VOCATIONAL EDUCATION AND TRAINING AUTHORITY

PROCEDURES AND GUIDELINES FOR REGISTRATION OF A VOCATIONAL TRAINING CENTRE

APPROVED BY THE VET BOARD AT ITS MEETING HELD ON 2ND JUNE, 2009

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LIST OF ABBREVIATIONS AND ACRONYMS

ACC	-	Accreditation
ASS	-	Assessment
CBET	-	Competence Based Education and Training
DG	-	Director General
FR	-	Full Registration
IMC	-	Instructional Methods Course
NVA	-	National Vocational Award
PR	-	Preliminary Registration
REG	-	Registration
TAC	-	Trade Advisory Committee
VET	-	Vocational Education and Training
VETA	-	Vocational Education and Training Authority
VTC	-	Vocational Training Centre

DEFINITIONS

Accreditation: is the final quality level of recognition of a VET Centre in terms of its systems for quality assurance.

Assessment: is the process of collecting evidence and determining whether competency has been achieved, or whether specific skills and knowledge have been achieved that will lead to the attainment of competency.

Categorisation: is the classification of VET Centres according to their capabilities in providing vocational education and training as prescribed in this guideline.

Employment: is any remunerative work, whether from an employer or from self-employment, within the provision of the law.

Occupation: is manual or non-manual work which can provide a means of livelihood, whether undertaken for an employer or for self-employment. The terms "trade" and "craft" are often used with respect to manual occupation. Recognised occupation denotes an occupation which requires a recognised period of systematic training.

Occupational Standards: are specific requirements of competences one is expected to demonstrate in a particular occupational area, including knowledge and relevant attitudes. They also act as a performance tool of assessment of the pre-scribed outcomes.

Registration: is the first level of quality recognition of a VET Centre in terms of it being a viable and legal entity.

Standard: is a set of statements, which if proved true under working conditions, means that an individual is meeting an expected level and type of performance.

Trade Advisory Committee: is a committee established by the VET Board in respect of such industry, trade or occupation as the Board may determine.

Vocational Training Centre: is a registered public or private institution where vocational education and training is provided on a regular basis.

1.0 INTRODUCTION

1.1 The need for quality Vocational Education and Training

A high quality skilled labour force is one of the pre-requisites for social economic development of a nation. Vocational Education and Training (VET) is one of the universal suppliers of this labour force. VET is the fountain from which technological expertise is disseminated to the nation through training programmes. In modern society, technology stands as one of the determinants of a nation's level of social and economic development.

However, the relationship between technology and social economic development depends, to a degree, on the extent to which the vocational education and training provided is relevant to the needs of the labour market in both the formal and informal sectors of the economy. Labour market needs are always in a state of transformation. National vocational training plans and programmes must be related not only to the present needs of the labour market but also to those of the future if it has to have any meaning at all and if it has to stand the test of time.

In order to contribute effectively to social and economic development, VET delivery has to meet the quality standards required in the present and future labour markets of both the formal and informal sectors of the economy. VETA being responsible for quality assurance of VET provision undertakes various qualityassurance activities, regulation of VET being one of them. In so doing the VET system poses to respond and adapt to demands for a competitive labour force placed on individual countries by globalisation. This is one of the reasons why the 1994 VET Act provided for a demand-driven training system which is flexible in responding to ever-changing labour market demands for skills.

1.2 Registration and categorisation of Vocational Education and Training Centres

The quality of VET depends on the quality of VET institutions. The quality VET institutions require appropriate equipment and tools, adequate supply of training materials, relevant textbooks, and qualified vocational teachers with workplace experience. Registration of VET Centres provides a system that ensures that those who provide vocational training do so under acceptable standards. All Centres, VETA and non VETA will register under these new standards. In general, for a Centre to be a legal entity, it must be registered by VETA.

Existing Centres operate at varying training capacities. To be able to provide effective coordination, optimisation of use of resources and support, Centres need to be registered and categorised according to their capacities to offer training.

A registered Centre will enjoy a number of benefits and privileges including credibility to stakeholders, access to curricula materials, and eligibility to VET support as per guidelines, and assessment and certification.

Part III Section 6 (2) (g) (iii) of the 1994 VET Act provides for making registration regulations and guidelines. The first regulations for registration of VET Centres were approved in 1997 by the VET Board and have been in operation for a decade. Due to economic and technological changes, it has been necessary to revise the 1997 regulations in order to keep pace with changes. These guidelines which were approved by the VET Board on 2nd June 2009, explain conditions, stages and procedures for registration. They also provide tools for registration and assessment. The procedures have therefore been developed to ensure that Centres that receive such registration have met given registration standards.

2.0 REGISTRATION PROCEDURES OF VET CENTRES

2.1 General objective of registration

The aim of registering VTCs is to control the quality of VET training by ensuring that the Centres are legal entities and that they are sustainable within the registration period.

2.2 Criteria for registration

A VTC will be registered if it meets the set of criteria provided below.

a) Curricula

The Centre must follow curricula approved by the VET Board. Usually, VETA prepares training standards and curricula. However, if a Centre is to use its own curricula, it has to be approved by the VET Board. The curricula should be supported with relevant reference materials.

b) Teaching and non-teaching staff

The Centre must have a sufficient number of qualified vocational teachers, managerial and supporting staff as specified in the Manuals for Establishing VET Centres.

c) Tools and equipment

The Centre has to be equipped with sufficient and appropriate tools and equipment for the training to be offered as specified in the Manuals for Establishing VET Centres. These shall include appropriate teaching media.

d) Infrastructure

A VTC has to be housed in premises suitable for carrying out vocational education and training as per minimum standards provided in the Manuals for Establishing VET Centres.

e) Sources of funds

A VTC has to prove beyond reasonable doubt that it has reliable sources of funds for sustainable envisaged training and must operate a separate account specifically for the Centre.

f) Utilities

A VTC has to have the essential utilities to support envisaged training. These utilities include:

i) Electricity
ii) Water supply
iii) Communication system
iv) Sewerage system
v) Transport facilities.

2.3 Privileges and benefits for registered VTCs

a) Eligibility for VET support

A registered Centre will be listed in VTCs' register as a legal provider and will be eligible for support as per VET Support Guidelines. A Centre will also qualify to be involved in all matters related to VET development at the Zonal and National levels.

b) Accessibility to curricula materials

VETA will provide all materials related to training and assessment such as Occupational Unit Standards, Logbooks, Curricula and Curricula Guides to all registered Centres at a subsidised rate payment.

c) Eligibility in assessment and certification

A registered VTC may also become an Examination Centre for VETA Examinations. Vocational teachers from registered Centres will contribute to a pool of assessors/invigilators as per Competence Based Assessment Guidelines.

d) Credibility to stakeholders

A Centre registered by VETA will have official recognition by different categories of stakeholders, thereby offering various opportunities such as:

- Enhanced trainees enrollment
- Field and industrial attachment
- Graduates placement
- Apprenticeship training
- Access to financial institutions.

e) Accessibility to capacity building programmes

Staff of a registered VTC will be considered for support to staff development in different capacity building programmes organised by VETA.

2.4 Stages of registration

The following stages will apply to all VET Centres including VETA owned.

a) Stage 1: Preparatory Registration

Preparatory registration is the initial stage in registration. No training is allowed at this stage. VETA shall issue an authorisation letter to proceed with the preparatory process of establishing a VTC which shall include:

- Mobilisation of resources (fiscal, human and physical),
- Establishment of infrastructure, and
- Establishment of organisational structure.

The applicant for registration will have to make preparations in line with standards as prescribed in the Manual for Establishing VET Centres which will be approved by the VET Board from time to time. The manual and other relevant documents will be available from the Zonal Office at a subsidised price.

b) Stage 2: Preliminary registration

At this stage the Centre will be awarded a preliminary registration certificate after meeting all the minimum requirements as per the Manual for Establishing VET Centres and ensure all the requirements as per guidelines and regulations of VET provision.

A Centre that is on preliminary registration will be allowed to conduct training. However, within one year of this registration the centre will be required to apply for Accreditation Candidacy failure of which the Centre will be de-registered and shall be required to re-apply from stage one (1) of registration as per Registration Standards. The Accreditation Candidacy is a pre-accreditation status which is initially awarded up to two calendar years but can be renewed once for another two years. It is within this period that the Centre is expected to undertake the necessary steps to reach demonstrable compliance with accreditation standards. During this period, the Centre will remain in the preliminary registration stage. Therefore, a Centre granted Candidacy status has to strive to meet accreditation standards in order to be fully registered.

c) Stage 3: Full registration

A Centre will be eligible for full registration if it has maintained Registration Standards in the Preliminary Registration stage and has acquired accreditation status. In this case, such a Centre will automatically be upgraded from its Preliminary Registration status to Full Registration after its programmes have been accredited. A Centre at this stage will not be allowed to offer any training programme which is not accredited. Non-adherence to accreditation conditions as stipulated in the Accreditation Guidelines will render the Centre de-registered and shall be required to re-apply from stage 1(one) of registration as per Registration and Accreditation Standards.

2.5 Categories of VTCs

A Centre will be registered under any of the categories listed in Table R1.

Upgrading Centre category

If the Centre has improved its capacity, it may apply for category up-grading. Application for category upgrading will be the same as for registration. The Centres in categories A-C will maintain the same registration status in the new category. Centres in category D will have to start from the preparatory stage.

Table R1: Criteria for categorization of VTCs

CRITERIA		CATEGORY A	CATEGORY B	CATEGORY C	CATEGORY D
1.Occupation	Number of occupations	Minimum eight (8) occupations for multi-sectoral Centres or four (4) for sector specific Centres	Minimum five (5) occupations for multi-sectoral Centres or two (2) for sector specific Centres	Minimum one (1) occupation	Minimum of one (1) occupation
	Qualification levels	Minimum of four (4) occupations offered above level II	Minimum of two (2) occupations offered above level II	Minimum of one (1) occupation offered up to level II	Minimum of one (1) occupation offered up to level I
2. Staff qualifications 2.1 Principal	Academic qualifications	Form VI or equivalent	Form VI or equivalent	Form VI or equivalent	Form IV or equivalent
	Professional qualifications	1st Degree in technical/vocational education or equivalent for VTCs with training up to Level IV and Masters above Level IV	1st Degree in technical/vocational education or equivalent for VTCs with training up to Level IV and Masters above Level IV	1st Degree in technical/vocational education or equivalent for VTCs with training up to Level IV and Masters above Level IV	Certificate in technical education or equivalent
	Work experience in relevant field	Minimum three (3) years	Minimum three (3) years	Minimum three (3) years	Minimum five (5) years
2.2 Vocational teacher	Academic qualifications	Minimum Form IV	Minimum Form IV	Minimum Form IV	NA
	Professional qualifications	Minimum one level above the	Minimum one level above the	Minimum one level above the	National Vocational

CRITERIA		CATEGORY A	CATEGORY B	CATEGORY C	CATEGORY D
		level taught in a relevant occupation or field. MINIMUM TEACHER LEVEL - III	level taught in a relevant occupation or field. MINIMUM TEACHER LEVEL - III	level taught in a relevant occupation or field. MINIMUM TEACHER LEVEL - III	Certificate of competence or equivalent
	Teaching qualifications	Minimum of Teacher Certificate in Education	Minimum of Teacher Certificate in Education	Minimum of Teacher Certificate in Education	Minimum of Instructional Methods Certificate (IMC)
	Work experience in relevant field	Minimum three (3) years	Minimum three (3) years	Minimum three (3) years	Minimum five (5) years in relevant field
2.3 Training coordinator/ registrar	Academic qualifications	Minimum Form IV	Minimum Form IV	Minimum Form IV	NA
	Professional qualifications	Minimum Ordinary Diploma in technical field or equivalent for VTCs with training up to Level IV and 1st Degree above Level IV	Minimum Ordinary Diploma in technical field or equivalent for VTCs with training up to Level IV and 1st Degree above Level IV	Minimum Ordinary Diploma in technical field or equivalent for VTCs with training up to Level IV and 1st Degree above Level IV	NA
	Work experience in training	Minimum three (3) years	Minimum three (3) years	Minimum three (3) years	NA
	Teaching qualifications.	Minimum Teacher Certificate in Education for VTCs with training up to Level IV and Diploma in Teacher Education above Level IV	Minimum. Teacher Certificate in Education for VTCs with training up to Level IV and Diploma in Teacher Education above Level IV	Minimum. Teacher Certificate in Education up to Level IV for VTCs with training and Diploma in Teacher Education above Level IV	NA
2.4 Accountant	Academic qualifications	Minimum Form IV	Minimum Form IV	Minimum Form IV	NA
	Professional qualifications	Minimum Diploma in relevant field or equivalent	Minimum Diploma in relevant field or equivalent	Certificate in relevant field or equivalent	NA
	Work experience in relevant field	Minimum three (3) years	Minimum three (3) years	Minimum three (3) years	NA

CRITERIA		CATEGORY A	CATEGORY B	CATEGORY C	CATEGORY D
3. Centre Capacity	Teacher trainee's ratio per class	1:20	1:20	1:20	1:5
	Infrastructure	As per Manual for Establishing VET Centres	As per Manual for Establishing VET Centres	As per Manual for Establishing VET Centres	Enough for five (5) trainees as per programme requirements
	Tools and equipment	As per Manual for Establishing VET Centres	As per Manual for Establishing VET Centres	As per Manual for Establishing VET Centres	Enough for five (5) trainees as per programme requirements

2.6 Registration Procedures

VET Centres will be registered by VETA as per regulations pursuant to VET Act No.1 of 1994, Part III Section 6 (2) (g). In this respect, VETA will facilitate this process by setting up the necessary procedure.

The following shall constitute the registration procedure for Vocational Education and Training centres under the VET Act No.1 of 1994, Part III Section 6 (2) (f).

a) Preparatory registration

i) Step 1: Application to establish a vocational training centre is sent to the VETA Regional Director by providing a proposal which includes basic facts and information about the owner and proposed Centre, as shown in the template provided in Table R-1. The Regional Office shall encourage consultation on this matter in order to ensure that correct and accurate information is included in the proposal.

ii) Step 2: Upon submission of the proposal, the Regional Director shall assess it. If it is valid the Regional Secretariat shall conduct physical verification of the basic facts and information provided to establish their technical suitability and adequacy of preparations made or underway for establishment of the VTC.

iii) **Step 3:** After being satisfied with the physical verification the Assessment Team shall prepare a report to the Regional Director.

iv) **Step 4:** If the Regional Director is satisfied with the report, she/he will issue a letter of Preparatory Registration (Appendix 2) to recognise and inform the applicant to proceed with the preparations.

b) Preliminary registration

i) **Step 1:** After completing the preparations of establishing the VTCs, the owner of the centre shall send an application for Preliminary Registration to the Regional Director via application form VETA FORM REG-1A-C for Centres applying for categories A-C, or VETA FORM REG-1D for category D (Table 3) in triplicate, against payment of a non-refundable application fee approved by the VET Board. The applicant should propose the category under which the Centre is to be registered, and should certify the correctness of the information filled in the form by signing the application under the witness of the Ward Executive Officer.

ii) **Step 2:** Applicants vying for Preliminary Registration shall provide the required information in PART A of the application form including all relevant attachments. This shall be done in consultation with the VETA Zonal Office where necessary. The Zonal Office shall encourage consultation on this matter in order to ensure that correct and accurate information is obtained from the applicants.

iii) **Step 3:** Upon receipt of the filled application form VETA FORM REG-1A-C or VETA FORM REG-1D, the VETA Zonal Office shall check whether the application forms have been duly filled. A checklist on Part B of the application form shall be used to confirm whether all necessary attachments have been submitted.

In case critical information is missing in the application form, the form together with the attachments shall be sent back to the applicant for filling in as required. The VETA Zonal Office shall make one copy the application form and the

attachments submitted for reference purposes. The applicant shall be required to submit the full document within fourteen days.

In case some necessary attachments are missing but the form has been duly filled, then the form and attachments submitted shall be retained and the applicant shall be required to submit missing attachments within seven (7) days.

iv) **Step 4:** Upon verification that the application contains all the necessary information, the VETA Zonal Office shall perform physical assessment of the facilities, to be fully satisfied that the items listed in Part B Section 1 have all been addressed using the Assessment Form VETA FORM REG-2A-C or VETA FORM REG-2D (Table 4). The physical assessment shall verify the eligibility of the Centre for registration and categorisation.

v) **Step 5:** The VETA Zonal Office, based on the physical assessment report, shall make necessary recommendations for registration as follows:

- Applications which do not meet the registration requirements shall be referred to the preparatory stage. This information shall be communicated to the Zonal Board for noting.
- If accepted, the Regional Director shall sign the bottom of Part B; Section 1 after the recommendation has been made.
- The Zonal Secretariat's recommendations accompanied with a physical assessment report shall be forwarded to the Zonal VET Board for approval.

vi) **Step 6:** The Zonal VET Board shall consider and deliberate on the recommendations of the Zonal Secretariat and make either of the following decisions:

- Award Preliminary Registration in a specific category.
- Reject the application and recommend areas for improvement. The improved application should be re-submitted after implementing the recommendations.

- Reject the application and communicate the reasons for rejection to the Centre.

The Zonal VET Board Chairperson and the Secretary shall sign the bottom of Part B.2 after the decision has been made.

The Zonal VET Board shall submit a report to the VET Board, on the registration status, on a quarterly basis.

vii) Step 7: The VETA Zonal Secretariat shall issue a Preliminary Registration Certificate comprising the following information in CAPITAL LETTERS:

- Certificate serial number for Preliminary Registration;
- Name of the VTC in full, e.g. "LUSHITA VOCATIONAL TRAINING CENTRE";
- List of authorised occupations (areas of training);
- Category of the Centre in which it is registered;
- Date (day, month and year in words) when the Zonal VET Board made the decision, and expiry date of the certificate;

The Registration number indicates the registration type and relevant region (e.g. Registration No. VET/TAN/PR/2008/001/A indicates that the Centre is situated in Tanga region (TAN) granted Preliminary Registration (PR), and was registered in 2008 in category A. Each Centre shall have a unique registration number, for example, 001. The change of category will not affect the registration number. All VTCs with different physical addresses (locations) shall be registered separately even if they belong to the same owner);

- Signatures and date when the certificate was signed by the Director General and Chairperson of the VET Board (Appendix 7);
- Seal of VETA above the VET Board Chairperson's signature.

For security purposes all certificates will be printed by the VETA Head Office. The certificate will remain the property of the Authority. It will be returned to the Authority in case of cancellation or expiry of registration.

Registration of the Centre shall not be transferable to another location. If a Centre moves to another location it shall be required to process registration from the start.

Within one year of this registration, the Centre will be required to apply for Accreditation Candidacy as per Procedures and Guidelines for Accreditation of VET Centres failure of which the Centre will be de-registered and required to re-apply from stage one (1) of registration as per registration standards.

The codes for Preliminary Registration, number for different regions of VETA Zones, are as indicated in Table R2.

Table R2: Codes for Preliminary Registration Numbers

Zone	Region	Codes	Sample Preliminary Registration Number
Dar es Salaam	Dar es Salaam	DSM	VET/DSM/PR/2005/001/A
Central	Dodoma	DOM	VET/DOM/PR/2007/001/B
	Singida	SGD	VET/SGD/PR/2008/001/B
	Manyara	MNY	VET/MNY/PR/2005/001/B
Highland	Iringa	IRA	VET/IRA/PR/2008/001/C
	Ruvuma	RVM	VET/RVM/PR/2006/001/B
	Njombe	NJB	VET/NJB/PR/2006/001/B
South West	Mbeya	MBY	VET/MBY/PR/2007/001/A
	Rukwa	RUK	VET/RUK/PR/2008/001/B
	Katavi	KTV	VET/KTV/PR/2008/001/B
Eastern	Morogoro	MOR	VET/MOR/PR/2007/001/C
	Pwani	PWN	VET/CST/PR/2008/001/B
Northern	Kilimanjaro	KLM	VET/KLM/PR/2008/001/A
	Tanga	TAN	VET/TAN/PR/2006/001/B
	Arusha	ARS	VET/ARS/PR/2006/001/B
South East	Mtwara	MTR	VET/MTW/PR/2006/001/C
	Lindi	LND	VET/LND/PR/2008/001/B
Lake	Mwanza	MZA	VET/MZA/PR/2007/001/A
	Kagera	KGR	VET/KGR/PR/2006/001/B
	Mara	MAR	VET/MAR/PR/2008/001/B
	Geita	GIT	VET/GIT/PR/2008/001/B
Western	Tabora	TBR	VET/TBR/PR/2008/001/C
	Kigoma	KGM	VET/KGM/PR/2007/001B
	Shinyanga	SHY	VET/SHY/PR/2007/001/B
	Simiyu	SMY	VET/SMY/PR/2008/001/B

c) Full registration

Since a Centre is awarded full registration status after having all its programmes accredited, the procedure for accreditation, as stipulated in the Accreditation Guidelines will apply.

Codes for Accreditation and Full Registration Certificates for different regions for VETA Zones are as indicated in the Table R3:

Table R3: Codes for Full Registration Numbers

Zone	Region	Codes	Sample for Accreditation and Full Registration Numbers
Dar Es Salaam	Dar es Salaam	DSM	VET/DSM/FR/2006/001/A
Central	Dodoma	DOM	VET/DOM/ FR/2005/001/B
	Singida	SGD	VET/SGD/ FR/2008/001/B
	Manyara	MNY	VET/MNY/ FR/2006/001/B
Highland	Iringa	IRA	VET/IRA/FR/2006/001/C
	Ruvuma	RVM	VET/RVM/ FR/2005/001/B
	Njombe	NJB	VET/NJB/FR/2008/001/B
South West	Mbeya	MBY	VET/MBY/FR/2005/001/A
	Rukwa	RUK	VET/RUK/ FR/2006/001/B
	Katavi	KTV	VET/KTV/FR/2008/001/B
Eastern	Morogoro	MOR	VET/MOR/FR/2008/001/C
	Pwani	PWN	VET/PWN/ FR/2008/001/B
Northern	Kilimanjaro	KLM	VET/KLM/FR/2007/001/A
	Tanga	TAN	VET/TAN/ FR/2006/001/B
	Arusha	ARS	VET/ARS/ FR/2008/001/B
South East	Mtwara	MTW	VET/MTW/FR/2008/001/C
	Lindi	LND	VET/LND/ FR/2007/001/B
Lake	Mwanza	MZA	VET/MZA/FR/2005/001/A
	Kagera	KGR	VET/KGR/ FR/2008/001/B
	Mara	MAR	VET/MAR/ FR/2008/001/B
	Geita	GIT	VET/GIT/FR/2008/001/B
Western	Tabora	TBR	VET/TBR/FR/2007/001/C
	Kigoma	KGM	VET/KGM/ FR/2007/001/B
	Shinyanga	SHY	VET/SHY/ FR/2008/001/B
	Simiyu	SMY	VET/SMY/FR/2008/001/B

2.7 Reviews and appeal

a) Reviews

A Centre whose application for registration is not granted, may appeal for a review of the decision by the Zonal VET Board within thirty days of being informed. A Centre intending to appeal for review shall inform the Zonal Secretariat of the intention within seven (7) days of being informed of the decision. Where no appeal is presented within thirty days, the VET Zonal Board decision shall take effect.

The appellant shall state in writing, the grounds upon which the appeal for review is being lodged. The Board shall consider the appeal and consider the following factors as a basis for reviewing or upholding its decisions:

i) Omissions of factual information by the Zonal VET Secretariat;
ii) Additional information has been provided as part of the appeal;
iii) False information was provided to the Zonal VET Board upon which earlier decision was made; or
iv) Proper procedure was not adhered to in the registration process.

b) Appeal

A Centre that is still not satisfied with the decision of the Zonal VET Board following an appeal for review, may lodge further appeal against the Zonal VET Board decision within thirty days of receipt of notice thereof, to the VET Board. The decision of the VET Board will be final. During the appeal period the appellant shall remain unregistered or in the current status until the appeal decision is made.

2.8 Tools for registration and categorisation

In order to enable VETA and the Centre to accomplish the registration and categorisation process, various tools have been developed as summarised hereafter:

a) Format for a Proposal to Establish a VTC.

For the purposes of uniformity, a format for a proposal has been suggested for use by interested individuals or groups. The format is provided in Appendix 1.

b) Sample Letter for Preparatory Registration

A template of a letter to be issued to successful candidates for Preparatory Registration is provided as Appendix 2.

c) Application Forms for Preliminary Registration (VETA FORM REG-1A-C and VETA FORM REG-1D)

These forms are used by a VTC to lodge an application for Preliminary Registration in categories A-C or D. They are issued by the VETA Zonal Office against a non-refundable application fee. The forms are attached as Appendix 3.

d) Assessment Forms for Preliminary Registration (VETA FORM REG - 2A-C and VETA FORM REG-2D)

The VETA Zonal Office Assessment Team uses these forms during physical assessment to verify information, basic facts and data submitted by the Centre in its application form. These forms are important towards evaluating VTC's worthiness for registration. Samples of the forms are attached as Appendix 4.

e) Preliminary Registration Scoring Guide (VETA FORM REG -3A-C and VETA FORM REG-3D)

The Assessment Team in the zone will use this scoring guide based on the physical assessment form to make recommendations for Preliminary Registration request. The sample guide form is attached as Appendix 5.

f) Assessment Guide for Categorisation (VETA FORM REG 4A-C and VETA FORM REG-4D)

The Assessment Team will use forms attached in Appendix 6 to decide on the category basing on criteria for categorisation in Table 1.

g) Preliminary Registration Certificate

A Centre that qualifies for Preliminary Registration shall be issued a certificate as discussed in Step 7 of the Preliminary Registration Procedures. The sample of the certificate is attached as Appendix 7.

Appendix 1

Sample Format for Proposal to Establish a VTC

VOCATIONAL EUDCATION AND TRAINING AUTHORITY

FORMAT FOR A PROPOSAL TO ESTABLISH A VOCATIONAL TRAINING CENTRE

(VET Act No.1 of 1994 Part II Section 4 (2) and Part III Section 6 (2) (f)

The format is intended to guide applicants, individuals or groups interested in establishing VTCs to provide important information for Preparatory Registration.

They are strongly advised to follow the guiding instructions given below carefully when preparing a proposal to establish a Vocational Training Centre.

Instructions:
Interested individuals or groups must submit a letter of application for preparatory registration together with two copies of a proposal with required attachments to the Regional Director.

Section 1: Particulars of the applicant

i) Title of the proposed centre.
ii) Address of applicant.
iii) Address for correspondence - physical and e-mails addresses, telephone, fax and mobile phone numbers.
iv) Contact name (s).
v) Type of centre (boarding or day).
vi) Legal status

Section 2: Project Description

a) Priority occupation(s) to be offered,
b) Proposed geographical area,
c) Target population,
d) Vision and Mission of the centre.
e) Objectives of the centre.
    i) General objectives.
    ii) Specific objectives.

Section 3: Resources (Resources are classified into three groups)

3.1 Financial Resources

a) How much it will cost to establish the centre (in Tanzanian shillings).
b) Expected source (s) of funds to establish the centre.
    i) ……..amount……
    ii) …… amount……
    iii) …… .amount……
    iv) …….. amount……
    v) …… amount……
c) Proposed financial plan and budget for three years.

3.2 Human Resources

i) Proposed Organization Structures including centre governance.
ii) How many people will be employed?
iii) How many people will be hired?
iv) State positions to be employed or hired.

3.3 Physical and Materials Resources

i) Land (specifies if the land is available or plan to purchase- size in square metres)
ii) Infrastructure/buildings

List proposed infrastructure/buildings to be established as per proposed occupations:

S/N	Buildings	Purposes

Section 4: Summary

4.1 Implementation strategy

4.2 Project innovation

4.3 Future plans

4.4 Project sustainability

Appendix 2

Sample Letter for Preparatory Registration

VOCATIONAL EDUCATION AND TRAINING AUTHORITY

……
……
……

Ref:…… **DATE:** ……

Principal,
……,
……,
……,
……

RE: RECOGNITION OF PREPARATORY REGISTRATION LETTER

At its sitting on……..the……..Zone VET Board in accordance with section 6.2(f) of part III of the VET Act No. 1, of 1994 as revised in 2006, hereby recognises you of having the potential of establishing a VET Centre.

Permission is therefore granted to establish a proposed VTC in accordance with manual for establishing of VET centre and guidelines and procedures of registration.

The preparatory stage is for a period of ……whereby at the end, you shall be required to inform the Zonal office for the next stage of Registration Process.

Yours truly,

……

Regional Director

C.c. Director General – VETA

TEMPLATE

Appendix 3

The Application Forms for Preliminary Registration Categories A-C and Category D

VOCATIONAL EDUCATION AND TRAINING AUTHORITY

APPLICATION FORM FOR PRELIMINARY REGISTRATION FOR CATEGORIES A-C OF VOCATIONAL TRAINING CENTRE
(VET Act No.1 of 1994 Part III Section 6 (2) (f)

Part A

(to be completed by the applicant in triplicate)

Section 1: Particulars of the Vocational Training Centre:

1.1 Name of the Training Centre :.....(Boarding/Day).....

(Attach Certificate of incorporation)

Category applied for........

1.2 Location:

Region: ..... Division or Ward: .....

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

Neighborhood.....

1.3 Address: ..... .

1.4 Phone:.....**Mobile**..... **1.5 Fax:** .....

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

1.8 Date of Establishment: .....

1.9 **Ownership** (tick the appropriate box):

Public:

☐ Central Government ☐ VETA

☐ Local Government ☐ Others (specify).....

Private:

☐ Personal ☐ Co-owned (specify) ..... ☐ Religious Institution

☐ Company ☐ Non-Governmental Organization (NGO) ☐ Others (specify).....)

1.10 Type of provision programme

☐ Institution training ☐ Workplace/ Formal training

1.11 Particulars of the Owner(s):

Name: ……

Address……..

Phone ……

Email ……..

1.12 **Legal Registration /Licensing from other authorities:** (specify and attach copies of supporting documents if any)

……

……

1.13 **Centre Governance** (tick appropriate box):

☐ Council ☐ Board of Trustees ☐ Others (specify)……..

☐ Board of Directors ☐ Advisory body/committee

Section 2: Particulars of the Training Centre Outputs

2.1 Vision of the Vocational Training Centre ……

……..

……..

……..

2.2 Mission of the Centre ……

……..

……..

2.3 Objectives**:** (elaborate further in a separate attachment if necessary)

a)……

b)……

c)……

2.4. Particulars of Curricula to be offered by the Centre:

(i) Long Courses to be offered in the proposed Centre (Use a separate attach

VETA FORM REG- 1A-C

occupations)

S/n	Curriculum	Approving authority	Duration in months	Entry qualifications	Installed Capacity	Title of award
1.						
2.						
3.						

(ii) Short Courses to be offered in the proposed Centre (Use a separate attachment to accommodate all occupations)

S/n	Curriculum	Approving authority	Duration in months	Entry qualifications	Installed Capacity	Title of award
1.						
2.						
3.						

2.5. Other Services to be offered (tick and provide details in a separate paper(s))

☐ Extension education ☐ Consultancy Services ☐ Others (specify).....

Section 3: Key inputs

3.1 Human Resources and organization structure:

3.1.1. Managerial staff.

Principal's qualifications (Attach CV, copies of certificates and testimonials):

Name	Sex	Academic qualification	Technical Qualification	Area of specialization	Experience (years)	Other posts held at the Centre

Training coordinator/Registrar (Attach CV, copies of certificates and testimonials

Name	Sex	Academic qualification	Technical Qualifications	Area of specialization	Experience (years)	Other posts held at the Centre

Centre administration officer (Attach CV, copies of certificates and testimonials

Name	Sex	Academic qualification	Technical Qualifications	Area of specialization	Experience (years)	Other posts held at the Centre

3.1.2. **Submit a list and qualifications of permanent Vocational Teachers in the format indicated below**(Attach CVs, copies of certificates and testimonials):

No	Name	Sex	Academic qualifications	Technical Qualifications	Teaching certificate	Area of specialization	Experience (years)	Other posts held at the Centre

3.1.3. **Submit a list and qualifications of part time of Vocational Teachers in the following format**(Attach CVs, copies of certificates, worker legal contract and testimonials):

No	Name	Sex	Academic qualifications	Technical Qualifications	Teaching certificate	Area of specialization	Experience (years)	Other posts held at the Centre

3.1.4. **Submit a list and qualifications of supporting staff in the following format** (Attach CVs, copies of certificates and testimonials):

No	Name	Sex	Academic qualifications	Technical Qualifications	Post held	Experience (years)

3.2 **Organizational Structure** (attach organization chart showing titles and names of office holders).

Section 4: Land and Infrastructure/Buildings and training facilities:

4.1. **Land (**title deed(s) for the land occupied by the Centre)

Title deed Number/Plot Number (if hired)	LEASED (Attach agreement)		
	Size (ha)	Lease Period	Use

4.2. **Building areas directly related to training** (attach building layout plan, Title Deed or lease Agreement)

Type	Number	Total floor area (m^2)	Ownership	
			Owned (Number of offices)	**Leased** (Number of offices)
Offices				
Classrooms				
Laboratory				
Workshops / kitchens				
Libraries				
Bookshops				
Assembly hall				
Cafeterias (trainees)				
Canteen (staff)				
Dormitories				
Staff quarters				
Others (specify)				

4.3. Training Facilities

4.3.1 Attach detailed list of training tools and their specifications in the following format per occupation:

No	Item name	Specifications	Unit	Quantity

4.3.2 Attach detailed list of training equipment and their specifications in the following format as per occupation:

No	Item name	Specifications	Unit	Quantity

4.3.3 Availability of toilets and change rooms for both males and females

No.	Area	Capacity		Number of toilets		Number of change rooms	
		Male	Female	Male	Female	Male	Female

4.3.4 Reference materials and Information systems:

a. Availability of books, manuals and journals per occupation (attach the list in the following format):

No	Author, Year Title, and Publisher	Number of copies		Remarks
		For teachers	For trainees	

b. Availability of Internet facility: Yes……./No……..(tick as appropriate)

4.4. **Utilities / Services (**Services available (tick as appropriate):

Type	Available	Not available	Remarks
Pipe Water Supply			
Waste water disposal			
Solid waste disposal			
Electricity			
Telephone			
Recreational			
Safety			
Security			
Transport			
Others (specify)			

Section 5: Funding

5.1 **Sources of funds** (attach relevant supporting documents, audited account report and current bank statement):

Type Of Funds	Source(s)	Annual Amount (Tshs)		Total
		Recurrent	Capital	
Own				
Loan				
Grant				
Fees				
Government Subsidy				
Others (specify)				
Total				

Section 6: Centre Plans

Attach Business Plans.

Section 7: Declaration

Part 1: Declaration by Applicant

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/withdrawal of registration application and/or prosecution.

Applicant's name .....

Applicant's Signature:.....Date:.....

Designation:.....Official Stamp:

Part 2: Declaration by applicant's witness

Application's witness signed by the ..... (Ward executive officer) on

the day of ..... month..... year.....

Name ..... Address .....

Official stamp

Part B

(To be completed by the VETA Regional Office)

Application Form

1. Dully filled Yes……./No……..

2. Attachments

Attachment	**Applicable**		**Submitted** (if applicable)	
	Yes	No	Yes	No
Copy of receipt for application fee				
Legal Registration /Licensing from other authorities:				
Centre Principal's credentials				
Organization chart of the training centre				
List, qualifications and CVs of permanent Vocational Teachers.				
List, qualification and CVs of part time Vocational Teachers.				
List, qualifications and CVs of supporting staff				
Title deed for the land occupied by the Centre				
Infrastructure/buildings layout plans and title deed or lease agreement.				
List of training equipment and furniture				
List of training tools				
List of reference materials and information system				
Business Plan				
Sources of funding:				
• Own (bank statement)				
• Loan (agreement)				
• Grant (agreement)				
• Government subsidy (evidence)				
• Fees				
• Others specified (evidence)				
Others (specified in the form)				

3. Decision of the Regional Director (tick appropriate option)

i) The information submitted is adequate to warrant physical assessment exercise. ☐

ii) The application form is complete but some of applicable attachments listed under item 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 ☐

I am completely satisfied that the information contained in the applicant's forms warrants the decision I have taken.

Name .....Signature.....Date.....

VOCATIONAL EDUCATION AND TRAINING AUTHORITY

APPLICATION FORM FOR PRELIMINARY REGISTRATION FOR CATEGORY 'D' CENTRE
(VET Act No.1 of 1994 Part III Section 6 (2)(f)

Part A
(To be completed by the applicant in triplicate)

Section 1.0: Particulars of the Centre

1.1. Name of proposed Centre: .....
1.2 Location:

Region: ..... Division or Ward:.....

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

Street ..... Neighbourhood .....

1.3 Address: .....

1.4 Phone:..... **1.5 Fax:** .....

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

1.8 **Date of Establishment** ..... Registration Number .....Attach Business License).

1.9 Ownership (tick the appropriate box):

☐ Personal ☐ Co-owned (specify) ..... ☐ Others (specify).....)

1.10 Particulars of the Owner(s):

Name: .....
Address.....
Phone .....
Email .....

Section 2.0: Particulars of Courses to be offered by the Centre:

2.1 Programmes to be offered in the proposed Centre (Use a separate attachment to accommodate all occupations)

S/n	Curricula	Approving authority	Duration in months	Entry qualifications	Installed capacity	Title of award
1.						
2.						
3.						

Section 3.0: Key Inputs

3.1 Human Resources:

3.1.1. **Senior Trainers Qualifications** (Attach CV and copies of certificates):

Name	Age	Sex	Highest Qualification	Area of specialization	Experience (years)

3.1.2. **Submit a list and qualifications of trainers employed in your centre in the format indicated below** (Attach CV and copies of certificates and testimonials):

No	Name	Sex	Academic Qualifications	Professional Qualifications	Area of Specialization	Experience (years)

Section 4.0: Land and Infrastructure/Buildings and Training Facilities:

4.1 Land (title deed(s) for the land occupied by the Centre)

Title deed Number/Plot Number (if hired)	LEASED (Attach agreement)		
	Size (ha)	Lease Period	Use

4.2. Training Facilities

4.2.1 Attach detailed list of training tools and their specifications in the following format per occupation:

No	Item name	Specifications	Unit	Quantity

4.2.2 Utilities / Services

Services available (tick as appropriate):

Type	Available	Not available	Remarks
Pipe Water Supply			
Waste water disposal			
Solid waste disposal			
Electricity			
Telephone			
Recreational			
Safety			
Security			
Others (specify)			

Section 5.0: Funding

Sources of funds (attach relevant supporting documents audited accounts and bank statements):

Type Of Funds	Source(s)	Annual Amount (Tshs)		Total
		Recurrent	Capital	
Own				
Loan				
Fees				
Others (specify)				
Total				

Section 6: 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/withdrawal of registration application and/or prosecution.

Applicant's name: .....

Applicant's Signature:..... Date:.....

Designation: .....

Official Stamp:

Part B

(To be completed by the VETA Regional Office)

B. Application Form

1. Dully filled Yes……. /No…….

2. Attachments

Attachment	**Applicable**		**Submitted** (if applicable)	
	Yes	No	Yes	No
Copy of receipt for application fee				
Business License				
Senior trainer's qualifications and CV				
List, qualifications and CVs of trainers				
Title deed or Lease agreement for the land occupied by the centre				
List of training equipment and furniture				
List of training tools				
Sources of funding:				
• Own (bank statement)				
• Loan (agreement)				
• Fees				
• Others specified (evidence)				
Others (specified in the form)				

3. Decision of the Regional Director (tick appropriate option)

i) The information submitted is adequate to warrant physical assessment exercise. ☐

ii) The application form is complete but some of applicable attachments listed under item 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 ☐

I am completely satisfied/ not satisfied that the information contained in the applicant's forms warrants the decision I have taken.

Name ……Signature……Date……

Regional Director

Official stamp

Appendix 4

The Assessment Forms for Preliminary Registration for categories A-C and category D

VOCATIONAL EDUCATION AND TRAINING AUTHORITY

ASSESSMENT FORM FOR PRELIMINARY REGISTRATION FOR CATEGORIES A -C OF VOCATIONAL TRAINING CENTRE

PART: A

(To be used in conjunction with Manual for Establishing VET Centre**)**

(VET Act No. 1 of 1994 Part III Section 6 (2) f)

(to be completed by the Assessor)

Section 1: Particulars of the Vocational Training Centre:

1.1 Name of the Centre: .....(Boarding/Day).....

Category applied for .....

1.2 Location:

Region:..... Division or Ward:.....

District or Municipality:..... Plot Number or Village/Street:.....

Neighbourhood .....

1.3 Address: .....

1.4 Phone:..... **1.14 Fax:** .....

1.15 E-mail: ..... **1.16 Web-page:** .....

1.17 Date of Establishment: .....

1.9 Ownership (tick the appropriate box):

Public:

☐ Central Government ☐ VETA ☐ Community owned (CBO)

☐ Local Government ☐ Other (specify).....

Private:

☐ Personal ☐ Co-owned (specify)..... ☐ Religious Institution

☐ Company ☐ Non-Governmental Organisation (NGO) ☐ Other (specify).....

1.10 Type of provision programme

☐ Institution Training ☐ Workplaces/informal training

1.11 Particulars of Owner:

Name……Address……

Location…… ……Telephone No ……Mobile No……..

Fax …… E-mail……

1.12 Legal Registration /Licensing from other authorities: (specify and attach copies of supporting documents)

……

1.13 Centre Governance

s/n	Assessment Area	Assessment Criteria	Standards		Scores		
			Available	Valid	Available	Valid	Total
			Actual		**50**	**50**	**100**
		CV					
		Minutes of Meetings					

Section 2: Particulars of the Courses to be offered by the Centre:

2.1 Long Course status

S/N	Course	Level	Number of trainees	Duration in Months	Entry Qualification	Installed capacity	Title of Award
1.		I					
		II					
		III					
2.		I					
		II					
		III					
3.		I					
		II					
		III					
4.		I					
		II					
		III					

2.2 Short courses/Tailor made status

S/N	Course	Duration in Months	Entry Qualifications	Installed Capacity	Title of Award
1					
2					

2.3 Curricula

S/N.	Assessment Area	Assessment Criteria	Standards			Scores			
			Available	Adequate	Relevancy	Available	Adequate	Relevancy	Total
			Actual			30	30	40	100
	Didactics materials	Curriculum							
		Syllabi							
		Teaching media							
		Reference materials							
Average score									

Section 3: Key Inputs

3.1 **Managerial staff** (Note varying qualifications for Training Coordinator /Registrar)

S/n	Assessment Area	Assessment Criteria	Standards			Score			
		Office Name	Form IV	Degree in a relevant field	3 years experience in a relevant field	Form IV	Degree in a relevant field	3 years experience in a relevant field	Total
			Actual			30	40	30	100
3.1.1.	Managerial staff	Centre Principal							
		Training coordinator/registrar							
		Centre Administration Officer							
Average score									

3.2 Supporting Staff

S/n	Assessment Area	Assessment Criteria	Standards			Scores			
			Form IV	ATECH / Stage II Certificate	2 years experience	Form IV	ATECH Stage II Certificate	2 years experience	Total
			Actual			30	40	30	100
3.1.2.	Supporting staff	Cashier							
		Personal Secretary							
		Stores officer							
		Office Attendant							
	Average score								

3.3 Teaching staff (use separate form to include every teacher)

S/n	Assessment Area	Assessment Criteria	Standards				Scores				
	Name of teacher	Occupation/Subject	Form IV	Diploma in relevant field	3 years experience(core)/ 1 year (support)	Certificate in teaching	Form IV	Diploma/ diploma in education	3 years experience(core)/ 1 year (support)	Certificate in teaching	Total
			Actual				20	30	30	20	100
Average score											

3.4 Part-time teachers

S/n	Assessment Area	Assessment Criteria	Standards					Scores					
	Name of teacher	**Occupation/Subject**	**Form IV**	**Diploma in relevant field**	**3 years experience(core)/ 1 year (support)**	**Certificate in teaching**	**Workers legal contract**	**Form IV**	**Diploma/ diploma in education**	**3 years experience(core)/ 1 year (support)**	**Certificate in teaching**	**Workers legal contract**	**Total**
			Actual					**20**	**30**	**10**	**20**	**20**	**100**
	Average score												

Section 4: Tools and equipment:

Occupation:……. (Each for one occupation Refer Manual for Establishing VET Centre)

S/n	Assessment Area	Assessment Criteria	Standards				Scores				
		Items	**Availability**	**Specification**	**Ratio**	**Working condition**	**Availability**	**Specification**	**Ratio**	**Working condition**	**Total**
			Actual				**25**	**25**	**25**	**25**	**100**
1	Tools										
2	Equipment										

Section 5.0: Buildings and Facilities

5.1 Land (title deed(s) for land occupied by the centre

S/n	Assessment Area	Assessment Criteria	Standards		Scores		
			Available	Valid	Available	Valid	Total
			Actual		50	50	100
		Certificate of occupancy/ lease contract					

5.2 Administration Building

S/n	Assessment Area	Assessment Criteria	Standards				Scores				
		Office Name	Space (m^2)	lighting	Ventilation	Furniture	Space	Lighting	Ventilation	Furniture	Total
			Actual				30	20	30	20	100
5.1.1.	Administration building	Principal									
		Secretary									
		Administrator									
		Cashier					.				
		Toilet for males									
		Toilet for females									
Average score											

S/n	Assessment Area	Assessment Criteria	Standards					Scores							
		Office Name	Availability	Location	Space	Lighting	Ventilation	Furniture	Space	Lighting	Ventilation	Furniture	Availability	Location	Total
			Actual						20	20	20	20	10	10	100
5.1.2	Facilitation Buildings	Conference													
		Library													
		Classroom													
		Offices							.						
		Toilet for males 1:10													
		Toilet for females 1:10													
5.1.3	Boarding Buildings	Dormitories													
		Kitchen													
		Cafeteria/Dinning													
		Toilet for males 1:10													
		Toilet for females 1:10													

S/n	Assessment Area	Assessment Criteria	Standards				Scores				
			Available	Condition	Size	Location	Available	Condition	Size	Location	Total
			Actual				25	25	25	25	100
5.1.4	Recreational facilities	Football									
		Netball									
		Athletic									
		Volleyball									
		Netball									
Average score											

5.2 Utilities:

S/n	Assessment Area	Assessment Criteria	Standards			Scores			
			Available	Reliable	Adequate	Available	Reliable	Adequate	Total
			Actual			40	30	30	100
5.2.1	Utilities	Water							
		Electricity							
		Communication system							
		Laundry							
		Sewerage system							
		Transport facilities							

5.3Training facilities for…… (*Occupation)*, Level ……..

S/n	Assessment Area	Assessment Criteria	Standard						Scores						
			Space (m^2)	Lighting	Ventilation	Electricity	Water	Location	Space or ratio	Lighting	Ventilation	Electricity	Water	Location	Total
			Actual						20	15	15	20	15	15	100
5.3.1	Training Facilities for Practical (Workshop, class room, timber yard, kitchen, store, change room, toilets restaurant, laboratory)														
	Average score														

S/n	Assessment Area	Assessment Criteria	Standard				Scores				
		Occupation name	Fire extinguisher	First aid kit	Emergency exit	Safety gears	Fire extinguisher	First aid kit	Emergency exit	Safety gears	Total
			Actual				20	30	30	20	100
5.3.2.	Occupation health and safety										
Average score											

Section 6: Financing

s/n	Assessment Area	Assessment Criteria	Standards			Scores			
			Available	Current Bank statement	Sustainable	Available	Current Bank statement	Sustainable	Total
			Actual			40	30	30	100
	Financing	Source of fund							

Section 7: Centre Plan

S/n	Assessment Area	Assessment Criteria	Standards		Scores		
			Available	Valid	Available	Valid	Total
			Actual		50	50	100
		Business Plan					
	Average score						

Name of the Assessor:……..

Further remarks (if any) …….

……..

Signature ……. Date…….

PART B

B.1 Recommendations of Zonal Secretariat

Following scrutiny of the documents and physical assessment of the Centre, the Zonal Secretariat is of the opinion that[1]:

i) The infrastructure is suitable/not suitable for the purpose of the training.

ii) The equipment is adequate/not adequate for the level of training.

iii) The qualifications of craft persons are adequate/not adequate for the level of training.

iv) The curriculum is adequate/not adequate for the level 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 appropriate/not appropriate for the type of training.

viii) The available support services are adequate/not adequate for the purpose of training.

The VET Regional Secretariat during its …….. meeting of …… with …… in the chair, having completely satisfied itself of the completeness, accuracy and reliability of the information presented by the applicant following by formal physical assessment recommends that

i) The centre be awarded Preliminary Registration in category ……..

ii) The application is rejected.

Further remarks (if any)

……

……

Signature …. ……. ……..

Regional Director Date

Official Stamp

[1] The scrutiny of the submitted and verified information shall be based on range statement which shall stipulate minimum requirements of staff, equipment and physical infrastructure for registration at a given level and for a given area of registration.

VOCATIONAL EDUCATION AND TRAINING AUTHORITY

ASSESSMENT FORM FOR PRELIMINARY REGISTRATION OF CATEGORY 'D' VOCATIONAL TRAINING CENTRE

PART: A

(To be used in conjunction with Manual for establishing VET Centres**)**

(VET Act No. 1 of 1994 Part III Section 6 (2) f)

(to be completed by the Assessor)

Section 1: Particulars of the Centre:

1.1. Name of the Centre: .....Day/Boarding.....

1.2. Location:

Region: ..... Division or Ward:.....

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

Street ..... Neighborhood .....

1.3. Address: .

1.4. Phone:..... **1.5. Fax:** .....

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

1.8. Date of Establishment ..... Registration Number .....

1.9. Ownership (tick the appropriate box):

☐ Personal ☐ Co-owned (specify)..... ☐ Other (specify).....

1.10 Particulars of Owner:

Name.....Address.....

Location..... Telephone No .....

Fax ..... E-mail.....

1.11 Legal Registration/ License from other authorities: (specify and attach copies of supporting documents)

.....

.....

Section 2.0: Particulars of the courses to be offered by the Centre:

2.1 Course status

S/N	Curriculum	Duration in Months	Entry Qualification	Intake per Year	Title of Award
1.					
2					

2.2 Curricula

S/N	Assessment Area	Assessment Criteria	Standards		Scores		
			Available	Relevant	Available	Relevant	Total
			Actual		50	50	100
	Didactics materials	Curriculum					
		Scheme of training					
		Teaching media					

Section 3: Key Inputs

Human Resources

3.1 Senior Trainer

	Assessment Area	Assessment Criteria	Standards					Scores			
			Form IV	National Certificate of Competence or equivalent	Minimum Instructional Methods Course	5 yrs hands on experience in relevant field	Form IV	National Certificate of Competence or equivalent	Minimum Instructional Methods Course	5 yrs hands on experience in relevant field	Total
			Actual					40	40	20	100
3.1	Name of Trainer	Occupation/Subject									
	Average score										

3.2 Assistant Trainers (use separate form to include every teacher)

S/N	Assessment Area	Assessment Criteria	Standards				Scores			
	Name of Trainer	Occupation/Subject	Form IV	National Certificate of Competence or equivalent	Minimum Instructional Methods Course	5 yrs hands on experience in relevant field	Form IV	National Certificate of Competence or equivalent	5 yrs hands on experience in relevant field	Total
			Actual				40	40	20	100
	Qualifications of trainers (Names of each)									
	Average score									

Section 4: Tools and equipment:

Occupation:…… (Refer Manual for establishing VET Centres)

S/N	Assessment Area	Assessment Criteria	Standard				Scores				
		Items	Availability	specification	Ration	Working condition	Availability	Specification	Ration	Working condition	Total
			Actual				25	25	25	25	100
		Tools									
		Equipment									

5.0 Training facilities for…… (Occupation), Module ……..

S/N	Assessment Area	Assessment Criteria	Standards						Scores								
		Items	**Space (m^2)**	**lighting**	**Ventilation**	**Electricity**	**Water**	**Appropriateness**	**Facilities for special need**	**Space or ratio**	**Lighting**	**Ventilation**	**Electricity**	**Water**	**Appropriateness**	**Facilities for special needs**	**Total**
5.1.	Training Facilities for Practical		**Actual**							**15**	**15**	**15**	**15**	**15**	**15**	**10**	**100**
		Workshop															
		Store															
		Change room															
		Toilets															
	Average scores																

S/N	Assessment Area	Assessment Criteria	Standards				Scores				
			Fire extinguisher	**First aid kit**	**Mean of escape**	**Safety gear**	**Fire extinguisher**	**First aid kit**	**Mean of escape**	**Safety gear**	**Total**
			Actual				**20**	**30**	**30**	**20**	**100**
5.2.	Occupation health and safety	Core subjects									
Average scores											

Section 6: Financing and Plans

S/N	Assessment Area	Assessment Criteria	Standards			Scores			
			Source of funds	Bank account	Sustainable	Source of funds	Bank account	Sustainable	Total
			Actual			30	30	40	100

S/N	Assessment Area	Assessment Criteria	Standards		Scores		
			Available	Acceptable	Available	Acceptable	Total
			Actual		50	50	100
	6.1 Plans	Documents					
Average scores							

Name of the Assessor:……..

Further remarks (if any) ……..

……..

Signature …….. Date……..

PART B

B.1 Recommendations of Zonal Secretariat

Following scrutiny of the documents and physical assessment of the Centre, the Zonal Secretariat is of the opinion that[2]:

ix) The infrastructure is suitable/not suitable for the purpose of the training.

x) The equipment is adequate/not adequate for the level of training.

xi) The qualifications of craft persons are adequate/not adequate for the level of training.

xii) The curriculum is adequate/not adequate for the level of training.

xiii) The level of funding is adequate/not adequate for the purpose of training.

xiv) The institutional governance is appropriate/not appropriate for the purpose of training.

xv) The structure and duration of training is appropriate/not appropriate for the type of training.

xvi) The available support services are adequate/not adequate for the purpose of training.

The VET Regional Secretariat during its …….. meeting of …… with …… in the chair, having completely satisfied itself of the completeness, accuracy and reliability of the information presented by the applicant following by formal physical assessment recommends that

i) The centre be awarded Preliminary Registration in category ……... ☐

ii) The application is rejected. ☐

Further remarks (if any)

……

……

Signature …. ……. ……..

Regional Director Date

Official Stamp

[2] The scrutiny of the submitted and verified information shall be based on range statement which shall stipulate minimum requirements of staff, equipment and physical infrastructure for registration at a given level and for a given area of registration.

B.2 Decision of the *VET Zonal Board*

i) The centre be awarded Preliminary Registration in category……..

ii) The application is rejected.

Further remarks (if any) ……
……

Signature…… …….. Date ……..……
Chairperson, Zonal VET Board

(Official Stamp)

Appendix 5

Preliminary Registration for Scoring Guide for Categories A-C and Category D

PRELIMINARY REGISTRATION FOR CATEGORIES A-C SCORING GUIDE

Name of the centre: ……

S/N	Assessment items	Maximum Score	Actual Score	
1.0	**Curricula**			
1.1	Didactics	5		
	Total Curricula	**5**		%
2.0.	**Teaching and non teaching staff**			
2.1.	Teaching staff	12		
2.2.	Managerial staff	4		
2.3.	Supporting staff	2		
	Total teaching and non teaching	**18**		%
3.0.	**Tools and equipment**			
3.1.	Tools	10		
3.2	Equipment	10		
	Total tools and equipment	**20**		%
4.0.	**Land and Infrastructure**			
4.1	Certificate of occupancy/ lease contract	5		
4.2	Workshop	8		
4.3.	Classrooms	5		
4.4.	Toilets	5		
4.5.	Administration building	3		
4.6.	Dormitories	1		
4.7.	Library	3		
4.8	Conferences	1		
4.9	Recreational facilities	1		
4.10	Offices	2		
4.10	Kitchen	1		
4.11	Cafeteria	1		
	Total infrastructure	**36**		%
5.0.	**Utilities**			
5.1.	Water	4		
5.2.	Electricity	4		
5.3.	Sewerage system	2		
5.4.	Communication system	2		
5.5	Laundry	1		
5.6	Transport facilities	2		
	Total Utilities	**15**		%
6.0.	**Financing and Plans**			
6.1.	Source of fund	3		
6.2	Centre Plans	3		
	Total financing	**6**		%
	Total score	**100**		

- Register if the total score is **≥ 80%** and each major item is **> 60%**.
- Provisionally register if the total score is **≥ 70%** but **< 80%** each major item is **> 60%**.
- Do not register if any **major item** score **is < 60%** or total score **< 70%.**

Recommendation by the assessor

Following the physical assessment of the Centre, the assessor 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 level of training.
iii) The qualified instructional staff is adequate/not adequate for the level of training.
iv) The curriculum is adequate/not adequate for the level 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 appropriate/not appropriate for the type of training.
viii) The available support services are adequate/not adequate for the purpose of training.
ix) Long term plans are adequate/not adequate for training projections.

Name of the Assessor:……..

Signature …… Date……..

PRELIMINARY REGISTRATION CATEGORY "D" SCORING GUIDE

Name of the centre: .....

SN	Assessment items	Maximum Score	Actual Score	
1.0	**Curricula**			
1.1	Approved			
	Total Curricula	**10**		%
2.0.	**Teaching staff**			
2.1.	Senior Trainer	10		
2.2.	Assistant Trainers	10		
	Total teaching	**20**		%
3.0.	**Tools and equipment**			
3.1.	Adequacy	9		
3.2	Appropriateness	8		
	Total tools and equipment	**17**		%
4.0.	**Infrastructure**			
4.1	Workshop	10		
4.2	Classrooms	5		
4.3.	Toilets	5		
4.5.	Library	3		
4.8	Offices	4		
	Total infrastructure	**27**		%
5.0.	**Utilities**			
5.1.	Water	5		
5.2.	Electricity	5		
5.3.	Sewerage system	3		
5.4.	Communication system	3		
	Total Utilities	**16**		%
6.0.	**Financing**			
6.1.	Bank account	3		
6.2.	Source	7		
	Total financing	**10**		%
	Total score	**100**		

- Register if the total score is **≥ 80%** and each major item is **> 60%**.
- Provisionally register if the total score is **≥ 70%** but **< 80%** each major item is **> 60%**.
- Do not register if any **major item** score **is < 60%** or total score **< 70%.**

Recommendation by the assessor

Following the physical assessment of the Centre, the assessor 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 level of training.
iii) The qualified instructional staff is adequate/not adequate for the level of training.
iv) The curriculum is adequate/not adequate for the level 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 appropriate/not appropriate for the type of training.
viii) The available support services are adequate/not adequate for the purpose of training.

Name of the Assessor:……
Signature …… Date……..

Appendix 6

Assessment Guide for Categorisation of VTC

SUMMARY ASSESSMENT FOR CATEGORIZATION

CENTRE …… CATEGORY APPLIED FOR ……

	CRITERIA	ACTUAL SITUATION	RECOMMENDATIONS
1. Occupation.	Number of occupations.		
	Qualifications levels.		
2. Staff Qualifications 2.1 Principal	Academic qualifications.		
	Professional qualifications.		
	Work Experience in relevant field.		
2.2. Vocational teacher	Academic qualifications.		
	Professional qualifications.		
	Teaching qualifications.		
	Work Experience in relevant field.		
2.3 Training coordinator	Academic qualifications.		
	Professional qualifications.		
	Teaching qualifications		
	Work Experience in training		
2.4 Accountant	Academic qualifications.		
	Professional qualifications		
	Work Experience in relevant field		
3. Centre Capacity.	Teacher trainee's ratio per class.		
	Infrastructure.		
	Tools and equipment.		

Name of the Assessor: ……

Further remarks (if any) ……

……

Signature …… Date……..

PART B

B.1 Recommendations of Regional Secretariat

Following scrutiny of the documents and physical assessment of the premises of the institution, the Regional Secretariat is of the opinion that[3]:

i) The infrastructure is suitable/not suitable for the purpose of the training.
ii) The equipment is adequate/not adequate for the level of training.
iii) The qualified instructional staff is adequate/not adequate for the level of training.
iv) The curriculum is adequate/not adequate for the level 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 appropriate/not appropriate for the type of training.
viii) The assessment and examination procedure is 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 VET Regional Secretariat during it's ……. meeting of ……with …… in the chair, having completely satisfied itself of the completeness, accuracy and reliability of the information presented by the applicant followed by formal physical assessment recommends that:

☐ The centre is awarded full registration in category.

☐ The application is rejected.

Further remarks (if any) …….

……..

……..

……

Signature ……. …… ……..
Chairperson Secretary Date

Official Stamp

[3] The scrutiny of the submitted and verified information shall be based on range statement which shall stipulate minimum requirements of staff, equipment and physical infrastructure for registration at a given level and for a given area of registration.

B.2 Decision of the zonal VET Board

The Zonal VET Board during its ……meeting of ……deliberated on the submission by the applicant and recommendations by the Board and made the following decision:

☐ The centre is awarded full registration in category.

☐ The application is rejected

Further remarks (if any) ……

……

……

……

Signature …… Date …….

Chairperson, Zonal VET Board

(Official Stamp)

Appendix 7

Preliminary Registration Certificate

VOCATIONAL EDUCATION AND TRAINING AUTHORITY

Certificate No:

Serial No. 00001

Certificate of Preliminary Registration

It is hereby certified that

……..

having satisfied the requirements for Preliminary Registration as a Vocational Education and Training Centre, under the provisions of the Vocational Education and Training Cap 82 Revised Edition 2006, has duly been granted Preliminary Registration on the……day of…….. 20……in category……. to provide training at …….. Ward …….. District, …….. (Region) …….. in the following sectors as per outlined occupations overleaf:

1. _____ 4._____
2. _____ 5. _____
3. _____ 6. _____

This certificate is valid up to ……day of…… ……..

……. ……..

VET Board Chairman **Director General**

This Certificate is a property of VETA and is not Transferable to another location.

SECTOR	OCCUPATIONAL	LEVEL
_____	_____	