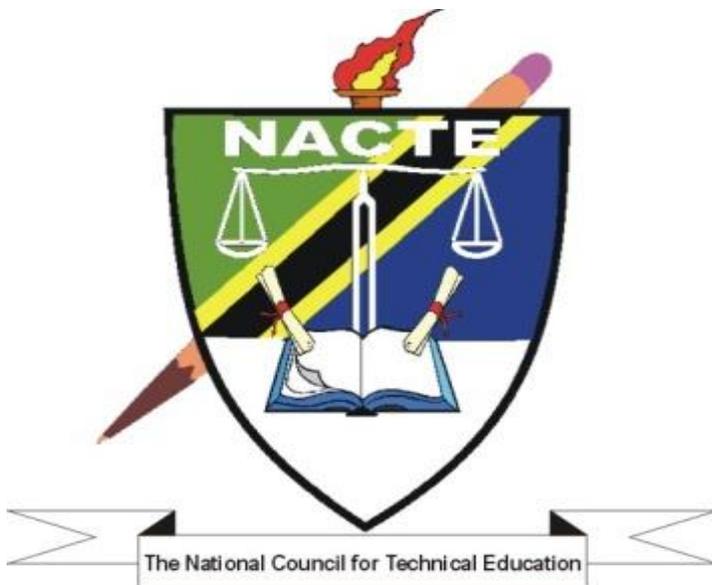


THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION



Information on Procedures for Accrediting Technical Institutions in Tanzania

*“Striving for
World-Class Excellence in
Technical Education and Training”*

Introduction

The National Council for Technical Education (NACTE) is a statutory body established by Act of Parliament, Cap. 129, to oversee and coordinate the provision of technical education and training in Tanzania provided by non-University tertiary institutions.

Section 5 (1) (a) of the National Council for Technical Education Act, Cap. 120, empowers the Council to register and accredit technical institutions capable of delivering courses.

Accreditation is mandatory [National Council for Technical Education (Accreditation and Recognition) Regulations, 2001 (Government Notice No. 41 published on 18/01/2002)].

NACTE therefore deals with many disciplines and sectors. The Council has clustered the various technical fields into four subject areas, and established a Subject Board to handle each subject area. The four subject areas and their corresponding Subject Boards are:

- a. Business, Tourism and Planning (BTP);
- b. Health and Allied Sciences (HAS);
- c. Science and Allied Technologies (SAT); and
- d. Teaching and Learning Facilitation (TLF).

ACCREDITATION

Accreditation is an approval of the Council granted to an institution on account of having programmes and quality assurance system that ensures the provision of set qualifications and educational standards. Accreditation is a continuous process, the heart of which lies in periodic self-appraisal by each institution. Accreditation is renewable after every five (5) years.

Institutions are required to process for accreditation within six months after being granted Full Registration and must be accredited within five years, otherwise their registration will be withdrawn by the Council.

The main purposes of Accreditation:

- (a) To assure the educational community, the general public and other

stakeholders that an institution:

- (i) Has clearly defined objectives appropriate to technical education and training;
 - (ii) Has established conditions under which training achievements can reasonably be measured;
 - (iii) Is organized, staffed, well resourced and sustainable and that it can be expected to continue to be so; and
 - (iv) Meets educational and training standards demanded by the relevant occupational sector.
- (b) To encourage institutional development and improvement through self study and periodic evaluation by qualified peer professionals.
- (c) To develop and use NACTE standards to assess and enhance educational quality and institutional performance.
- (d) To promote interchange of ideas among public and private institutions through various for such as annual meetings, publications and other forms of information dissemination.
- (e) To protect institutions against encroachments this might jeopardize their educational effectiveness or academic freedom.

Accreditation Requirements

(A) Compliance with Accreditation Standards

The Accreditation Standards are statements that describe good practice in technical institutions. NACTE has established ten Accreditation Standards:

1. Institutional Vision and Mission

This standard requires the institution to have clear statements of Vision and Mission that define the institution, its educational purposes, its student constituency, and its place in technical education and training community.

2. Governance and Administration

This standard requires the institution to have a clear governance system and organizational structure with a Governing or Advisory Board or Council responsible for quality and integrity of the institution. The system must be designed in line with the provisions in the institution's establishing legal instrument. The institution is also required to have administrative staff of appropriate size to enable the institution achieve its goals and must be so organized to provide the required administrative services.

3. Institutional Integrity

This standard requires the institution to ascribe to, advocate and demonstrate honesty, truthfulness in presentations to its constituencies and the public; in its pursuit of truth and dissemination of knowledge; in its treatment of and respect for administration, academic and supporting staff, and students; in management of its affairs and in relationship with NACTE and other external agencies. The essence of this standard has to do with integrity and honesty in all areas of institutional operations.

4. Institutional Effectiveness

For this standard, the institution is required, appropriate to its mission and purposes, to develop and implement a broad based system of education and training, evaluation and planning, to assess institutional effectiveness and use the results for institutional improvement. The institution is also required to identify institutional outcomes that can be validated by objective evidence.

5. Educational Programmes

This standard requires the institution to offer appropriate academic level programmes in recognized fields of study that culminate in identified student competencies leading to the National Technical Awards (NTA). The institution is required to demonstrate that education and training programmes it offers support the mission and vision for which it was established. The institution is further required to have clearly defined processes for establishing and evaluating all of its educational programmes.

6. Student Support and Development

This standard requires the institution to recruit and admit students appropriate to its programmes. The institution is also required to identify the diversity needs of its students and provide appropriate support services and educational programmes to address those needs. The institution is further required to have the entire student pathway characterized by a concern for student access, progress and success.

7. Information and Learning Resources

For this standard the institution is required to have information and learning resources sufficient in quality, depth, diversity, and currency to support the institution's activities and programmes. The institution is also required to have professionally qualified staff to provide appropriate support to users of information and learning resources, including training in effective application

of information technology to students' learning and training.

8. Teaching and Supporting Staff

This standard requires the institution to have sufficient numbers of qualified full-time and part-time staff, with appropriate education, training and experience, to effectively support its educational programmes and services wherever offered and by whatever means delivered. This standard asks the institution to assess its academic and support staff in terms of their qualifications, selection and their evaluation. It also asks evaluation of professional development activities and personnel policies.

9. Physical Resources

This standard requires the institution to have sufficient and appropriate physical resources to effectively support its education and training purposes and goals. Thus this standard requires that the institution reviews the quality of its facilities and their maintenance.

10. Financial Resources

For this standard the institution is required to have adequate financial resources to achieve, maintain and enhance its education and training programmes. The level of financial resources provides a measure for sustainability, viability and assurance for institutional improvement.

(B) Establishment of a QA System

The institution is required to also ensure that it has in place a Quality Control (QC) and Quality Assurance (QA) mechanism. This entails having a sound Quality Control (QC) and Quality Assurance (QA) policy, Quality Management Plan and QC/QA committee for coordinating the QC and QA activities of the institution. This is a basic requirement for ensuring that the institution offers training leading to quality assured qualifications, a necessary condition for national and international recognition.

(C) Adoption of National Technical Awards

The institution is further required to ensure that its training programmes leading to the National Technical Awards (NTA) are supported by curricula, which are developed by following the NACTE requirements for the same. These include but not limited to conducting a labour market demand survey, developing outcomes/competence-based modular schemes and adopting a

semester system. Curricula should have stakeholders' endorsement and institutional approval before they are submitted to NACTE for validation.

(D) Recognition of Department

The candidate institution is required also to ensure that it prepares itself for departmental recognition, which is a certification that institution's department has the capacity to deliver a curriculum prepared or approved by NACTE. This entails having the capability to evolve, design, deliver or manage a course programme at a level and standard expected. The institution should therefore submit particulars of its departments that can be assessed for the same.

Upon receiving satisfactory submissions from technical institutions pertaining to the Assurance System, Curricula, Departmental Recognition and Self Evaluation Study, NACTE appoints an evaluation team to verify the information contained in the submissions. The team's recommendations are discussed by the relevant Subject Board and then forwarded to the Council for consideration and decision on accreditation.

(E) Self-evaluation Study Report for Institutions

The Council has prepared a self-evaluation guide for technical institutions. The self-evaluation is part of the accreditation process that aims at improving institutions effectiveness in achieving its stated purposes. The self-study examines every aspect of institutional functioning against NACTE's standards of good practice. The self-evaluation guide requires the institution to present to NACTE a self-evaluation study as a step towards accreditation. The self study report is supposed to include, among other things, a description of what the institution is doing, an assessment of how the institution is doing and an action plan to address issues raised in the appraisal exercise.

Accreditation Awards

NACTE has three accreditation Award categories, namely:-

Accreditation Candidacy Status: Granted to an institution once it attains full registration award upon fulfillment of some NACTE Academic Qualification Standards. The Council initially grants accreditation candidacy status to accreditation applicants after being convinced that they are undertaking the

necessary steps to reach demonstrable compliance with the accreditation standards of the Council. During candidacy an institution is required to form Accreditation Steering Committee, which should guide the accreditation process. The process includes:

- (a) Preparation of a draft Self-evaluation Study Report on what the institution is doing to comply with the NACTE accreditation standards. The report should be widely discussed within the institution;
- (b) Establishment of a Quality System evidenced by Quality Policy and Quality Management Plan;
- (c) Adoption of the National Technical Awards (NTA) of the Council; and
- (d) Submission of information on departments that have the capacity to deliver a curriculum prepared or approved by the Council.

The Chief Executive of the Candidate Institution is required to submit to NACTE the final version of the Self Evaluation Study Report and other documents stated above for further processing.

Provisional Accreditation: The Council grants provisional accreditation award to an institution when the Council is of the opinion that there are some requirements to be fulfilled by institution with pending fulfillment of the identified requirements within a specified time frame.

Where the institution fails to fulfill the requirements within the time, then the Council may:

- (a) Cancel the Provisional Accreditation granted to the institution; or
- (b) After being satisfied that, there was reasonable cause for failure to comply, extend the time for Provisional Accreditation to such other time, as it may be determined.

Full Accreditation: The Council grants full accreditation award to institutions which meet adequately the above stipulated accreditation requirements.

NOTE: it is illegal to operate an institution without being registered and accredited by the relevant body. All non-University tertiary institutions are required to be registered and accredited by NACTE.

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Registration Regulations

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