

**VOCATIONAL TRAINING AUTHORITY  
(REGISTRATION OF VOCATIONAL TRAINING CENTRE)  
REGULATIONS, 2007.**

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**THE VOCATIONAL TRAINING AUTHORITY**

**ACT, 2006**

**(No. 8 of 2006)**

**REGULATIONS**

**(Made under Section 30)**

**THE VOCATIONAL TRAINING AUTHORITY (REGISTRATION OF VOCATIONAL TRAINING CENTRES)  
REGULATIONS, 2007.**

**PART I  
PRELIMINARIES**

- Citation            1. – These Regulations may be cited as the Vocational Training (Registration of Vocational Training Centres) Regulations 2007 and shall come into operation immediately upon being signed by the minister and published in the official gazette.
- Interpretation      2. – In these regulations unless the context otherwise requires;
- “Act” means the Vocational Training Authority Act No. 8 of 2006.
- “Authority” means the Vocational Training Authority established under Section 5 of the Act.
- “Board” means the Board of Directors established under Section 9 of the Act.
- “Centre” means Vocational Training Centre owned by the Government, None Government Organization of the Act, and includes both public and private.
- “Committee” means the Board Committee established under the Section 12(1) of the Act.
- “Secretary” means the Secretary of the Board, who is also the Executive Director of the Authority, appointed under Section 8 of the Act

**PART II  
REGISTRATION OF VOCATIONAL TRAINING CENTRES**

- Requirement to register Vocational Training Centres      3. – All Centres are required to register with the Authority.

**PART III  
PROCEDURES FOR REGISTRATION**

- Notice for registration      4. – (1) It shall be the duty of the Secretary to make a public notice in the media requiring all unregistered Centres to apply for registration under the Act within the period prescribed in the notice.
- (2) Notwithstanding sub-section (1), the Notice under sub-section (1) of this section may be made by sending a letter of notice to specify or all Centres as may be required.
- (3) Centres shall, after receiving letter of notice from the Secretary or through media, as the case may be, write a letter addressed to the Secretary requesting for prescribed Application Form for Registration of Centres.
- Application Form      5. – (1) The Secretary shall immediately after receiving the letter requesting for registration under

section 4, 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-sections (1) of this section shall be as prescribed in the Second Schedule to these Regulations and referred to as VTA FORM REG-01.

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

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

Submission of Application Form.

6. – (1) The applicant shall immediately, after filling 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-section (1) inspect the form to ascertain that:

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

Inspection of form by the Secretary.

7. – 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 attachment; and
- (b) the necessary attachments are missing but the form has been dully 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 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

8. – (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 under sub-section (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.

#### **PART IV EVALUATION OF APPLICATION**

Evaluation of Application Form

9. – (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, subject to Section 12(1) of the Act, appoint Committee to perform the evaluation of Application Form under these Regulations.

Evaluation score

10. – (1) The appointed Committee shall ascertain whether the information as contained in the Application Form meets the criteria, rank the evaluation score from “0” to “5”.

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

Physical inspection

11. – (1) The Committee shall after the completion of physical verification of the information under the sub-section (2) of section 10 of these regulations, proceed to conduct a physical inspection of the Centre 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-section (1) shall include inter alia:

- (a) infrastructure or buildings;
- (b) equipments;
- (c) furniture;
- (d) tools and audio visual aids;
- (e) information resources or systems;
- (f) support services;
- (g) qualifications of training 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 Committee shall, in conducting physical inspection of the Centre, use the form referred to as the VTA FORM INSP-01 prescribed in the Third Schedule to these Regulations.

Modification and recommendations to Board

12. - (1) The Committee may, based on the information obtained during physical verification;

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

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

## **PART V REGISTRATION AWARDS**

Awards

13. – (1) The Board may, after considering the recommendations given under section 12 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-section (1) shall include:
- (a) Full registration;
  - (b) Provisional registration; and
  - (c) Preparatory registration.

Full registration

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

Provisional registration

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

(2) Where the programme is less than three years, the applicant shall before registration, be required to have the resources for whole duration of the programme.

(3) Centres under section (2) of this section shall only be allowed to admit trainees after registration by Board.

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

(5) The provisional registration awarded by the Board under this section shall be valid for a

period as may be prescribed by the Board; and the Centre shall, after the expiry of the prescribed period, be required to apply for full registration within the period of two years.

(6) The Board shall, where the Centre under this section has failed without reasonable cause, to process full registration within the prescribed period, immediately write a letter requiring to stop admitting trainees, provided that existing trainees shall be allowed to continue with training and complete their studies at the same Centre,

Preparatory registration

16. – (1) The Board shall, where the applicant is still under preparation for establishing a Centre, award preparatory registration and issue to the applicant a letter of authorisation, certifying that the applicant has been authorised to proceed with the preparatory process.

(2) Centre awarded preparatory registration under sub-section (1) shall not be allowed to admit trainees.

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

(4) The Board shall, where the Centre has been awarded preparatory registration under sub-section (3) require such Centre to stop admitting new trainees until it meets requirements for at least provisional registration.

Registration certificate

17. – (1) The Secretary shall, where the Board has granted the registration award to the Centre:

- (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 Board;
- (d) Prepare the Registration Certificate which shall be signed by the Chairperson and the Secretary of the Board before it is forwarded to the successful applicant.

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

Rejection of application

18. – (1) The Board may, where the applicant does not meet the requirements for any class of registration awards under sub-section (2) of section 13, reject the application.

(2) Notwithstanding sub-section (1) of this section the Board 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

19. – (1) Any applicant who is aggrieved by the decision of the Board under section 19 may lodge the appeal to the Minister as prescribed in Section 19 of the Act.

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

(3) The Committee appointed under sub-section (2) of this section, shall determine its own procedure in dealing with the appeal.

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

Offences and Penalties

21. – (1) No person shall

- (a) establish and operate any Centre without registration of the Centre under these regulations; or

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

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

**FIRST SCHEDULE**

*(Under sections 5 (1) }*

**FEES**

<b>##</b>	<b>Item</b>	<b>Fee, (TSh)</b>
1.	Application Form	30,000.00
2.	Inspection Fee	50,000.00
3.	Certificate of Full Registration	100,000.00
4.	Certificate of Provisional Registration	80,000.00

**SECOND SCHEDULE**

(Under section 5 (2) )

**APPLICATION FORM**

**VOCATIONAL TRAINING AUTHORITY  
(VTA)**

**APPLICATION FORM FOR THE REGISTRATION OF VOCATIONAL  
TRAINING CENTRE**

**PART A**

(To be completed by the Applicant)

**SECTION ONE: PARTICULARS OF THE VOCATIONAL TRAINING CENTRE**

**1.1 Name of the Centre:** .....

**1.2 Location:** .....

Region: ..... District: .....

**1.3 Address:** .....

.....

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

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

**1.8 Date of Establishment:** .....

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

(i) Public

Central Government

Local Government

Religious

None Government Organisation (NGO)

Others (specify) .....

(ii) Private

Personal

Semi-private (co-owned) – specify  
.....

Company

Others (specify) .....

**1.10 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
- Others (specify) .....

**SECTION TWO: PARTICULARS OF THE VOCATIONAL TRAINING CENTRE OUTPUT**

**2.1 Purpose of establishing the Centre (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 appropriate boxes):**

- Trade and Service Industry
- Repair and Service Industry
- Construction Industry
- Manufacturing Industry



**Note:**

Trade and Service include Restaurant Food Production, Front Office Reception, Housekeeping, Food and Beverage Service, Compute Operator, Secretarial Services, Professional Driving, Accountancy and Bookkeeping, Eco-tourism. Repair and Service include Electronics Repair, Computer Repair, Refrigeration and Air Conditioning Repair, Motor Vehicle Mechanics Repair and Maintenance.

Construction includes Civil and Architectural Drawing, Plumbing and Pipe Fitting, Electrical Installation, painter Artisan, Bricklaying and Masonry, Welding and Fabrication.

Manufacturing Industry includes Wood Carving, Fitter Mechanics, Tailoring and Garment Design, Food Processing.

**2.5.2 Type and Level of Training Offered**

<b>Type of Training/service</b>	.....
Beneficiary (tick appropriate box)	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Youths <input type="checkbox"/> Children <input type="checkbox"/> Others (specify) .....
Trainees Intake (per annum)	.....
Training Duration (month)	.....
Number of Streams	.....
Procedures applied to join the Centre (tick appropriate box)	<input type="checkbox"/> Interview <input type="checkbox"/> Written examination <input type="checkbox"/> Oral examination <input type="checkbox"/> Others (specify) .....
Minimum Entry Qualification	.....
Title of Award/Qualification sought	.....
Are the trainings freely provided? (tick appropriate box)	<input type="checkbox"/> Yes <input type="checkbox"/> No If "No", how much per annum? (TShs) ..... .....

**SECTION THREE: 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):**

Professional Bodies (state and attaché evidence)       Others (specify)

Government (specify Ministry or Government Authority) .....  
.....       None

**3.3 Structure of the Training (tick and complete appropriate boxes)**

Course work (state effective duration) .....       Field work (state effective duration) .....

Practical at the Centre (state effective duration) .....       Others (specify and state effective duration) .....

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

Full time (state maximum/minimum duration): .....       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**

Examination Authority: .....

Describe procedures for administering examinations: .....

Describe procedures 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)

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)

**SECTION FOUR: KEY INPUTS:**

**4.1 Human Resources**

Name of 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 trainers in the following format:

##	Name	Age	Qualification	Area of Expertise	Experience (years)	Foreign Local	Other posts held in the Centre

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

##	Name	Age	Qualification	Area of Expertise	Experience (years)	Foreign Local	Other posts held in the Centre


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

##	Name	Age	Qualification	Support Service Offered	Experience (years)

**4.2 Trainees:**

Estimate annual demand of graduates for each training offered. ....

Admission procedure (tick appropriate boxes)

Direct Entry (from school)

In service

Others: (specify) .....

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

**4.3 Physical Resources:**

4.3.1 Land

Owned (attaché title deed)

Leased (attach agreement)

Size: .....

Size: .....

Ownership: .....

Lease period: .....

Others (specify): .....

Size: .....

Occupation period: .....

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

Type	Number	Total floor area	Ownership		
			Owned	Leased	Hired
Offices					
Classrooms					
Laboratories					
Workshops					
Dormitories					
Assembly Hall					
Libraries					
Cafeterias					
Staff quarters					
Bookshops					
Others (specify)					

4.3.3 Equipment and 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)

4.3.4 Tools and Audio-visual Aids

Attach detailed list of Teaching Tools and Audio-visual Aids

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

4.3.5 Information Resources/Systems

- (a) Books (state approximate total number available)
- (b) Journals (attach list of subscribed journals)
- (c) Electronics

Access to Internet Yes/No (delete inappropriate)

CD ROMS available Yes/No (delete inappropriate)

4.3.6 Services: (Indicate services available and provider).

Type	Internal	External	Provider (if external)
Pipe water supply			
Waste water disposal			
Solid waste disposal			
Electricity			

Telephone			
Health			
Recreational (sports)			
Safety			
Security			
Religious			
Transport			
Others (specify)			

### SECTION FIVE: FUNDING

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

##	Year	Recurrent	Capital/Development	Total
1				
2				
3				

5.2 Annual Budgetary Requirements for the Current Year and Next Three Years (Millions TShs):

##	Year	Recurrent	Capital/Development	Total
Current				
1				
2				
3				

### SECTION SIX: Long-term Plans

6.1 Students Intake

Type	Minimum Entry Level	Title of Award/Qualifications	Students Intake			
			Previous Year	Current Year	After 5 Years	After 10 Years

6.2 Indicate Project Student Staff Ratio

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 <sup>2</sup> )			
	Previous Year	Current Year	After 5 Years	After 10 Years
Offices				
Classrooms				
Laboratories				
Workshops				
Dormitories				

Assembly Hall				
Libraries				
Cafeterias				
Staff quarters				
Bookshops				
Others (specify)				

**SECTION SEVEN: 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: .....

Designation: .....

Official Stamp: .....

**SECTION SEVEN: 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 VTA Secretariat)*

**SECTION ONE: 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 licence	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 Centre	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
List of full time trainees	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
List of part time trainees	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK

List of supporting staff	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
Title deed of owned land	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
Land lease agreement	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
Infrastructure layout plans	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
List of teaching equipment	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
List of furniture	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
Equipment lease agreements	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
Equipment hire agreements	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
List of teaching tools	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
List of Audio-visual aids	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
Tools lease agreements	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
Tools hire agreements	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
List of subscribed journals	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
Sources of funding				
• Own bank statement	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
• Loan (agreement)	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
• Grant (agreement)	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
• Government (evidence)	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
• Others specified (evidence)	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
Others (specified in the form)	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK
	Yes/No	Yes/No	Yes/No	OK/Noted/Not OK

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

**1.3 Decision of the Committee (circle applicable option)**

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

Signature: ..... Signature: .....  
 Full Name: ..... Full Name: .....  
 Designation: Registrar of VTA Designation: Chairperson of Committee  
 Date: ..... Date: .....

**SECTION TWO: RECOMMENDATION OF COMMITTEE**

**2.1 Stage I: Evaluation of Information as Submitted**

2.1.1 Suitability of the infrastructure for the purpose of the intended training

None Fully  
 0 1 2 3 4 5

2.1.2 Adequacy of equipment for the purpose of the training

None Fully  
 0 1 2 3 4 5



2.1.3	Adequacy of qualified training staff for the purpose of the training						
	None						Fully
	0	1	2	3	4	5	
2.1.4	Adequacy of curricula for the purpose of the training						
	None						Fully
	0	1	2	3	4	5	
2.1.5	Adequacy of level of funding for the purpose of the training						
	None						Fully
	0	1	2	3	4	5	
2.1.6	Appropriateness of institutional governance for the purpose of the training						
	None						Fully
	0	1	2	3	4	5	
2.1.7	Adequacy of structure and duration of training for the purpose of the training						
	None						Fully
	0	1	2	3	4	5	
2.1.8	Adequacy of assessment and examination procedures for the purpose of the training						
	None						Fully
	0	1	2	3	4	5	
2.1.9	Adequacy of available support services for the purpose of the training						
	None						Fully
	0	1	2	3	4	5	
2.1.10	Adequacy of long term plans for the purpose of the training						
	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 VTA FORM INSP-1 if average score from evaluation of submitted information is 3 or higher).

**2.3 Stage III: Weight Evaluation**

(Apply weighted factors in 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 the intended training	.....
Adequacy of equipment for the purpose of the training	.....
Adequacy of qualified training staff for the purpose of the training	.....
Adequacy of curricula for the purpose of the training	.....
Adequacy of level of funding for the purpose of the training	.....
Appropriateness of institutional governance for the purpose of the training	.....
Adequacy of structure and duration of training for the purpose of the training	.....
Adequacy of assessment and examination procedures for the purpose of the training	.....
Adequacy of available support services for the purpose of the training	.....
Adequacy of long term plans for training projection	.....
<b>Average Weighted Score of submitted information</b>	.....

Following scrutiny of the documents and inspection of the premises of the Centre, the Committee is of the opinion that:

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

The Committee therefore recommends that (attaché minutes of the Subject Committee meeting and inspection form):

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

Further remarks (if any) .....

Signature: .....

Signature: .....

Full Name: .....

Full Name: .....

Designation: Chairperson of Committee

Designation: Secretary of Committee

Date: .....

Date: .....

**SECTION THREE: DECISION OF THE BOARD**



**THIRD SCHEDULE**

(Under Regulations 12)

**INSPECTION FORM**

**VOCATIONAL TRAINING AUTHORITY  
(VTA)**

**INSPECTION FORM FOR VOCATIONAL TRAINING CENTRES – VTA FORM INSP-1**  
(To be used in conjunction with VTA FORM REG 01 Part B Section 2)

**SECTION ONE: PARTICULARS OF THE TRAINING CENTRE**

- 1.1 Name of the Centre: .....
- 1.2 Location: .....
- Region: ..... District: .....
- 1.3 Address: .....
- 1.4 Phone: ..... 1.5 Fax: .....
- 1.6 E-mail: ..... 1.7 Web-page: .....

**SECTION TWO: INFRASTRUCTURE/BUILDINGS:**

2.1 Infrastructure verification

Type	Information Provided		Verified		Comments
	Number	Total Floor Area (m <sup>2</sup> )	Number	Total Floor Area (m <sup>2</sup> )	
Offices					OK/Noted/Not OK
Classrooms					OK/Noted/Not OK
Laboratories					OK/Noted/Not OK
Workshops					OK/Noted/Not OK
Dormitories					OK/Noted/Not OK
Assembly Hall					OK/Noted/Not OK
Libraries					OK/Noted/Not OK
Cafeterias					OK/Noted/Not OK
Staff quarters					OK/Noted/Not OK
Bookshops					OK/Noted/Not OK
Others (specify)					OK/Noted/Not OK
					OK/Noted/Not OK
					OK/Noted/Not OK

2.2 Does the buildings have:

- Building permit? Yes/No
- Land -use plan? Yes/No
- Certificate of Occupancy? Yes/No

Health Certificate? Yes/No

Certificate of Conformity of fire regulation? Yes/No

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

None Poor Full

0 1 2 3 4 5

2.4 Comment if any: .....  
.....

**SECTION THREE: EQUIPMENT**

3.1 Does the equipment list match with those verified?

None Poor Full

0 1 2 3 4 5

3.2 Comment if any: .....  
.....

**SECTION FOUR: 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 FIVE: 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 SIX: INFORMATION RESOURCES/SYSTEMS**

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

None Poor Full

0 1 2 3 4 5

6.2 Comment if any: .....  
.....

**SECTION SEVEN: SERVICES**

7.1 Does the Services list provided match with those verified?

None	Poor					Full
0	1	2	3	4	5	

7.2 Comment if any: .....

**SECTION EIGHT: QUALIFIED TEACHING/TRAINING STAFFS**

8.1 Does the data on Qualified Teaching/Training list provided match with the information verified?

None	Poor					Full
0	1	2	3	4	5	

8.2 Comment if any: .....

**SECTION NINE: CURRICULA**

9.1 Does the Curricula provided match with those verified?

None	Poor					Full
0	1	2	3	4	5	

9.2 Comment if any: .....

**SECTION TEN: 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: .....

Full Name: .....

Date: .....

Signature: .....

**VTA Chief Inspector**