



DIRECTORATE OF INDUSTRIAL TRAINING
ASSESSMENT AND CERTIFICATION DEPARTMENT
MINISTRY OF EDUCATION, SCIENCE, TECHNOLOGY AND SPORTS
97/99 JINJA ROAD/CORNER 3RD STREET
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REGISTRATION PROCEDURES

The Directorate of Industrial Training (DIT) is a quality assurance body established by the BTVET Act, 2008. One of the functions of the Directorate of Industrial Training is to assess and award Uganda Vocational Qualifications following the principles of Competence Based Education and Training (CBET). The Assessment and Certification Department is directly responsible for implementing this specific function of the Directorate as per the provisions of the BTVET Act, 2008. For Competence Based Assessment (CBA) to be carried out, the candidates must be duly registered and must have satisfied the necessary requirements.

1.0: Registration

Registration is a process of formally recording and recognizing a candidate/candidates who satisfy the laid down requirements for competence based assessment (CBA). This document explains the step-by-step process that should be followed when registering the candidates.

2.0: Accreditation

Accreditation refers to the process and criteria for approving the training programmes and training infrastructure of BTVET institutions/training providers. It is a procedure by which the Directorate of Industrial Training gives formal recognition of a training institution/provider or company a formal evidence of value in regard to Competence Based Education and Training (CBET). It is essentially a formal assessment and recognition of the technical competence of the centres in conducting Competence based assessment (CBA) as well as compliance to a quality Technical, Vocational Education and Training (TVET) management system.

The Training provider/assessment centre presenting candidates for registration must be accredited by the Directorate.

The process for registration are as follow;

- a) The Training provider/Assessment centre will pay the registration/assessment fee in the Bank for a specified number of Candidates.

Bank Details

Account Name: Directorate of Industrial Training

Bank: Centenary Bank

Branch: Entebbe Road

Account Number: 3010509532

Account Type: Current Account

- b) Photocopy the bank slip/bank document.
- c) Present the candidates' list together with the original copy of the bank slip/bank document to Accounts section to obtain a receipt.
- d) Present the receipt obtained from Accounts Section together with the candidates' list to Assessment and Certification Department (Senior Qualifications Officer/Assessment & Development) for verification of the Occupations/Modules and number of candidates to be assessed.
- e) Pick the application forms for the number of candidates paid from Senior Qualifications Officer/Assessment & Development.
- f) The minimum number of Candidates to be registered in an Occupation or module/modules **MUST** not be less than **FIVE (5)**.
- g) The Training provider/Assessment centre will submit duly completed/filled application forms together with three (3) coloured passport size photos for each candidate to the Department in one week time.
- h) The Officer in Charge should verify that the dully completed application forms which the training provider/assessment centre has submitted have all the necessary information in place. This will mean physically going through the forms to make sure that all the required information is filled. If some information is not available, the training provider/assessment centre should be contacted so that the necessary information is provided.
- i) The dully filled forms are verified and forwarded for processing of the candidates' list.
- j) The Training provider/assessment centre shall be notified to pick the candidates' list prior to assessment date.
- k) A candidate may be de- registered if he/she gets involved in any misconduct related to assessment prior to assessment date and time or during assessment exercise.

Please note that the application forms are issued on payment of registration/assessment fee.



Ethel Kyobe (Mrs)

Director

