

**Ministerial Statute No. 8/2008  
Of 15 May 2008**

**Organisational Structure of the National Directorate for Adult Education  
and Non-Formal Education**

The Organic Law of the Ministry of Education, approved by Decree-Law No. 2/2008, of 16 January, contemplates, in 5(1)(i), as a direct state administration service, the National Directorate for Adult and Non-Formal Education, with the objective of developing and implementing the National Literacy Programme, whose addressees are the citizens who are not enrolled in formal education.

In terms of article 24(1) of the above-mentioned legislative act, it is incumbent upon the Minister of Education to approve by a specific ministerial statute the regulation of the organisational and functional structure of the national directorates.

Thus, in order to efficiently pursue its goals, this Organic Law establishes, within the National Directorate for Adult and Non-Formal Education, the structure indispensable to the smooth running of the service.

The Government, through the Minister of Education, orders, under article 24(1) of Decree-Law No. 2/2008, of 16 January, in conjunction with Decree-Law No. 7/2007, of 5 September, the publication of the following statute:

**CHAPTER I  
NATURE, COMPETENCES AND RESPONSIBILITIES**

**Article 1  
Nature and Competences**

The National Directorate for Adult and Non-Formal Education, hereinafter referred to as DNEAENF for short, is the main service of the Ministry of Education responsible for developing and implementing the National Literacy Programme, geared towards the population outside the formal education system.

**Article 2  
Responsibilities**

It is incumbent upon DNEAENF, namely:

- a) To establish the organisational framework of education for the population outside the formal education system;

- b) To prepare, in cooperation with other competent services, a National Literacy Programme, through distance learning programmes and others;
- c) To develop programmes geared towards the population outside the education system, in the areas of languages, literacy and arithmetic;
- d) To promote technical and vocational capacity building programmes;
- e) To implement the preparation of manuals and other teaching geared towards recurrent education;
- f) To promote the establishment of Community Education Centres, adapted to the real needs of local communities;
- g) To promote the alignment of the recurrent education programmes with courses promoted by technical and vocational schools;
- h) To establish evaluation standards and mechanisms for non-formal education programmes and projects, in collaboration with the regional education directorates;
- i) To coordinate the processes of equivalent ratings of diplomas arising from the education and training options developed;
- j) To prepare the national examinations and the mark the exam papers;
- k) To propose the technical qualifications, competences and conditions necessary for the exercise of teaching functions in non-formal education.

## **CHAPTER II ORGANISATIONAL STRUCTURE, DIRECTORATE AND SERVICES**

### **Article 3 Organisational structure**

1. DNEAENF is composed of the National Director and the following Departments:
  - a) Department of Literacy and Distance Learning;
  - b) Department of Curricula and Materials for Non-Formal Education;
  - c) Department of Marking and Equivalent Ratings;

2. The competences conferred upon the each Department may be delegated to sections, within the direct purview of the Head of Department, where the volume of work or its complexity so justifies, and their establishment is regulated by a Ministerial Statute, on proposal of the National Director of DNEAENF.

**Article 4**  
**Leadership and Managerial Positions**

1. DNEAENF is headed by a National Director, appointed by the Minister of Education, who reports directly to the latter.
2. Departments are led by Heads of Department, appointed in accordance with the law.
3. The National Director oversees the Heads of Department.
4. Functional managerial positions may be established on the proposal of the National Director, for the purpose of coordinating tasks, under article 22 of Decree-Law No. 19/2006, of 15 November, provided that there is the coordination of, at least, 10 staff members, or the complexity of the coordination of such staff members is duly proven.

**Article 5**  
**Competences of the National Director**

1. It is incumbent the National Director of DNEAENF:
  - a) To direct and coordinate DNEAENF services, through their departments, and coordination of the work of the latter with the services of the Ministry;
  - b) To represent DNEAENF within other National Directorates and other services and public entities, both national and foreign, in the area of adult and non-formal education;
  - c) To ensure and maintain the coordination between the services and entities provided for in the previous subparagraph;
  - d) To submit, by 30 September, the Annual Work Plan of DNEAENF for the following year, to the Minister of Education;
  - e) To submit to the Minister a draft budget for the following financial year;

- f) To submit to the Minister, by 15 January, the Annual Activity Report for the previous year;
  - g) To propose to the Minister of Education the appointment of Heads of Department;
  - h) To propose to the Minister of Education the establishment of sections, in coordination with the respective Head of Department, where there is in the Department a volume of work or its complexity so justifies;
  - i) To propose to the Minister of Education the appointment of functional managerial positions, provided that there the coordination of, at least, 10 staff members or the coordination of such staff members is duly proven;
  - j) To assign tasks to the staff posted to the DNEANF;
  - k) To propose to the Minister of Education adequate plans and programmes on professional capacity building and development of the DNEAEF;
  - l) To carry out such other activities as may be assigned thereto by law or delegated.
2. In case of absence or impediment , the National Director is replaced by one of the Heads of Department designated to that effect.

**Article 6**  
**Department of Literacy and Distance Learning**

1. The Department of Literacy and Distance Learning is the service responsible for implementing programmes aimed at eradicating illiteracy in the long run, for coordinating and implementing training, education and teaching programmes, predominantly those off campus.
2. It is incumbent upon the Department of Literacy, namely:
- a) To review and propose the organisational framework for the education of the population outside formal educational;
  - b) To identify the citizens eligible for the educational programmes developed by DNEAENF;

- c) To disseminate the adequate dissemination of literacy programmes in order to make citizens aware of the importance of their participation;
- d) To prepare a National Literacy Programme, to be implemented through distance learning programmes and others;
- e) To develop programmes geared towards the population outside the educational system, in the areas of languages, literacy and arithmetic;
- f) To develop vocational and technical development programmes;
- g) To take part in the promotion of Community Learning Centres adapted to the real needs of local communities;
- h) To promote the dissemination and use of Information and Communication Technologies in training, teaching and non-formal education.

#### **Article 7**

#### **Department of Marking and Equivalent Ratings**

1. The Department of Evaluation and Equivalent Ratings is the service responsible for evaluating programmes and projects on adult and non-formal education, as well as for granting equivalent ratings that fall within the training, education and teaching activities carried out within the scope of competence of DNEAENF.
2. It is incumbent upon the Department of Evaluation and Equivalent Ratings, namely:
  - a) To propose evaluation standards and mechanisms for programmes and projects on adult and non-formal education;
  - b) To assess the programmes and projects referred to in the previous subparagraph, in accordance with standards and mechanisms approved at a higher level;
  - c) To prepare national examinations and mark the exam papers;
  - d) To propose, in cooperation with other competent services of the Ministry of Education and, where applicable, with the services of other governmental departments, equivalent

ratings related to training activities and courses developed at DNEAENF;

- e) To coordinate the processes of granting equivalent ratings arising from the education and training options developed;
- f) To prepare all supporting documentation regarding the granting of equivalent ratings.

### **Article 8**

#### **Department of Curricula and Materials for Non-Formal Education**

1. The Department of Curricula and Materials for Non-Formal Education is the service responsible for preparing curricula, syllabuses and materials for adult and non-formal education.
2. It is incumbent upon the Department of Curricula and Materials for Non-Formal Education, namely:
  - a) To prepare curricula for the courses and educational activities incorporated in adult and non-formal education and formulation implementation plans;
  - b) To ensure the permanent alignment of plans and syllabuses to the objectives of the educational system and the sociocultural diversity of the districts.
  - c) To coordinate the preparation of planos de estudos, syllabuses, training methods and other teaching and learning materials;
  - d) To take part in the definition of guidelines for preparation and approval of manuals and pedagogical and didactic support;
  - e) To coordinate the preparation of teaching and learning, as well as define typologies of didactic materials and systematically follow them up;
  - f) To design, prepare and have the pedagogical documentation in support of training, education and teaching;
  - g) Produce and ensure the dissemination of pedagogical documentation for information and technical support for educational agents and partners;

- h) To promote the articulation of the recurrent education programmes with courses promoted by technical and vocational schools.

### **CHAPTER III ON PERSONNEL**

#### **Article 9 Staffing Table**

The staffing table is approved by a ministerial statute of the Minister of Education and the Ministers responsible Finance, and State Administration, in accordance with article 24(2) of Decree-Law No. 2/2008, of 16 January.

#### **Article 10 Table of leadership and managerial positions**

Leadership and managerial positions are set forth in the schedule attached to this ministerial statute, which is an integral part hereof.

#### **Article 11 Internships**

1. DNEAENF offers unremunerated internships to higher education students.
2. The DNEAENF National Director determines, on a yearly basis, the number of vacancies for internships and the duration thereof.
3. The procedure for selecting interns is published through a public notice, which must include the pre-requisites for the submission of applications, as well as the selection criteria.
4. The internships provided for in this article envisage providing students with training in a working environment and introducing them to Public Administration procedures and practices.

**CHAPTER IV  
TRANSITORY AND FINAL PROVISIONS**

**Article 12  
Assignment of personnel**

The assignment of the personnel necessary for the operations of DNEAEF shall be effected by an internal order, pending the approval of the staffing table contemplated in article 9 of this ministerial statute.

**Article 13  
Entry into force**

This ministerial statute comes into force on the day following the date of its publication.

Approved by the Minister of Education on 8 May 2008.

The Minister of Education

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João Cândia Freitas, Ph. D.

**ANNEXE**

(Schedule referred to in article 11)

Designation of leadership and managerial positions	Number of positions	Salary scale
National Director.....	1	6
Head of Department....	3	5