

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

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

(NO. 9 OF 1997)

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REGULATIONS
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Made under Section 24 (1) (a)

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

PART I
PRELIMINARY

- | | |
|------------------|---|
| Citation | 1. –These regulations may be cited as the National Council for Technical Education (Registration of Technical Institutions) Regulations, 2001. |
| Interpretation | 2. –In these regulations unless the context otherwise requires; |
| Act No.9 of 1997 | “Act” means the National Council for Technical Education Act, 1997;
“Council” means the National Council for Technical Education established under the Act;
“Board” means a Board established by the Council under Section 7 of the Act; |

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

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

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

PART II

REGISTRATION OF TECHNICAL INSTITUTIONS

Requirement to register
Technical Institutions

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

Restriction

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

PART III

PROCEDURE FOR REGISTRATION

Notice for Registration

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

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

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

Application Form for registration of institutions.

Application Forms

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

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

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

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

Submission of
Application Form

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

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

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

Inspection of form by
the Secretary

8. – Where-

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

(b) the necessary attachments are missing but the form has been duly filled, then the Application Form and the attachments shall be retained and the applicant shall be required to submit the missing information.

(c) the Application Form has been duly filled and all the required attachments have been properly submitted, then the Secretary shall refer the form together with its attachments to the Board.

Report

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

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

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

PART IV EVALUATION OF APPLICATION

Evaluation of
Application Form

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

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

Evaluation Score

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

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

Physical Inspection

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

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

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

any other item which the Committee may consider necessary.

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

Modification and
recommendations to the
Council

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

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

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

PART V REGISTRATION AWARDS

Awards

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

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

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

Full registration

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

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

Provisional registration

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

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

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

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

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

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

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

Preparatory registration

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

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

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

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

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

Registration Certificate

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

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

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

Rejection of application

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

Cancellation of
Certificate of
Registration

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

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

PART IV
MISCELLANEOUS PROVISIONS

Appeal

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

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

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

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

Offences and Penalties

22. – (1) No person shall

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

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

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

FIRST SCHEDULE

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

FEES

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

SECOND SCHEDULE

(Under regulation 6)

APPLICATION FORMS

NACTE FORM REG-01

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

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

Part A

(to be completed by the Applicant)

Section 1: Particulars of the Training Institution

1.1 Name of the Institution:

1.2 Location:

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

1.3 Address:

.....

1.4 Phone: **1.5 Fax:**

1.6 E-mail: **1.7 Webpage:**

1.8 Date of Establishment:.....

1.9 Ownership (tick the appropriate box):

(i) Public:

Central Government

Local Government

Religious

Non Governmental Organisation (NGO)

Others (specify)

(ii) Private:

Personal

Semi-private (co-owned) - specify

.....

Company

Other (specify)

.....

1.10 Particulars of Owner:

Name:
Age: (where applicable)
Sex: Male / Female (where applicable)
Nationality(ies): (where applicable)

1.11 Institutional Governance (tick appropriate box):

- Council
- Board of Trustees
- Board of Directors
- Other (specify)

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

.....
.....

Section 2: Particulars of the Training Institution Outputs

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

- Government Requirement
- Business Venture (attach Feasibility Study Report)
- Religious
- Service Based on Needs Assessment (attach Needs Assessment Report)
- Others (specify)..... (attach supporting documents)

2.2 Vision:

.....
.....
.....

2.3 Mission:

.....
.....
.....

2.4 Objectives:

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

2.5 Training Particulars:

2.5.1 Subject Sector (tick the appropriate boxes):

- Agriculture, Natural Resources and Environment
- Business and Management

Engineering and Other Sciences

Health and Allied Sciences

Planning and Welfare

Note:

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

2.5.2 Type and Level of Training Offered (Existing):

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

2.5.3 Type and Level of Training Planned (New):

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

2.6 Other Services Offered/to be Offered

Extension Services (Elaborate):

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

Section 3: Training Process

3.1 Curriculum:

Content (attach 3 copies for each subject).

Who prepares (indicate name of individual or body):

Reviewer/moderator:

Frequency of review/moderation:

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

Describe the approval process (if any):

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

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

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

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

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

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

- Part time (state maximum/minimum duration):
- Block studies (state maximum/minimum duration)
- Others(specify and state duration)

3.5 Examinations

Examining Authority:

Describe procedure for setting examinations:

.....

Describe procedure for administering examinations:

.....

Describe procedure for marking examinations:

.....

Describe external examination procedures (if any):

.....

3.6 Awards

3.6.1 Existing Awards (fill in appropriate information)

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

3.6.2 Planned Awards (fill in appropriate information)

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

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

Section 4: Key inputs

4.1 Human Resources:

Name of the Chief Executive Officer:

Qualifications (attach CV):

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

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

S/N	Name	Age	Qualifications	Area of Expertise	Experience (years)	Foreign/ Local	Other posts held at the Institute/College

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

S/N	Name	Age	Qualifications	Area of Expertise	Experience (years)	Foreign/ Local	Other posts held at the Institute/College

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

S/N	Name	Age	Qualifications	Support Service Offered	Experience (years)

4.2 Students:

Estimated annual demand of graduates for each training offered:

Direct Entry (from school)

In Service

Other (specify):

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

4.3 Physical Resources:

4.3.1 Land:

Owned (attach title deed)

Leased (attach agreement)

Size:

Size:

Ownership period:.....

Lease period:

Other (specify):

Size:

Occupation period:.....

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

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

4.3.3 Equipment:

Attach detailed list of teaching equipment and furniture

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

4.3.4 Furniture:

Attach detailed list of teaching equipment and furniture

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

4.3.5 Tools and Audio-visual Aids:

Attach detailed list of teaching equipment and furniture

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

4.3.6 Information resources/systems:

Books (state approximate total number available):

Journals (attach list of subscribed journals):

Electronic:

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

4.3.7 Services: (Indicate services available and provider):

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

Section 5: Funding

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

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

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

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

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

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

5.4 Fee Structure:

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

Section 6: Long-term Plans

6.1 Student Intake:

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

6.2 Indicate Projected Student Staff Ratios:

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

Note: Expert Staff includes both teaching and training staff

6.3 Physical Facilities:

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

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

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

Section 7: Declaration

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

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

Applicant's Signature: **Date:**

Applicant's Name in full:

Designation: **Official Stamp:**

Section 8: Applicant's Witness and Confirmation

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

Address:

Date:..... (Official Stamp):

Part B
(to be completed by the NACTE Secretariat)

Section 1: Assessment of Application Form

1.1 Duly filled Yes / No (delete the inappropriate)

1.2 Attachments

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

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

Average Score of submitted information:

2.2 Stage II: Physical Verification

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

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

Weighted score for each item:

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

Average Weighted Score of submitted information:

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

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

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

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

Further remarks (if any):

Signature

Name in Full **Date**

Designation **Chairman of**..... **Secretary of**.....

..... **Subject Board** **Subject Board** **Location**

Section 3: Decision of The Council

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

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

Further remarks (if any)

Signature

Name in Full **Date**

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

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

Institution Registration Number **Registration Certificate Number**



—————
SCHEDULES
—————

—————
THIRD SCHEDULE
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(Under regulations 13)
INSPECTION FORM

NACTE FORM INSP-1

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

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

Section 1: Particulars of the Training Institution

- 1.13 Name of the Institution:**
- 1.14 Location:**
- District or Municipal: Plot Number or Village:.....
- 1.15 Address:**
-
- 1.16 Phone:** **1.17 Fax:**
- 1.18 E-mail:** **1.19 Webpage:** :

Section 2: Infrastructures / Buildings

2.1 Infrastructure verification

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

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

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

None	Poor					Full
0	1	2	3	4	5	

2.4 Comment if any

.....

Section 3: Equipment

3.1 Does the Equipment list provided match with those verified?

None	Poor					Full
0	1	2	3	4	5	

3.2 Comment if any

.....

Section 4: Furniture

4.1 Does the Furniture list provided match with those verified?

None	Poor					Full
0	1	2	3	4	5	

4.2 Comment if any

.....

Section 5: Tools and Audio-visual Aids

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

None	Poor					Full
0	1	2	3	4	5	

5.2 Comment if any

.....

Section 6: Information Resources / Systems

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

None	Poor					Full
0	1	2	3	4	5	

6.2 Comment if any

.....

Section 7: Services

7.1 Do the Services list provided match with those verified?

None	Poor					Full
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0 1 2 3 4 5

7.2 Comment if any
.....

Section 8: Qualified Teaching Staff

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

None Poor Full
0 1 2 3 4 5

8.2 Comment if any
.....

Section 9: Curricula

9.1 Do the Curricula provided match with that verified?

None Poor Full
0 1 2 3 4 5

9.2 Comment if any
.....

Section 10: Level of Funding

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

None Poor Full
0 1 2 3 4 5

10.2 Comment if any
.....

Signed:

Physical Verification Team Leader

Full Name:

Date:

Dar es Salaam
20th September 2001

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