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



NACTVET FORM FOREIGN

**APPLICATION FORM
FOR
REGISTRATION AS A LOCAL PROVIDER OF FOREIGN
EDUCATION AND TRAINING PROGRAMME IN
TANZANIA**

Dar es Salaam

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

**APPLICATION FOR REGISTRATION AS A LOCAL PROVIDER OF FOREIGN EDUCATION AND
TRAINING
PROGRAMME IN TANZANIA**

(Pursuant to Section 5 (1) (a) of NACTVET Act, Cap.
129)

Prior to completing this application form please note the following:

The term “technical education” as used in this application form has the same meaning as in the National Council for Technical and Vocational Education and Training Act, Cap. 129 that is “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 areas of specialization”.

The National Council for Technical and Vocational Education and Training uses this form for the collection of information to enable the applicant to apply for or renew registration as a registered foreign technical education and training provider.

Registration shall be for a term of 5 years and may be renewed if application for renewal is made at least 6 months before the registration expires.

This application form comprises eight (8) sections:

1. Particulars of the Training Provider;
2. Particulars of the institution to deliver the programme;
3. Particulars of the Training Provider outputs;
4. Particulars of the training programme(s);
5. Key inputs;
6. Conditions and obligations of registration;
7. Training Provider declaration; and
8. Training Organization declaration.

SECTION 1: PARTICULARS OF THE FOREIGN INSTITUTION OWNING THE PROGRAMME

1.1 Name of the Institution:

1.2 Country:

1.3 Address:

.....

1.4 Phone: **1.5 Fax:**

.....

1.6 E-mail: **1.7 Web page:**.....

1.8 Date of Establishment:.....

1.9 Ownership (tick the appropriate box):

- | | |
|---|---|
| <input type="checkbox"/> Commercial Training Organisation | <input type="checkbox"/> Community Education Provider |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Government |
| <input type="checkbox"/> Other (specify): | |

1.10 Particulars of Owner:

Name:.....

Date of Birth..... (where applicable)

1.11 Particulars of Contact Person:

Name:.....

Date of Birth: (where applicable)

Physical address:

Postal Address:

Phone:

Fax:

E-Mail:

SECTION 2: PARTICULARS OF THE INSTITUTION TO DELIVER THE PROGRAMME IN TANZANIA

2.1 Name of the Institution:

2.2 Location:

District or Municipality:

Physical address:

GPS location:

2.3 Postal Address:

2.4 Phone: **2.5 Fax:**

2.6 E-mail: **2.7 Web page:**.....

2.8 Date of Establishment (i.e. BRELA, NACTVET, etc.

2.9 Ownership (tick the appropriate box):

- | | |
|---|---|
| <input type="checkbox"/> Commercial Training Organisation | <input type="checkbox"/> Community Education Provider |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Government |
| <input type="checkbox"/> Other (specify): | |

Legal Status:

- | | |
|---|--|
| <input type="checkbox"/> Sole Proprietor | <input type="checkbox"/> Partnership (specify)
.....: |
| <input type="checkbox"/> Company | <input type="checkbox"/> Government Entity |
| <input type="checkbox"/> Other (specify): | |

2.10 Particulars of Owner (in case of sole proprietor):

Name:.....

Date of Birth..... (where applicable)

2.11 Particulars of Contact Person:

Name:.....

Date of Birth..... (where applicable)

Physical address:.....

Postal Address:

Phone:

Fax:.....

E-Mail:

SECTION 3: PARTICULARS OF THE TRAINING PROVIDER OUTPUTS

3.1 Purpose of Establishing the Institution (where applicable):

- | | |
|--|---|
| <input type="checkbox"/> Government Requirement | <input type="checkbox"/> Business Venture (Enclose supporting documents) |
| <input type="checkbox"/> Religious | <input type="checkbox"/> Service Based on Needs Assessment
(Enclose Needs Assessment Report) |
| <input type="checkbox"/> Other (specify)
(Enclose supporting documents) | |

3.2 Vision:

(This is defined as a realistic credible attractive future of an organisation or institution)

.....

.....

.....

3.3 Mission:

(This entails what needs to be done to arrive at the intended destination as prescribed by the vision)

.....

.....

.....

3.4 Strategic Objectives:

- a).....
- b)
- c).....
- d)

3.5 Training Particulars:**3.5.1 Subject Sector** (tick the appropriate boxes):

- ☐ Science and Allied Technologies ☐ Business, Tourism and Planning
- ☐ Health and Allied Sciences

Note:

Science and Allied Technologies includes crop and livestock production, fisheries, wildlife management and all branches of engineering, computing, information technology, architecture and related fields.

Business, Tourism and Planning includes accountancy, finance management, materials management, human resource management, law, journalism, economics, community development, records management, statistics, development planning, social planning, environmental planning, labour issues, social sciences, hotel management, tourism and related fields.

Health and Allied Sciences includes clinical medicine, pharmaceutical sciences, nursing radiography, physiotherapy, dentistry, and other related fields.

3.5.2 List of Departments or Faculties

(A department/faculty is defined as an entity offering a programme leading to a particular award)

- (1)..... (2).....
- (3)..... (4).....
- (5)..... (6).....

3.5.3 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)

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Technician	Form IV or equivalent	Basic Technician Certificate			
		Technician Certificate			
		Ordinary Diploma			
		Others			
Undergraduate/Semi-Professional / Professional	Form VI / Ordinary Diploma	Higher Diploma			
		Bachelor Degree			
		Others			
Postgraduate / Professional	Bachelor Degree	Masters Degree			
		PhD			

3.5.4 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	Basic Technician Certificate			
		Technician Certificate			
		Ordinary Diploma			
		Others			

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Undergraduate/Semi-Professional / Professional	Form VI / Ordinary Diploma	Higher Diploma			
		Bachelor Degree			
		Others			
Postgraduate / Professional	Bachelor Degree	Masters Degree			
		PhD			

3.6 Other Services Offered/to be Offered

- ☐ Extension Services (Elaborate):
- ☐ Consultancy Services:
- ☐ Research:.....
- ☐ Short Courses:
- ☐ Other: (specify):

SECTION 4: PARTICULARS OF THE TRAINING PROGRAMME(S)

4.1 Name of the programme:.....

4.2 Purpose of Establishing the programme in Tanzania (where applicable):

- ☐ Government Requirement ☐ Business Venture (Enclose supporting documents)
- ☐ Religious ☐ Service Based on Needs Assessment (Enclose Needs Assessment Report)
- ☐ Other (specify)
(Enclose supporting documents)

4.3 Curriculum:

Content (attach at least 1 copy for each course / training programme).

Who prepares it

Reviewer/moderator:

Frequency of review/moderation:.....

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

Approving authority.....

Describe the approval process (if any):

.....

4.4 Programme Offered is Accredited and Recognised in the home country by (tick appropriate boxes):

- | | |
|--|---|
| <input type="checkbox"/> Accrediting body (state and attach evidence):
.....

<input type="checkbox"/> Professional bodies (state and attach evidence):
.....

<input type="checkbox"/> Government (specify Ministry or Government authority)
..... | <input type="checkbox"/> Other (specify):
.....

<input type="checkbox"/> None |
|--|---|

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

- | | |
|---|--|
| <input type="checkbox"/> Coursework (state effective programme duration):
.....

<input type="checkbox"/> Practicals at the Institute (state effective duration):
..... | <input type="checkbox"/> Field work (state effective duration):
.....

<input type="checkbox"/> Other (specify and state effective duration)
..... |
|---|--|

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

- | | |
|---|--|
| <input type="checkbox"/> Full time
Minimum duration.....Academic Years
Maximum duration.....Academic Years

<input type="checkbox"/> Part time (state minimum duration):
Minimum duration.....Academic Years
Maximum duration.....Academic Years

<input type="checkbox"/> Others(specify and state duration)
Minimum duration.....Academic Years
Maximum duration.....Academic Years | <input type="checkbox"/> Distant learning (state minimum duration):
Minimum duration.....Academic Years
Maximum duration.....Academic Years

<input type="checkbox"/> Block studies (state minimum duration)
Minimum duration.....Academic Years
Maximum duration.....Academic Years |
|---|--|

4.7 Assessment criteria

Contribution of continuous assessment and final examination in percentage in the final results

.....

.....

.....

.....

.....

4.8 Programme evaluation/assessment procedure

How do you assess/evaluate the programme in your home country?

.....

.....

.....

.....

.....

4.9 Examinations

Examining Authority:

Describe procedure for setting examinations:

.....

Describe procedure for administering examinations:

.....

Describe procedure for marking examinations:.....

.....

Describe external examination procedures (if any):

.....

4.10 Certification Authority (Awards)

4.10.1 Existing Awards (fill in appropriate information)

Certification/Awarding Authority (fill in appropriate information)

4.10.2 Planned Awards (fill in appropriate information)

Certification/Awarding Authority (fill in appropriate information)

SECTION 5: KEY INPUTS

5.1 Human Resources:

Name of the Chief Executive Officer in Tanzania:

Qualifications (attach CV):

.....

.....

.....

.....

Management: (*internal or external*).....

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

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

[illegible]

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

[illegible]

Submit the number and qualifications of supporting staff in the following format:

[illegible]

Describe Staff Evaluation Procedure (attach staff evaluation tools)

.....

.....

.....

.....

Describe Staff Training and Development Procedure (attach staff training and development plan/policy)

.....

.....

.....

.....

5.2 Students:

5.2.1 Admission procedure:

- | | |
|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Pre-Service | <input type="checkbox"/> Day |
| <input type="checkbox"/> In-Service | <input type="checkbox"/> Boarding |

Describe institutional students admission procedure (attach student admission policy)

.....

.....

.....

.....

.....

5.3 Physical Resources:

5.3.1 Land:

- | | |
|--|--|
| <input type="checkbox"/> Owned (attach title deed) | <input type="checkbox"/> Leased (attach agreement) |
| Size: | Size: |
| Ownership period: | Lease period:..... |
|
 | |
| <input type="checkbox"/> Other (specify): | |
| Size:..... | |
| Occupation period:.. .. | |

5.3.2 Infrastructure/Buildings: -

Type	Number	Ownership		
		Owned	Leased	Hired
Offices				
Classrooms				
Laboratories				
Workshops				
Dormitories				
Assembly halls				
Libraries				
Cafeterias (students)				
Canteen (staff)				
Staff quarters				
Others (specify)				

Please attach

- (i) A separate sheet showing the capacity of each of the above listed facility; and
- (ii) Infrastructure layout plans, building permits, certificates of occupancy, health certificates, fire regulations conformity certificate, etc.

5.3.3 Equipment:

Attach detailed list of teaching equipment and tools

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

5.3.4 Furniture:

Attach detailed list of furniture

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

5.3.5 Audio-visual Aids:

Attach detailed list of Audio-visual Aids

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

5.3.6 Information resources/systems:

Books (Attach list of titles and 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)

5.3.7 Services: (Indicate services available and provider):

Type	Provider
Piped Water Supply	
Waste water disposal	
Solid waste disposal	
Electricity	
Telephone	
Health	
Recreational (sports)	
Safety	
Security	
Religious	
Transport	
Others (specify)	

5.4 Funding**5.4.1 Annual Expenditure in the Past Three Financial Years (Million Tshs):**

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

5.4.2 Annual Budgetary Requirements for the Current and Next Three Financial Years (Million Tshs):

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

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

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

5.4.4 Fee Structure:

Description	Year 1	Year 2	Year 3	Year 4
Application Fees				
Tuition Fees				

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Registration Fees				
Examination Fees				
Dissertation / Thesis fees				
Medical Fees				
Research / Field Fees				
Caution Money				
Student Union				
Books				
Stationery				
Identity Card				
Graduation Fees				
Others (specify)				

SECTION 6: Conditions and Obligations of Registration

Compliance with all obligations mentioned in this application form remains a condition of registration for registered foreign technical education and training providers in Tanzania as follows:

1. Accept (and act accordingly) that to become registered, I must apply and pay the fees as set by NACTVET.
2. Accept that my application for registration may be approved with conditions as per the provisions of Section 5 (1) of the National Council for Technical Education Act, No. 9 of 1997.
3. Accept that when seeking renewal of registration, my application must be submitted at least three (3) months prior to the expiry date of the current period of registration. Accept that it is my organization's sole responsibility to take action, without reminder, to renew registration three (3) months prior to the expiry of my registration.
4. Acknowledge that my organization must have a comprehensive working knowledge and comply with the National Council for Technical Education Act and the NACTVET Quality Control and Quality Assurance Framework.
5. Accept that if my organization intends to offer additional programmes or commence operations in another region, it must notify NACTVET by seeking another application form.
6. Accept that if the legal nature of my organization changes I will be required to apply for registration to reflect the changed legal nature of my organization including any substantial change to the control, management or operations of my organization.
7. Accept (and act accordingly) that my organisation is registered with respect to those activities that are within its scope of registration and not make any misleading statements regarding registration; or use registration or registration documents in a manner that could bring NACTVET into disrepute.
8. Accept that my organization must give NACTVET any information about any of my operations including staff and students details required by the Council.
9. Accept (and act accordingly) that my registration as a training organization will be cancelled for any training packages and/or accredited courses in which I do not maintain current qualifications.
10. Accept (and act accordingly) that upon ceasing to be a foreign technical education and training provider (in whatever circumstances) my organization will not use public material that refers to its registration.

SECTION 7: Training Organization Declaration

I.....of..... (country)
do solemnly and sincerely declare as follows:

I am the chief executive and I am duly authorized to swear this statutory declaration on behalf of:
.....("the organization") who is the legal entity seeking registration
or renewal of registration as foreign technical education and training provider in Tanzania. On behalf of the organization I am
able to declare that after registration has been approved and for the entire period of its registration the organization will:

- Operate in accordance with, and comply with the NACTVET academic quality standards to ensure that the quality of education required for the intended award is met and maintained throughout the duration of the delivery of the training programme;
- Comply with all conditions and obligations, and those amended by NACTVET from time to time and accept that my organization must not contravene any condition of registration;
- Comply with the requirements of the National Council for Technical education Act as amended from time to time, including but not limited to any fees specified to be paid by the organization; and
- Acknowledge and agree that I have read the conditions of registration outlined in this application form and shall comply with the conditions contained therein and that failure to do so may result in registration of the organization being suspended or cancelled at the sole unfettered discretion of NACTVET.
- Execute a Memorandum of Understanding (MoU) on Provision of Cross-Border Education and Affiliation Programmes in Tanzania and comply with all conditions and obligations arising from the MoU (Annexed as Annexure 1) and as may be amended from time to time by NACTVET.

In my capacity as chief executive for the organization I acknowledge and understand that:

On behalf of the organization, I certify that all information provided in the application form and in support of this application, and all statements, agreements, acknowledgements and undertakings made are true, correct and not misleading. Furthermore, failure to provide true and correct information of a material nature in the application form and in any other supporting material may result in registration not being granted or being suspended or cancelled.

AND I MAKE this solemn declaration conscientiously believing the same to be true

SIGNED AND DECLARED by the declarant at) **Name of Declarant**
)
) **Signature of Declarant**
..... in)

Country on this) **Name of Witness**
.....
day of 200..... before me) **Signature of Witness**
.....

In the presence of Who is the commissioner of oath and whose signature

is..... Address

Date..... Official stamp:.....

ANNEXTURE 1

DATED THIS..... DAY OF 20.....

MEMORANDUM OF UNDERSTANDING

between

THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION

and

.....

on

PROVISION OF CROSS-BORDER EDUCATION AND AFFILIATION PROGRAMMES IN TANZANIA

Drawn by:

The National Council for Technical and Vocational Education and
Training,
P.O. Box 7109,
Dar es Salaam,
Tanzania.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as “MoU”) is made on day of 20.....

between

National Council for Technical and Vocational Education and Training of P. O. Box 7109, Dar es Salaam, Tanzania (hereinafter referred to as “*the Council*”) on the one hand

and

..... of P. O. Box, Tanzania (hereinafter referred to as “*the Institution/Training Provider*”),

WHEREAS:

- (a) The Council is empowered by the National Council for Technical Education Act Cap 129 among others, to assist technical institutions in the transmission of knowledge, principles and training in the field of technical education and training for the benefit of the people of Tanzania;
- (b) The Council through its mandate as spelt out in the National Council for Technical Education Act Cap 129 shall establish and make awards in technical education which are consistent in standard and comparable to related awards in Tanzania and internationally;
- (c) The Council has the mandate to ensure that the quality of education required for the award is met and maintained throughout the duration of the delivery of the course;
- (d) The Council has also the mandate to introduce any measures and procedures, which may be necessary for the furtherance of the objectives of the Council; and
- (e) The Council has further developed guidelines and procedures for approving programmes offered by external providers and approval shall be granted to Institutions which will require offering the foreign programmes and have met the requirements for offering the foreign programmes as approved by the Council.

RECOGNISING the importance of Cross-Border Education and Affiliation Programmes, the Council has established requirements for ensuring high quality provision of external programmes which are run jointly by local institutions and those from abroad.

DESIRING that this Memorandum of Understanding (hereafter referred to as “**the MoU**”) shall be mutually and strictly be respected by the parties and shall be binding at all times it remains in force;

Now this MoU constitutes an agreement between the parties and shall enter into force upon the full execution of these presents.

1. REQUIREMENTS

The requirements for Technical Institutions/Training Providers wanting to offer Cross-Border Education are as set hereunder:-

- a. the Cross-Border Application shall be supported by Memorandum of Understanding signed by the two parties and shall also be attested by the Consulate/Embassy in Tanzania of the foreign counterpart to confirm the credibility and correctness of the submitted information.
- b. that Technical Institutions/Training Providers wanting to offer Cross-Border Education shall be fully registered and accredited by Council.

- c. that technical Institutions/Training Providers shall only be allowed to run Cross-Border Education and affiliation programmes not exceeding the National Technical Award (NTA) level at which it is accredited to offer.
- d. that all approved Technical Institutions/Training Providers will be publicized in the Council website, Government website and through the media to enable foreign providers to choose Technical Institutions/Training Providers to partner with.
- e. that all Technical Institutions/Training Providers which have been approved to offer Cross-Border Education and affiliation programmes shall be re-evaluated to confirm their adherence to Council requirements.
- f. that all Technical Institutions/Training Providers hereby undertake to act in good faith and be fully governed by this **MoU** in performing the responsibilities that are required to ensure the high quality provision of external programmes which are run jointly by local institutions and those from abroad.
- g. that all Technical Institutions/Training Providers shall ensure that the programmes they deliver as across borders and in their home country are of comparable quality and that they also take into account the cultural and linguistic sensitivities of the receiving country.
- h. that technical institutions/training providers wanting to offer cross-border education shall make sure that educational programs leading to award of certificate, diploma and Degree level, shall have the same nomenclature as it exists in their parent Country. There shall not be any distinction in the academic curriculum, mode of delivery, pattern of examination, etc. and such certificate, diploma and degree, must be fully recognized in their parent Country.
- i. that the technical institutions/training providers shall provide accurate, reliable and easily accessible information on the criteria and procedures of external and internal quality assurance and the academic and professional recognition of qualifications they deliver and provide complete descriptions of programmes and qualifications. Technical education institutions/providers should collaborate especially with quality assurance and accreditation bodies and with student bodies to facilitate the dissemination of this information.
- j. The fee to be charged by the cross-border educational system shall be commensurate with what is in existence in Tanzania and shall take due cognizance of the local economy.
- k. The Council may prescribe any other requirement for registration, expedient to do so in the overall interest of the technical education system in the Country.

2. AMENDMENTS

This **MoU** may be modified or amended by written agreement among the parties.

3. MoU DURATION

Duration of the **MoU** is (five) 5 years and may be renewable for another term to be mutually agreed by the parties.

4. TERMINATION

- (a) This **MoU** shall remain in force until terminated by the parties.
- (b) Either party may vacate this **MoU** by giving 60 days written notice to the other party.
- (c) The parties shall take necessary actions to ensure that such termination would not be prejudicial to any activity in progress pursuant to this **MoU**.

5. ENTRY DATE

This **MoU** shall enter into force on the date of its signature by authorized representatives of the parties.

6. DISPUTE RESOLUTIONS

- (a) Any dispute between the parties arising out of the interpretation or implementation of this **MoU** shall be settled amicably through consultations or negotiation between the parties.
- (b) All disputes or differences relating to the administration of the national curricula during the progress of the exercise or completion thereof shall be referred to two arbitrators, one to be appointed by each party and the arbitration shall be governed by the Laws of Tanzania.

IN WITNESS WHEREOF, the undersigned have signed and sealed this MoU in two originals each one of them being equally authentic.

Concluded at Dar es Salaam this.....day of.....20....

For and on behalf of THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION

Name:

Signature:

Designation:

Date:

In the presence of:-

Name:

Signature:

Designation:

For and on behalf of

Name:

Signature:

Designation:

Date:

In the presence of:-

Name:

Signature:

Designation: