, co-operative principles and co-operative management to unemployed women and youth with a view to encouraging them to form a co-operative society and kick start a business. To deliver on its mandate, the college taps the services of qualified Trainers from other organisations; and awards certificates on its own or jointly with other recognised bodies.
- 62.3 The NCoC is managed by a Board whose representatives are appointed by the Government. The Director is the Chief Executive Officer and is responsible for the day-to-day management of the College. In the performance of his duties, the Director is assisted by officers in the grades of Programme/Research Officer, Accounts Clerk, those of the General Services grades and employees in the Workmen's Group General.
- 62.4 In the context of this review exercise, representations have been received from the staff side for elongation of salary scales and creation of the grades of Handy Worker and Receptionist/ Telephone Operator. The Bureau was also apprised that duties not listed in the scheme of service of certain grades are allocated to incumbents without any remuneration.
- 62.5 Management, on its part, informed that training is dispensed throughout the year and the services of resource persons are tapped in this endeavour. This has an impact on the budget of the organisation through the payment of fees which amount to nearly a million rupees per year. Therefore, they requested to create the grade of Trainer to enable the organisation to have its own personnel. Additionally, a proposal was made for the creation of the grades of Administrative Assistant and Handy Worker; and the restyling of the grade of Information Desk Operator to Public Relations Officer.
- 62.6 During consultations, the staff side was apprised that salary would be looked into holistically and grades are created on the basis of operational needs of an organisation. The Bureau advised Management to optimise the use of its existing resources and if need be, increase the establishment size of existing grades to be able

to cope with the expansion of activities; and to reward employees for additional work that fall outside their respective scheme of service.

- 62.7 After analysing the requests of stakeholders and with a view to ensuring that the NCoC delivers on its mandate effectively, we are providing for the grades of Trainer and Handy Worker.

Trainer (New Grade)

- 62.8 At present, the services of external resource persons are being tapped by the NCoC to train unemployed women and youths in the various fields of entrepreneurship with a view to enabling them to kick start a business. Management has expressed that it is difficult to readily avail of the services of these resource persons in delivering courses for both academic and vocational subjects, especially in the specific fields and when there is a pressing demand on the part of Government for its mandate.
- 62.9 The Bureau considers that the creation of the grade of Trainer would facilitate the organisation to have its own personnel and prepare a calendar of courses in advance to readily dispense training throughout the year on demand by the public. We are recommending accordingly.

Recommendation 1

- 62.10 We recommend the creation of a grade of Trainer. Appointment thereto should be made by selection from among candidates possessing a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level" and a Certificate in the relevant field from a recognised institution acceptable to the Board. The Trainer should be MQA registered and should reckon at least two years' training/teaching experience in the vocational field.**
- 62.11 Incumbents would be required, among others, to be responsible for the vocational training in the relevant fields; prepare and adapt training programmes, syllabi, tests and examinations; prepare written instructional materials and audio visual aids; give lessons, shop talks, demonstrations; and conduct evaluation.

Handy Worker (New Grade)

- 62.12 Both Management and staff side have expatiated on the expansion of the infrastructure of the college and its activities. They claimed that with the decentralisation of training programmes throughout the island, there is a need for a level to, amongst others, undertake maintenance and cleaning of building, effect minor repairs of training equipments/materials and assist in other office tasks. We are making appropriate provision.

Recommendation 2

- 62.13 We recommend the creation of a grade of Handy Worker. Appointment thereto, should be made by selection from among candidates possessing the Certificate of Primary Education or an equivalent qualification acceptable to the Board.**

- 62.14 Incumbent would be required to, among others, clean offices, stores, as well as washing, cleaning and maintaining the physical environment at a good standard; load, unload and move stores items, furniture, equipment and other materials as and when required; collect and deposit keys at Police Station/Police Post; assist in the handling of training equipment and materials where training is in progress; give general assistance in the operation of public address equipment as and when required; run official errands; and carry out minor maintenance and repairs where such need will arise.

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SALARY SCHEDULE

- NCoC 1 : Rs 10250 x 175 – 10775 x 200 – 11775 x 205 – 12595 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21150**
General Worker
- NCoC 2 : Rs 13745 x 230 – 13975 x 250 – 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225**
Handy Worker (New Grade)
- NCoC 3 : Rs 15485 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400**
Driver/Office Attendant
- NCoC 4 : Rs 15225 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 29875**
Information Desk Operator
- NCoC 5 : Rs 16785 x 260 – 17825 x 275 – 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 34825**
Clerk/Word Processing Operator
- NCoC 6 : Rs 18925 x 300 – 19525 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Management Support Officer
- NCoC 7 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675 – 27400 x 825 – 35650 x 900 – 37450**
Accounts Clerk
Executive Officer (Personal)

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**NCoC 8 : Rs 19850 x 325 – 21475 x 375 – 22225 x 400 – 23425 x 525 – 26050 x 675
– 27400 x 825 – 35650 x 900 – 37450 x 950 – 39350**

Trainer (New Grade)

**NCoC 9 : Rs 27400 x 825 – 35650 x 900 – 37450 x 950 – 42200 x 1300 – 46100 x
1575 – 49250 x 1650 – 54200 x 1700 – 62700**

Programme/Research Officer

**NCoC 10 : Rs 68000 x 1800 – 69800 x 2000 – 75800 x 2150 – 82250 x 3000 – 88250
x 3125 – 94500**

Director



