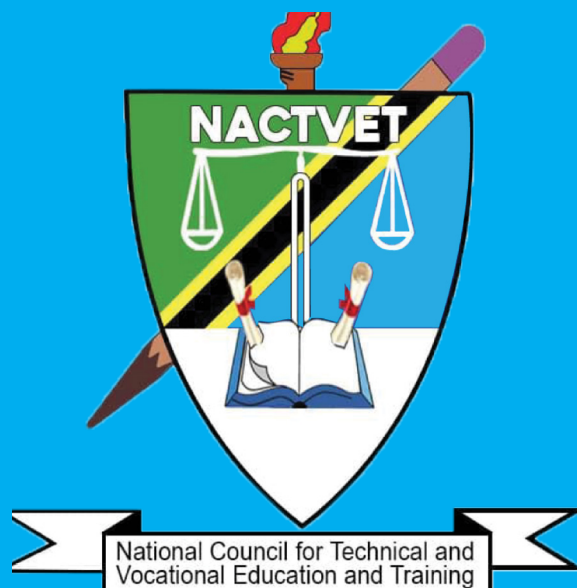


**THE NATIONAL COUNCIL FOR TECHNICAL
AND VOCATIONAL EDUCATION AND TRAINING
(NACTVET)**



**GUIDELINES FOR CERTIFICATION
IN TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING**

APRIL, 2026

PREFACE

Technical and Vocational Education and Training (TVET) play a pivotal role in Tanzania's human capital development and in supporting the nation's socio-economic transformation agenda. As the country continues to industrialize and diversify its economy, the demand for a competent, adaptable, and competitive workforce has become increasingly critical. It is within this context that the National Council for Technical and Vocational Education and Training (NACTVET), mandated by Act No. 9 of 2019 and operating under Cap. 129, continues to strengthen quality assurance mechanisms and enhance the credibility of qualifications issued within the sector.

Certification is a cornerstone of any robust education and training system. It provides formal recognition of a learner's competencies and serves as tangible proof of their readiness for employment, entrepreneurship, professional growth, or further learning. In recent years, however, the TVET system in Tanzania has experienced inconsistencies in certificate formats, issuance procedures, security features, and turnaround times. These inconsistencies have affected institutional efficiency, compromised record integrity, and created challenges for employers, regulatory bodies, and graduates seeking to verify or authenticate their qualifications.

The TVET Certification Guideline has therefore been developed as a strategic response to these gaps. It provides a standardized, transparent, and secure framework for the issuance of certificates and transcripts across all accredited TVET institutions. The guideline aligns with the Tanzania Qualifications Framework (TQF), the Education and Training Policy (2014, revised 2023), and global best practices adopted from regional and international qualifications systems. It clarifies roles, outlines detailed procedures, defines minimum eligibility criteria, and prescribes security requirements for certification documents to ensure that all awards issued in Tanzania meet the expected standards of accuracy, integrity, and authenticity.

This guideline is intended to support institutions, awarding bodies, industry partners, and other stakeholders in strengthening the certification value chain—from data verification and pre-printing procedures, through validation and approval processes, to issuance, replacement, and long-term record management. It also addresses certification for diverse learning pathways, including formal programmes, short courses, modular training, and Recognition of Prior Learning (RPL), thereby reinforcing Tanzania’s commitment to inclusive and lifelong learning.

NACTVET acknowledges the contributions of all institutions, experts, and stakeholders who participated in the development of this guideline. Their insights and collaboration have been indispensable in ensuring that the document is practical, comprehensive, and aligned with national development aspirations.

It is my sincere expectation that all training providers, awarding bodies, and partners will adopt and implement this guideline with diligence and consistency. By doing so, we collectively safeguard the integrity of Tanzania’s qualifications system and reinforce public confidence in the value of TVET awards.



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EXECUTIVE SECRETARY

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EXECUTIVE SUMMARY

The Technical and Vocational Education and Training (TVET) Certification Guideline provides a comprehensive and standardized framework for the issuance of certificates and transcripts within Tanzania's TVET system. The guideline responds to emerging needs within the sector, particularly the need to improve consistency, strengthen quality assurance, enhance security of documents, and align certification processes with national and international standards. It establishes clear procedures and responsibilities that ensure all trainees, whether from formal, non-formal, or informal learning pathways, receive authentic, credible, and timely awards that accurately reflect their competencies.

The guideline has been developed in alignment with the Education and Training Policy (2014, revised 2023) and the Tanzania Qualifications Framework (TQF), both of which emphasize competency-based learning, transparency, harmonization of qualifications, and recognition of diverse learning outcomes. The document is further informed by benchmarking with the East African TVET Qualifications Framework (EATQF), the Southern African Development Community Qualifications Framework (SADCQF), and international models from UNESCO, ILO, and established TVET systems in countries such as South Africa, Kenya, Rwanda, Malaysia, and Australia. This alignment ensures that Tanzanian TVET awards remain globally recognizable and promote labour mobility across sectors and borders.

The guideline outlines the eligibility criteria that candidates must meet before being awarded certificates or transcripts. These criteria cover all categories of learning, including long courses, short courses, modular programmes, and Recognition of Prior Learning (RPL). They emphasize programme accreditation, completion of academic and practical requirements, verification of assessment results, compliance with institutional regulations, and accurate submission of learner data into the NACTVET system. The guideline also recognizes special considerations for RPL candidates and modular learners, ensuring that skills acquired through experience, informal training, or industry practice can be fairly assessed and certified.

A significant portion of the guideline focuses on the pre-printing, printing, and issuance process. This includes verification of candidate information, approval of certificate templates, selection of appropriate materials, and incorporation of mandatory security features such as holograms, QR codes, watermarks, unique serial numbers, and microtext. These measures are designed to prevent fraud, enhance authenticity, and improve traceability of all certification documents issued under the TVET system.

The document further clarifies the roles and responsibilities of NACTVET, training institutions, awarding bodies, assessors, and industry partners. It outlines the timelines for submitting graduate lists, uploading assessment results, requesting certification, and issuing awards. Additionally, it provides detailed procedures for handling certificate verification, replacement of lost or damaged certificates, correction of errors, and long-term archiving of certification records to support institutional accountability and stakeholder confidence.

Overall, the guideline contributes significantly to strengthening the national skills ecosystem by ensuring that certification processes are reliable, transparent, and aligned with competence-based education principles. By standardizing procedures across all TVET institutions, the guideline promotes fairness, enhances service delivery, reduces operational inefficiencies, and reinforces the credibility of Tanzanian TVET qualifications. It supports learners' progression into further education, facilitates professional recognition, and improves employability outcomes—thereby contributing to national development, productivity, and competitiveness.

The successful implementation of this guideline requires full compliance by all accredited institutions and awarding bodies, supported by strong oversight from NACTVET. When applied consistently, the guideline will safeguard the integrity of Tanzania's certification system, enhance public trust, and ensure that TVET graduates are recognized for the skills and competencies they have acquired.

Certification: The formal process through which a student or graduate is recognized as having met prescribed standards and competencies in a given programme or qualification level as set by NACTVET.

DEFINITION OF KEY TERMS

Dual Apprenticeship: A structured Vocational Education and Training (VET) model that combines theoretical instruction in a training institution with practical, hands-on training in the workplace, enabling learners to acquire both academic knowledge and industry-relevant skills.

Foreign Award: A certificate or qualification granted by an institution outside Tanzania that requires verification and equivalence evaluation by NACTVET before recognition.

Issuance: The formal process of releasing or handing over a certificate or transcript to a student/graduate who has met all academic and institutional requirements, upon approval by NACTVET or the Awarding Body.

Long Course: A structured training programme leading to a formally recognized qualification such as a certificate, diploma, or degree. These programmes are accredited by NACTVET and typically span one to three years or longer, depending on the qualification level.

National Vocational Award (NVA): A national certification issued by NACTVET that recognizes occupational competence at specific levels in trades or professions.

Recognition of Prior Learning (RPL): The formal acknowledgment of an individual's skills and knowledge acquired through previous training, work, or life experience, which may be credited toward a module or unit standard.

Relevant Authority: A legally mandated body such as NACTVET, or other government-approved institutions responsible for accreditation, examinations, and certification within the

LIST OF ABBREVIATIONS AND ACRONYMS

CSEE	Certificate of Secondary Education Examination
GPA	Grade Point Average
MoEST	Ministry of Education, Science and Technology
NACTVET	National Council for Technical and Vocational Education and Training
NECTA	National Examinations Council of Tanzania
NTA	National Technical Awards
NVA	National Vocational Award
TET	Tanzania Education and Training
TVET	Technical and Vocational Education and Training
VC	Vocational Certificate
VET	Vocational Education and Training
VETA	Vocational Education and Training Authority
VTC	Vocational Training Centre
RPL	Recognition of Prior Learning
QR	Quick Response

1.0. INTRODUCTION

1.1. Background

Technical and Vocational Education and Training (TVET) in Tanzania is designed to equip learners with the skills and competencies necessary for employment, entrepreneurship, and lifelong learning across a wide range of trades, technical fields, and professional disciplines. It encompasses formal, non-formal, and informal training programs offered by both public and private institutions, spanning various qualification levels including certificates, diplomas, and degrees.

The Education and Training Policy of 2014 (revised in 2023), along with the Tanzania Qualifications Framework (TQF), provides a robust policy and structural foundation for harmonizing qualifications, ensuring quality standards, and facilitating the recognition of skills both nationally and internationally. These reforms aim to make TVET more responsive to labour market demands, promote competency-based training, and strengthen linkages with industry.

In alignment with these reforms, the National Council for Technical and Vocational Education and Training (NACTVET), a corporate body established under the Parliamentary Act, Cap. 129 plays a pivotal role in regulating and coordinating qualifications and quality standards within the TVET sector. Among its core responsibilities is the registration and accreditation of institutions capable of delivering approved courses and programmes across Tanzania.

To enhance the credibility and recognition of TVET programmes, NACTVET ensures the issuance of authentic, standardized, and timely certificates to graduates. These certificates not only validate the successful completion of training but also serve as essential credentials for employment, further education, and professional advancement.

Over the years, TVET institutions in Tanzania have issued certificates without a clearly defined mechanism to guide the process. This lack of standardization has resulted in inconsistencies in document format, security features, and information accuracy, as well as delays in service delivery to graduates and other stakeholders. The absence of clear procedures and timelines has further contributed to dissatisfaction and reduced confidence in the certification process.

To address these challenges, this guideline establishes a comprehensive framework for the printing and issuance of certificates and transcripts to TVET graduates. It outlines the necessary procedures, roles, responsibilities, and quality assurance measures to ensure that certification documents are produced and distributed securely, accurately, and efficiently.

By adhering consistently to these guidelines, TVET institutions and relevant authorities can safeguard the integrity of the certification process, minimize the risk of fraud, and enhance public trust in the TVET system.

1.2. Policy Alignment

Recent reforms guided by the Education and Training Policy of 2014 (revised in 2023) reaffirm Tanzania's commitment to building a harmonised, transparent, and competency-based education and training system. These reforms call for the establishment of clear, standardised mechanisms for the recognition and certification of learning across all levels of education and training. In this context, the development of the NACTVET Certification Guideline represents a strategic policy measure aimed at strengthening the integrity, quality, and consistency of certification within the TVET sector. The guideline provides a coherent structure through which institutions can issue credible awards that reflect nationally recognised standards of learning achievement.

The Certification Guideline is closely aligned with the Tanzania Qualifications Framework (TQF), which acts as the overarching structure for classifying

all qualifications in the country. By embedding TQF principles, the guideline ensures that all TVET awards correspond to clearly defined qualification levels and learning outcome descriptors. This alignment promotes transparency, comparability, and learner mobility across the education and training system. It also strengthens institutional compliance by establishing clear procedures for issuing, validating, and recording certification data in accordance with TQF standards. Through this alignment, the guideline reinforces lifelong learning pathways and supports progression routes that enable learners to advance within TVET or transition to higher education.

The development of the guideline has also been informed by extensive benchmarking with regional and international best practices. NACTVET drew on the East African TVET Qualification Framework (EATQF), the SADC Qualifications Framework (SADCQF), and global standards from the ILO and UNESCO to ensure that certification in Tanzania meets internationally recognized thresholds of quality. These references provided valuable insights on competency-based assessment, fairness and reliability in certification, digital credentialing, and the incorporation of secure certification features. Comparative lessons from countries such as South Africa, Kenya, Rwanda, Malaysia, and Australia further strengthened provisions on verification, authentication, recognition of prior learning (RPL), and the establishment of robust national databases for certification records.

Overall, the NACTVET Certification Guideline aligns policy, quality assurance, and qualifications systems to create a transparent and credible certification framework for the TVET sector. By integrating national reforms, TQF requirements, and global best practices, the guideline enhances public confidence in TVET awards, promotes labour mobility, and supports a skilled and competitive workforce for national development.

1.3. Purpose

The purpose of this Certification Guideline is to establish a standardized, transparent, and secure framework for the issuance of certificates and transcripts within Tanzania's TVET sector. It aims to ensure that all certification documents reflect the quality, credibility, and integrity of the training received, while aligning with national education policies and qualification frameworks.

By providing clear procedures and responsibilities, the guideline supports timely and accurate certification, enhances public confidence in TVET credentials, and facilitates recognition of skills for employment, further education, and professional advancement.

1.4. Objectives

The objectives of this Certification Guideline are to ensure consistency, quality, and transparency in the issuance of certificates and transcripts across Tanzania's TVET sector. It seeks to standardize certification procedures and formats among accredited institutions, promote integrity and credibility in the documentation of qualifications, and define clear roles and timelines to enhance accountability and service delivery.

The guideline also aims to ensure timely issuance of credentials to graduates, align certification practices with national education policies and frameworks such as the Education and Training Policy and the Tanzania Qualifications Framework (TQF), and facilitate the national and international recognition of TVET qualifications. Additionally, it provides mechanisms for correcting errors, replacing lost or damaged certificates, and safeguarding against fraud, thereby reinforcing public confidence in the certification process.

1.5. Scope and Applicability

The guidelines apply to all stakeholders involved in the certification, validation, and recognition of learning across Tanzania's skills development ecosystem,

in full alignment with the Tanzania Qualifications Framework (TQF). The scope extends beyond conventional TVET institutions to cover the full breadth of formal, non-formal, and informal training pathways recognized under the national qualifications system.

The guidelines apply to NACTVET, which serves as the regulatory authority responsible for setting certification standards, approving certificate formats, regulating award issuance, and ensuring institutional compliance. Also, they apply equally to all accredited training providers, including Technical Education and Training (TET) institutions, Vocational Education and Training (VET) centres, Folk Development Colleges (FDCs), Community-Based and Non-Governmental Training Centre, and other providers authorized to deliver training leading to qualifications under the TQF.

The scope also covers non-formal education pathways, particularly those that contribute to skills development and recognized learning outcomes. These include Recognition of Prior Learning (RPL), National Basic Education (NABE) assessments, short courses, modular programmes, industry-based training, and upgrading programmes that culminate in certified competencies. The guideline establishes procedures for verifying, assessing, and certifying learning acquired through these flexible and alternative routes, ensuring parity of esteem with formal qualifications.

Graduates and trainees, whether from TET, VET, FDCs, non-formal programmes, or RPL, are entitled to receive authentic, standardized, and timely credentials that accurately reflect their assessed competencies. Accredited institutions bear responsibility for submitting accurate learner data, initiating certification requests, and issuing approved award documents in accordance with NACTVET procedures.

The guideline also applies to printing, security, and logistics partners involved in the production and distribution of certification documents, ensuring that all materials meet national standards for authenticity, traceability, and security. Furthermore, employers, professional bodies, government agencies, and other verification institutions rely on the consistency and reliability of these awards for recruitment, licensing, advancement, and professional recognition.

By encompassing all types of training providers and all forms of recognized learning, including formal, non-formal, and informal, the guideline strengthens coherence within the national qualifications system, enhances the comparability of awards across sectors, and upholds the integrity and credibility of Tanzania's certification ecosystem under the TQF.

2.0. ELIGIBILITY FOR CERTIFICATION

To ensure that certificates and transcripts are awarded only to deserving candidates, this section outlines the minimum requirements that trainees must fulfil to qualify for certification under Tanzania's TVET system.

A. General Criteria

To qualify for the issuance of a certificate and transcript under the TVET system in Tanzania, a candidate must meet the following criteria:

- i. Programme Accreditation and Compliance with TQF:** The candidate must have successfully completed a training programme that is registered and accredited by NACTVET, in accordance with the requirements of the Tanzania Qualifications Framework (TQF): This includes all programmes offered under Technical Education and Training (TET), Vocational Education and Training (VET), Folk Development Colleges (FDCs), Non-Formal Education pathways such as Recognition of Prior Learning (RPL), National Basic Education (NABE), modular/short courses, and other eligible qualifications recognized within the TQF.

- ii. Fulfilment of Academic, Practical, and Competency Requirements:** The candidate must have met all academic, practical, and competency-based

requirements as prescribed in the approved curriculum, assessment guidelines, and programme-specific regulations.

- iii. **Successful Completion of Assessments:** The candidate must have passed all required examinations, assessments, and evaluations administered by the institution and/or NACTVET. Where applicable, this includes the successful completion of industrial training, fieldwork, work-based learning, or RPL assessment processes.
- iv. **Compliance with Institutional Regulations:** The candidate must have complied with all institutional rules and regulations, including requirements related to attendance, conduct, ethical standards, and settlement of financial obligations.
- v. **Verification and Approval of Academic Records:** The candidate's academic records must be verified and approved by the institution's Examination Board or equivalent academic authority. The verified results shall be submitted to NACTVET through the approved system for certification processing.
- vi. **Registration in the NACTVET Information System:** The candidate must have been duly registered or enrolled in the NACTVET system in accordance with institutional and regulatory requirements.
- vii. **Uploading of Assessment Results:** The candidate's official assessment results must be fully uploaded to the NACTVET system, as stipulated under Section 2.2.1 of this guideline.
- viii. **Approval of Certificate and Transcript Samples:** The TVET institution shall submit its certificate and transcript sample designs to NACTVET for assessment and approval prior to issuing any credentials to graduates. Only approved formats shall be used for certification.

B. Special Considerations

- i. Candidates who have undergone RPL assessments and have been formally

recognized for their competencies shall be eligible for certification, subject to NACTVET approval.

- ii. Candidates enrolled in modular or competency-based programmes shall be certified upon completion of all required modules or competencies, as defined by the curriculum.
- iii. Candidates who initially failed but later passed through reassessment or supplementary exams shall
- iv. be eligible, provided all other criteria are met.

2.1 Criteria for Certification Eligibility for Long Courses

Candidates enrolled in long courses must meet the following criteria to be considered eligible for certification upon successful completion of their training programme.

- i. Successfully complete the full duration of the long course as prescribed by the training institution and regulatory authority.
- ii. Maintain a minimum attendance rate as prescribed by the regulator and/or training institution across all scheduled training sessions, unless otherwise approved by the institution.
- iii. Achieve a pass mark in all required internal and external assessments, including practical and theoretical components.
- iv. Demonstrate competence in all core modules and occupational standards as defined by the curriculum and National Qualification Framework.
- v. Complete the mandatory industrial attachment or fieldwork component, with satisfactory evaluation from both the institution and host organization.
- vi. Adhere to all institutional rules, codes of conduct, and ethical standards throughout the training period.
- vii. Ensure that all academic and administrative records are complete, verified, and submitted to the relevant certification body.
- viii. Examination results must be uploaded in the NACTVET system;
- ix. The results must be approved by relevant authority/Awarding Body and hardcopies be submitted to the Council for verification;
- x. Has successfully acquired intended competences in a relevant field of study;
- xi. Programme attended must be recognised and/or accredited by NACTVET;

2.2. Certification Eligibility for Short Courses

Candidates enrolled in short courses must meet the following criteria to be eligible for certification upon completion of their training:

- i. The candidate must be registered at a recognized training centre or institution;
- ii. The candidate must complete the full duration of the short course as specified by the training provider.
- iii. Maintain the minimum attendance rate required for the course, as specified by the institution, unless an exception has been officially granted.
- iv. Pass all required assessments, which shall include practical demonstrations, written tests, or project-based evaluations, depending on the nature of the course.
- v. Demonstrate attainment of the intended learning outcomes or competencies outlined in the course curriculum.
- vi. Fulfill all institutional requirements, including registration, conduct, and any applicable fees.
- vii. Ensure that all assessment records and participant data are verified and submitted to the certifying authority or institution.
- viii. Examination results must be uploaded into the NACTVET system; Examination results must be approved by the relevant authority or training provider, and hard copies must be submitted to the Council;
- ix. Certificate to be issued to short course graduate shall be approved by NACTVET.

2.3. Certification Eligibility for Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) is a process that enables individuals to earn formal certification for skills and knowledge they've gained outside traditional classroom settings. This includes learning acquired through: Work experience, Informal training, Life experiences or Industry-based training. RPL assessments are conducted at various stages to verify competencies acquired through formal, informal, or non-formal learning pathways. These assessments are carried out by designated training providers or centres that are officially recognized by NACTVET.

2.3.1. Criteria for RPL Candidates Certification

The following are eligibility criteria for a RPL candidate's certification:

- i. Should be registered at the recognised assessment centre/institution and in NACTVET system;
- ii. Assessment results must be uploaded in the NACTVET system;
- iii. The results must be approved by relevant authority/training provider and hardcopies be submitted to the Council;
- iv. Certificate issued must be approved by NACTVET;
- v. At least 3 years of Work experience in the relevant field;
- vi. Informal or non-formal learning: Participation in workshops, apprenticeships, or community-based training
- vii. Evidence of Competence: Portfolio of work, employer references, certificates of participation; and
- viii. Language proficiency: Basic competency in written and spoken English and/ or Swahili.

3.0. PRE-PRINTING REQUIREMENTS AND APPROVAL PROCESS

Prior to the printing of certificates, a set of mandatory steps must be followed to ensure accuracy, consistency, security, and compliance with established regulatory standards. These steps include the verification of candidate information, confirmation of approved certificate templates, selection of appropriate printing materials, incorporation of required security features, and obtaining formal approval from the relevant Awarding Board.

All pre-printing procedures must strictly align with the regulations and guidelines governing NTA, NVA, RPL, and Short Course qualifications. Institutions are required to complete the entire pre-printing process within one (1) month from the date on which results are officially declared by the competent authority.

3.1. Verifying Candidates' Information

Involves cross-checking and comparison candidate's information that will appear in the certificates against official records appearing in the Awarding Board's Data Base.; verifications of candidate's data shall involve but not limited to the

following:

- i. Candidates' personal details (name, gender, date of birth)
- ii. Registration number
- iii. Year of graduation
- iv. Name of the institution/college studied
- v. Award Level
- vi. Programme /course studied
- vii. Class (First, Upper Second, Lower Second, Pass)
- viii. Approved graduate list.

3.2. Specifications (Certificate Design and Template)

Development and design of certificate and Transcript should adhere to NACTVET Certificate and Transcript sample as per Appendix A and B. Certificates design shall include the following parts:

- i. Header:** Name of the Institution, Logo of the institutions positioned at the top of the Certificate, Certificate Number (at the top -right side)
- ii. Body:** Certificate Background and Watermark, Name of the graduate (recipient) and registration Number, Name of the Award achieved and date of issue.
- iii. Footer:** Authorization (signatures); for certificates issued by the Council, Chairperson and the Executive Secretary shall sign the Certificate; and Certificates issued by TEVT Institution, Chairperson of the Governing/ Advisory Board and the Principal/Rector shall sign the certificate.

3.3. Certificate Template

Institutions/Awarding Body must use templates approved by the NACTVET. Approved Certificate should bear institution name, Logo, Program name, Qualification level, Certificate serial number, Date of issue and Signatures of Head of Institution and Chairperson of the Governing Board/Advisory Board.

3.4. Security Features

Certificates shall possess at least five (5) unique security threads among the following:

- i. Holograms,
- ii. Seal,
- iii. Quick Response (QR) Codes,
- iv. Unique Serial Number (Certificate Number),
- v. Security Line,
- vi. Hidden security text,
- vii. Barcodes,
- viii. Subtle watermark,
- ix. Microtexts,

Digital signature for electronic certificates etc. **3.5. Selection 3.5**

3.5. Appropriate Materials for Printing Certificates

The selection of appropriate materials shall include features among others:

- i. Selection of specialized certificate paper (parchment, linen or silk) with the following qualities;
 - a. Texture – can vary depending on the choice (smooth to linen or parchment) making it feel more and prestigious and unique.
 - b. Weight – indicating thickness and stiffness of the certificate explained in Grams per Square Meter (GSM) 120 – 125
 - c. Colour – proper selection of colour adds warmth and sophistication; choice of colour on certificate shall complement the certificate design and ink colours for legibility and aesthetical appeal.
 - d. Durability – to ensure longevity of the certificate, acid free papers are preferably as they resist against yellowish and deterioration over time.
 - e. Print Compatibility – selection of paper should be compatible with printing methods to be used for vibrant text and images.
- ii. Security Features (refer to section 3.3).
- ii. Quality of printers and ink depending on materials selected.

3.6. Approval from Awarding Board

Pre-printing process shall be approved by the head of the institution or depending on the institutional arrangements.

4.0. PRINTING OF CERTIFICATES

Effective printing of certificate shall focus on proper formatting, file preparation (student list), printer configuration (resolution) and paper selection (smooth to linen or parchment). This process must ensure consistency, security, and authenticity in the issuance of certificates in line with TVET standards. Every Institution shall ensure printing of its own certificates basing on its internal arrangement by considering this guideline and existing laws. The printing shall be coordinated in line with graduation cycles.

Each printed certificate must be cross-checked against the graduate list. Certificates shall be securely stored until officially issued to graduates and issued certificates must be documented and signed for by recipients.

5.0. ISSUANCE PROCEDURES OF CERTIFICATES AND TRANSCRIPTS

Printed certificates shall be issued to a graduate who have settled all institutional obligations (financial, disciplinary, or academic) and being filled in clearance form. Each certificate shall be registered in institution specific form or register and in NACTVET system before issued to the graduate. Specific form should be prepared where issuing officer and the graduate shall sign upon receipt as per the institution's regulations

5.1. Collection of Certificates and Transcript

During collection of certificates and transcripts, the graduate shall be required to present completed clearance form and valid identity card(s), and be required to acknowledge upon receipt by filling in the certificate/transcript issuance form (Appendix III). Third part collection of academic certificates shall follow procedures stipulated by individual institution.

6.0. RECORD KEEPING OF CERTIFICATES AND TRANSCRIPTS

Every institution is required to maintain accurate, secure, and permanent records of all issued certificates and transcripts. These records must include the following details; Student's full name, registration number, program of study, date of completion, and certificate serial number.

Records should be stored both in physical form (bound register or secured files/strong room) and electronically in a protected database to ensure traceability and retrieval when needed. Proper record keeping supports verification, prevents duplication or forgery, and enhances institutional credibility.

7.0. CERTIFICATE AND TRANSCRIPT VERIFICATION/AUTHENTICITY

Employers and other stakeholders require graduate certificates be verified by Awarding Body. Every TVET institution shall integrate its certification system into NACTVET system. Therefore, verification of certificate and transcript shall be provided online or through submission of physical documents. Verification shall be completed within fourteen (14) working days from the date of receiving a valid request and payment of verification fee.

Verification request shall be accompanied by the following documents:

- i. Application letter/letter requesting verification;
- ii. Certified copies of award's certificate(s) and
- iii. Certified academic transcript(s);
- iv. Evidence for payment of verification fee.

8.0. CORRECTIONS OF ERROR ON CERTIFICATE

The Awarding Body having the power to correct a misspelled graduate's name, incorrect information, clerical, arithmetical or typographical error appearing on the graduate's certificates and/or transcript shall discharge such mandate after duly satisfying that the applicant's application meet the following conditions:

The application for correction is submitted within two (2) years from the date of issuance of the certificate or transcript in question;

- i. The correction requested reflects the accurate and official name or information consistent with that used in previous qualifications or official identification records;
- ii. Requests aimed at adding, altering, or assuming a new name shall not be accepted, even if supported by a deed poll, affidavit, or any sworn legal instrument;
- iii. The original certificate or transcript containing the error is returned to the Awarding Body at the time of collecting the corrected certificate/transcript;
- iv. The applicant has paid the correction fee as prescribed by the Awarding Body from time to time; and
- v. The alleged error is proven to have occurred during registration, data entry, processing, or printing of the certificate or transcript, and is not a result of inaccurate information submitted by the applicant or institution.

8.1. Procedures for Correction of Errors

The procedures for identifying, reporting, and correcting errors in official records, assessments, or certifications to ensure accuracy, transparency, and accountability shall include:

- i. Application for correction of errors on certificate or transcript shall be made through respective Awarding Body's Certification System.
- ii. Application for correction of errors shall be submitted by a graduate requesting the intended correction.
- iii. Application Form for correction of errors appearing on graduate's certificate and/or transcript shall be accompanied by:
 - a. A copy of certificate and/or transcript of which the request for correction is thought to;
 - b. Receipt evidencing payment of correction fee.
 - c. Any of the following ID: National Identity Card, voter's identity card, driving license, passport, Certificate of Secondary Education Examination.

9.0. REPLACEMENT OF LOST OR DAMAGED CERTIFICATE

The procedures for replacement of lost or damaged certificates include Mode of application, submission of required documents, verification of submitted application, approval for reprinting and issuance.

9.1. Mode of Application for Replacement

Every application for replacement of damaged certificate shall be made in a form as may be prescribed by Awarding Body. An applicant shall download an application form from relevant Awarding Body's website, fill the Form and upload the form in Certification System. The application for replacement of lost or damaged certificate shall be made/lodged after three (3) months from the date of advertisement in a Government Newspaper.

9.2. Required Documents

Application for replacement of lost or damaged certificate shall be accompanied by the hereunder prescribed documents depending with the nature of loss or damage evidencing the alleged loss or damages:

- i. Police Loss Report;
- ii. whole page of a government newspaper with a loss notice showing graduate's name, registration number, level attained, name of Awarding Body, date of graduation, graduate's photo and place where the certificate was lost;
- iii. Letter from the relevant Authority in relation to the cause of damage;
- iv. A copy of one of the following identity cards: National Identity Card, Voter's Identity Card, Driving license or Passport.
- v. Remains of the certificate in case of partial damage;
- vi. Copy of certificate alleged to have been lost or damaged (if any)
- vii. Affidavit confirming the loss or damage; and
- viii. Receipt evidencing payment of certificate replacement fee.

9.3. Verification of Replacement Request

The Awarding Body upon receiving an application for replacement of certificate and transcript shall conduct verification of authenticity and ownership basing of submitted application form and accompanying documents.

9.4. Re-printing approval

Documents that have been verified and found to be correct shall be submitted to the Head of the department responsible for certification to endorse and recommend to head of institution for reprinting approval (refer item 3.6).

9.5. Re-Printing and Issuance of Certificate and Transcript

This part presents procedures to be followed when issuing new certificate, duplicate certificate and transcript. Re-printing of replacement certificate and transcript shall be in conformity with printing procedures prescribed under item 4.0.

9.5.1. Issuance of New Certificate

Graduate whose application for correction of errors has been duly approved shall be issued a new certificate after confirmation of his identity and handing over the original certificate with errors. A new certificate shall be issued not earlier than Six (6) months and not later than twelve (12) months after the date of request submission.

9.5.2. Issuance of Duplicate Certificate

Graduate whose application for replacement of certificate has been approved shall be issued a Duplicate Certificate clearly marked “Duplicate” as a watermark or stamp, and shall retain the original details. The duplicate certificate has the same validity as the original certificate for all purposes.

A duplicate certificate shall be issued not earlier than three (3) months and not later than twelve (12) months after the date of request submission. Where the original certificate is subsequently recovered, the duplicate certificate shall be returned to the respective awarding body.

9.5.3. Issuance of a New Transcript

Graduate whose application for correction of errors or application for another transcript after the previous transcript lost or damaged has been duly approved shall be issued a new transcript after confirmation of his identity.

A new transcript shall be issued within fourteen (14) working days from the date of request submission. Printing, re-printing and issuance of academic transcripts shall follow procedures established by individual institution including filling in application form, submission of copy of transcript (in case of partial damage or corrections), receipt evidencing payment (if any) Valid Identity Cards (copy of one of the following identity cards: National Identity Card, Voter's Identity Card, Driving license, Passport or Certificate of Secondary Education Examination (CSEE)).

10.0. IMPLEMENTATION AND REVIEW

These guidelines will be implemented by relevant awarding bodies including TVET institutions, NACTVET and graduates. A review shall be conducted after every three years or as deemed necessary to align with NACTVET Strategic Plan, skills demand, reflect law or policy changes, stakeholder feedback and developments in TVET education.

11.0. QUALITY ASSURANCE

11.1. Examination Monitoring and Evaluation

NACTVET shall execute monitoring and evaluation to ensure effective implementation of this Certification Guideline at the national level. The Council shall conduct regular visits, inspections, and evaluations to assess the extent to which institutions comply with the established certification procedures. Activities to be executed by NACTVET include:

- i. Conducting periodic and special monitoring visits to institutions.
- ii. Inspecting institutional certification records, reports, and procedures.
- iii. Evaluating the level of adherence to the Certification Guideline across institutions.
- iv. Providing guidance, support, and corrective measures where necessary.
- v. Preparing and sharing consolidated national monitoring and evaluation reports.
- vi. Organizing stakeholder feedback sessions and capacity-building initiatives to strengthen certification practices.

11.2. Institutional Level Monitoring and Evaluation

Quality Assurance Officers (QAOs) shall ensure the effective and consistent implementation of this Certification Guideline at the institutional level. QAOs are responsible for overseeing certification activities and ensuring all procedures are followed in accordance with the standards set by NACTVET.

Activities to be executed by QAOs include:

- i. Supervising the certification process in collaboration with responsible office to ensure systematic and standardized practices.
- ii. Verifying that all certification procedures outlined in this guideline are followed correctly.
- iii. Coordinating internal audits or reviews of the certification process.
- iv. Documenting and addressing any non-compliance or irregularities.
- v. Preparing detailed implementation reports to the Head of Institution after each graduation cycle.
- vi. Providing technical support and guidance to academic departments on certification matters.
- vii. Organizing internal awareness and training sessions on certification procedures.

Appendices:

- Appendix I: Certificate/Transcript Collection Form
- Appendix II: Correction/Replacement Request Form

**APPENDIX II: APPLICATION FORM FOR CORRECTION/REPLACEMENT
OF CERTIFICATE AND TRANSCRIPT**

**APPLICATION FORM FOR CORRECTION/REPLACEMENT OF CERTIFICATE
AND TRANSCRIPT**

(to be completed by the Applicant)

Name of the Graduate: _____
Registration Number: _____
Mobile Number: _____
Email Address: _____
P. O. Box: _____
Training Institution: _____
Programme's Name: _____
Certificate/Transcript Number: _____
Graduation Year: _____
Details of the request: _____

Attachments:

- i. Certified copy of certificate and/or transcript
- ii. Evidence for payment of prescribed fee

For Official Use (Awarding Authority)

Certificate Received by.....
Designation
Signature.....
Date.....

Executive Secretary | NACTVET Headquarters|
P.O.Box 387, Dodoma | info@nactvet.go.tz |
www.nactvet.go.tz