



Training ... for Excellence

A leading academic and professional institution

Another major boost for the library

The institution has added another major boost to the library which saw the resource centre being extended to accommodate more students and researchers.

The resource centre which has been operating without adequate study room has now been extended to accommodate more students as Trust Academy's initiative of promoting a reading culture continue to bear fruits.

An extended reading space coupled with fully

stocked research materials and a top of the range fast and efficient internet



Librarian E Jokomo

café, the resource centre now act as the ideal strategic marketing tool that

will see the institution commanding a reputable position among institutions' libraries in the country.

With a fast and efficient internet café, students would now have to do their research, open emails and get an update on latest news. In addition it also enhances students' computer literacy in this informational age," said the librarian.

The Information and -

[To page 2](#)

INSIDE THIS ISSUE:

High School on the limelight at ZBC Kidznet 3

Accountants and administrators in cloud nine 3

Out of the wilderness- career guide with Mbindi 4

Students should develop entrepreneurship skills- Mutambara 5

Business schools introduces much acclaimed revisions lessons 6

The boys' show at Cottco Schools Rugby fiesta 7

Sporting program for professional students kicks off 12

Trust Academy honoured in ICDL training

Trust Academy has been awarded a medal by the Computer Society of Zimbabwe for posting the highest number of commercial registrations in ICDL for the year 2009.

The Computer Society of Zimbabwe awards various institutions in honor of their role in the information and communication technology (ICT) sector every year.

Trust Academy emerged as the best in Zimbabwe after surpassing other institutions in recording the highest number of

[To page 2](#)

Trust Academy honoured in ICDL training -from page 1

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Mr Maravanyika displaying the medal

commercial registration in Inter

nternational Computer Driving Licence (ICDL).

Commenting on the overwhelming number of turn out for ICDL training at Trust Academy, Mr Maravanyika, the IT Head of Department revealed that quality tuition and affordable price culminates in huge turn out.

“We offer quality and affordable tuition at Trust Academy and that is why we are re-

ceiving such a huge turn out. We are an institution that offers training for excellence as our motto reads,“ revealed delighted Mr Maravanyika.

In this information age, computer knowledge is now of paramount importance as day to day business transaction can be easily be accessible via ICT. ICDL qualification remains one of the major breakthroughs in the world of ICT.

Another major boost for the library - from page 1

Customer Service Officer highlighted that the resource centre will be centred on providing a reading culture amongst students.

“For a long time students have been deprived of a viable reading environment as we used to have reading rooms which were not supervised.

With qualified personnel who is in charge to ensure that the right books are there and that they are used properly, the library is now serving as a conducive environment which instills a reading culture



The library , fully stocked with relevant materials and fast internet service now a superb study centre

amongst students,“ said Ms Mhishi.

Lack of proper library facilities compounds to teachers’ and students’ poor subject knowledge

that plague the whole schooling system.

According to researchers library can help to improve students’ performance by 20%-30%. Books and the love of

Have a say in your newsletter, your views count

This publication has been influenced and shaped by your views. So don't be left behind join others in influencing the editorial content of this publication.

Email your views to information@trustacademy.co.zw or sms Mhishi on 011 212 178

High school still on the limelight at ZBC Kidznet

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reading are key drivers of successful education.

Trust Academy High students are still on the limelight at ZBC Kidznet programme after they successfully participated in a recording of 10 topics of serial debates with ZBC on the 30th of March that will be broadcasted throughout the months of April, May and first week of June.

“We have concluded recording of 10 debate topics that will see stu-

dents on ZBC Kidznet throughout the month of April, May and the first week of June.

The latest debate broadcast was acentred on independence which was in line with the 30th anniversary of the Uhuru celebrations,ö said the project coordinator Mr Mangere.

ZBC Kidznet is a programme for teenagers around the country which broadcasts on vari-



High School students

ous issues affecting teenagers in different spheres of life.

Accountants and administrators in cloud nine ...as ICSAZ held a remarkable graduation ceremony

These broadcasts are done in serial debates, poems, and dramas which present an educative forum for the youth.

The Institute of Chartered Secretaries and Administrators of Zimbabwe held a remarkable graduation ceremony at the Harare International Conference Centre on the 24th of April.

The ceremony was attended by various dignitaries, accountants and administrators amongst them the newly conferred ones.

The occasion witnessed accountants and administrators who completed their diplomas accorded their certificates with the ICSA body.

At the same ceremony various outstanding students were awarded prizes of excellence. The Trust Academy duo of Boswell Mukatyei and Patrick Mushongo grabbed top spot in Financial Accounting 2 (IBAS) and Corporate Financial Management (CIS) respectively.

“The Institute has taken note

of the need for our students to remain relevant in order for them to better service the requirements of the global dynamic business environment.

Given the dynamic global business environment, the demand for accountants and administrators will take a centre stage making it one of the exciting occupational choices for this century,ö reads part of the graduation speech.

There was an aura of excitement and ecstatic joy as graduates were heard ululating and whistling from either side of the hall witnessing what they saw as a milestone achievement and a

Out of the wilderness

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Useful advise on how to choose a career

Your interests

Identify how your interests relate to various qualifications

Your career ideas...where do they come from?

It is important for you to think about where your career ideas come from - what and who has influenced and is influencing your career decisions?

Your skills

What are you good at? What does this have to do with your career decisions?

Your values

What is important to you? How does it relate to your career decisions?

My interests

Your interests are activities that you enjoy currently, or that you would like to try out. In general, if your interests are matched with your career, the chances are that you will enjoy what you are doing:

Solving difficult situations, involving people, persuading people, influencing people, working with machines, running your own business, planning and or-



Career guidance with Mbindi

ganizing the

activities of others, programming computers to perform tasks

My career ideas: where do they come from?

To know where you are going, you need to know where you come from. Please think about how the following people, things and events that influenced your career ideas and how.

1. School subjects. Which ones?
2. Economic/job trends. How?
3. Friends. How?
4. Family. How?
5. Self-awareness. What do I know about myself?
6. Observing others at work. Who?
7. Money. How?
8. Media (TV, movies, radio, internet). How?
9. I was also influenced by
10. My career role model is... Why?

My skills

Skills are abilities that you have developed and which you are able to use effectively. Skills that are important to most organizations include communication skills; creativity; critical thinking; leadership; per-

sonal management; research skills; teamwork; technical skills and social responsibility.

Think about various life experiences (studies, work and personal) and link them to specific skills that you have developed as a result. Also, reflect on how these skills relate to your career choices.

Examples:

Experience- Managing the household and caring for younger people.

Skill(s) developed -Personal management

How does this relate to my career choice? -I need to work where I make a difference and take care of others in need

Experience - Captain of soccer team

Skill(s) developed -Leadership and teamwork

How does this relate to my career choice? -I need to work in an environment where I work with a team

My values

What are values and where do they come from?

Your values indicate what is important to you and they have a significant effect on the career choices that you make. Your values are shaped by your family, community and the work environment. Here are some examples:

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Students should develop entrepreneurship skills– DPM Mutambara

Addressing students and participants who attended the Placement Plus Career Expo at the National Art Gallery of Zimbabwe held on the 29th of March to the 1st of April, the Deputy Prime Minister Professor Arthur Mutambara underscored the need for students to develop entrepreneurship skills for the nation to benefit from the resource base.

The Placement Plus Career Expo was attended by leading academic and professional institution like University of Zimbabwe, Midlands State University, Chinhoyi University of Technology, Trust Academy and IPMZ among others.

DPM Arthur Mutambara underscored the need for students to develop entrepreneurship skills in different spheres of business.

He gave an example of one of the second richest person in the world, Bill Gates, who dropped out of the Harvard University to successfully establish the Microsoft Corpora-



DPM Prof Arthur Mutambara

tion, one of the largest corporations in the world.

“The nation needs such people with entrepreneurship and innovative skills for the it to turn around its fortunes. The heart of any successful business is a visionary entrepreneur, the person who takes an idea and puts it into action.

All great business begins in the minds of entrepreneurs and entrepreneurs are described as visionaries and people with a talent of spotting gaps.

They are normally people who can see an opportunity and they are able to visualize a goal but more importantly they will give their ideas wings,” said DPM Mutambara thunderously.

Commenting on the reasons behind Trust Academy’s participa-

tion at the expo, the Information and Customer Service Officer Ms Mhishi revealed that it was both a corporate social responsibility role and while at the same time a marketing tool.

“It was both a marketing strategy while at the same time we were fulfilling a corporate social responsibility role.

Our major thrust was to give people a chance to be empowered on how best to choose a career path and mingle better with the community at large so as to give them knowledge on different career opportunities available,” said the Information and Customer Service personnel.

The Information personnel revealed that the expo had a positive bearing on the number of enrolments recorded and witnessed many turning up to make enquiries after such career expo.

However the occasion was mired by poor attendance because it was limited to those students ferrying their student identity cards and hence excluding the majority of O₀ and A₀ Level graduates who might have immensely benefitted from such an expo.

Business school introduces the much acclaimed revision lessons

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The Business School has started revision lessons for the May /June 2010 examination session. These revisions are absolutely free with the objective of helping students in putting the impending examinations into clear perspective.

We want these revision lessons to help students to work on areas of uncertainty in the different subjects. They, indeed, will assist you to consolidate on what you learned during the semester and hence approach the examinations with confidence.

Useful Revision Tips

These are some key points to consider when doing revisions:

Past Papers – the first thing you should do in your revision is to look at some past papers to get an idea of the type of questions to be asked. Past papers or pilot papers in the case of new subjects confirms the format of the paper you are meeting in the examination and will enable you to familiarize with the language, style and structure of the paper.

Past papers will assist you in identifying gaps in your knowledge, which you may then rectify by further reading. It is also helpful to re-read some of the

key texts on any given topic because they may make more sense retrospectively than they did on the occasion of your first reading. Examination boards provide past papers with examiners' comments or making memorandum.

It is helpful to look at these remarks closely as they advise on what the examiners expected in a standard answer and how the students who attempted this paper fared. As you do so take note that examinations are not about remembering everything.

Examiners want you to demonstrate what you understood from reading certain topics in the various subjects you registered. Find comfort in the reality in any examination. You are not competing with anyone and that everyone involved in setting and marking examinations want you to pass. They do not favour those with good memory!

Sort out your course notes – ensure that you have a copy of the subject syllabus or facilitator pack. Look at the topics outlined in the syllabus vis-à-vis the notes that your lecturers gave you during lessons, as handouts or comments they make to the exercises you attempted.

You must have consulted the prescribed or recommended books during your own private reading. It may

be helpful to use a highlighter pen to emphasize important points on a topic

Attend revision lessons-as was highlighted above these lessons are absolutely free. Revisions will afford you the opportunity to tackle questions of a different kind from those you did earlier in your class assignments and tests.

Be warned that the worst thing you can do in any examination is to fail to answer the question.

We are convinced that these revision lessons will help you gain the requisite experience in turning your mind to new questions. This approach will help you identify the essential information that you are going to remember and interestingly the information is less than you have in your notes.

Study in groups – we implore you to work with other students from your class as much as possible. This will enable you to share useful study strategies and to give each other mutual support. Remember a problem shared is a problem halved. In these groups you can informally test and quiz each other on key

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The big boys' real show at Cottco Schools Rugby fiesta

Five make it to the development side

Trust Academy High senior and junior rugby boys battled it out with other traditional rugby boys at the just ended week long Annual Cottco Schools Rugby festival held at Prince Edward High.

This year's Cottco schools rugby festival dubbed the *Theatre of Dreams*, which saw more than 144 teams participating, was the biggest in the tournament's history.

Despite losing some of their matches, the big tigers staged a remarkable performance that saw five of them making it to the development side.

A development side is a team of potential players who will be integrated into the under 20 national side if they impress. The development team played on Saturday where those who excelled were drafted into the national team.

The coach, Mr T Chidhakwa revealed that the senior boys' superb performance in their opening match in which they massacred Kwekwe High by 46-0 saw five best players from the side selected to feature in the development team.

“Currently I can confirm that five players have been selected to feature for the development side. These are Admire Chiku (hooker),



The big boys in a ball tussle against Bernard Mzeki

Munashe Mujuru (lock), Trevor Chingosho (8thman), Brendon Mpofu (scrum half) and Teddy Mhizha (fullback), said the rugby mentor.

The senior boys walloped Kwekwe High 46- 0 followed by double loss to St Johns College 2 and Bernard Mzeki 40-7 and 3-0 respectively.

Lack of coordination and concentration lapses saw Bernard Mzeki finding a breakthrough that sealed their victory via a conversion.

Mr Rusike, the Sports Coordinator applauded the boys for their show and blamed lack of coordination as major setback to their breakthrough.

“In the opening matches, the boys played very well but some technical changes and lack of coordination let

us down in our remainder matches,” said Mr Rusike.

“In our last game we did not play according to game plan and the boys were a bit jittery as they failed to convert numerous chances,” said the rugby mentor Chidhakwa.

“There was an aura of excitement among us in the organizing committee due to the overwhelming response we have received from schools around the country,” said the tournament director Sebastian Gari-kai.

The essence of the rugby festival is to give exposure to talent and the games have proved to be a force to reckon when considering the impact they are making in the development of sport.

Outstanding teams and individuals in both the under 16 and open category were awarded with shields in honour of excellence, discipline, and improvement compared to last season.

Some players who took part in the games have over the years risen visibly to become prominent individuals through excelling in sport.

Trust Academy reintroduces CIPS

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Trust Academy has reintroduced the Chartered Institute of Purchasing and Supply courses which exists to promote and develop high standards of professional skill, ability and integrity among all those engaged in purchasing and supply chain management.

CIPS assists individuals, organisations and the profession as a whole.

CIPS is a leading body representing the field of purchasing and supply chain management. Established in 1932, it has grown to become the central reference for industry best practice and the CIPS code of conduct is the standard around the world.

In 1992 CIPS was awarded a Royal Charter in recognition of their status as a centre of excellence and support for the profession.

CIPS is well positioned to effectively serve the interests of all involved in purchasing and supply chain management. Membership can make an enormous contribution to both public and private sector businesses, delivering a tangible return on investment.

Membership recognises your professional status and helps you to keep up to date with latest developments through a comprehensive range of courses, conferences and publications.

Currently Trust Academy offers tuition for CIPS Certificate during (evening & weekend) and Advanced Certificate (evening only). Plans are underway to introduce higher levels. Our first group of students in June had 25 students.

These students wrote their examinations for the Certificate level at the British Council. We are proud to advise that most 98% passed with all the subjects and the remainder had 4 subjects. This is an exceptionally good start hence the section is working extraordinarily to surpass this mark.

CIPS has a range of membership grades to suit your needs perfectly

CIPS offers seven different types of membership to cater for a wide range of professional and educational requirements.

When you apply to join, CIPS will consider your requirements and your qualifications, skills and experience. This will allow CIPS to recommend an entry membership grade which suits you perfectly.

Membership types

Membership types to meet your educational and professional needs.

CIPS membership structure caters for different educational and professional needs, both of those

working directly in purchasing and supply chain management and its associated disciplines, and of those with an interest in the area.

The seven types of membership provide a clear structure that allow entry at an appropriate level, accurately reflecting your academic standards, vocational skill, experience and contribution to the profession.

1. **Fellow (FCIPS)** awarded to existing Members (MCIPS) with a record of outstanding achievement and competence in purchasing and supply chain management.

2. **Full Member (MCIPS)** Full Members are recognized internationally for their professional accomplishment. Most of our Members achieve MCIPS by completing the CIPS Graduate Diploma.

However, alternative routes include the successful completion of an accredited degree, N/SVQ level 4 in Procurement or SCM, CIPS Corporate Award, or the CIPS Management Entry Route.

3. **Associate Member** Associate Member is the grade for people who are developing their careers, those who achieved the Level 5 Advanced Diploma or a

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You will never walk alone

A guide to ABE courses with Mbindi

The Association of Business Executives (ABE) is a professional membership body and an examination board. It develops business and management qualifications at Certificate, Diploma, Advanced Diploma and Postgraduate Diploma level.

ABE qualifications provide progression routes to degree and Masters programmes worldwide. ABE is committed to offering qualifications that are relevant, recognised and respected

Professional

All of ABE's qualifications are developed in consultation with sector skills councils and employers and reflect the very latest industrial standards. ABE takes a practical approach to learning and aim to create the professionals of tomorrow.

Accessible

ABE is global and open to all who have the talent and drive to succeed. Their range of business qualifications and network of accredited colleges worldwide adds to ABE's accessibility.

Progressive

ABE keeps pace with the fast-

moving business world, reflecting the latest and most relevant educational thinking.

Reassuring

ABE is recognised around the world - from the Qualifications and Curriculum Authority (QCA) in the UK to Ministries of Education and Employers in other countries.

Formed in 2008 and registered in South Africa, ABESA is a regional chapter of ABE. ABESA focuses on the recognition and continuous professional development of managers and aspiring managers in Southern Africa.

The above information is adapted from the information provided by ABE on their website www.abeuk.org. The purpose of the adaptation is to demonstrate is no uncertain terms why as Trust Academy we are proud to offer the ABE programmes.

Since June 2009 the number of students registering for ABE qualification has been growing substantially. We started with 12 students and now have close to 60.

Why ABE?

There are many advantages to studying an ABE qualification. Key benefits include:

University Progression

ABE qualifications give you entry to the second and final years of Bachelors degree programmes at universities around the world. With relevant work experience you can fast track to an MBA.

Making degrees affordable

ABE is a low-cost route to a university degree and could save you thousands of pounds.

Saving your time

Take the quicker route to a degree with ABE.

A professional qualification

ABE qualifications give you the skills to make a real difference in the workplace, from finance and accounting to marketing and management.

Global recognition

ABE qualifications are recognised by colleges, universities, employers and ministries around the world.

Assured quality

All our qualifications are recognised and accredited by QCA, the UK qualifications regulator.

Exemptions

We have exemption arrangements with other professional bodies including ACCA, CIMA and BCS to

Out of the wilderness - A guide to ABE courses with Mbindi - from page 9

Exemptions

We have exemption arrangements with other professional bodies including ACCA, CIMA and BCS to save you time and accredit your learning.

Convenience

You can obtain your ABE qualifications locally and your degree through distance learning.

Flexibility

Study part-time or full-time. Join a local college or opt for self-study.

Support

Study materials for all programmes are available to download or order from ABE's website Members Area. ABE staff are ready to help you in the UK and around the world.

Awards

ABE believes in rewarding success. Every year, ABE honours its highest achievers. Each session, the highest achiever in each unit receives a special award.

There is also an award for the outstanding achiever at the Advanced Diploma level. This is called the President's Prize and is awarded to the student sitting all five subjects at one sitting and gaining the highest aggregate mark at Grades A and B.

*ABE offers high-quality business qualifications worldwide. It has developed thousands of business careers. **Make yours the next one!***

Trust Academy reintroduces CIPS courses -from page 8

Diploma or a CIPS Corporate Award Stage 1, or working towards MCIPS through the Management Entry Route (MER). Please note that although successful completion of the (MER) awards full member status, it does not award the Graduate Diploma.

4. Diploma Members - Diploma Members have successfully completed the Level 4 Foundation Diploma or the International Advanced Certificate.

5. Certificate Member - Certificate Members have achieved the Level 2 Introductory Certificate, Level 3 Certificate or International Certificate

6. Student Student membership is the entry level for new practi-

tioners at the earliest stage of their professional development and is undertaken by CIPS qualifications or their equivalent. Students have full access to CIPS benefits at a reduced subscription rate during their course of study.

7. Affiliates This grade is designed for individuals who do not wish to become professionally qualified but have a strong interest in purchasing and supply. There are no entry qualifications for affiliate membership.

An introduction to CIPS qualification

CIPS ladder of qualifications provides benchmark education programmes for the purchasing and supply profession throughout the world. There are six levels of quali-

fications, ranging from Level 2 to Level 7.

UK students who are new to the profession should consider the Level 3 Certificate in Purchasing and Supply as an ideal entry point to CIPS qualification. The International Certificate and Advanced Certificate in Purchasing and Supply is **an appropriate starting point for non UK based students.**

Successful completion of our Level 4 Foundation Diploma, Level 5 Advanced Diploma and Level 6 Graduate Diploma provide a progression to degree level which results in full membership of CIPS and the designatory letters, MCIPS (providing you also have three years' experience in a purchasing and supply role).

Business school introduces the much acclaimed revision lessons –from page 6

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In these groups you can informally test and quiz each other on key areas of the subject

Take notes on your notes

This method is available, both as a

way of re-organizing material, and memorizing it. You may put key points and information in a format that you can quickly consult, even immediately before the examination.

By the time of the examina-

tion, you should have a set of your own notes that are rigorously problem orientated.

Remember that revision can be intellectually fun because when you have an overview of the entire subjects you are in a position to make connection of your own

Out of the wilderness

Career guidance with Mbindi -from page 4

company for a sales representative training programme and is very interested. If he takes the position, it will mean a lot of extra travelling. Is he willing to be away from his family for long periods at a time? Is the excitement of travelling for a sales job a big draw card?

2. Celia is very good with organizing events such as weddings and birthday parties for her family and friends. Does she take the risk, quit her job and make event planning her full-time business, or does she prefer the safety of her

current job?

Below is a list of common values (you can add your own if you prefer).

Please read through the list and identify the five values that are most important to you.

Adventure, authority, autonomy, beauty, belonging, challenge, commitment, competition, community-orientated, cooperation, creativity, curiosity, duty, effectiveness, excellence, excitement, friendship, family, health, helping, honesty, humour, independence, individuality,

influence, knowledge, money, power, public contact, recognition, religion, status, spirituality

My career decision: putting it all together

You have completed activities for the following:

- My interests
- My career ideas
- My skills
- My values

Sporting programme for professional students kicks off

-ton Sports Club.

The sporting games are held every Friday from 2pm at Raylton Sports Club.

This is a welcome development in for professional students, who have been deprived of their sporting needs for long as the institution has been for the past years centred on high school students.

With sport now offering a future in a country where unemployment is close to 80%, this is a noble opportunity for students to rediscover their sporting talents.

A programme that will see professional students undertaking professional courses participating in various sporting disciplines has kicked off.

“The much awaited sporting programme has kicked off with much enthusiasm from the students as turn out was impressive.

Mr Rusike, the Sports Coordinator revealed that the sporting programme for professional students has kicked off on a high note with students teaming up with staff members at the Rayl

ton Sports Club. However we are still appealing for students to participate in these sporting programme as they are of paramount importance to their mental capabilities and the nurturing of their talents,” said Mr Rusike.

Boys’ show at Cottco Schools Rugby festival

Junior boys’ sparkling comeback

Despite losing their opening match, the junior boys managed to display a sparkling comeback which saw them outclassing their fellow competitors in their subsequent matches ending the week long fiesta on a higher note.

In their opening match the junior boys fell to Mount Pleasant High 15-17 but they managed a sparkling comeback with a 10-0 thumping of stubborn St Johns Emeralds in a match the coach highlighted was the real show for the boys.

In their last match of the fiesta,



Junior rugby boys

the boys dismissed Mazowe 8-0 ending the week long colorful rugby festival on higher a note.

However, the coach, Mr T Chidhakwa said that the boys were not at their usual best as they failed to burry their disjointed counterparts.

“We could have won by an even greater margin but the boys lapsed in concentration and were not supporting one another. They did not play according to game plan,” said the coach.

“The boys played very well but lack of composure has negatively impacted on our score margin. We should have buried these struggling boys in the first half as we fail to convert numerous chances that came our way,” said Mr Rusike, the Sport Coordinator.