



ADVANCED VOCATIONAL TRAINING CENTER (AVTC) LIMBE

CENTRE DE FORMATION PROFESSIONNELLE
D'EXCELLENCE DE LIMBE



USERS' MANUAL



**DEVELOPING HUMANS AND COMPETENCES
BRIDGING TRAINING AND EMPLOYMENT**

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**TRANSFORMING OUR WORLD
WITH THE POWER OF SKILLS**

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WOODWORK

I. ABOUT AVTC LIMBE

Limbe Advanced Vocational Training Centre (AVTC) is a post-secondary training institution under the Ministry of Employment and Vocational Training. This magnificent structure, together with the ones in Douala and Sangmelima is the fruit of the cooperation between the Republic of Cameroon and the Republic of South Korea.

Inaugurated in December 2016 by the then Prime Minister Philemon YANG, the three Advanced Vocational Training Centres, reflect the strategy of the government of the Republic of Cameroon, not only to densify the vocational training map, but more importantly, a hub for skills acquisition and the consequent fight against youth unemployment.

The pioneer staff of AVTC was trained in the Republic of South Korea in 2015 with the resolve to transport Korean technology to Cameroon. The campus of AVTC Limbe is unique with its fascinating architecture comprising classic infrastructure hosting offices and workshops, ultra-modern equipment, clean spaces, free internet facilities, a natural environment conducive for quality training. What makes AVTC Limbe all the more attractive is a cream of personnel devoted to serve the public with utmost professionalism.

II. WHERE TO FIND HELP

The different buildings of the Centre include:

- a. **The administrative Building.** In it are lodged administrative offices and some specialized laboratories.
- b. **Workshops.** There are five buildings in number, all located to the left of the main walk way.
- c. **The cafetariat.** This is where meals are served to the entire community of AVTC. It also serves as multipurpose hall for seminars, conferences and ceremonies.
- d. **The power station.** Situated directly behind the cafetariat. This is where installations for water and electrical energy are found.
- e. **Dormitories.** Dormitories comprise two giant buildings for lodging male and female trainees respectively.
- f. **Korea guest houses.**

III. ADMINISTRATIVE ORGANISATION

The Administration of Limbe Advanced Vocational Training Centre is organized around the following:

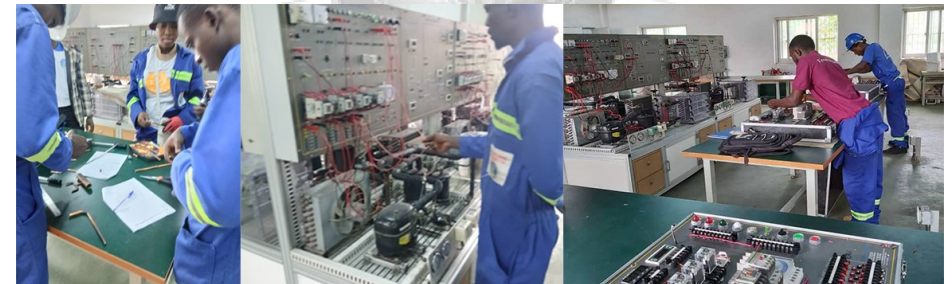
1. **The Director**
2. **Five Bureaux attached to the Directorate; namely**
 - Bureau for Reception, Mails and Liaison



WORKSHOP PRACTICE IN OFFICE AUTOMATION / COMPUTER SYSTEMS AND NETWORK MAINTENANCE
IN THE COMMON COMPUTER LABORATORY



HOTEL MANAGEMENT AND CATERING IN ACTION



REFRIGERATION AND AIR CONDITIONING



ELECTRICAL ENGINEERING TRAINEES AT WORK

- Playing football on lawns
- Littering the campus
- Wearing of slippers, face caps, nose rings, dreadlocks for boys, huge beard, tinted hair, ankle chains

IX. THE DISCIPLINARY COUNCIL

The disciplinary council is convened to examine cases of misconduct and gross violation of rights and obligations and met out sanctions.

X. FINAL PROVISIONS

This manual is not exhaustive. It however lays down modalities for harmonious living in AVTC Limbe. Living in conformity with the norms of community life will guarantee a happy stay in AVTC Limbe. God bless you.

- Bureau for Admissions
- Bureau for Information Systems
- Bureau for Stores Accounting
- Bureau for Discipline

3. Two Departments; namely

- Department of Training Activities
- Department of Administration and Finance

4. Five Sections placed under the departments; namely

- Section for Initial and Continuous Training
- Section for Cooperation, Vocational Guidance and Post Training follow up
- Section for Administrative Affairs
- Section for Financial Affairs
- Section for Maintenance

5. Six Units paced under the sections; namely

- Unit for cooperation, marketing and Public Relation
- Unit for Administration
- Unit for Leisure, Occupational Health and Safety
- Unit for Maintenance of Equipment

- Unit for Maintenance of Infrastructure

IV. OUR TRAINING

a. Workshops and Lecture Halls

Our training environment is the workshop; each of which is equipped with an office for trainers, a lecture hall, a warehouse, and a well-equipped workshop with a capacity of 30 trainees. The small size of the workshops is to enhance quality apprenticeship. The head of each workshop in collaboration with their staff animate training in that specialty.

SPECIALTY	NATURE	COLOUR
Office automation	Lab jacket	White
Computer systems and network maintenance	Lab jacket	White
Hotel management and catering	Restaurant/kitchen wear	White and black
Refrigeration and air conditioning	Frog suit	Blue
Electrical engineering	Frog suit	Blue
Welding and boiler making	Frog suit	Orange
Plumbing and piping	Frog suit	Blue
Mechanical production	Frog suit	Blue
Woodwork	Frog suit	Blue

- Participate in the elections of delegates

It is obligatory for all trainees to

- Do manual labour in order to keep the immediate environment clean.
- Dress in the recommended Personal Protective Equipment (PPE) in the workshop.
- Be in possession of the recommended sportswear as well as the occasional wear.
- Take part in the national youth day celebration.

Always put on the identification badge in campus

VIII. OFFENCES

The following deviant behaviours are considered as offences

- Unjustified absence from training exceeding 40 hours
- Stealing
- Fighting and bullying
- Extortion
- Smoking and drug abuse
- Writing or drawing on walls
- Keeping late night for those living in the dormitory
- Scaling the fence
- Lying in bed without bed sheet

Movement in and out of the Centre

Trainees who are lodged in the dormitory can obtain permission from time to time to get for themselves basic needs in town. The latest time however to return to the Centre is 7:00 pm. After this time, the gate is closed.

The cafeteria

The cafeteria is open to the AVTC Community. Meals are served as from 500 frs a plate. This is the only place where personnel can get food of controlled quality. Trainees who get food from outside the Centre are doing so at their own risk.

The infirmary

Limbe Advanced Vocational Training Centre operates a functional infirmary to handle light malaises. Every registered trainee will be required to subscribe to first aid medical coverage.

VII. RIGHTS AND OBLIGATIONS

Trainees have a right to

- Harmonious living and freedom of expression of talent

b. Training Specialties offered in AVTC Limbe

- Office Automation
- Computer Systems and Network Maintenance
- Hotel Management and Catering
- Refrigeration and Air Conditioning
- Electrical Engineering
- Welding and Boiler Making
- Plumbing and Piping
- Mechanical Production
- Wood Work Technology

c. Training requirements

c1. The Use of Personal Protective Equipment (PPE)

Our Training lays emphasis on the safety of users. This is because our workshops are industrial sites in miniature and are prone to accidents. We have only one body which must be protected with the use of Personal protective equipment.

For purposes of uniformity and easy identification, the nature and colour of PPE for the different workshops are

presented in the table below:

c2. Industry orientation

Our training is entrepreneurial in nature. That is, the training is very much in touch with the world of work. This enables us to regularly adapt training to meet the changing needs of the industry as well as to keep pace with the economic trend.

Acquaintance visits to the industry plus two sessions of internship within the training enables us to establish win-win partnership with actors from the socio-professional milieu.

c.3 Assiduity

Our training is predominantly hands-on in character. It requires the physical presence of trainees in the workshop, because practice makes perfect.

c.4 Probity

Our training insists on moral rectitude of users. We uphold good mannerisms such as respect for persons and the environment. Improper dressing, the careless disposal of litter in campus as well as walking or playing on green lawns is prohibited. Persons whose attitudes are wanting may risk facing the disciplinary council.

d. Post-training insertion

Applicants who wish to be lodged in the dormitory will pay the sum of 500.000frs for lodging and will be served with two meals a day for a year.

Admission into the dormitory is subject to the following conditions:

1. A hand written application
2. Undertaking of good morality to be signed by the applicant.
3. A down payment of the sum of 300.000 as first installment upon admission and the second installment of 200.000 by the end of January of the following year.
4. Presentation of a roll of toilet tissue and basic toiletries
5. Presentation of at least two clean bed sheets, a pillow and pillow cases
6. A plastic bathing bucket
7. A flash light

Caution! Our dormitories are gender sensitive. Interaction between ladies and gentlemen DOES NOT EXTEND to the dormitories. Accordingly, the dormitories are out of bounds to non-residents.

The play ground: The campus is beautified with green lawns. The greenery is to be maintained by all. Therefore, it is prohibited for people to move on lawns or play football or any other game on them. The football field is reserved for play.

Waste disposal: Trash cans are available for waste disposal. It is not permitted for anybody to litter the campus nor the lecture rooms nor even the workshops with tissue papers or with plastic containers of drinks, milk, biscuits, sweets, etc.

Toilets: The toilets are all water closet toilets. They should always be flushed after use. If while using the toilet, you find out that the flushing mechanism has failed, the user should take the initiative to flush it with water provided in drums and to brush it with a brush provided by the side. It should never be left dirty! Only recommended toilet tissue should be used. No hard paper please!

Internet Facilities: The Centre is endowed with free internet facilities.

Lodging in the dormitory

AVTC Limbe offers lodging facilities for trainees wishing to live in campus. The use of the dormitories is exclusively the right of those who have been admitted into them.

Where can our trainees find work when they leave training? The simple answer to this question is self-employment. The young men and woman who complete their training from Limbe Advanced Vocational Training Centre, have sufficient skills to be on their own. So many of them are owners of small and medium size enterprises and are rendering services to the community and making a living.

e. Training Duration

Training in AVTC Limbe is **two** years long; broken down into **four** semesters. Two internship sessions are incorporated within the training program.

The first session of internship is a continuation of the second semester. It concerns trainees of the First Year and it is **two months** long.

The second session of internship is designed for trainees of the Second Year. It lasts **four** months and it is counted for the fourth semester

V. EVALUATION AND CERTIFICATION

a. Semester Examinations

Every semester is sanctioned by an end of semester examination. Semester examinations carry a weight of 70% of the

competences acquired in the overall performance of the trainee for the semester concerned. The practical exercises carried out in the workshops during training is evaluated as continuous assessment and constitutes 30% of the competencies acquired.

b. Harmonised Examination

Harmonized examination is a national exam taken at the end of the first year of training. Promotion to the Second Year is subject to passing the national Harmonised Examination. Trainees who do not pass the harmonized examination with a score of at least 12/20 cannot be admitted into the second Year. Consequently, they cannot sit for the national end-of-course examination.

c. End-of-course Exam and Certification:

Two types of certificate are awarded at the end of the training.

c.1 Specialized Technician Diploma (DTS)

This diploma is awarded to trainees who hold the advanced level certificate upon entry and who pass the corresponding exam at the end of two years of training. This diploma is equated to category 8 in the industry.

c.2 Vocational Qualification Diploma (DQP).

This diploma is equated to category 6 in the industry. It is awarded to trainees who DO NOT hold the Advanced Level certificate upon entry. Training duration in this case is one year, at the end of which candidates take the national end of course examination corresponding to that level of training.

VI. COMMUNITY LIFE IN AVTC LIMBE

The use of public space is the responsibility of every member of the AVTC community.

Proper Dressing.

Limbe Advanced Vocational Training Centre is a public and administrative structure. Users of this administrative unit are expected to dress respectfully.

The wearing of slippers, pairs of shorts, torn jeans trousers, jogging, T-shirts with frightful images, dreadlocks for men and the keeping of huge beards is not allowed in campus

Official wear. The ceremonial wear for every trainee is immaculate white long sleeved shirt with a black bold tie over a pair of black trousers and black shoes.