

**LOCAL GOVERNMENT TRAINING INSTITUTE
(LGTI)**



Course name: Basic Technician Certificate in Community Development

(BTCCD)

Field attachment Report

By

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March 2020

FIELD ATTACHMENT REPORT

Field Station:

By

Signature..... Date/.../.....

BASIC TECHNICIAN CERTIFICATE IN COMMUNITY DEVELOPMENT

(BTCCD-NTA-4)

Supervisor Name:

Signature Date/.../.....

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LIST OF ABBREVIATIONS

BTCCD	-	BASIC Technician Certificate in Community Development
DED	-	Village Executive Officer
FT	-	Field Training
FTP	-	Field Practical Training
LGTI	-	Local Government Training Institute
mm	-	Millimeter
WDC	-	Ward Development Committee
WEO	-	Ward Executive Officer

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CHAPTER ONE

1.0 Introduction

This report is about field practical training on Community Development which was conducted on 02 December 2019 up to 24 January 2020 at Sagara Ward which is found in Kongwa district at Dodoma.

1.1 Background

Background

Sagara Ward office was established on 1st June 2004 under the executive officer Aggrey Mwakilasa. Sagara Ward is made up of here villages Viwege Village, Chuolada village and Kialani village. Also Sagara Ward is nearly India Ocean and Air port. is the one of the organization which a found near by Sagara Ward

1.2 Objectives

1.2.1 Main Objective

- The main objective for undertaking field practical training was to link theory knowledge learnt at class to real practical so as to increase the skills, knowledge, experience and attitude concerning community development sphere. Through attain all the activities which are given by my (WEO,)

1.2.2 Specific Objectives

- i. To prepare student to be facilitator and promoter of social and economic development for provide opportunity of study and training in principle techniques; Example; to become a WEO or VEO.
- ii. To expose the reality in dealing with both records which are incoming and outgoing mails; in writing letters, reminders, how to write permission letters, permission for religious ceremonies also to arrange letters which are came indoor and outdoor to the office daily.
- iii. To know the daily activities done in public office by public servants; to listens the residents ‘in different complaints like marriage conflict, school food contributions, arresting some residents whose refuse to cleans the environment every Saturday but also to them who do not want to collect shop premises fees.
- iv. To explore practical ways of handling public office. By so doing the office doesn’t look like individual office also by introduce or writing a public board to show the office is all about understanding in public service where it can be available.
- v. To learn on how communication flow from superior to subordinate, e.g. from WEO to VEO subordinate to superior; e.g. WEO to DED.

CHAPTER TWO

2.0 Description of the study area

2.1 Geographical location

Sagara Ward located in Kongwa district near by India ocean, Sagara Ward is made up of here villages Viwege village, Chuoladavillageand Kivule village. Also Sagara Ward is nearly India ocean

2.1.1 Climate condition

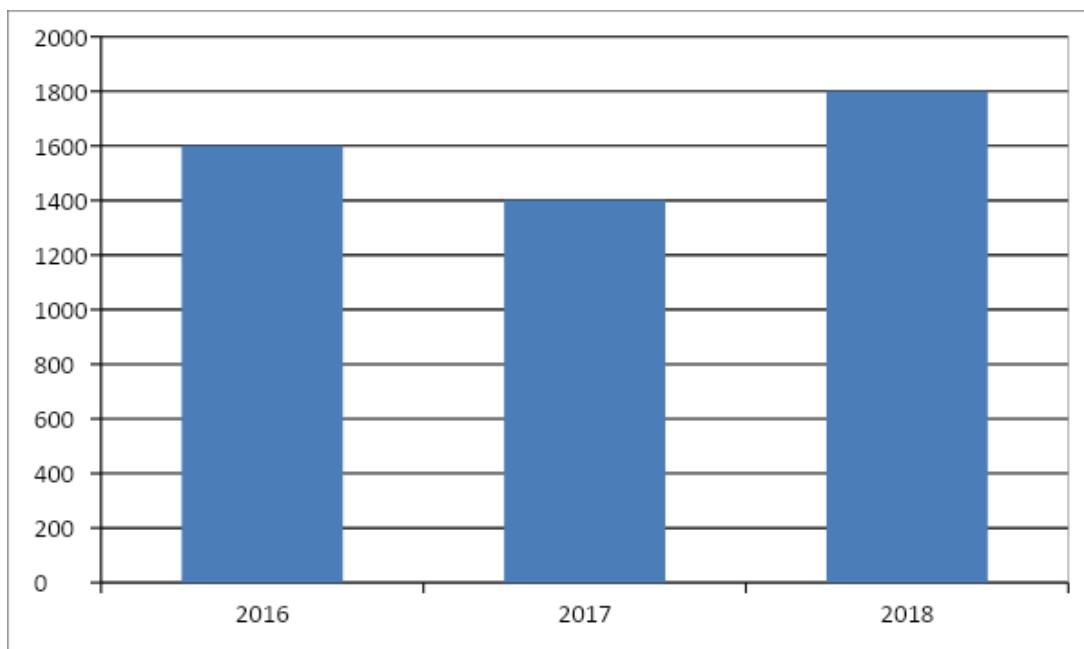
The dominant climate is Tropical Savanna type of climate which has clearly rain and dry seasons. The mean rainfall ranges to 500mm -1200mm per annum and normally rains start between mid of December and end up to May.

Table 1: Average and distribution of rainfall in mm of Sagara Ward (2015 – 2018)

YEAR	RAINFALL (MM)
2015	1120
2016	1000
2017	1110
2018	2200

Source; Sagara Ward profile (2018)

Figure 1: Average and distribution of Rainfall in mm in Sagara Ward (2015 – 2018)



Source; Sagara Ward profile (2018)

SCALE: Vertical scale 1cm = 200mm

Horizontal scale 2cm = 1 year

2.2 Social Economic Activities

An economic activity is an action that involves the production, distribution and consumption of goods and services at all levels within a society. The gross domestic

product is one way of assessing economic activity and the degree of current economic activity and forecasts for its future level can significantly impact business activity and profits as well as inflation and interest rates.

2.2.2 Fisheries

The Sagara Ward residents depend fishing from India ocean which is located; its enables to the residents to make fishing activities. The people are engaged in Large scale fishing which are get modern way of fishing techniques, so due to lack skills and education hence people were not get enough products (fish) from the ocean because most of residents use Modern tools to catch fish.

2.2.3 Agriculture

Agriculture is the mainly practiced in small scale livestock production floriculture and seed production being the main activities. High quality agriculture seeds and flowers are produced for experts y fertile volcanic soil and available water sources draining from India ocean, the main typed of agriculture products are small scale agriculture the main produce crops like , maize, cassava, and vegetables.

Figure2: Shows maize cultivated in Sagara Ward



Source: Field survey 2019

2.2.4 Business activities;

Most of business activities performed at Sagara Ward are; shops, Tailoring, small hotel, stationeries, butchers, carpentry and small motor vehicle garage. The ward's future objectives are to improve infrastructure and encourage different development partners to establish wise small scale industry at ward level and to establish more credit facilities so as to improve the capital structure in the ward also to open opportunity for people to improve their life.

2.2.5 Education services

In Sagara Ward there is different schools, the number of primary school seven (10) and one (4) secondary school, and those school were like Viwege primary school and secondary

Table 3:Total number of schools and students

SCHOOLS	NUMBER OF STUDENTS		
	Classes	Girls	Boys
Viwege primary	I-VII	804	342
Viwege secondary	I-IV	934	385
Kivule primary school	I-VII	955	306
TOTAL	=	2793	1033

Source: Sagara Ward profile 2019

2.3 Population Characteristics

The population plays double roles since it is the resource and user of the resources and can be used to utilize the resources found on the ward. The population of the ward depending on the distribution of the ward which means according to the Street found in the ward particularly the following;

The general population of the ward covers the total population of 15049 according nation census of 2012.

Table 2: Population characteristics of Sagara Ward .

HOUSEHOLD	MALE	FEMALE
2508	65290	85200

Source: Sagara Ward profile 2015

CHAPTER THREE

3.0 Description of Activities

3.1 Activities undertaken

3.1.1 Handling of incoming letters of mails.

Incoming letters are those documents which are received from outside the organization, the might be personal or official letters. We received the mails we open them to determine whether they are personal or official intended.

3.1.2 Handling the outgoing letters or mails.

Outgoing letters or mails are those letters documents which are going outside the organization, we enter the mails into outgoing mails after stamping the mails we put it into the envelope and close the letter and the address is written on the envelope about where the letter is to be delivered and lastly the letter is posted to address written.

3.1.4 To prepare an introduction letter of Majohé ward resident of birth and death certificate; This is to the letter for inviting resident of Majohé to demand their birth and death certificate and supplying the letter the letter to the residents of Majohé ward for the purpose of getting their birth and death certificates.

3.1.5 Dispatching the letters.

Dispatching the different letters at offices as directed by the government this means once the letter received into incoming letter we dispatched them where are needed to direct for example District Executive Director (DED).

3.1.7 Attending in the Ward Development Meeting Committee (WDC)

The student also attending in the Ward Development Meeting and applying the theoretically ways in preparing the meeting agendas and learn practically the decision making from political leader for example; His Excellence Councilor.

3.1.8 Solving minor cases:

In the field practical training the students learnt how to solve minor cases, through her/his administrative knowledge student learnt how to solving minor cases, through administration system instead of forcing and finally making solution both sides, therefore the students got more experience practically in conducting their duties.

CHAPTER FOUR

5.0 Conclusions and Recommendations

5.1 Conclusions

The field practical is important because helps to increase knowledge, ability and skills of those who attended theoretical classes. We learned how to run different community activities, example how to conduct some work in community also how to solve different conflicts. And also to change the ideas about the different people their mind and also even they how they running daily activities.

5.2 Recommendations

Due to a chance to learn many things during field practical the different things which meet during field practical like increase knowledge LGTI should increase the time of field training in order for students to get more time to increase knowledge, ability and skills.

The government should make sure that they improve transport system and environment for all those which work in Sagara Ward in order to avoid such kind of problems to the staff members.

Workers need more training and seminars to meet the goals and objectives in office where there is a seminar in the office the employee have ability and capacity to think deeply on how to improving the office in order to archive the goals.

APPENDICES

Appendices 1: Organization Structure of Sagara Ward

