

**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(REGISTRATION OF TECHNICAL INSTITUTIONS) REGULATIONS, 2001**

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GOVERNMENT NOTICE No. 279 published on 26/10/2001
THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION ACT, 1997

(NO. 9 OF 1997)

REGULATIONS

Made under Section 24 (1) (a)

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(REGISTRATION OF TECHNICAL INSTITUTIONS) REGULATIONS, 2001

PART I
PRELIMINARY

Citation

1. –These regulations may be cited as the National Council for Technical Education (Registration of Technical Institutions) Regulations, 2001.

Interpretation

2. –In these regulations unless the context otherwise requires;

Act No.9 of 1997

“**Act**” means the National Council for Technical Education Act, 1997;

“**Council**” means the National Council for Technical Education established under the Act;

“**Board**” means a Board established by the Council under Section 7 of the Act;

“Technical Institution” has the meaning ascribed to it under Section 2 of the Act; and includes both public and private Technical Institutions;

“Secretariat” means the Secretariat established under Section 13 of the Act;

“Secretary” means the Executive Secretary appointed by the Council under Section 13 of the Act.

PART II

REGISTRATION OF TECHNICAL INSTITUTIONS

Requirement to register
Technical Institutions

3. – All Technical Institutions are required to register with the Council.

Restriction

4. – No person shall apply for Accreditation of a Technical Institution to the Council before complying with the requirement to register under regulation 3.

PART III

PROCEDURE FOR REGISTRATION

Notice for Registration

5. – (1) It shall be the duty of the Secretary to make a public notice in the media requiring all unregistered Technical Institutions to apply for registration under the Act within the period prescribed in the notice.

(2) Notwithstanding sub-regulation (1), the Notice under sub-regulation (1) may be made by sending a letter of notice to specific or all institutions as may be required.

(3) Technical Institutions shall, after receiving a letter of notice from the Secretary or through a media, as the case may be, write a letter addressed to the Secretary requesting for prescribed

Application Form for registration of institutions.

Application Forms

6. – (1) The Secretary shall immediately after receiving the letter requesting for registration under regulation 5, issue an Application Form to the applicant upon payment of a fee as prescribed in the first schedule to these regulations.

(2) The Application Form issued under sub-regulation (1) shall be as prescribed in the second schedule to these regulations and referred to as **NACTE FORM REG-01**.

(3) The institution applying for registration shall be required to fill the Application Form describing particulars or information as may be required.

(4) The applicant may, before filling the form under sub-regulation (3), consult the Secretary and the Secretary shall provide assistance as may be necessary.

Submission of Application Form

7. – (1) The applicant shall immediately after filing the Application Form, submit the form together with attachment or attachments as may be required to the Secretary.

(2) The Secretary shall after receiving the Application Form under sub-regulation (1) inspect the form to ascertain that;

- (a) the form has been duly filled; and
- (b) all the required attachments have been submitted.

Inspection of form by the Secretary

8. – Where-

- (a) crucial information or a particular is missing in the submitted Application Form, then two sets of the copies of Application Form shall be returned to the applicant for inclusion of missing information or particular as the case may be, but the Secretary shall retain the Application Form and its attachments; and

- (b) the necessary attachments are missing but the form has been duly filled, then the Application Form and the attachments shall be retained and the applicant shall be required to submit the missing information.
- (c) the Application Form has been duly filled and all the required attachments have been properly submitted, then the Secretary shall refer the form together with its attachments to the Board.

Report

9. - (1) The Secretary shall before submitting the Application Form and attachments to the Board, prepare a report in respect of the submitted form and attachments.

(2) The report prepared under sub-regulation (1) shall indicate the missing particulars or information in either the Application Form or its attachments, and the action taken by the Secretary in dealing with the matter.

(3) The Deputy Secretary of the Registration and Accreditation Division and the Chief Subject Board Coordinator shall, before submitting the report to the Board, sign at the end of the report.

PART IV

EVALUATION OF APPLICATION

Evaluation of
Application Form

10. - (1) The Board shall, upon receiving the Application Form from the Secretary, evaluate the Application Form against the checklist contained in the form.

(2) The Board may, with the approval of the Council and subject to Section 10 of the Act, appoint a Committee to perform the evaluation of Application Form under this regulation.

Evaluation Score

11. – (1) The appointed Committee shall, in ascertaining whether the information as contained in the Application Form meet the criteria, rank the evaluation score from “O” to “5”.

(2) The Board shall where the average score against the information provided is “3” or more, proceed with physical verification of the information.

Physical Inspection

12. – (1) The Board shall after the completion of physical verification of information under sub-regulation (2) of regulation 12, proceed to conduct a physical inspection of the institution to ensure that all items listed in the Application Form have been addressed as required and are correct.

(2) The items to be inspected under sub-regulation (1) shall include inter alia-

- (a) infrastructure or buildings,
- (b) equipment,
- (c) furniture,
- (d) tools and audio visual aids,
- (e) information resources or systems,
- (f) support services,
- (g) qualifications of teaching staff,
- (h) curricula ,
- (i) level of funding,
- (j) assessment and examination procedure/regulations, and

any other item which the Committee may consider necessary.

(3) The Board shall, in conducting physical inspection of the institution, use the form referred to as the **NACTE FORM INSP-1** prescribed in the third schedule to these regulations.

Modification and
recommendations to the
Council

13. – (1) The Board may, based on the information obtained during physical verification;

- (a) modify the initial ranking; and
- (b) submit recommendations in respect of each application to the Council.

(2) The recommendations to be submitted to the Council shall be signed by the Chairman and the Secretary to the Board.

PART V

REGISTRATION AWARDS

Awards

14. - (1) The Council may, after considering the recommendations given under regulation 13 and after satisfying itself with information and particulars of the form and attachments, offer the registration awards as may be appropriate.

(2) The registration awards under sub-regulation (1) shall include;

- (a) Full registration
- (b) Provisional registration; and
- (c) Preparatory registration

Full registration

15. – (1) The Council shall, where the institution is fully operational and sustainable for at least five years, award full registration to such institution upon payment of the prescribed registration fee.

(2) The institution awarded full registration under sub-regulation (1) shall, within the period of five years apply for Accreditation by the Council.

Provisional registration

16. – (1) Where the institution has resources for the first two years of the programme duration of three year or more, the Council shall award provisional registration to such institution.

(2) Where the programme is less than three years, the

applicant shall before registration, be required to have the resources for the whole duration of the programme.

(3) Institutions under sub-regulation (2) shall only be allowed to admit students after registration by the Council.

(4) The Council shall, where the existing institution fails to meet the requirements for full registration but has met the minimum requirements for provisional registration, award provisional registration to such institution upon payment of prescribed fee.

(5) The provisional registration awarded by the Council under this regulation shall be valid for a period as may be prescribed by the Council; and the institution shall, after the expiry of the prescribed period, be required to apply for full registration within the period of two years.

(6) The Council shall, where the institution under this regulation has failed without reasonable cause; to process full registration within the prescribed period, immediately write a letter requiring the institution to stop admitting students. Provided that existing students shall be allowed to continue with training and complete their studies in the same institution.

Preparatory registration

17. – (1) The Council shall, where the applicant is still under preparation for establishing a Technical institution, award preparatory registration and issue to the applicant a letter of authorization, certifying that the applicant has been authorized to proceed with the preparatory process.

(2) Institution awarded preparatory registration under sub-regulation (1) shall not be allowed to admit students.

(3) Where the existing institution fails to meet the requirement for provisional registration, the Council shall award preparatory registration.

(4) The Council shall, where the institution has been

awarded preparatory registration under sub-regulation (3) require such institution to stop admitting new students until it meets the requirement for at least provisional registration.

Registration Certificate

18. – (1) The Secretary shall, where the Council has granted the registration award to the institution;

- (a) Stamp the relevant Application Form;
- (b) Issue a registration number and indicate the Registration Certificate number;
- (c) Indicate the date on which the decision was made by the Council; and
- (d) Prepare the Registration Certificate which shall be signed by the Chairman and the Secretary before it is forwarded to the successful applicant.

(2) Registration Certificate granted under this regulation may be granted with specific or general conditions as may be determined by the Council.

Rejection of application

19. –The Council may, where the applicant does not meet the requirements for any class of registration awards under sub-regulation (2) of regulation 15, reject the application.

Cancellation of
Certificate of
Registration

20. – (1) The Council may, where the holder of a Certificate of Registration fails to observe the condition imposed on the Certificate of Registration, cancel the granted certificate.

(2) Notwithstanding sub-regulation (1), the Council shall not cancel the certificate of registration unless the holder of the certificate has been given a fair opportunity to be heard.

PART IV
MISCELLANEOUS PROVISIONS

Appeal

21. – (1) Any applicant who is aggrieved by the decision of the Council under regulation 20 or 21 may lodge the appeal to the Minister within 30 days from the date of the decision of the Council.

(2) The Minister shall, after receiving the appeal from the applicant under sub-regulation (1), appoint a Committee composed of at least two members as he may require, to deliberate on the issues in the appeal before the Minister reaches the decision.

(3) The Committee appointed under sub-regulation (2) shall determine its own procedure in dealing with the appeal

(4) The decision of the Minister shall be final and conclusive.

Offences and Penalties

22. – (1) No person shall

(a) establish and operate any Technical Institution without registration of the institution under these regulations; or

(b) admit or continue to admit students contrary to these regulations.

(2) Any person who contravenes a provision of sub-regulation (1) or any other provision of these regulations commits an offence and shall be liable to a fine of two million shillings and in addition to the fine, the award conferred to the institution shall cease to be recognised by the Council as such award.

FIRST SCHEDULE

**(Under regulations 6(1)
16 and 17)**

FEEES

| ITEM | FEEES |
|--|--------------|
| 1. Application Form..... | 100,000/= |
| 2. Inspection Fee..... | 300,000/= |
| 3. Certificate of Full Registration..... | 500,000/= |
| 4. Certificate of Provisional Registration. | 400,000/= |

SECOND SCHEDULE

(Under regulation 6)

APPLICATION FORMS

NACTE FORM REG-01

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION (NACTE)

APPLICATION FORM FOR REGISTRATION OF TECHNICAL INSTITUTIONS (Pursuant to Clause 5 (1) (a) of NACTE Act No. 9 of 1997)

Part A

(to be completed by the Applicant)

Section 1: Particulars of the Training Institution

- 1.1 Name of the Institution:**
- 1.2 Location:**
District or Municipal:..... Plot Number or Village:.....
- 1.3 Address:**
.....
- 1.4 Phone:** **1.5 Fax:**
- 1.6 E-mail:** **1.7 Webpage:**
- 1.8 Date of Establishment:**.....
- 1.9 Ownership** (tick the appropriate box):
- (i) **Public:**
- | | |
|---|--|
| <input type="checkbox"/> Central Government | <input type="checkbox"/> Local Government |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Non Governmental Organisation (NGO) |
| <input type="checkbox"/> Others (specify) | |
- (ii) **Private:**
- | | |
|-----------------------------------|---|
| <input type="checkbox"/> Personal | <input type="checkbox"/> Semi-private (co-owned) - specify |
| <input type="checkbox"/> Company | <input type="checkbox"/> Other (specify) |

1.10 Particulars of Owner:

Name:.....

Age:..... (where applicable)

Sex: Male / Female (where applicable)

Nationality(ies): (where applicable)

1.11 Institutional Governance (tick appropriate box):

☐ Council

☐ Board of Trustees

☐ Board of Directors

☐ Other (specify)

.....

1.12 Previous Legal Registration/Licensing: (specify and attach copies of supporting documents e.g. Articles of Association, Constitution, Charter, etc.)

.....

.....

Section 2: Particulars of the Training Institution Outputs

2.1 Purpose of Establishing the Institution (tick appropriate boxes):

☐ Government Requirement

☐ Business Venture (attach Feasibility Study Report)

☐ Religious

☐ Service Based on Needs Assessment (attach Needs Assessment Report)

☐ Others (specify).....
(attach supporting documents)

2.2 Vision:

.....

.....

.....

2.3 Mission:

.....

.....

.....

2.4 Objectives:

a).....

b).....

c).....

d).....

2.5 Training Particulars:

2.5.1 Subject Sector (tick the appropriate boxes):

☐ Agriculture, Natural Resources and Environment

☐ Business and Management

☐ Engineering and Other Sciences

☐ Health and Allied Sciences

☐ Planning and Welfare

Note:

Agriculture, Natural Resources and Environment include crop and livestock production, fishing and wildlife management
Business and Management include accountancy, law and management
Engineering and Other Sciences include all branches of engineering and science, computing and information technology
Health and Allied Sciences include nursing and other para-medicals
Planning and Welfare include any other subject not covered above

2.5.2 Type and Level of Training Offered (Existing):

| Type | Minimum Entry Qualifications | Title of Award/Qualification Sought | Institutional Entry Requirements | | |
|----------------------------------|--|-------------------------------------|----------------------------------|----------------------------|-----------------------------|
| | | | Entry Qualification | Training Duration (months) | Students Intake (per annum) |
| Technician | Form IV or equivalent | Pre-technician Certificate | | | |
| | | Technician Certificate | | | |
| | | Full Technician Certificate | | | |
| | | Technician Diploma | | | |
| | | Others | | | |
| Semi-Professional / Professional | Form VI / Full Technician Certificate / Technician Diploma | Advanced Diploma | | | |
| | | Degree | | | |
| | | Others | | | |

2.5.3 Type and Level of Training Planned (New):

| Type | Minimum Entry Qualifications | Title of Award/Qualification Sought | Institutional Entry Requirements | | |
|----------------------------------|--|-------------------------------------|----------------------------------|----------------------------|-----------------------------|
| | | | Entry Qualification | Training Duration (months) | Students Intake (per annum) |
| Technician | Form IV or equivalent | Pre-technician Certificate | | | |
| | | Technician Certificate | | | |
| | | Technician Diploma | | | |
| | | Others | | | |
| Semi-Professional / Professional | Form VI / Full Technician Certificate / Technician Diploma | Higher Diploma | | | |
| | | Degree | | | |
| | | Others | | | |

2.6 Other Services Offered/to be Offered

☐ Extension Services (Elaborate):

- ☐ Consultancy Services:
- ☐ Research:
- ☐ Short Courses:
- ☐ Others:(specify):

Section 3: Training Process

3.1 Curriculum:

Content (attach 3 copies for each subject).

Who prepares (indicate name of individual or body):

Reviewer/moderator:

Frequency of review/moderation:

Date of last review/moderation (attach reviewer's comments):

Describe the approval process (if any):
.....

3.2 Programme Offered is Recognised by (tick appropriate boxes):

- | | |
|---|--|
| <input type="checkbox"/> Professional bodies (state and attach evidence): | <input type="checkbox"/> Other (specify): |
| <input type="checkbox"/> Government (specify Ministry or Government authority) | <input type="checkbox"/> None |

3.3 Structure of the training (tick and complete appropriate boxes):

- | | |
|--|--|
| <input type="checkbox"/> Coursework (state effective duration): | <input type="checkbox"/> Field work (state effective duration): |
| <input type="checkbox"/> Practical at the Institute (state effective duration): | <input type="checkbox"/> Other (specify and state effective duration) |

3.4 Mode of the training (tick and complete appropriate boxes):

- | | |
|---|--|
| <input type="checkbox"/> Full time (state maximum/minimum duration): | <input type="checkbox"/> Distant learning (state maximum/minimum duration): |
|---|--|

☐ Part time (state maximum/minimum duration): ☐ Block studies (state maximum/minimum duration)

☐ Others(specify and state duration)

3.5 Examinations

Examining Authority:

Describe procedure for setting examinations:

Describe procedure for administering examinations:

Describe procedure for marking examinations:

Describe external examination procedures (if any):

3.6 Awards

3.6.1 Existing Awards (fill in appropriate information)

| Type | Minimum Entry Qualification | Title of Award/Qualification | Awarding Body / Authority | Average number of awardees (per annum) |
|----------------------------------|--|------------------------------|---------------------------|--|
| Technician | Form IV or equivalent | Pre-technician Certificate | | |
| | | Technician Certificate | | |
| | | Full Technician Certificate | | |
| | | Technician Diploma | | |
| | | Others | | |
| Semi-Professional / Professional | Form VI / Full Technician Certificate / Technician Diploma | Advanced Diploma | | |
| | | Degree | | |
| | | Others | | |

3.6.2 Planned Awards (fill in appropriate information)

| Type | Minimum Entry Qualification | Title of Award/Qualification | Awarding Body / Authority | Average number of awardees (per annum) |
|------------|-----------------------------|------------------------------|---------------------------|--|
| Technician | Form IV or equivalent | Pre-technician Certificate | | |
| | | Technician Certificate | | |

| | | | | |
|----------------------------------|---|--------------------|--|--|
| Semi-Professional / Professional | Form VI / Full Technician Certificate/ Technician Diploma | Technician Diploma | | |
| | | Others | | |
| | | Higher Diploma | | |
| | | Degree | | |
| | | Others | | |
| | | | | |

Section 4: Key inputs

4.1 Human Resources:

Name of the Chief Executive Officer:

Qualifications (attach CV):

Organisation Structure (attach organisation chart showing titles and names of office holders).

Submit the number and qualifications of full time experts in the following format:

| S/N | Name | Age | Qualifications | Area of Expertise | Experience (years) | Foreign/ Local | Other posts held at the Institute/College |
|-----|------|-----|----------------|-------------------|--------------------|----------------|---|
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Submit the number and qualifications of part time experts in the following format:

| S/N | Name | Age | Qualifications | Area of Expertise | Experience (years) | Foreign/ Local | Other posts held at the Institute/College |
|-----|------|-----|----------------|-------------------|--------------------|----------------|---|
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Submit the number and qualifications of supporting staff in the following format:

| S/N | Name | Age | Qualifications | Support Service Offered | Experience (years) |
|-----|------|-----|----------------|-------------------------|--------------------|
| | | | | | |
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| | | | | | |
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4.2 Students:

Estimated annual demand of graduates for each training offered:

☐ Direct Entry (from school) ☐ In Service

☐ Other (specify):

Are there formal registration procedures Yes / No (delete inappropriate)

4.3 Physical Resources:

4.3.1 Land:

☐ Owned (attach title deed) ☐ Leased (attach agreement)
 Size: Size:
 Ownership period:..... Lease period:

☐ Other (specify):
 Size:
 Occupation period:.....

4.3.2 Infrastructure/Buildings (attach layout plans, building permits, certificates of occupancy, health certificates, fire regulations conformity certificate, etc.):

| Type | Number | Total floor area (m ²) | Ownership | | |
|-----------------------|--------|---------------------------------------|-----------|--------|-------|
| | | | Owned | Leased | Hired |
| Offices | | | | | |
| Classrooms | | | | | |
| Laboratories | | | | | |
| Workshops | | | | | |
| Dormitories | | | | | |
| Assembly halls | | | | | |
| Libraries | | | | | |
| Cafeterias (students) | | | | | |
| Canteen (staff) | | | | | |
| Staff quarters | | | | | |
| Bookshops | | | | | |
| Others (specify) | | | | | |

4.3.3 Equipment:

Attach detailed list of teaching equipment and furniture

- a) Owned
- b) Leased (indicate source and attach agreement)
- c) Hired (indicate source and attach agreement)

4.3.4 Furniture:

Attach detailed list of teaching equipment and furniture

- a) Owned
- b) Leased (indicate source and attach agreement)
- c) Hired (indicate source and attach agreement)

4.3.5 Tools and Audio-visual Aids:

Attach detailed list of teaching equipment and furniture

- a) Owned
- b) Leased (indicate source and attach agreement)
- c) Hired (indicate source and attach agreement)

4.3.6 Information resources/systems:

Books (state approximate total number available):

Journals (attach list of subscribed journals):

Electronic:

- Access to INTERNET: Yes / No (delete inappropriate)
- CD ROMS available: Yes / No (delete inappropriate)

4.3.7 Services: (Indicate services available and provider):

| Type | Internal | External | Provider (if external) |
|-----------------------|----------|----------|---------------------------|
| Piped Water Supply | | | |
| Waste water disposal | | | |
| Solid waste disposal | | | |
| Electricity | | | |
| Telephone | | | |
| Health | | | |
| Recreational (sports) | | | |
| Safety | | | |
| Security | | | |
| Religious | | | |
| Transport | | | |
| Others (specify) | | | |
| | | | |

Section 5: Funding

5.1 Annual Expenditure in the Past Three Years (Million Tshs):

| S/N | Year | Recurrent | Capital/Development | Total |
|-----|------|-----------|---------------------|-------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

5.2 Annual Budgetary Requirements for the Current Year and Next Three Years (Million Tshs):

| S/N | Year | Recurrent | Capital/Development | Total |
|----------------|------|-----------|---------------------|-------|
| Current | | | | |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

5.3 Sources of Funds for the Current Year and Next Three Years (Million Tshs) (attach relevant supporting documents):

| Type | Source(s) | Current Year | Next Three Years | | |
|---------------------|-----------|--------------|------------------|---------------|---------------|
| | | (Amount) | 1 (Amount) | 2 (Amount) | 3 (Amount) |
| Own | | | | | |
| Loan | | | | | |
| Grant | | | | | |
| Fees | | | | | |
| Government | | | | | |
| Others (specify) | | | | | |
| | | | | | |
| Total Amount | | | | | |

5.4 Fee Structure:

| Description | Year 1 | Subsequent Years | | | | |
|----------------------------|--------|------------------|--|--|--|--|
| | | | | | | |
| Application Fees | | | | | | |
| Tuition Fees | | | | | | |
| Registration Fees | | | | | | |
| Examination Fees | | | | | | |
| Dissertation / Thesis fees | | | | | | |
| Medical Fees | | | | | | |
| Research / Field Fees | | | | | | |
| Caution Money | | | | | | |
| Student Union | | | | | | |
| Books | | | | | | |
| Stationery | | | | | | |
| Identity Card | | | | | | |
| Graduation Fees | | | | | | |
| Others (specify) | | | | | | |

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|--|--|--|--|--|--|--|
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Section 6: Long-term Plans

6.1 Student Intake:

| Type | Minimum Entry Level | Title of Award/Qualifications | Student Intake | | | |
|---------------------------------|--|-------------------------------|----------------|--------------|---------------|----------------|
| | | | Previous Year | Current Year | After 5 Years | After 10 Years |
| Technician | Form IV or equivalent | Pre-technician Certificate | | | | |
| | | Technician Certificate | | | | |
| | | Full Technician Certificate | | | | |
| | | Technician Diploma | | | | |
| | | Other | | | | |
| Semi-Professional/ Professional | Form VI / Full Technician Certificate / Technician Diploma | Advanced Diploma | | | | |
| | | Degree | | | | |
| | | Other | | | | |
| Others | | | | | | |

6.2 Indicate Projected Student Staff Ratios:

| Ratio | Previous Year | Current Year | After 5 Years | After 10 Years |
|------------------------------|---------------|--------------|---------------|----------------|
| Support Staff: Student Ratio | | | | |
| Expert Staff: Student Ratio | | | | |

Note: Expert Staff includes both teaching and training staff

6.3 Physical Facilities:

| Type | Total Floor Area (m ²) | | | |
|----------------|------------------------------------|--------------|---------------|----------------|
| | Previous Year | Current Year | After 5 Years | After 10 Years |
| Offices | | | | |
| Classrooms | | | | |
| Laboratories | | | | |
| Workshops | | | | |
| Dormitories | | | | |
| Assembly halls | | | | |

| | | | | |
|-----------------------|--|--|--|--|
| Libraries | | | | |
| Cafeterias (students) | | | | |
| Canteen (staff) | | | | |
| Staff quarters | | | | |
| Bookshops | | | | |
| Others (specify) | | | | |

6.4 Attach other relevant information (such as the Institution's Strategic Plan, Physical Master Plan, etc.)

Section 7: Declaration

I certify that the particulars furnished in this application form are true and complete in all respects and that no relevant information has been withheld.

I understand that misrepresentation, falsification and/or withholding information in regard to this application are serious offences that may result in nullification/denial of registration and/or prosecution.

Applicant's Signature: **Date:**

Applicant's Name in full:

Designation: **Official Stamp:**

Section 8: Applicant's Witness and Confirmation

Signed by the said (applicant) on the day of
..... (month) (year) in the presence of
..... (name) whose signature is and
witnessed by who is the Commissioner of Oath and whose
signature is

Address:

Date: (Official Stamp):

Part B
(to be completed by the NACTE Secretariat)

Section 1: Assessment of Application Form

1.1 Duly filled Yes / No (delete the inappropriate)

1.2. Attachments

| Attachment | Applicable | Absolutely necessary | Submitted | Qualification |
|---------------------------------------|------------|----------------------|-----------|---------------------|
| Previous legal registration | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Previous license | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Copies of curricula | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Comments on curricula | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Recognition by professional bodies | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| CV of Chief Executive Officer | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Organisation chart of the institution | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| List of full-time experts | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| List of part-time experts | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| List of supporting staff | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Title deed of owned land | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Land lease agreement | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Infrastructure layout plans | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| List of teaching equipment | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| List of furniture | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Equipment lease agreements | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Equipment hire agreements | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| List of teaching tools | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| List of Audio-visual aids | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Tools lease agreements | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Tools hire agreements | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| List of subscribed journals | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Sources of funding: | | | | |
| • Own (bank statement) | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| • Loan (agreement) | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| • Grant (agreement) | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| • Government (evidence) | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| • Others specified (evidence) | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| Others (specified in the form) | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |
| | Yes / No | Yes / No | Yes / No | OK / Noted / Not OK |

NOTE OK - Submission adequate
 Noted - Submission inadequate, it is noted but processing of application form may continue
 Not OK - Submission inadequate, processing of application form cannot continue

NACTE FORM REG-01

1.3 Decision of the NACTE secretariat (circle applicable option)

- i) The information submitted is adequate for transmission to the
- ii) The application form is complete but some of absolutely necessary attachments listed under item 1.2 are missing and the applicant is required to submit them.
- iii) The application form is incomplete and is returned to the applicant for completion.

Signature: **Date**

Name in Full:

Designation: **Deputy Secretary** **Co-ordinator of**..... **Place**

of

Registration and Accreditation **Subject Board**

Section 2: Recommendation of Subject Board

2.1 Stage I: Evaluation of Information as Submitted

2.1.1 Suitability of the infrastructure for the purpose of intended training

| | | | | | | |
|------|---|---|---|---|---|-------|
| None | | | | | | Fully |
| 0 | 1 | 2 | 3 | 4 | 5 | |

2.1.2 Adequacy of equipment for the purpose of training.

| | | | | | | |
|------|---|---|---|---|---|-------|
| None | | | | | | Fully |
| 0 | 1 | 2 | 3 | 4 | 5 | |

2.1.3 Adequacy of qualified teaching staff for the purpose of training

| | | | | | | |
|------|---|---|---|---|---|-------|
| None | | | | | | Fully |
| 0 | 1 | 2 | 3 | 4 | 5 | |

2.1.4 Adequacy of curricula for the purpose of training

| | | | | | | |
|------|---|---|---|---|---|-------|
| None | | | | | | Fully |
| 0 | 1 | 2 | 3 | 4 | 5 | |

2.1.5 Adequacy of the level of funding for the purpose of training

| | | | | | | |
|------|---|---|---|---|---|-------|
| None | | | | | | Fully |
| 0 | 1 | 2 | 3 | 4 | 5 | |

| | | | | | | | |
|--------|---|------|---|---|---|---|-------|
| 2.1.6 | Appropriateness of the institutional governance for the purpose of training | None | | | | | Fully |
| | | 0 | 1 | 2 | 3 | 4 | 5 |
| 2.1.7 | Adequacy of the structure and duration of training for the type of training | None | | | | | Fully |
| | | 0 | 1 | 2 | 3 | 4 | 5 |
| 2.1.8 | Appropriateness of the assessment and examination procedures for the type of training | None | | | | | Fully |
| | | 0 | 1 | 2 | 3 | 4 | 5 |
| 2.1.9 | Adequacy of the available support services for the purpose of training | None | | | | | Fully |
| | | 0 | 1 | 2 | 3 | 4 | 5 |
| 2.1.10 | Adequacy of the long term plans for training projections | None | | | | | Fully |
| | | 0 | 1 | 2 | 3 | 4 | 5 |

Average Score of submitted information:

2.2 Stage II: Physical Verification

(Physical verification to be performed using NACTE FORM INSP-1 if average score from evaluation of submitted information is 3 or higher)

2.3 Stage III: Weighted Evaluation (apply weighted factors on Stage I evaluation based on Physical verification: a score of 5 is equivalent to 100%)

Weighted score for each item:

| | |
|---|-------|
| Suitability of the infrastructure for the purpose of intended training | |
| Adequacy of equipment for the purpose of training. | |
| Adequacy of qualified teaching staff for the purpose of training | |
| Adequacy of curricula for the purpose of training | |
| Adequacy of the level of funding for the purpose of training | |
| Appropriateness of the institutional governance for the purpose of training | |
| Adequacy of the structure and duration of training for the type of training | |
| Appropriateness of the assessment and examination procedures for the type of training | |
| Adequacy of the available support services for the purpose of training | |
| Adequacy of the long term plans for training projections | |

Average Weighted Score of submitted information:

Following scrutiny of the documents and inspection of the premises of the institution, the Board is of the opinion that:

- i) The infrastructure is suitable/not suitable for the purpose of the training.
- ii) The equipment is adequate/not adequate for the purpose of training.
- iii) The qualified teaching staff is adequate/not adequate for the purpose of training.
- iv) The curriculum is adequate/not adequate for the purpose of training.
- v) The level of funding is adequate/not adequate for the purpose of training.
- vi) The institutional governance is appropriate/not appropriate for the purpose of training.
- vii) The structure and duration of training is adequate / not adequate for the type of training.
- viii) The assessment and examination procedures are appropriate/not appropriate for the type of training.
- ix) The available support services are adequate/not adequate for the purpose of training.
- x) Long term plans are adequate/not adequate for training projections.

The Board therefore recommends that (attach minutes of the subject board meeting and inspection form):

- ☐ The institution be awarded Full Registration.
- ☐ The institution be awarded Stage 2 Registration (can admit students, currently has resources for the first two years of the programme duration in the case of a three year programme or more).
- ☐ The institution be awarded Stage 1 Registration (cannot admit students).
- ☐ The application for registration be rejected.

Further remarks (if any):

| | | | |
|---------------------|----------------------------|----------------------------|-----------------|
| Signature | | | |
| Name in Full | | | Date |
| Designation | Chairman of | Secretary of | |
| | Subject Board | Subject Board | Location |

Section 3: Decision of The Council

The Council during its meeting held on deliberated on the submission by the applicant and the recommendations by the Subject Board and made the following decision:

- ☐ The institution is awarded Full Registration.
- ☐ The institution is awarded Stage 2 Registration
- ☐ The institution is awarded Stage 1 Registration
- ☐ The application for registration is rejected.

Further remarks (if any)

Signature

Name in Full **Date**

Designation **Chairman** **Executive Secretary**

NACTE Council **NACTE Council** **Official Stamp**

Institution Registration Number **Registration Certificate Number**



SCHEDULES

THIRD SCHEDULE

(Under regulations 13)

INSPECTION FORM

NACTE FORM INSP-1

**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(NACTE)**

INSPECTION FORM FOR TECHNICAL TRAINING INSTITUTIONS
(To be used in conjunction with NACTE FORM REG-01 Part B Section 2)

Section 1: Particulars of the Training Institution

1.13 Name of the Institution:

1.14 Location:

District or Municipal: Plot Number or Village:.....

1.15 Address:

1.16 Phone: **1.17 Fax:**

1.18 E-mail: **1.19 Webpage:** :

Section 2: Infrastructures / Buildings

2.1 Infrastructure verification

| Type | Information Provided | | Verified | | Comments |
|-----------------------|----------------------|---------------------------------------|----------|---------------------------------------|-------------|
| | Number | Total floor area (m ²) | Number | Total floor area (m ²) | |
| Offices | | | | | OK / Not OK |
| Classrooms | | | | | OK / Not OK |
| Laboratories | | | | | OK / Not OK |
| Workshops | | | | | OK / Not OK |
| Dormitories | | | | | OK / Not OK |
| Assembly halls | | | | | OK / Not OK |
| Libraries | | | | | OK / Not OK |
| Cafeterias (students) | | | | | OK / Not OK |
| Canteen (staff) | | | | | OK / Not OK |
| Staff quarters | | | | | OK / Not OK |
| Bookshops | | | | | OK / Not OK |
| Others (specify) | | | | | OK / Not OK |
| | | | | | OK / Not OK |
| | | | | | OK / Not OK |

- 2.2 Does the buildings have
- | | | |
|------|---|----------|
| i) | Building permit? | Yes / No |
| ii) | Land-use plan? | Yes / No |
| iii) | Certificate of Occupancy | Yes / No |
| iv) | Health certificate | Yes / No |
| v) | Certificate of Conformity with fire regulation? | Yes / No |

2.3 Does the information provided on infrastructure conform to the reality?

| | | | | | |
|------|------|---|---|---|------|
| None | Poor | | | | Full |
| 0 | 1 | 2 | 3 | 4 | 5 |

2.4 Comment if any

.....

Section 3: Equipment

3.1 Does the Equipment list provided match with those verified?

| | | | | | |
|------|------|---|---|---|------|
| None | Poor | | | | Full |
| 0 | 1 | 2 | 3 | 4 | 5 |

3.2 Comment if any

.....

Section 4: Furniture

4.1 Does the Furniture list provided match with those verified?

| | | | | | |
|------|------|---|---|---|------|
| None | Poor | | | | Full |
| 0 | 1 | 2 | 3 | 4 | 5 |

4.2 Comment if any

.....

Section 5: Tools and Audio-visual Aids

5.1 Does the Tools and Audio-visual Aids list provided match with those verified?

| | | | | | |
|------|------|---|---|---|------|
| None | Poor | | | | Full |
| 0 | 1 | 2 | 3 | 4 | 5 |

5.2 Comment if any

.....

Section 6: Information Resources / Systems

6.1 Does the Information Resources / System list provided match with those verified?

| | | | | | |
|------|------|---|---|---|------|
| None | Poor | | | | Full |
| 0 | 1 | 2 | 3 | 4 | 5 |

6.2 Comment if any

.....

Section 7: Services

7.1 Do the Services list provided match with those verified?

| | | | | | |
|------|------|--|--|--|------|
| None | Poor | | | | Full |
|------|------|--|--|--|------|

0 1 2 3 4 5

7.2 Comment if any

Section 8: Qualified Teaching Staff

8.1 Do the data on the Qualified Teaching Staff list provided match with the information verified?

None Poor Full
0 1 2 3 4 5

8.2 Comment if any

Section 9: Curricula

9.1 Do the Curricula provided match with that verified?

None Poor Full
0 1 2 3 4 5

9.2 Comment if any

Section 10: Level of Funding

10.1 Does the evidence of Level of Funding provided match with that verified?

None Poor Full
0 1 2 3 4 5

10.2 Comment if any

Signed:

Physical Verification Team Leader

Full Name:

Date:

Dar es Salaam
20th September 2001

DR. PIUS Y. NGW'ANDU
Minister for Science,
Technology and Higher
Education.