

NOTES FOR INTERVIEWS

SPECIFIC ROLES OF A SECONDARY TEACHER

- Guidance and counseling the students in the school
- Must prepare scheme of work and the lesson plan in line with the approved national curriculum on termly and weekly bases
- Should make good relationship between students and the teachers
- He should keep records, that is assessment, age, health, tribe, topics and sub topics covered
- Must attend departmental meetings for the proper planning and the distribution of the load
- He must conduct physics lessons and remedial according to the set time tables
- Carry out continuous assessment and evaluation of the students' performance
- He must set physics exams, invigilate it, mark it and grade it
- Record the correct text books to use
- Link subjects with other subjects with similar topics
- Form subject clubs that is both internal and external seminars

WHY MANY STUDENTS FAIL A SUBJECT IN O' LEVEL

- Language, much of the work is written in foreign language.
- Some students have negative attitude towards the subject.
- Pupil's don't want to be bothered to think & subject them to reading.
- Poor reading culture methods
- Use of poor teaching methods by teachers
- Students are not given enough time
- Indiscipline of students in school even when not at school
- Dodging of classes
- Syllabus coverage, ie some teachers do not cover work in a given time
- Shortage of teaching materials to use at school
- Peer groups
- Inadequate guidance & counseling
- Government policy
- Some teachers do not take time to make & give feedback to students early
- Some students lack confidence

ROLES OF EDUCATION SERVICE COMMISSION

- Appoint teaching & non teaching staff in education institution
- To recruit teaching & nonteaching staff
- To validate the appointment of teaching & non teaching staff in secondary
- To confirm and regularize the appointment of E .S personal

- Invest - Mung
2
- To grant study leave
 - To review disciplinary cases submitted by MOES
 - To visit & provide guidance & support supervision to districts on matters related to E S Personnel
 - Identifying relevancies in teaching service
 - To advertise available vacancies in education service
 - Shortlist those with required qualifications
 - To interview the short listed applicants
 - To retire teachers
 - To promote teachers

MINISTRY OF E.S, SCIENCE & TECHNOLOGY

Structure of M O E S

- Chair person
- Depute chair person
- Secretary
- Other members

Ministers of Education

Cabinet minister	Janet kataaha museveni
State minister for Secondary	John Chrysosstom Muyingo
State minister for sports	Charles Bakmulinde
State minister for primary	Rosemary Seninde
State minister for ICT	Ida Nantaba

ROLES OF MINISTRY OF EDUCATION

- It promotes education
- Revise & approves Education curriculum in the country
- Organizes workshops & seminars to discuss education issues e.g. Sesemat
- Promotes registry of teachers
- Ensures effective planning of the education service
- Draw up strategies, policies & plans for education reforms
- Administers standards for setting up schools of all types in various levels
- To lay down requirements for, and basic documents for teaching in elementary education
- To organize and approve international examinations with specified organizations like UNEB
- Supervision of education countrywide

- To direct the development & reform of higher education
- Take charge in over all management of funds in education sector
- To carryout other work assigned by the state council
- They fund government schools
- Supply textbooks to schools
- License private schools

GOVERNMENT POLICIES OF EDUCATION COMMISSION

discipline

- A secondary school in every sub county in Uganda
 - Vocationalisation of education
 - U S E, U universal Secondary Education
 - U P E, Universal Primary Education
 - UPOLET, Universal post o'level education training
 - ~~gml~~ child education i.e. points girls to join universities
 - SESEMAT, Secondary Science & Mathematics Teachers
 - Science subjects being compulsory *at olevel*
 - PIASY, Presidential Initiative on Aids Strategy to Youth
 - Educate Uganda
- Education for all

HOW TO CONTROL THE CLASS

- *G*reeting students with a touch of smile
- Maintaining eye contact
- Calling students by names
- Offering information with good examples
- Using simple language with their meaning
- Members coming forward to clear their queries
- Giving real example to the topic
- Giving enough exercise in order to make all quiz & giving slow learners active in class
- Welcoming the suggestions from the learners
- Giving & explaining important information first
- Audibility

HOW TO MAINTAIN DISCIPLINE IN CLASS OR SCHOOL

- Emphasizing school uniform
- Guidance & counseling
- Emphasizing school rules & regulations
- Knowing every student in school even by names
- Administering simple punishments eg. *sh*lashing the school compound
- Creating friendship with the learners in school
- Engaging parents when counseling learners

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- Teaching CRE&IRE in school
- By a watching disciplined learners
- Daily roll calling of learners

PROFESSIONAL TEACHER CODE OF CONDUCT

- Teacher shall prepare schemes of work, lesson plan, lesson notes
- Teacher shall not teach under the influence of alcohol
- Teacher shall not fall in love with learners
- Teacher should be confident
- Teacher should dress decently
- Teacher should be exemplary
- Teacher should not use abusive language
- Teacher should be respectful & approachable
- Teacher should teach objectively

MEASURES TAKEN TO MAKE STUDENTS LIKE THE SUBJECT

- Awarding best performers
- Teaching from known to unknown
- Teaching objectively
- Giving relevant examples related to their daily life experience
- Guidance & counseling
- Befriending with students so that they can approach a teacher at any time of school
- More practical lessons
- Create necessary tones related to content taught
- By involving learners during teaching process

IMPORTANCE OF PROFESSIONAL TEACHER CODE OF CONDUCT

- It guides a teacher to behave professionally
- Helps a teacher not to teach under the influence of alcohol
- Helps a teacher to teach objectively
- Helps a teacher to be respectful & approachable
- Helps a teacher to use a polite language when talking to students
- Helps a teacher to be exemplary
- Helps a teacher to be smart while at school
- Helps a teacher to be confident
- Helps a teacher not to fall in love with learners
- Helps a teacher to prepare proper schemes of work & lesson plan in time

WHAT IS ASSESSMENT?

What is Assessment

Is the systematic process of gathering and discussing information from multiple source in order to develop a deep understanding of what students know, understand, and can do with their knowledge

Forms of assessment

- Exercises
- Tests
- Promotional exams
- Home works
- Group discussions
- /learning takes place
- Assignments

Types of assessment

Summative

Formative

Continuous assessment

Administered after a time

Indi ministered while teaching

Advantages (students)

- Improves learners performance
- Improves confidence in learners
- Helps the learners to master the content
- Instills reading culture

To teachers

- Helps when promoting learners
- Helps in guidance & counseling learners
- Helps a teacher to measure the effective of the methods used when teaching
- Helps a teacher to choose suitable learning aids
- Helps a teacher to sort learners who need remedial lessons
- Helps a teacher to give objective report on academic performances of the learners
- To provide basis for improving academic ~~pregnancies~~ *performance*

WHAT DO YOU CONSIDER WHEN EVALUATING THE LEARNERS

- The amount of what has been covered
- The level of the learners
- The time frame
- The mixed ability
- The purpose of evaluation

WHY DO YOU ASSESS WHILE TEACHING

- To find out whether objectives stated have been ~~achieved~~ *achieved*
- To find out whether the content delivered to them has been understood
- To find whether the methods used have been appropriated
- To find out whether the teaching aids have been appropriated

- To improve on the communication of the learners
- To improve on the socialization of the learners through answering given the questions in front of students
- To improve confidence of the learners

METHODS OF TEACHING

- Demonstration; used when materials are not enough
- Guided discovery, learners find a solution to the problem themselves
- Group discussion
- Brain storming
- Teacher guide discovery
- Learning stationary

QUALITIES OF A GOOD TEACHER

- Values his/her methods
- Use of motivating techniques
- Use of relevant teaching aids
- Should be confident
- Make & give feedback to learners
- Should not give heavy punishments to students
- Should use marking guide when marking students
- Should encourage learners
- Use group work
- Create good relationship to students/learners
- Should follow teaching syllabus
- Should keep time

ROLES OF A TEACHER APART FROM TEACHING

- Instilling discipline in the learners
- Engaging students in the community work
- Clearing the compound
- Guidance and counseling
- Attending staff meetings
- Participating in co-curricular activities
- Attending departmental meetings
- Forming clubs eg entertainment clubs
- Attending class meetings

OTHER RESPONSIBILITIES OF A TEACHER]

- DOS
- Warden
- Librarian
- Food master
- House patron
- Games teacher
- Head of department
- Entertainment
- Health master

DOCUMENTS THAT GOVERNS THE TEACHER /LEGAL DOCUMENTS

- Constitution of Uganda of 1995 article 167
- Education act of 2008
- Local government act
- Legal notice (the professional code of conduct)
- Standing orders

AS A TEACHER HOW CAN YOU PERPARE YOURSELF BEFORE GOING TO CLASS

- Study the syllabus content
- Prepare scheme of work using the syllabus
- Prepare the lesson plan
- Prepare the methods to use when teaching
- Prepare teaching aid depending on the topic
- Prepare teaching notes

WHAT ARE THE TEACHERS ACTIVITY IN THE CLASS

- Greeting and role calling the students
- Reviewing the previous lesson
- Delivering the content to the learners
- Encouraging learners to ask the questions for clarification
- Marking the exercise
- Giving the exercise
- Harmonizing learners findings
- Self-evaluation
- Brainstorming of what studied

DOCUMENTS KEPT BY THE TEACHER AND THEIR USE

- Scheme of work, for future reference

- Lesson plan
- Class profile, to find out social status of the learners
- Record of work, continuity of teaching
- Record of marks, promotion, ability of learners and guidance and counseling
- Record of attendance, how often students attend the school
- Time table, to keep time
- Record of notes, for proper teaching
- Discipline of students, for guidance and counseling

STAKE HOLDERS IN THE SCHOOL

- Board of governors
- Parent teachers association
- Learners
- Teachers
- Parents
- Community
- Ministry of education

FACTORS THAT AFFECT ACADEMIC EXCELLENCY

- Discipline of the students
- Regular attendance of lessons by the learners
- Good reading culture of the learners
- Well stocked library
- Well stocked laboratory
- Improved welfare
- Regular assessment and evaluation
- Good relationship between staff and the learners
- Co-curricular activities
- Teaching practical lessons
- Field trips for field work
- Improved motivation of the learners
- Affordable teaching load
- Recruitment of certified and competent staff
- Remedial teaching load

CHALLENGES FACED BY TEACHERS AT SCHOOL

- Poor welfare of teachers
- Less pay
- stocked laboratory

- Un stocked Liberian Absenteeism of learners
- Inadequate scholastic materials
- Inadequate teaching aids
- Heavy teaching load
- High costs of living
- Undisciplined learners
- Poor teaching environment eg un cemented classroom
- Dodging of lessons by learners
- Enrolling weak learners
- Poor relationship between a teacher & administrators
- Dismissal from school by environment head teacher

COMMON PROBLEMS IN SCHOOL

- Strikes
- Inadequate funds
- Inadequate man power
- Poor infrastructure
- Shortage of classes
- Poor teacher administration relationship
- Inadequate library materials
- Inadequate laboratory equipment
- Poor reading culture
- Poor public relations
- Water shortage
- Electricity shortage
- Soil erosion
- Teacher absenteeism
- Teachers dodging
- Less pay

INDISCIPLINE CASES IN SCHOOLS

- Teasing & ~~bullying~~ *bullying*
- Escapism
- Drug abuse
- Abusing of teachers
- Fighting
- Dodging classes
- Failure to do assignment
- Improper dressing
- Boycott of school programs
- Disrespect of teachers

- Exam multipartite

STRUCTURE OF EDUCATION SERVICE COMMISSION

- The education service department
- The finance & administrative department
- The policy analysis unit, information science unit procurement unit
- Internal audit

ROLES OF BOARD OF GOVERNORS

- Discontinues & dismisses indisciplined teachers
- It accounts the expenditure made on school supplies
- It appoints teachers
- Solve indisciplined teachers
- It approves the school budget

Roles of P.T.A

- It bridges the gap between teachers & learners
- It supports educational activities at home
- It informs about the school aim & school expectations
- It makes budget of the school

INNOVATION

- ✓ It is the introducing of something new into existence

IMPORTANCES

- Constant improvement
- Enhanced brand-new
- Unique products
- Attracts expert talent
- Grow & success

IMPORTANCE OF PRACTICAL LESSONS

- Leads to perfection
- Encourages self-learning
- For remembering
- Helps a learner to be innovative

CHALLENGES FACED IN LABORATORY

- Inadequate materials
- Accidents

- lack of electricity
- Poor trained personnel
- Delay of the learning aids
- Limited are space

HOW TO MOTIVATE LEARNERS

- Calling learners by names
- Plan for every class
- Vary teaching methods
- Move around the room as you teach
- Be expressive / smile
- Using real examples in life
- Put some excitement in your speech
- Give lots of examples
- Maintain eye contact
- Be available before class starts
- Returning assignment & tests as soon as reasonably

CAUSES OF STRIKES IN SCHOOL

- Indiscipline students
- Indiscipline teachers
- Poor administration
- Poor communication
- Poor welfare of students
- Bad peer groups
- Drug abuse
- Tribalism
- Teasing & bullying
- Un healthy relationship between teachers & students

PREVENTION OF STRIKES

- Guidance & counseling
- Career guidance
- Improved communication of learners
- Improving students welfare
- Emphasizing equality in school
- Regular class meetings
- Teacher child parenting
- Use of suggestion box
- Clarifying students queries
- Emphasizing school rules & regulations

- Knowing students by names
- Be friendly to students

ROLES OF EDUCATION SERVICE COMMOTION

- It keeps & maintains all documents of the education **service**
- It recruits teachers in post primary institutions
- It validates the appointment of teachers
- It confirms& regulize the appointment of education service workers
- It retires education service workers
- It grant study leave to education service workers
- It reviews disciplinary cases of the education service workers
- To visit, provide guidance& support to districts on matters concerning education
- To promote teachers

SUPPOSE YOU HAVE FORGOTTEN A SCHEME OF WORK& LESSON PLAN IN A CLASS, LIST FOUR THINGS YOU CAN DO AT THE MOMENT?

- Physical excise
- Give quiz
- Debate
- Use lesson notes
- Give guidance & counseling to occupy learners
- Refer them to library to do some assignment

ESC

- By kizza Francis

Policy documents (Gov't Educ policies)

- Government white paper
- 1970 education act
- Constitution of the republic of Uganda 1995
- Universal schools
- Government white paper
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- Constitution of the republic of Uganda 1995
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The 1970 Education act about education in Uganda

- Every teacher must be registered with the ministry of education , science, sports and technology
- Talking about your self
- Name, age &the current place
- Educ back ground
- Academic and professional achievements &relevant experience in the field of concern
- Education responsibility

Talking about your self

Expectations

- Name, Age, & the current work place
- Educ back ground
- Academic and professional achievements & relevant experience in the field of concern
- Education responsibility

Role of the gov't white paper on education "Education for national integration and development"

- Vocationalisation of schools & institutions
- Introduction of comprehensive schools
- Introduction of USE
- Introduction of UPE
- Lubrication of schools
- Prioritize girl child education
- Making science subjects compulsory in lower secondary

Independent bodies under ministry of education (Non Education organization)

- ESA (Education Standard Agency)
- NCHE (National Council of Higher Education)
- UNEB (Uganda National Examination Board)
- NCDC(National Curriculum Development Center)
- ESC (Education service Commission)

Education policies

- USE
- UPE
- Vocationalisation of Education
- Introduction of thematic education in lower primary
- Prioritization of girl child education
- Introduction of ICT and Sub mathematics at A level

Roles of the education standard Agency

- To monitor the standard of education in Uganda
- To implement government policies on education in schools
- To advise the president on the standard of education policies

Preparation of a teacher for effective teaching

- A subject syllabus
- Scheme of work
- Lesson plan
- Lesson notes
- Teaching aids

Roles of the ESC

- To advise the president on education matters
- To confirm and appoint education officers
- To review the term and condition of services
- To promote and demote teachers
- To transfer teachers
- To discipline teachers

Circumstances under which a teacher may be de-registered

- Failure to adhere and respect government policies.
- Failure to follow teachers code of conduct

Roles of a teacher outside school

1. Provide career guidance to the community
2. Participate in church activities
3. Participate in community work.

Head of Gov't institutions

- ❖ ESC: Rev. Pry Dr. Samuel Luboga
- ❖ MOE: Hon Janet Kataha Museveni
- ❖ Higher Educ: Hon Dr. John Chiristome Muyingo
- ❖ Primary Educ: Hon Rosemary Nansubuga Sseninde
- ❖ Games & Sport: Hon Obua Denis

QUALITIES OF A GOOD TEACHER

1. Honest
2. Flexibility
3. Trust worthy
4. Exemplary
5. Effective to teach

Public holidays in Uganda

- ❖ As stipulated on the government calendar starting from liberation day, martyrs day, heroes day, independent day, bishop luum day, and other holidays recognized by the government of Uganda like Idi Mubarak

Reasons for being the best candidate

- Unique qualities that makes one a perfect fit for the post

Weakness

- I cant leave office without completing a task
- Quick at trusting a person which most cases make you a victim

Ensuring effective learning process

- Effect planning i.e. prepare teaching tools
- Prepare record of work covered
- Having relevant teaching aids
- Learner activity follow up
- Assessment and Evaluation i.e. formative and summative assessment.
- Career guidance

Challenges faced by school in rural areas

- Inadequate accommodation for both teachers & students
- Delayed school fees payments by students
- Bias on girl child education
- Lack of enough classrooms
- Inadequate staffing of schools

Future prospect

- ❖ Give the ways how you intend to further your education and grow professionally as you to strive to meet your employer goals

Description by friends

- ❖ Good listener, patient, inspirational, open minded.

Salary expectation

- ❖ Simply ask about how much they pay others of your level. If you fail to give satisfactory answer, then give them a reasonable range.

Roles of a teacher

1. A moderator
2. A facilitator
3. Counselor and guide to learners
4. Implementer of school, gov't policies
5. Interpreter
6. Evaluator

Knowledge about the institution

- ❖ give relevant information about the institution that you know e.g. Institution goals, vision, mission.

Question for the panel

- ❖ Ask if they have plans to expand the institution
- ❖ Do you support employers for future studies And how do you motivate employees.

What is done in a lesson analysis

- ❖ Observation of a lesson and recording of questions asked by teachers and students and responses made by teachers and student to produce a document called a lesson transcript which can be shared by teachers for further improvement in teaching and learning process

Role of a class teacher

1. Conducts class meetings
2. Identify learners with special needs
3. Guiding and counseling learner
4. Making class register and roll calls
5. Supervise learners & classroom environment
6. Preparing and making term reports

The teachers code of conduct

- ❖ This is a written document that outlines how a teacher should behave, conduct himself in the teaching field as prescribed by the ministry of education.
- ❖ A teacher should not be involved in any sexual relationship

Functions of a public service commission

1. To advise the president on matters concerning public service.
2. To appoint, promote, and exercise disciplinary actions over persons holding office in public officer
3. To review the terms and conditions of service, standing orders, training and qualification of public officer
4. To guide and coordinate district service commission
5. To hear & determine grievances from persons appointed by district service commission

Role of RDC

1. To monitor the implementation of central and local gov't services in the district.
2. To act as a chairperson of the district security committee
3. To represent the president in all activities taking place in their districts.
4. To report to the president about matters concerning citizens in their districts

The teachers code of conduct

1. Use vulgar language
2. Transact a business with students
3. Be in school regularly
4. Manage time
5. Fight with colleagues on duty

Functions of district service commission

1. To appoint persons to hold or act in any office in the district service including power to confirm appointments, to exercise disciplinary control over persons holding offices
2. To establish committees in respect of specialization disciplines
3. To determine the terms & conditions of service for local gov't staff with those prescribed by the public service generally

School committee

1. BOG
 2. PTA
- ❖ The BOG is the governing board controlling the school.

BOG comprises;

- a) 5 members including A chairperson nominated by the foundation body at least one must be a woman
- b) 1 local gov't representative
- c) 1 nominee of the LC
- d) 2 parents representative
- e) 2 staff representative
- f) 1 old student representative

PTA

- ❖ This is a body comprising of teachers and parents of the institution who meet annually to discuss matters on education, moral and spiritual wellbeing of the students

Bloom taxonomy

❖ The three domains

1. Cognitive
2. Affective
3. psychomotor

Roles of the BOG

- a) Defining the role, mission & education character so as to set strategic for the school to follow.
- b) Monitor school progress in accordance with the set target
- c) Approves and reviews the annual audited account & financial statement
- d) Approve annual income estimates and expenditure of the school
- e) Determine the employment policy, approve appointments, grade suspend, dismisses & determines the pay and staff welfare

Recommendations to improve activities of the PTA

The PTA should;

- Have a democratic way to chose leadership so that all parents get an opportunity to vote for office bearers.
- Provide parents with the agenda of the forth coming meeting so that they are not ambushed .
- Come up with uniform constitution to be followed by all schools.
- Provide opportunity for the community to participate in the PTA

Reasons for asking questions in class

1. To activity involve all learners in a lesson
2. To motivate learners
3. To develop critical thinking skills
4. To review a previous lesson
5. To asses achievement and mastery of goals
6. To stimulate independent thinking

To ensure discipline in class

1. Treat learners with respect
2. Know your learners by names
3. Help learners in the social and emotional challenges
4. Involve and engage learners
5. Be fair and consistent
6. Circulate around the class
7. Let students know that you care
8. Know the school guidelines for discipline
9. Provide a list of school rules and regulations with consequences

To motivate learners

1. Allow students to work together
2. Be excited
3. Give students responsibilities
4. Provide feedback and a chance to improve
5. Define objectives
6. Create a threat free environment
7. Change canary

Teachers tools

- Curriculum
- Syllabus
- Lesson plan
- Teaching notes
- Teaching aids
- Roll call

Roles of the education officer

1. To plan & conduct lessons
2. To participate in co-curricular activities
3. To set & mark exams
4. To asses & evaluate learners
5. To cancel & guide learners
6. To prepare schemes of work, lesson plans & notes

Significance of a lesson plan

1. Promotes a healthy learning environment
2. Enable one to manage time
3. Builds confidence in a teacher
4. Avoids omission and repetitions
5. Result oriented practice

Government policy for education

1. Making science compulsory
2. Promotes girl child education
3. Introduction of UPE, UCE
4. Introduction of ICT
5. Vocationalization of education