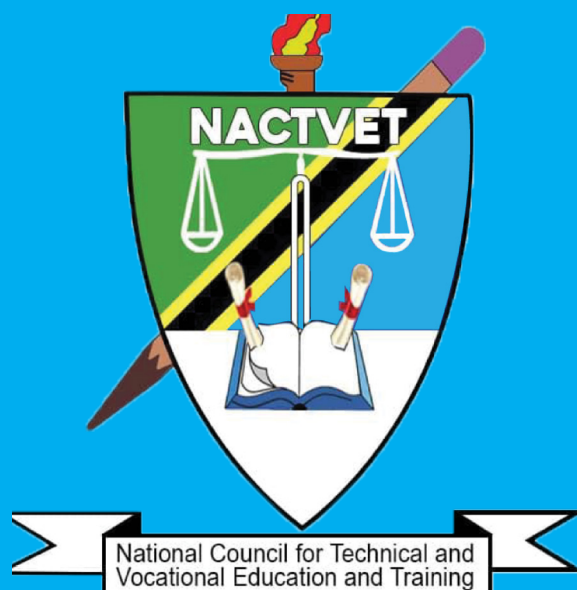


**THE NATIONAL COUNCIL FOR TECHNICAL  
AND VOCATIONAL EDUCATION AND TRAINING  
(NACTVET)**



**GUIDELINES FOR EVALUATION AND  
EQUIVALENCE OF FOREIGN AWARDS**

**APRIL, 2026**

# TABLE OF CONTENTS

TABLE OF CONTENTS .....	i
PREFACE .....	ii
EXECUTIVE SUMMARY .....	iii
DEFINITION OF KEY TERMS .....	v
LIST OF ABBREVIATIONS .....	viii
<b>1.0 INTRODUCTION .....</b>	<b>1</b>
1.1 RATIONALE .....	2
1.2 PURPOSE .....	3
1.3 SCOPE OF THE GUIDELINES .....	4
1.4 BENCHMARKING OF FOREIGN AWARD EVALUATION AND EQUIVALENCE .....	4
1.5 TVET QUALIFICATIONS FRAMEWORK .....	4
<b>2.0 ELIGIBILITY, LIMITATIONS, AND CRITERIA .....</b>	<b>5</b>
2.1 ELIGIBILITY FOR APPLICATIONS .....	5
2.2 LIMITATIONS .....	5
2.3 CRITERIA .....	5
<b>3.0 EVALUATION PROCESS .....</b>	<b>6</b>
3.1 APPLICATION AND SUBMISSION .....	6
3.2 TRANSLATION OF THE DOCUMENTS .....	6
3.3 FEE AND MODE OF PAYMENTS .....	6
3.4 EVALUATION AND APPROVAL .....	7
3.5 PRINTING OF EQUIVALENCY CERTIFICATE .....	7
3.6 ISSUANCE OF THE EQUIVALENCY LETTER .....	7
3.7 PROCESSING TIME .....	8
3.8 APPEAL AND REVOCATION .....	8
3.8.1 Appeal .....	8
3.8.2 REVOCATION OF CERTIFICATE .....	9
<b>4.0 CONTROLS .....</b>	<b>10</b>
<b>5.0 IMPLEMENTATION AND REVIEW .....</b>	<b>10</b>

## PREFACE

As Tanzania continues to foster regional and international collaboration in education and training and the labor market, it is essential to have a robust and transparent framework for evaluating and recognizing foreign qualifications.

This Guidelines document for Evaluation and Equivalence of Foreign Awards has been developed by the National Council for Technical and Vocational Education and Training (NACTVET) to ensure consistency, fairness, and credibility in the assessment and recognition of qualifications awarded outside the country. It serves as an important tool to facilitate mobility for learners and professionals, support the national education system, and uphold the integrity and quality of our Technical and Vocational Education and Training (TVET) sector.

The Guideline outlines the principles, procedures, and criteria used in determining the equivalence of foreign awards, with reference to national qualification standards. It is intended for use by individuals seeking recognition of their foreign qualifications, education and training institutions, employers, and other stakeholders involved in the education and employment sectors.

We encourage all users of this Guideline to familiarize themselves with its contents and apply it accordingly. The Council remains committed to continuously improving this document to ensure that it reflects changes in global education systems and meets national development goals.



**Dr. Mwajuma I. Lingwanda**  
**EXECUTIVE SECRETARY**

## EXECUTIVE SUMMARY

The Guidelines for Evaluation and Equivalence of Foreign Awards was developed to provide a standardized framework for recognizing and aligning foreign awards with Tanzania's Technical and Vocational Education and Training (TVET) system. The guidelines aim to ensure that awards earned abroad are credible, comparable, and compatible with national standards, thereby safeguarding academic integrity and supporting fair equivalence in both education and employment.

The document outlines the rationale, purpose, and objectives of establishing equivalence, emphasizing the need to facilitate international mobility of skilled labour, promote transparency in award evaluation, and maintain the integrity of Tanzania's education and professional systems. It also integrates Technical and Vocational Education and Training (TVET), Vocational Secondary Education, and Recognition of Prior Learning (RPL), ensuring consistency across diverse education pathways.

The guidelines further specify evaluation criteria, including institutional accreditation, entry requirements, curriculum content, study duration, credit accumulation, and progression pathways. The equivalence process is clearly defined covering application, submission, evaluation, approval, certificate issuance, and appeal procedures. Provisions are also made for revocation in cases of fraud or misrepresentation.

Furthermore, these guidelines highlight limitations, such as excluding awards from unaccredited institutions or professional certification, and establish controls to prevent substandard recognition. To ensure relevance, the benchmark of best practices of equivalence of awards was conducted to ensure that guidelines align with national, regional, and international qualification frameworks, including the Tanzanian Qualifications Framework, the East African Qualifications Framework for Higher Education (EAQFHE), and the Southern African Development Community Qualifications Framework (SADCQF).

Last but not least, the present guidelines provide a robust quality assurance mechanism that enhances confidence in Tanzania's TVET system, fosters international cooperation, and enables individuals with foreign qualifications to pursue further education, career opportunities, and contribute to the national development.

## DEFINITION OF KEY TERMS

TERM	DESCRIPTION
Award	A certificate of recognition granted to an individual upon successful completion of a specific level or course of achievement in the fields of Technical and Vocational Education and Training (TVET)
Credit	A unit of measurement that represents the amount of learning achieved or the time spent on learning activities. The amount of learning contained in a qualification or part-qualification whereby one (1) credit is equated to ten (10) hours of learning.
Credit accumulation	The total number of relevant credits required to complete a qualification or a part-qualification.
Credit Value	The number of credits awarded for successful completion of a module for a particular study level.
Competence	The ability to perform some occupational activity successfully, and it is described in terms of skills, knowledge, and understanding, as well as the typical context and level in which a person with such competence could work.
Comparability	The degree of similarity between two or more qualifications in terms of purpose, level, credits, and learning outcomes determining the extent of credit accumulation and/or transfer within or between institutions.
Competence Descriptor	A broad, generic standard of achievement at a particular level and specifying the requirements for a particular work context.
Course	A structured and organized set of learning experiences designed to teach specific knowledge, skills, and understanding over a defined period of time, usually with clear objectives, content, methods of delivery, and assessment criteria.

Equivalence	Equivalence is the process of determining the level at which a foreign award corresponds to a nationally recognized and specified qualification framework. It ensures that the knowledge, skills, and competencies demonstrated by a learner in one system are comparable, credible, and aligned with the standards of another system.
Evaluation	The systematic process used to identify, gather, and interpret information against the required competencies in a qualification or part-qualification in order to make a judgment about a learner's achievement.
Executive Secretary	As established under section 13 of the NACTVET Act [CAP 129 R:E 2023].
Foreign Award	An award that has been conferred by the recognized awarding body outside Tanzania.
Tanzania Qualification Framework	A national system that classifies, standardizes, and regulates qualifications in Tanzania based on levels of learning, learning outcomes, and competencies. It ensures that education and training qualifications across all sectors are coherent, transparent, and comparable.
National Technical Awards	Competency-based, or outcome-based standard awards established to be conferred on graduates of technical education and training who successfully complete the respective studies offered by technical institutions in Tanzania.
Open and Distance Learning	Provision of education via different attendance modalities or remote delivery using ICTs or a combination of both.
Programme	A course of study recognized by the relevant authority as belonging to its formal, national system of education and training and leading to a recognized qualification.
Professional body	Any statutory or non-statutory body that sets professional standards and registers individual expert practitioners in a particular occupational field.

Recognition of prior learning (RPL)	It is a process of assessing, accrediting, and certifying the previous learning of a learner, howsoever (through formal, non-formal, or informal learning) and wherever obtained for purposes of access to higher education and career progression.
Standard	Aspects, elements, or principles that an institution, programme, higher education institution, or quality assurance agency should confirm or by which quality is judged.
Short course	Short learning programmes for which a learner may or may not be awarded credits, depending on the purpose or nature of the programme.
Technical Education	Means education and training undertaken by students to equip them to play roles requiring higher levels of skill, knowledge and understanding and in which they take responsibility for their area of specialization;
Transcript	A certified document that represents an official summary of student academic performance and records at an institution
Technical institution	means an institution registered by the Council and accredited to deliver courses leading to the awards of the Council.
University	An institution that offers a level of education and training that leads to intermediate and full academic or professional qualifications and competencies namely certificates, diplomas and degrees.
Verification of Certificates	Confirmation that a credential is authentic and represents a qualification awarded to an individual by an institution at a specific time.

## LIST OF ABBREVIATIONS

<b>AECC</b>	Admission, Examination and Certification Committee
<b>AES</b>	Awards Evaluation System
<b>BAKITA</b>	Baraza la Kiswahili Tanzania
<b>CEEQ</b>	Central for Evaluation of Education Qualifications
<b>FAE</b>	Foreign Awards Evaluation
<b>GPA</b>	Grade Point Average
<b>NACTVET</b>	National Council for Technical and Vocational Education and Training
<b>NECTA</b>	National Examinations Council of Tanzania
<b>NTA</b>	National Technical Award
<b>NVA</b>	National Vocational Awards
<b>ODL</b>	Open Distance and Learning
<b>RPL</b>	Recognition of Prior Learning
<b>SMS</b>	Short Message Service
<b>TET</b>	Technical Education and Training
<b>TCU</b>	Tanzania Commission for Universities
<b>TQF</b>	Tanzania Qualification Framework
<b>TVET</b>	Technical and Vocational and Educational Training
<b>TVETQF</b>	Technical Vocational and Educational Training Qualification Framework
<b>UNESCO</b>	United Nations Educational, Scientific and Cultural Organization
<b>URT</b>	United Republic Tanzania

## 1.0 INTRODUCTION

In an increasingly globalized world, the mobility of skilled labor and professionals across borders has led to a growing number of individuals seeking recognition of their foreign qualifications. Within this context, the National Council for Technical and Vocational Education and Training (NACTVET) plays a critical role in safeguarding the quality and integrity of Tanzania's TVET system by ensuring that qualifications awarded outside the country are evaluated thoroughly and equitably.

Foreign qualifications must be aligned with National standards to ensure comparability in terms of relevance to the labor market demand. As such, the process of validating foreign or alternative qualifications is not merely administrative rather a rigorous and critical quality assurance function that ensures education standards are maintained

The National Council for Technical and Vocational Education and Training (NACTVET) is a corporate body established by the NACTVET Act [Cap. 129 RE 2023] to oversee the provision of Technical and Vocational Education and Training in non-university training institutions in Tanzania. It is mandated under Section 5(1)(a) of the Act to register and accredit Technical Institutions and Vocational Training Centres capable of delivering courses.

The Council under section 5(1) (e) of the Act, also has a mandate to establish and make awards in Technical and Vocational Education which are consistent in standard and comparable to related awards in Tanzania and internationally. Further, the Council regulates an efficient National Qualifications System that will ensure that products from Technical and Vocational Institutions are of high quality and respond to changing needs as well as technological innovations in the world. One of its key responsibilities is to evaluate and equate foreign awards to ensure they meet the required standards and levels prescribed within the Tanzanian TVET system.

With the rise in Tanzanians studying abroad and foreign-trained professionals seeking employment or further education locally, the demand for reliable and transparent equivalence mechanisms is evident. Furthermore, inconsistencies in curricula, delivery modes, and institutional accreditation among countries necessitate a structured framework to gauge these awards.

To address this, NACTVET has developed Guidelines for the Equivalence of Foreign Technical and Vocational Awards, which outline the procedures and criteria for evaluating and equating foreign qualifications with respective awards in Tanzania. These guidelines are designed to:

1. Ensure foreign qualifications are comparable in scope, level, and quality to those offered in Tanzania;
2. Protect the integrity and credibility of the TVET system in Tanzania.
3. Facilitate fair access to employment and further training for holders of foreign qualifications.

As part of the Council's quality assurance mechanism, the Foreign Award evaluation and Equivalence guidelines have been reviewed to ensure continued relevance, responsiveness to technological changes, and alignment with National, Regional, and International education frameworks such as the TQF, East African Qualifications Framework for Higher Education (EAQFHE), and the Southern African Development Community Qualifications Framework (SADCQF).

## **1.1 RATIONALE**

Following the 2023 revision of the Education and Training Policy (2014), the introduction of Vocational Secondary Schools, rapid technological changes, the presence of the NACTVET Act [Cap 129 R:E 2023] , and the long period since the foreign award equivalence guidelines were reviewed , the need to revise and update these guidelines cannot be overemphasized.

This review further reflects NACTVET's expanded mandate to regulate Technical and Vocational Education and Training (TVET) in its entirety, which includes

Vocational Education and Training (VET), Secondary Schools with vocational streams, and the Recognition of Prior Learning (RPL).

The revised Guidelines for Foreign Award Equivalence are designed to ensure fairness, consistency, and quality in the recognition of academic and professional qualifications obtained outside Tanzania. They safeguard the integrity of the national education system by ensuring that foreign qualifications align with academic standards and expected learning outcomes in Tanzania, while also protecting institutions from the risk of endorsing substandard or fraudulent awards.

## **1.2 PURPOSE**

This guideline document outlines the whole process of evaluating and equating Foreign Awards into Technical and Vocational Educational and Training Qualifications Framework (TVETQF) in Tanzania. Specifically, the guidelines provide: -

1. Provide a framework for evaluating the level, quality, and content of foreign awards;
2. Procedures and requirements for applications of Award equivalence;
3. Mechanism to ensure quality control and quality assurance systems;
4. Ensure that the process of evaluating foreign qualifications is uniform, fair, and transparent;
5. Systematic decisions by providing a clear basis for comparison.

## **1.3 SCOPE OF THE GUIDELINES**

These Guidelines shall apply to qualifications from: -

1. Foreign TVET institutions;
2. Foreign TVET Institutions which are recognized in Tanzania to Provide Distance Learning;
3. Foreign Vocational Secondary Schools;
4. Foreign Authority for recognition of Prior Learning (RPL).

## **1.4 BENCHMARKING OF FOREIGN AWARD EVALUATION AND EQUIVALENCE**

Benchmarking with best practices in TVET certificate equivalence provides a strong framework for harmonizing national procedures with internationally recognized standards, thereby ensuring fairness, transparency, comparability, and credibility of qualifications. In developing these guidelines, reference was made to the best practices from countries such as Uganda, Kenya, Rwanda, United Kingdom, Australia, Germany, South Africa, Indonesia, and Malaysia. The benchmarking in these countries reveals similar practice in Tanzania such as the use of technology in evaluation process, existing of legal frameworks and criteria used to evaluate the submitted certificates, and mechanisms for stakeholder engagement.

In India and the United Kingdom the equivalence system reveals practical steps Tanzania can take in the future to improve its own frameworks. From centralized evaluation in India and outcome-based recognition in the UK, each country offers insights that can enhance Tanzania's ability to fairly and efficiently evaluate foreign qualifications. These improvements will strengthen Tanzania's education system, labor market, and global competitiveness.

## **1.5 TVET QUALIFICATIONS FRAMEWORK**

In determining the required level of equivalence of Foreign Qualifications, the Technical and Vocational Education and Training Qualification Framework (TVETQF) shall be used, as specified in regulations 7(1) and 8(1) of The National Technical Awards regulations, 2005. The framework complies with National Technical Awards Levels (NTA) and National Vocational Awards (NVA).

## **2.0 ELIGIBILITY, LIMITATIONS, AND CRITERIA**

### **2.1 ELIGIBILITY FOR APPLICATIONS**

The criteria outlined below establish the requirements for applicants seeking recognition of foreign qualifications: -

1. The holder of Foreign Qualifications;
2. The current or prospective employer of the holder of the qualifications in respect of (i) and (ii) above;
3. The institution or university where the individual has sought admission for further studies;
4. A lawful government investigative agency; and
5. A court of Law.

### **2.2 LIMITATIONS**

Equivalence of awards service shall not be provided to; -

1. Awards conferred by unregistered /unaccredited institutions;
2. Professional awards conferred by professional Certification Bodies; and
3. Awards Conferred by Universities.

### **2.3 CRITERIA**

Equivalence of Awards to NVA or NTA Levels shall be determined by the following criteria:

1. Accreditation status of the institution and the programme by a relevant accrediting authority in the country of origin;
2. Entry qualifications of a similar Programme;
3. Curriculum contents covered;
4. Duration of the study;
5. Credits accumulation; and
6. Progression pathway.

## **3.0 EVALUATION PROCESS**

### **3.1 APPLICATION AND SUBMISSION**

All applications shall be submitted through [www.nactvet.go.tz](http://www.nactvet.go.tz) by clicking the Foreign Awards Evaluation (FAES) link. Any applicant holding a foreign academic award and wishing to establish its comparability to Tanzanian equivalences shall be required to upload certified copies of key documents as prescribed hereunder:

- 
- 1. Certificate to be equated and respective transcript (where applicable);
- 2. Admission letter;
- 3. Passport and Visa used at the time of study (where applicable);
- 4. Certificates and transcripts obtained prior to the award are to be equated. If the Secondary education was obtained outside Tanzania, the applicant should attach an Equivalence Certificate/letter from the National Examinations Council of Tanzania (NECTA).
- 5. Identification card, i.e., National ID or Driving license or Voter's card or current Passport;
- 6. Evidence for change of Applicant's or institution's names from a recognized authority (with legal power where applicable); and
- 7. Evidence from the accrediting authority for the existence of a training institution that has stopped providing training or changed duties and functions from training.

### **3.2 TRANSLATION OF THE DOCUMENTS**

All certificates in foreign languages should be translated into English or Swahili by the recognized Baraza la Kiswahili Tanzania (BAKITA) which is the trusted authority in Tanzania.

### **3.3 FEE AND MODE OF PAYMENTS**

The fees shall be determined by the Council from time to time. All payments shall be made using a control number generated during application process, and the payment may be done through Banks or Mobile Networks.

### **3.4 EVALUATION AND APPROVAL**

The following procedure shall apply: -

1. Preliminary review – verification of all required documents submitted and their relevance. In case of incomplete applications, the submission will be returned to the applicant for correction. The complete application proceeds to the authenticity and comparability stages.
2. Authentication and Validation of Documents - Checking the recognition status of the awarding institution with the national education authority of the country of origin
3. Academic and level comparison once authenticity is confirmed, applications shall be evaluated based on the criteria.
4. Approval-Responsible person for evaluation or the Evaluation Committee (for complex or inexperienced qualifications) shall forward the evaluation results to the Director of Admission, Examinations, and Certification. When satisfied, the Director shall recommend the evaluation results to the Executive Secretary for approval.

### **3.5 PRINTING OF EQUIVALENCY CERTIFICATE**

Upon approval, the Award equivalence certificate/letter shall be printed.

### **3.6 ISSUANCE OF THE EQUIVALENCY LETTER**

1. The applicant shall be notified on the collection of the equivalence certificate/ letter by way of SMS and or the Foreign Award Evaluation (FAE) applicant's account.
2. The applicant is required to present the original certificates upon the collection of the equivalence certificate.
3. The equivalence certificate shall be collected from the respective zonal office of the applicant's choice.

### **3.7 PROCESSING TIME**

The submitted application shall be processed within fourteen (14) working days from the date of submission provided that the information submitted is complete and satisfactory.

### **3.8 APPEAL AND REVOCATION**

This section outlines the procedures governing the appeal process and the revocation of certificates in situation of dissatisfaction with the outcomes of the evaluation of the foreign award.

#### **3.8.1 Appeal**

The appeal process shall be conducted in accordance with established institutional standards to ensure fairness, transparency, and accountability. The procedure shall be as follows:

##### **1. Submission of Appeal**

The appellant shall submit a written appeal against the outcome of the Awarded Equivalence within thirty (30) calendar days upon receipt of the Equivalence Certificate.

##### **2. Mode of Submission**

The appeal shall be submitted electronically through the FAES portal, accompanied by a formal application letter that plainly states the grounds and detailed reasons for the appeal.

##### **3. Payment of Appeal Fee**

Each appeal submission must be accompanied by proof of payment (receipt) for the prescribed appeal fee. The fees shall be determined by the Council from time to time. All payments shall be made through the control number generated during the application process, and the payment may be made through Banks or Mobile Networks.

#### 4. Constitution of the Appeal Evaluation Committee

An Appeal Evaluation Committee shall comprise qualified officers and relevant Subject matter experts to review the submitted appeal and accordingly provide recommendations.

#### 5. Notification of Outcome

The appellant shall be notified to collect the official feedback or outcome of the review within thirty (30) working days from the date of submission of appeal.

#### 6. Finality of Decision

The decision rendered by the Appeal Evaluation Committee shall be final and binding on all parties.

### **3.8.2 REVOCATION OF CERTIFICATE**

To uphold the integrity of the equivalence process, the Council reserves the right to revoke any issued equivalence certificate obtained through fraudulent means or misrepresentation, in accordance with the procedures outlined below: -

1. Where it is established that an applicant obtained an equivalence certificate through misrepresentation, falsification, or submission of a forged or invalid document, the Council shall have the power to revoke the issued equivalence certificate;
2. Before revocation, the Council shall notify the holder of the issued equivalence certificate in writing stating the grounds for revocation and afford the holder of the issued equivalence certificate an opportunity to make representations within fourteen (14) days;
3. Upon consideration of the representations, or where no representations are made within the prescribed time, the Council shall revoke the issued equivalence certificate and require its immediate return;

4. The decision for revocation shall be communicated in writing to the affected person together with information on the right of appeal in accordance with part 3.8.1 of these guidelines; and
5. Revocation under these guidelines shall not prejudice the power of the Council or any other competent authority to institute legal proceedings against the offender under applicable laws of the United Republic of Tanzania.

#### **4.0 CONTROLS**

To ensure the credibility, authenticity, and accuracy of the evaluation and equivalence process, the following control measures might be undertaken: -

- a. Checking with the institution's accreditation bodies in the country of origin
- b. Visiting accreditation authorities' websites
- c. Checking seals, holograms, barcodes, watermarks, and signatures using previous submissions
- d. Accept original and certified copies by recognized authorities, such as issuing institutions or notary publics)

#### **5.0 IMPLEMENTATION AND REVIEW**

These guidelines will be implemented by relevant stakeholders including: Holder of the Foreign TVET qualifications, Employers, the NACTVET as well as Training Institutions. A review shall be conducted every three years or as deemed necessary to align with national skills demand, reflect policy changes, stakeholders' feedback, and developments in TVET sub-sector.

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