

Senior secondary

# Progressing beyond MSCE

Scholar handbook



The Open  
University



Keeping Girls in School scholarship programme  
Funded by UKaid from the UK government

**Grateful acknowledgement is made to the following contributors:**

- Ministry of Education, Department of Teacher Education and Development
- Lilongwe TTC
- Development Aid from People to People (DAPP)
- Emmanuel TTC
- Technical, Entrepreneurial, Vocational Education and Training Authority (TEVETA)
- Christian Health Association of Malawi (CHAM)

Contact details:

International Development Office  
The Open University  
Walton Hall  
Milton Keynes  
MK7 6AA  
United Kingdom  
+44(0) 1908 655 313

For more information regarding the KGIS MATS project, please see the following websites:

- The Open University, International Development Office:  
[www.open.ac.uk/about/international-development](http://www.open.ac.uk/about/international-development)
- TESSA: [www.tessafrica.net](http://www.tessafrica.net)
- FAWEMA: [www.fawema.org](http://www.fawema.org)

The KGIS MATS project, and the development of this material, has been funded by UK aid from the UK Government, however the views expressed do not necessarily reflect the UK Government's official policies.



# 'Keeping Girls in School' Scholarship Programme

## Scholar Progression Handbook

### Contents

Introduction	4
Creating your Curriculum Vitae (CV)	5
Teacher Training College	7
Technical, Entrepreneurial, Vocational Education and Training	10
Christian Health Association of Malawi	15
Employment	18
Conclusion	19

# Introduction

Dear KGIS MATS Scholar,

You are nearing the end of your journey on the KGIS MATS programme. You have worked hard as a Teaching Assistant and scholar, you have gained valuable experience, you have supported many pupils and you have done tremendously well.

**You have a lot to be proud of and we congratulate you!**

In June 2016 you will complete your work with the KGIS programme. You will finish your school experience programme, your self-studies and tutorials; you will earn your KGIS MATS Certificate of Participation; and you will sit your MSCE exams.

You will receive your MSCE exam results in September-October 2016.

It is important to think about and plan for ‘what is next’ after the KGIS MATS programme ends in June 2016. Do you want to study at a Teacher Training College to become a teacher? Do you want to pursue other study opportunities? Do you want to continue to work in your school as a volunteer teacher? Do you want to use what you have learned as a KGIS MATS scholar to find new work or employment opportunities?

This Progression Handbook gives you some information to help you know and consider some of the options that may be available to you depending on your choices, circumstances and what you achieved in your MSCE exams. This handbook contains the following sections with relevant information:

1. Creating your Curriculum Vitae (CV);
2. Applying to study at a Teacher Training College to become a teacher;
3. Applying for further studies or training at an institution that provides TEVET and other related courses;
4. Applying for further studies or training with Christian Health Association of Malawi;
5. Applying for employment in your school or community.

This information will help you to prepare and plan for your future.

In the next few months you should take some time to think about what you want to do next, set some goals and begin working towards these. You can also speak to your mentor, tutor and head teacher as well as the KGIS MATS project team about any questions you have.

We wish you all the best.

***Your FAWEMA and Open University KGIS MATS project team***

# Creating your Curriculum Vitae (CV)

It is important to create a Curriculum Vitae (CV) to include with your applications to study in Teacher Training College or other Training Institutions, and applications to continue to work in school or in other employment in your community.

A CV shows the hard work you have done and experience you have gained in the KGIS MATS programme, both as a Teaching Assistant and in your studies for the MSCE exams. This will help you feel confident in your experience and show what you have accomplished.

## Writing your CV

### a. Your personal statement

A CV starts with a short personal statement. Your personal statement is an important part of your CV. It is your opportunity to talk about who you are, what you aspire to, what you feel you have to offer a training institution or employer and is an important part of your profile, CV, portfolio and reference.

During the 2 years of School Experience you were regularly asked to reflect on, write about and discuss with your Mentor what you were observing and learning. At the end of each year you had to write a Personal Statement which had to be signed by you, the Head Teacher in your school and the Primary Education Adviser in your zone/district. In these personal statements you were asked to write about your responsibilities as a Teaching Assistant, what you learned as part of the School Experience, the skills and understanding of children's learning you developed as a Teaching Assistant, activities you did as a Teaching Assistant, and your goals.

Go back to these personal statements and we encourage you to write this out neatly and include it in your CV.

### b. Your studies and qualifications

Next write a list of your study experience and educational qualifications. Include the dates you completed these studies or earned these qualifications. Be sure to include your studies during the KGIS MATS programme and your MSCE results.

### c. Your work experience and competencies

Next write a list of the work experience you have had and competencies gained, including as a Teaching Assistant during the KGIS MATS programme. Include the name of where you worked (i.e. 'Magoti School, Magoti'), your role (i.e. 'Teaching Assistant, Standard 1 and Standard 8'), and your competencies and responsibilities (i.e. 'marking school work', 'supporting learners with special needs', 'organising a girls' club', etc.).

You will also want to include copies of letters of reference and education certificates and qualifications to back up the information you have given in your CV.

## Letters of reference

We recommend that you request and obtain letters of reference to include with your applications or use in later applications. We suggest that you request this from the Head Teacher of the school where you have been doing your MATS School Experience.

You could also request this from your Mentor, the teachers you worked with in school, the Primary Education Advisor (PEA), Coordinating PEA or District Education Manager (DEM).

We suggest you ask for this letter of reference before you finish your time at the school in June. The Head Teacher is a busy person and it is important that he/she has time to write a letter that will reflect your work in the school as a Teaching Assistant in the KGIS MATS programme during the past 2 years

## Certificates and qualifications

It is important to also include your certificates and records of any qualifications, such as your MSCE certificate / notification of results, with your CV.

On completion of the MATS programme you will receive a Certificate of Participation. This will be signed by the Ministry of Education, Science and Technology (MoEST), FAWEMA and The Open University and serve to validate the experience and competencies you have gained on the programme.

# Teacher Training College

## Applying to study at a Teacher Training College to become a Teacher

If you have achieved an MSCE certificate with a pass in Maths and four or more credits overall, including one in English and two Science subjects: CONGRATULATIONS!!! You qualify to apply for a place at a Teacher Training College to study to become a qualified Primary School Teacher.

### What are the requirements to apply to Teacher Training College (TTC)?

To apply you must be aged 18 – 35, married or un-married, and you must have achieved an MSCE certificate with at least four credits, including one in English and two in Science subjects, and a pass in Mathematics. If you meet these criteria we encourage you to progress the experience you have had through the MATS programme by applying to study at Primary School Teacher Training College.

### Application

How do you apply to study at Primary School Teacher Training College? The application process is simple and begins in March/April 2016 and again in March/April 2017:

#### a. Advertisements

In February/March 2016 and February/March 2017 the Primary School Teacher Training Colleges will publish an advertisement to open the application process and provide you with the relevant information to apply.

Advertisements are published in newspapers and on radio. Government TTCs also place advertisements at DEMs offices, at TDCs and at the TTCs.

- For public TTCs the adverts are released in March
- For DAPP TTCs the adverts are released in March
- For Emmanuel TTC, the adverts are released the first week of February

#### b. Write your application

When the advert is out, you will need to write your application letter. There isn't a form, you simply need to write a letter in your own handwriting and follow the stipulated criteria in the advert as a guideline, being sure to include all of the appropriate information.

When you write the application letter remember to include a section about your work as a Teaching Assistant in the KGIS/MATS project. You can include information on what you did to help the teacher and learners, some of the activities you particularly liked or some special work you did to support a specific learner in your school.

**c. Copy your MSCE results**

Photocopy your most recent MSCE certificate/notification of results to include with your application letter.

**d. Send your application**

Send your application letter and the photocopy of your most recent MSCE results to the relevant TTC:

- For Public TTCs: The Secretary for MoEST, P/Bag 328, Capital City, Lilongwe 3
- For DAPP Chilangoma & Amalika: P.O. Box 2732, Blantyre
- For DAPP Dowa: P/bag 5 Dowa; DAPP Mzimba: Box 223, Mzimba
- For Emmanuel TTC: The Principal, Emmanuel TTC, Box 30583, Lilongwe 3

**e. Interview**

If you are selected, you will be invited to attend an interview. The interviews are an opportunity for you to meet the TTCs and for the TTCs to meet you and to ensure that you will be successful on their programme.

- Public TTC interviews are usually around July and include an aptitude test
- DAPP TTC interviews are done in May and include an aptitude test, some practical tasks and an attitude and motivation interview
- Emmanuel TTC interviews are conducted in April and include an aptitude test and an attitude and motivation interview

**f. Invitation to enrol**

If your application is successful, you will be contacted by the TTC and invited to enrol. The TTC will contact you at the address or phone number you provided during your interview, so it is important to ensure that this is correct and reliable. Public/government TTCs announce results on MBC and Zodiak radios.

Your training will begin just before the beginning of the first term in September.

### **g. Courses offered**

TTCs offer one course only; Certificate in Teaching (Primary School Teacher).

### **Fees and financial considerations**

All institutions have different fees, and you will need to give this some consideration. The following fees are correct as of March 2016:

- Public TTCs charge Mk105,000 in the first year for course work (MK 35,000 per term for the 3 terms that make up the school year). In the second year students conduct teaching practice in a primary school and receive Mk20,000 allowance per month for the full year. Students do not pay any fees in the second year.
- DAPP TTCs charge Mk470,000 for three years. The fees are paid over the three years in instalments. Students receive allowances in year three during their teaching practice.
- Emmanuel TTC charges Mk350,000 for two years. The fees are paid in year one through instalments. Monthly allowances are paid in year two during their teaching practice.

### **Teacher Training Colleges and locations**

<b>PUBLIC TTCS</b>	<b>PRIVATE TTCS</b>
Northern region	Northern region
Karonga TTC	<ul style="list-style-type: none"><li>· Loudan – Mzimba south</li><li>· Dapp Mzimba</li></ul>
Central region	Central region
<ul style="list-style-type: none"><li>· Kasungu TTC</li><li>· Lilongwe TTC</li><li>· St joseph TTC (girls only) - Dedza</li></ul>	<ul style="list-style-type: none"><li>· Emmanuel TTC – Lilongwe City</li><li>· DAPP Dowa</li></ul>
Southern region	Southern region
<ul style="list-style-type: none"><li>· Machinga TTC</li><li>· Blantyre TTC</li><li>· Phalombe TTC</li><li>· Chiradzulu TTC</li></ul>	<ul style="list-style-type: none"><li>· DAPP chilangoma - Blantyre</li><li>· DAPP amalika - Thyolo</li><li>· Maryam TTC - Mangochi</li></ul>

# Technical, Entrepreneurial, Vocational Education and Training

## Applying for further studies or training at an institution that provides Technical, Entrepreneurial, Vocational Education and Training Authority (TEVETA) and other related courses

There are a number of further training institutions which offer Technical, entrepreneurial, vocational and education training (TEVET) programmes and opportunities that you may choose to investigate based on what you have learned and experienced, and the MSCE results you achieved on the KGIS MATS programme. These will further advance your education and qualifications and open more opportunities.

TEVET courses are offered in both public and private Technical Colleges throughout Malawi. Different Technical Colleges are designated to offer various courses at various levels depending on their capacity.

### Types of courses and certification

Various training, with different levels of certification are offered consisting of formal training through four year apprenticeship (college and Industry) programmes, and informal training through short courses addressing specific needs but using extracted course content from the main course (duration is determined by the number of modules/ course content to be covered).

Courses offered using competence based approach:

- Administrative Studies
- Automobile mechanics
- Bricklaying
- Carpentry and Joinery
- Electrical Installation and electronics
- Information and Communication Technology (ICT)
- Painting and decoration
- Tailoring and fashion design
- Welding and fabrication
- Woodwork machining
- Vehicle body repair and refinishing
- Motorcycle mechanics

Other courses:

- Accounting
- Human resource management
- Community development
- Rural development studies

Certificates offered through these courses range from:

- Malawi TEVET CERTIFICATE (Levels 1, 2, 3, and 4)
- Malawi Trade Test (Grade 3, 2 and 1)
- Malawi CRAFT
- City and Guilds

## Entry requirements

The entry requirements for the formal training courses are generally an MSCE with a credit in English. A credit in Mathematics and Physical Science, or any other science subject, increases the eligibility to many courses.

The entry requirements for informal training courses depends on the demand. In most cases, NGOs and communities choose the criteria or who participates in the training.

## Application

Trainees into the colleges are recruited through various processes depending on the requirements of the programmes and the nature of the college.

However, the following is a generic process:

- Advertisements
- Application
- Short listing and sitting entry exams
- Selection and invitation to enrol

### a. Advertisements

Advertisements calling for applications for the relevant courses and institutions are issued between June and July, in local newspapers, and as announcements on radio and television.

### **b. Application**

You will need to obtain and complete an application for the course of your choice, and send these to the relevant institution in July.

TEVET Application forms are available from TEVETA Secretariat and regional offices (South, Centre and North), Education Divisional Offices, Teacher Development Centres (TDCs), District Education Managers' offices and the colleges.

### **c. Short listing and sitting entry exams**

Between July and August, applications are received and processed. Between August and September, shortlisting is done and letters are sent to candidates inviting them to sit entry exams.

If you are short listed, you will be invited to sit an entry exam in October, at a designated centre. These are available in all regions to allow for easy access. The exam focuses on reasoning capability (aptitude) and is a written exam. People with disability are provided with a special exam.

### **d. Selection and invitation to enrol**

If your application is successful and you pass the exam, you will be notified by the relevant institution in November and invited to enrol. Notification is done by letter and SMS, and through newspaper and radio announcements.

## **Fees and financial considerations**

Amount of fees depends on the college and the type of college. However, as of March 2016, subject to revision, government sponsored students pay a student contributory fee of Mk15,500. Students who cannot pay the fees are offered a bursary after scrutiny depending also on availability of funds.

## **Training institutions, colleges and locations**

There are different types of institutions and colleges offering TEVET courses. These are:

- Public Colleges
- Private Colleges
- Grant aided Colleges
- Community Colleges
- Community Skills Development Centres

<b>Name</b>	<b>Address</b>	<b>Courses available</b>
Soche Technical College	P/Bag 515 Limbe Blantyre	Administrative and Secretarial Studies Electrical and Electronics Engineering Construction Technician Electrical Installation, welding and fabrication Information and Communication Technology Plumbing, Painting and decorating Design and Tailoring Financial Accounting Motor vehicle mechanics & Auto electrical Community and Rural development Procurement and Supply management HIV/AIDS Management Journalism and Media Studies Shipping and Logistics Hotel & Catering Management Project Management Marketing Management Refrigeration and conditioning Banking Business Management Human Resources Management Travel and Tourism Management
Don Bosco Youth Technical Institute	P.O. Box 30254 Area 23 Tsabango Lilongwe 3	Accountancy Auto-mobile mechanics(MVM) Bricklaying Carpentry and Joinery Electrical Engineering Fashion, Art & Beauty Hospitality Management IT Technician
Salima Technical College	P.O. Box 175 Salima	Motor Vehicle Mechanics and Auto electricity Book keeping and Accounts Secretarial Brick laying, Carpentry & Joinery General Fitting, Welding & Fabrication
Nasawa Technical College	P.O. Box 1 Magomero Zomba.	Administrative studies Automobile mechanics Bricklaying Carpentry and Joinery Financial Accounting General fitting Motorcycle mechanics

Mzuzu Technical College	P.O. Box 316 Mzuzu	ICT systems and principles Community Development Secretarial Studies Diploma in secretarial studies City and Guilds Community Development level 4, 5 and 6 Human Resource Management Business Management Financial Accounting Marketing Computer packages
Lilongwe Technical College	P.O. Box 190 Lilongwe	Hotel and Catering Management Electrical Electronics and Engineering Panel beating and Spray painting Welding and fabrication Plumbing Journalism and media studies Shipping and Logistics Electrical Installation Banking Administrative Studies Procurement and Supply management HIV/AIDS Management Motor vehicle Mechanics IT essentials General fitting Refrigeration CISCO networking Information and Communication Mechanical Engineering Human Resources Management Carpentry and Joinery Business Management Auto electric

# Christian Health Association of Malawi

## Applying for further studies or training with Christian Health Association of Malawi

The Christian Health Association of Malawi (CHAM) offers a number of health training courses and opportunities that you may choose to investigate based on what you have learned and experienced, and the MSCE results you achieved on the KGIS MATS programme. These will further advance your education and qualifications and open opportunities for you to work in the health sector.

### Courses and entry requirements

The following outlines the courses available through CHAM to those 15 – 45 years old, the entry requirements and costs.

Course	Entry requirements	Tuition and accommodation costs*	Students' contribution towards costs
Certificate in Community Midwifery (2 year programme)	Malawi School Certificate of Education or its equivalent with any two credits in Biology, Mathematics, Physical Science, Geography, Home Economics, Agriculture and strong pass in English.	Mk 615,800 per year	Mk 100,000 per year
Certificate in Clinical Medicine (2 year programme)	Malawi School Certificate of Education or its equivalent with any two credits in Biology, Mathematics, Physical Science, Geography, Agriculture, Home Economics and strong pass in English.	Mk 615,800 per year	Mk 100,000 per year
Diploma Nursing & Midwifery Technician (3 year programme)	Malawi School Certificate of Education or its equivalent with 5 passes with at least three (3) credits in science subjects, i.e. credits in either Physical Science or Biology plus two (2) credits from two of the following subjects, Mathematics, Agriculture, Geography and Home Economics.	Mk 615,800 per year	Mk 100,000 per year

Diploma in Clinical Medicine (4 year programme – 3 in college, 1 in internship)	Malawi School Certificate of Education or its equivalent with mandatory FOUR credits in Biology, English, Mathematics and Physical Science. (Note: the internship shall be attained only at institutions approved by the Malawi Medical Council.)	Mk 615,800 per year	Mk 100,000 per year
Diploma in Biomedical Sciences (3 year programme)	Malawi School Certificate of Education or its equivalent with mandatory FOUR credits in Biology, English, Mathematics and Physical Science.	Mk 615,800 per year	Mk 100,000 per year
University Diploma in Nursing (3 year programme)	Full MSCE with six (6) mandatory credits. The credits shall be in English, Physical Science, Biology, Mathematics, Geography and Agriculture.	Mk 615,800 per year	Mk 100,000 per year
Bachelor of Science in Nursing and Midwifery (4 year programme)	Full MSCE with six (6) mandatory credits. The credits shall be in English, Physical Science, Biology, Mathematics, Geography and Agriculture.	Mk 1,905,715 per year	Mk 330,000 per year

\* Costs are correct as of March 2016

### Application process

- Training opportunities are advertised in December every year in the newspaper, CHAM/College websites, and churches.
- You will need to write an application letters and send this with a photocopy of your certificate or results notification slip to the respective colleges.
- Each college conducts a recruitment process of written examinations in core subjects (Physical Science, Biology, Mathematics and English).
- Interviews are done between February and March.
- Notification of results is through press release in Newspaper.
- Training starts in April.

Scholarship candidates are expected to work in remote rural health

facilities for the equivalent time of the course (i.e. a 2 year course = 2 years of working in a rural health facility), under CHAM and the Ministry of Health after completing their training.

## CHAM colleges and locations

Name	Address and District	Courses available
Holy Family College of Nursing	P O Box 51224 Limbe Phalombe	Certificate in Community Midwifery Diploma, Nursing and Midwifery Technician
St Luke's College of Nursing	P O Box 21 Chilema Zomba	Certificate in Community Midwifery Diploma, Nursing and Midwifery Technician
Malamulo College of Health Sciences	P.O Box 55 Makwasa Thyolo	Certificate in Community Midwifery Certificate in Clinical medicine Diploma, Nursing and Midwifery Technician Diploma in Biomedical Sciences Diploma in Clinical Medicine
Trinity College of Nursing	P.O Box 51937 Limbe Nsanje	Certificate in Community Midwifery Diploma, Nursing and Midwifery Technician
Mulanje Mission College of Nursing	P.O Box 45 Mulanje Mulanje	Certificate in Community Midwifery Diploma, Nursing and Midwifery Technician
St John's College of Nursing	P.O Box 18 Mzuzu Mzimba	Certificate in Community Midwifery Diploma, Nursing and Midwifery Technician
Ekwendeni College of Nursing	P.O Box 19 Ekwendeni Mzimba	Certificate in Community Midwifery Diploma, Nursing and Midwifery Technician Diploma in Clinical Medicine University Diploma in Nursing
Nkhoma College of Nursing	P O Box 48 Nkhoma Lilongwe	Certificate in Community Midwifery Diploma, Nursing and Midwifery Technician
St. Joseph's Nursing School	P O Box 5505 Limbe Chiradzulu	Certificate in Community Midwifery Diploma, Nursing and Midwifery Technician
Daeyung College	P.O. Box 30330 Lilongwe	Bachelor of Science in Nursing and Midwifery

# Employment

## Applying for employment in your school or community

As a KGIS MATS scholar you have gained valuable experience which will be sought after by schools and employers.

You have been determined and studied hard to improve your academic qualifications; you have worked in a school with experienced and qualified teachers and with learners from your local area, you have applied yourself to find time to study and go to school ensuring you have organised other commitments you might have had.

You may consider seeking employment in your schools or with organisations, businesses or companies in your community.

### Finding jobs

The school which has been supporting you throughout your MATS school experience, or another school in your community may be interested in retaining your services as a volunteer teacher. We encourage you to discuss this with your Head Teacher before the end of the 2015/16 school year to find out if there is an opportunity for employment you can apply for.

With your MSCE certificate, you can also find employment as a health surveillance assistant, community development assistant, child protection officer under department of social welfare, a security guard, a primary school teacher at a private school and a clerk, just to mention a few of the possibilities that may be available to you.

Some ways to find jobs:

- Look for adverts for vacancies in local newspapers, publications, on radio, at the District Labour office, and on boards.
- Contact schools, education offices, businesses, companies and organisations to express your interest and asking if they have an opening for a job that you are qualified for even in the absence of a vacancy being advertised.

### Qualifications and your academic achievements

Through your self-studies as a KGIS MATS scholar you have gained valuable study skills as well as subject knowledge which have helped you to advance your education. If you achieved the MSCE certificate this will provide a qualification which will be valued by some employers and required for certain jobs or positions.

Different circumstances might have affected you and you might not have been able to achieve an MSCE certificate. However, you

might have passed some of the exams, and you will have gained a lot from your studies. Make sure you include this information in any applications you make. You have worked hard for two years in the MATS programme taking responsibility to attend school every week and to study as much as possible. This is in itself a big achievement, so make sure those reading your application or statement, or interviewing you, know about this.

## Applying for a job

Once you find a job you want the first step is to apply. Some jobs will give you instructions you can follow to apply, otherwise you can apply by writing an application letter to the organisation (This can be done in response to an advert that you had seen or just to express your interest even in the absence of a vacancy being advertised).

If you approach companies and organisations asking if they have an opening for a job that you are qualified for, their response will give you an idea of how to apply and what to do next.

## Interviews

Most job applications include an interview. An employer will be looking for certain skills and experience which will relate to the job you are applying for. They will also be looking to see if you are confident, reliable, responsible and able to do the work the role requires. They will want to know if you can work well as part of a team with the other employees, but also if you can work on your own, independently and with confidence. While some of this will be apparent in your application and portfolio, an interview is a time for the employer to evaluate a potential employee for prospective employment at a company. Job interviews typically precede a hiring decision and often form part of the assessment process.

### a. Prepare for an interview

To be successful in an interview, you need to prepare well. There are few things that you can do in preparation for an interview

- Research the organization

Find out more about the company or organization you want to work in: are they small or large, what are their main areas of work, do they have any specific projects, etc. This will help you to know the organization better in terms of what they do and what they look for in their employees.

- Compare your skills and qualifications to the job requirements

Make sure you know what the job is about: who will you be working with, what will you have to do every day, who are you responsible to

(who will be your manager/boss).

- Analyze the job description. Outline the knowledge, skills and abilities required.
- Examine the hierarchy. Determine where the position fits within the organization.
- Look side-by-side. Compare what the employer is seeking to your qualifications.
- Prepare responses

Once you have all this information, you need to think how you can show you are the best person for the job. It could be because you have the qualifications they ask for or because of your experience.

Rehearse for the interview by formulating questions from the advert and preparing responses in advance. Write a list of the information in the job advert and next to it write how you are qualified for this. For example, if the job is looking for someone who can work as part of a team, you can draw from your experience as a Teaching Assistant where you worked with the class teacher, as well as with other teachers in the school. Or if they ask for someone who has experience of working with children, think of all the activities you did during your time in the KGIS MATS project and choose one or two which you can describe and talk about.

- Plan what to wear.

What you wear to an interview matters. First impressions leave a permanent mark and dressing says a lot about a person. Dress to impress. Be sure that your overall appearance is neat and clean.

- Pay attention to non-verbal communication.

Be mindful. Nonverbal communication speaks volumes.

Start ahead. Remember that waiting room behaviors may be reported.

Project confidence. Smile and establish eye contact

Posture counts. Sit up straight yet comfortably. Be aware of nervous gestures such as foot-tapping.

Be attentive. Don't stare, but maintain good eye contact, while addressing all aspects of an interviewer's questions.

Manage reactions. Facial expressions provide clues to your feelings. Manage how you react, and project a positive image.

## **b. During an interview**

The goal of the interview is to explain clearly what you can do and the experience you have. A few points to observe:

- Give examples. Don't just say you are an organised person, let

them know how you had to organise your time during the past 2 years to go to school and be ready for your Teaching Assistant work, how you set aside time to study for your MSCE and go to tutorials, and how you organised your household chore around all this.

- Be on time. If you'll be late, show that you are respectful of the interviewer's time. Call to say when you'll be arriving.
- Dress appropriately. If you arrive dressed too casually or too formally, the situation can be uncomfortable for both you and the person interviewing you.
- Look composed and confident and not shy or jittery.
- Sit when you are asked to sit, not before.
- Keep all of your mobile and other electronic devices turned completely off. A phone set to vibrate will interrupt the meeting.
- Keep a positive and friendly attitude.

# Conclusion

We hope you have found the information in this handbook useful.

We believe that there is going to be a significant change in your life as a result of your participation in the KGIS MATS project. You have gained a lot of experience and learning and this will help you to continue to make a contribution to your family, your community and your country. We are very hopeful that you will find something to do that is relevant to your skills, determination and experience.

Now you must decide what you will do in the future, after the exams in June 2016.

We wish you all the best as you make decisions about your future.  
Good luck!





The Open  
University



Keeping Girls in School scholarship programme  
Funded by UKaid from the UK government