

Forestry and Wood Industries Training Centre

Mafinga

Prospectus 2018



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A warm welcome!

The Forestry and Wood Industries Training Centre (FWITC) offers practical short courses in forestry, wood processing, occupational safety and health, entrepreneurship and business management. In addition, the centre provides a range of support services related to the forest value chain.

FWITC is the only training centre in all of East Africa to focus on practical short course training aimed at adult learners who wish to improve their knowledge and skills sets. All our training focuses on providing practical hands-on skills, meaning most of your time during our training is used to gain the actual skills that you need in your work.

All our trainers are skilled experts with years of experience in the field. They can help you identify the improvement needs in your skill sets, while encouraging you to appreciate your strengths. All courses include a large amount of group work to ensure that you learn how to reflect your freshly learned skills.

This info leaflet gives you detailed knowledge of the training and other services provided by FWITC. Our short courses run from 1 day to 2 weeks, depending on the topic and extent of knowledge required. Please take this opportunity to familiarize yourself with our services. If you have any questions or enquiries, please contact FWITC staff, we are happy to help.

Hoping we can be your partner in bringing forth a successful 2018,

Manager & staff of FWITC

History of the Forestry and Wood Industries Training Centre



The Forestry and Wood Industries Training Centre (FWITC) was established by the Private Forestry Programme (PFP) in 2016 to answer to the need for comprehensive and appropriate practical forestry and wood technology short courses close to the heart of the industry in the Southern Highlands. The centre is equipped with key sawmilling and forestry equipment and tools. Staffing includes personnel specialized in sawmilling and harvesting operations and management.

FWITC is located in Mafinga town, Mufindi district, about 75 km from Iringa. The centre is strategically well located and easily accessible to all forestry and wood industry companies operating in the Southern Highlands of Tanzania.

FWITC vision and mission



The vision of FWITC is to serve as a forestry information hub and a training centre on all forestry, wood technology and industry related issues. Information in this context will include e.g. forestry and wood products market information, technology developments and information on forest operations and wood processing machines, forest and wood product pricing and standardization of forest and wood products. Also, development of innovations for forest operations and products and for wood processing and forest industries business will be part of FWITC services. In the long-term, FWITC aims to act as an incubation service provider to new forestry and wood processing services in Tanzania.

The mission of FWITC is to provide practically oriented skills development and training for forestry and wood processing personnel, with emphases on tree growing and support for micro, small and medium enterprises. This mission will be achieved by providing short courses training in forestry, wood technologies, entrepreneurship and business development. FWITC will also serve the industry as a natural place for workshops, seminars and discussion forums. These will be offered in topics related to forestry and forest industries, to familiarize people with the latest production technologies. To accomplish its' mission, FWITC will also organize demonstrations and trade fairs in key topics to provide information and a place for networking for the industry stakeholders, as well as show rooms for latest technologies and products.

FWITC training curricula

FWITC offers short courses in general administration, management, entrepreneurship, forestry and wood processing. The courses are tied to official VETA forestry attendant and wood processing attendant curricula, which ensures practicability and professionalism. Some of the courses can be used to gain study points for a full-term forestry or wood processing attendant certificate. At the moment the full-term courses are being offered at the Forestry Training Institute (FTI) and the Forest Industries Training Institute (FITI).

All FWITC short courses are practical and focus on hand-on learning. Each course includes short theoretical background lesson, after which the training switches to practise and use learning-by-doing as the main training approach. Each course is tailored to develop practical skills in trainees, while ensuring that they get adequate information to understand the background and wider picture of the topic.

Number of course participants varies from 10 to 20 participants, depending on the type and complexity of the course. As a general rule the more general courses will include 20 students, while the practical technical courses will have a maximum of 10 trainees. This ensures maximum learning potential for course participants, as they have adequate time for practise. Also during theoretical parts of the courses, the focus is on applicability, and the training methods include lots of demonstrations, group work and discussion.

The duration of each course depends on the topic and its complexity. The duration of courses varies from 1 day to 10 days, depending on the topic, objectives and contents. Short courses targeting workers and operators range from 3 days to 10 days, while courses for owners, managers and supervisors will usually last between 2 to 5 days. Each day will include seven 45-minute training periods. This means less than 6 hours of full-time study, leaving plenty of time for reflection and adapting, i.e. true learning that increases permanent understanding, knowledge and teaches new skill sets.

FWITC courses in general administration, entrepreneurship and management

The courses in general administration include training in IT, in health and first aid and in communications and presenting skills:

Course name	Course objective
Basics of information technology	This course will equip the participants with the basic knowledge and skills on Microsoft Office software (Word and Excel), as well as installing and using antivirus and antimalware software. In addition the participant will learn to use the Internet for searches and email for messaging.
Advanced skills in information technology	This course will equip the participants with more advanced skills on Microsoft Office software (Word, Excel and PowerPoint), as well as installing and using antivirus and antimalware software.
Basic health and first aid in forestry and sawmilling operations	This course will equip the participants with the knowledge and skills necessary to take care of their health and give first aid in accidents.
Advanced health and first aid in forestry and sawmilling operations	This course will equip the participants with more advanced knowledge and skills necessary to take care of their health and give CPR in emergency situations.
Communication and presentation skills	This course is designed to meet the organization`s communication needs at foreman and supervisor levels.

The courses in entrepreneurship and business management range from general introductions to specific topics, such as financial management or leadership:

Course name	Course objective
Introduction to entrepreneurship and business	This course will provide participant with the knowledge and skills required to establish and run their businesses and SMEs in the forestry industry entrepreneurially.
Business management	This course will provide participant with basic knowledge and skills necessary to effectively and efficiently start and manage their businesses and SMEs in forestry and wood industry.
Marketing	This course will equip the participant with the knowledge and skills necessary to plan and execute various marketing activities in their businesses and SMEs in forestry and wood industry value chain.
Bookkeeping and accounting	This course will equip the participant with the basic knowledge and skills in record keeping using simple techniques in business and other production activities in forestry and wood industry.
Financial management	This course will equip participant with knowledge and skills necessary to prepare and use various financial statements enabling proper control of business money.
SME enterprise management and business planning	This course will provide the participants with the knowledge necessary to manage SMEs more efficiently and business oriented. After the course participants are able to prepare a simple business plan and they are able to use it for development of their business.
Supervisory and management skills	This course will equip mill foremen and supervisors with sound supervisory skills necessary for the smooth and efficient running of the mill.

FWITC training calendar in general administration and management

Course name	Duration of the course (days)	Number of admitted trainees	Timing of the course
Basics of information technology	5	15	7.-11.5.2018 4.-8.6.2018 20.-24.8.2018
Advanced skills in information technology	5	15	14.-18.5.2018 11.-15.6.2018 27.-31.8.2018
Basic health and first aid in forestry and sawmilling operations	2	15	21.-22.4.2018 18.-19.6.2018 1.-4.9.2018
Advanced health and first aid in forestry and sawmilling operations	3	15	23.-25.2018 20.-22.6.2018 5.-7.9.2018
Communication and presentation skills	3	15	28.-30.5.2018 15.-17.8.2018

FWITC training calendar in entrepreneurship and business management

Course name	Duration of the course (days)	Number of admitted trainees	Timing of the course
Introduction to entrepreneurship and business	2	15	13.-14.8.2018 20.-21.4.2018
Business management	3	15	2.-4.5.2018 17.-19.9.2018
Marketing	2	15	18.-19.4.2018 1.-2.10.2018
Bookkeeping and accounting	4	15	7.-10.5.2018 24.-27.9.2018
Financial management	3	15	2.-4.7.2018 5.-7.11.2018
SME enterprise management and business planning	5	15	18.-22.6.2018 12.-16.11.2018
Supervisory and management skills	3	15	31.1-2.2.2018 26.-28.11.2018

FWITC courses in forestry

FWITC offers a vast range of forestry courses from tree nursery issues to tree plantation establishment and management, forest inventory and fire prevention:

Course name	Course objective
Forest work and financial plan	This course will equip the participants with the knowledge and skills necessary to plan and budget for forestry activities.
Establishing a TGA	This course will equip the participants with the knowledge and skills necessary to establish and organize a Tree Growers' Association.
Managing a TGA	This course will equip the participants with the knowledge and skills necessary to manage a Tree Growers' Association.
Managing occupational health and safety (OSH) in forestry operations	This course will equip the participants with the knowledge and skills necessary to plan and manage occupational health and safety in forestry operations, such as weeding, pruning and during chainsaw operations (thinning and harvesting), and related operations (loading, unloading and hauling).
Ensuring occupational health and safety (OSH) in forestry operations	This course will equip the participants with the knowledge and skills necessary to implement occupational health and safety in forestry operations, such as weeding, pruning and during chainsaw operations (thinning and harvesting), and related operations (loading, unloading and hauling).
Basic maintenance: Preventive maintenance of forest tools, machines and equipment	This course will equip the participants with the knowledge and skills necessary to maintain common forestry tools and equipment.
Advanced maintenance: Managing preventive maintenance of forest tools, machines and equipment	This course will equip the participants with the knowledge and skills necessary to organize maintenance for common forestry tools and equipment.
Establishing a tree nursery	This course will equip the participants with the knowledge and skills necessary to establish a tree nursery.
Managing a tree nursery	This course will equip the participants with the knowledge and skills necessary to manage a tree nursery.
Plantation establishment & management of young stands	This course will equip the participants with the knowledge and skills necessary to establish a tree plantation and manage young tree stands.
Plantation management of mature stands (pruning, thinning and harvesting)	This course will equip the participants with the knowledge and skills necessary to manage mature tree stands.
Forest inventory	This course will equip the participants with the knowledge and skills necessary to perform basic forest inventory (assess forest resources).
Forest fire prevention and control	This course will equip the participants with the knowledge and skills necessary to prevent and control forest fires and raise awareness on wild fires.
Successful natural regeneration	This course will equip the participants with the knowledge and skills necessary to manage naturally regenerated forests.

FWITC training calendar in forestry

Course name	Duration of the course (in days)	Number of trainees / course	Timing of the course
Forest work and financial plan	10	20	18.-29.6.2018 15.-26.10.2018
Establishing a TGA	5	20	3.-7.9.2018 10.-14.9.2018
Managing a TGA	10	20	14.-25.5.2018 28.5-8.6.2018 9.-20.7.2018 23.7.-3.8.2018
Managing occupational health and safety (OSH) in forestry operations	5	20	23.-27.4.2018 30.7-3.8.2018
Ensuring occupational health and safety (OSH) in forestry operations	1	20	20.4.2018 25.7.2018
Basic maintenance: Preventive maintenance of forest tools, machines and equipment	1	15	6.8.2018 24.10.2018
Advanced maintenance: Managing preventive maintenance of forest tools, machines and equipment	5	15	13.-17.8.2018 29.10.2.11.2018
Establishing a tree nursery	5	20	7.-11.5.2018
Managing a tree nursery	10	20	14.-25.5.2018
Plantation establishment & management of young stands	1	20	1.10.2018 3.10.2018 5.10.2018
Plantation management of mature stands (pruning, thinning and harvesting)	8	10	18.-29.6.2018 9.-20.7.2018 23.7.-3.8.2018 27.8.-7.9.2018
Forest inventory	5	15	7.-12.5.2018 4.-8.6.2018 8.-12.10.2018
Forest fire prevention and control	5	15	9.-13.7.2018 16.-20.7.2018 23.-27.7.2018 30.7-3.8.2018
Successful natural regeneration	2	20	13.-17.8.2018 27.-31.8.2018

FWITC courses in wood processing (part I)

FWITC offers a vast range of wood processing courses that include managerial and technical training:

Course name	Course objective
Bandsaw blade maintenance	This course will provide participants with the knowledge and skills required to maintain band saw blades in an effective, competent and productive manner.
Circular saw blade maintenance	This course will equip the participants with the knowledge and skills necessary to maintain circular saw blades in a productive manner.
Production planning in sawmill operations	This course will provide the participants with the knowledge necessary to plan sawmill production in line with marketing requirements and available raw material resource.
Sawing for high recovery and value added wood products	This course will make the participants understand the importance of good sawing for higher recovery of raw materials as a part of economical and efficient sawmill production operation. They will also appreciate sawn timber sorting and grading as important tools for value adding of wood products.
Efficiency, productivity and economy in SME sawmill operations	This course will provide the participants with the knowledge necessary to improve sawmill efficiency, productivity and operations as whole. After the course participants will be able to solve problems affecting sawmill's efficiency and productivity.
Records keeping in sawmill operations	This course will provide the participants with the knowledge necessary to plan and implement efficient production records keeping system to follow up sawmill's raw materials, production, sales and deliveries. After the course participants will be able to plan and maintain appropriate records keeping system of a sawmill.
Sawn timber drying by air seasoning	This course will provide the participants with the knowledge on sawn timber drying using air seasoning method. After the course participants will be able to carry out appropriate sawn timber drying.
Bandsaw mill and track alignment	This course will provide the participants with the basic knowledge and skills required to maintain band sawmill machines. They will also be given the various methods available for mill alignment in order to ensure that sawmill machines perform with optimum accuracy and efficiency.
Circular breakdown and re-saw operation	This course provides the participants with the knowledge and skills necessary to carry out circular saw operations efficiently to produce high quality sawn timber products. This course will also provide the participants with necessary skills to carry out edging and trimming operations efficiently.
Bandsaw breakdown and re-saw operations	This course provides the participants with the knowledge and skills necessary to carry out band saw operations efficiently to produce high quality sawn timber products.
Circular and band sawmill machine maintenance, alignments and trouble shooting	This course will provide the participants with the basic knowledge and skills required to maintain sawmill machines. They will also be given the various methods available for mill alignment in order to ensure that saws perform with optimum accuracy.

FWITC courses in wood processing (part II)

FWITC offers a vast range of wood processing courses that include managerial and technical training:

Course name	Course objective
Quality control in sawmilling operations	This course will make the participants appreciate the importance of quality control as a part of economical and efficient production operation. They will also be able to use quality control systems as a marketing and management tool for improved profitability of a sawmill.
Quality requirements, value and utilization of raw material	This course will provide the participants with the knowledge to understand quality, value and requirements of sawmill's raw material to enable higher productivity and financial result of a sawmill. After the course participants will be able to produce high quality raw material to the sawmill.
Safety in sawmilling	The objective of this course is to give the participants adequate skills to enable them for safe work and prevention of accidents.
Board edging and trimming of sawn timber	This course will provide the participants with necessary skills to carry out sawmill's board edging and trimming of sawn timber efficiently.
Sawn timber sorting and grading	This course will provide participants with knowledge about sawn timber defects and sawn timber grading rules.
Introduction to kiln drying in SME sawmilling operations	This course will provide the participants with knowledge to kiln dry wood properly with a right type and size of kiln. After the course participants are able to set up and operate small scale kilns suitable for wood drying.
Sawn timber preservation	This course will provide the participants with knowledge required in wood treatment and preservation. After the course participants are able to apply appropriate procedures and methods for treating sawn timber against fungi and stains.
Stellite and carbide technology in saw-doctoring	After this course, the participants will understand the need for a high degree of accuracy with tungsten carbide tipped saw blade maintenance. After the course participants will be able to braze tips and grind them accurately.
Charcoal production	This course will provide the participants with necessary knowledge and skills to establish and develop a wood waste management business. The methods used will include the most common and successful charcoal and briquetting techniques in Tanzania.
Fire prevention for wood industries	After the course, the participants are equipped with necessary knowledge and skills to prevent and control fires inside sawmills and timber yards. The participants will also know how to develop a fire safety and fighting plan.

FWITC training calendar in wood processing

Course name	Duration of the course (in days)	Number of trainees / course	Timing of the course
Bandsaw blade maintenance	10	10	23.4.-4.5.2018 9.-20.7.2018 7.-18.5.2018
Circular saw blade maintenance	5	10	14.-18.5.2018 15.-19.10.2018
Production planning in sawmill operations	5	20	7.-11.5.2018 18.-22.6.2018
Sawing for high recovery and value added wood products	3	15	14.-16.5.2018 2.-4.7.2018
Efficiency, productivity and economy in SME sawmill operations	5	15	25.-29.6.2018
Records keeping in sawmill operations	3	15	17.-19.5.2018 22.-24.10.2018
Sawn timber drying by air seasoning	5	15	4.-8.6.2018 10.-14.9.2018
Bandsaw mill and track alignment	3	10	18.-20.9.2018
Circular breakdown and re-saw operation	5	10	27.-31.8.2018
Bandsaw breakdown and re-saw operations	5	10	7.-11.5.2018
Circular and band sawmill machine maintenance, alignments and trouble shooting	3	10	7.-9.5.2018 17.-19.7.2018
Quality control in sawmilling operations	5	15	9.-11.7.2018
Quality requirements, value and utilization of raw material	3	15	21.-23.5.2018 14.-16.5.2018
Safety in sawmilling	2	10	24.-25.5.2018 1.-2.8.2018
Board edging and trimming of sawn timber	3	10	28.-30.5.2018
Sawn timber sorting and grading	3	10	30.5.-1.6.2018 23.-25.10.2018
Introduction to kiln drying in SME sawmilling operations	5	15	29.10.-2.11.2018
Sawn timber preservation	3	15	12.-14.6.2018
Stellite and carbide technology in sawdoctoring	5	15	25.-29.6.2018 8.-12.10.2018
Charcoal production	3	15	9.-11.7.2018 25.-27.9.2018
Fire prevention for wood industries	1	15	

Course admission and participation, participant assessment and course fee structure

The short courses organized by the Forest and Wood Industries Training Centre (FWITC) will be open to everyone interested in developing their skills and competences in entrepreneurship, forestry and wood processing. All FWITC training is competence-based and practically oriented hands-on training. Most of the courses are tied to VETA forest attendant and wood processing attendant curricula.

No absence from training is allowed during any of the FWITC courses. If urgent matters keep the participant from finishing the course, the FWITC Manager and FWITC Training Coordinator will negotiate whether they can attend another course later. The decision will be made on case by case basis.

If the short course is based on VETA curriculum, the performance assessment of a trainee will be done in accordance with the Competence Based Assessment (CBA) guidelines of VETA. Assessment of trainees participating in non-VETA courses are done through Continuous Assessment (CA) that will be carried out during the course. Active participation during the course is required for passing, in some cases also verbal and written exams are applied.

All trainees who have passed their course performance assessments will be issued the FWITC Course Attendance Certificate. This certificate indicates participant's participation for a short course. It also shows whether the trainee has passed the course in accordance with the course assessment criteria.

FWITC's policy is that all course and workshop fees must be paid in advance. If not, participant will not be accepted to the course. To maintain transparency and good governance principles, procedures for payment and acceptance for the course will be given to all applicants in written form. This will be done either by sending a text message, an email or by using some written form of social media.

Other services offered by FWITC



- FWITC offers also a range of other services in business development and support, including:
 - ◆ Machinery demonstrations
 - ◆ Testing timber samples
 - ◆ Timber drying
 - ◆ Timber sawmilling
 - ◆ Process development
 - ◆ Business planning
 - ◆ Business development
 - ◆ Arranging fairs, workshops meetings and other events
 - ◆ Showroom for product demonstrations

In addition, FWITC's tree nursery is currently developing seedlings for Tanzanian tree seed orchards that will be able to service the whole country within a decade.

General information for course participants

- All course participants must apply for the courses by contacting either FWITC general management or the contact people indicated in the course brochures.
- All course fees must be paid in advance.
- All FWITC trainees, staff members and visitors must wear sensible, closed shoes even for general courses. FWITC is a technical training centre and there can be nails, pins and other sharp object lying around. Should anyone injure themselves or see anything potentially dangerous, they must inform their course supervisor immediately.
- Sensible, warm clothes are recommended for all courses. When participating in harvesting or sawmilling courses, no flowy scarves, sleeves or other apparel are allowed, even within the safety equipment. Long hair must be tied.
- When provided, personal protective equipment (PPE) must be worn at all times. The trainers will indicate when it is safe to remove the protective equipment.
- Calm conduct is mandatory at all times. No running is allowed within the sawmill or other premises.
- All courses are conducted within the group. All course participants must stay with their group.
- No violence, harassment or other inappropriate behaviour is allowed anywhere within the FWITC premises or during field practicals. Such behaviour will lead to immediate disciplinary actions, up to and including dismissal from the course without fee reimbursement.
- All other instructions and safety rules given by FWITC staff or course supervisors must be adhered to at all times. In case conflicting instructions are given, participants should check the correct rule from their course supervisor.
- During the course, active participation and adhering to the course schedule are expected. Any deviation can lead to dismissal from the course and/or refusal to issue the FWITC Course Attendance Certificate.

Location and contact information

Contact and how to get there:

Forestry and Wood Industry Training Centre (FWITC)

Kinyanambo

Mafinga

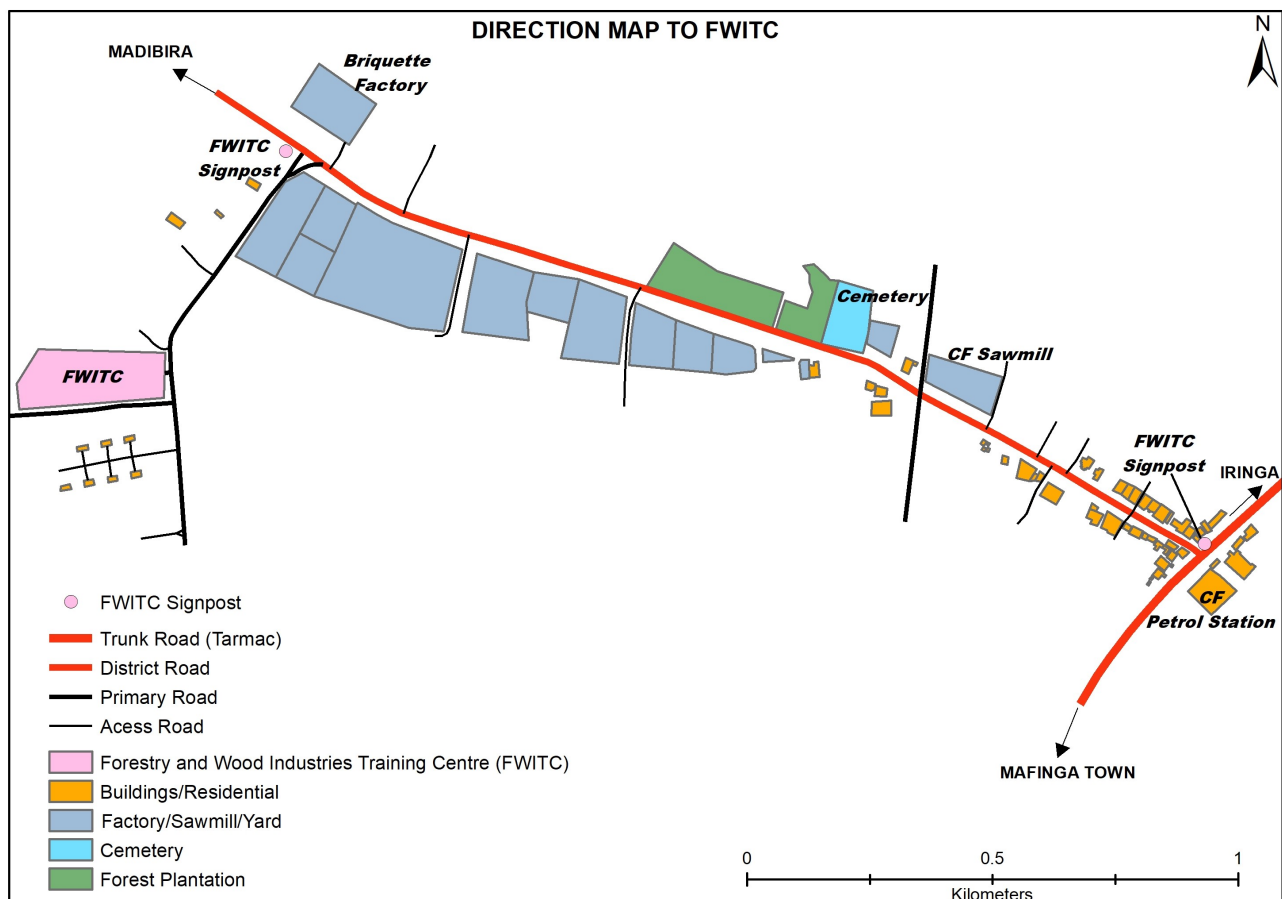
For enquiries, contact Mr. Edigary Mwaifweya, FWITC Manager

E-mail: edigary.mwaifweya@privateforestry.or.tz

Tel: +255 744 874 521

Driving instructions:

Junction of CF Madibira Rd., drive straight about 1,5 km. The junction to FWITC is opposite to the briquetting factory, on the left side of the road.



The Forestry and Wood Industries Training Centre is established and supported by:



United Republic of Tanzania
**MINISTRY OF NATURAL RESOURCES
AND TOURISM**
Forestry and Beekeeping Division



**MINISTRY FOR FOREIGN
AFFAIRS OF FINLAND**