

DIRECTORATE OF INDUSTRIAL TRAINING (DIT)
MINISTRY OF EDUCATION AND SPORTS
P.O Box 20050, Kampala, Uganda
TEL: 0414259412/0414251256
info@dituganda.org

Document No: DIT/AC/F001

Effective Date: Jan/2021

Document Title: Application Form for Assessment Centres

Issue No: 01

Rev. No: 0

Guidelines for Centre accreditation

Before a centre is accredited by DIT; the following parameters are a requisite for a centre to qualify for inspection and subsequent accreditation as an assessment centre.

- a) The institution must be registered with BTVET department or UGAPRIVI as a licensed BTVET training provider.
- b) For the enterprise, it must be registered with the registrar of companies and has a valid operational license.

The registration certificate in both cases above is a basis for qualifying an applicant centre to be inspected for accreditation as an assessment centre.

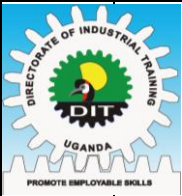
- c) The institution/enterprise should be in possession of a fulfilling environment for assessment of candidates. Besides the general infrastructure, the centre should have adequately equipped production shops to support assessment exercise in the relevant occupation. And these comprises of desirable machinery, equipment, tools and materials (as per ATP specifications and number of candidates); either available at centre or proof that the centre can access them through collaborative partnership with industrial establishment and networking with centres within its proximity.

Centres seeking accreditation should complete this application form, ***DIT/AC/F001*** and submit it to the A&C department. The set application fees must be paid as per the fees policy, and a copy of the pay slip attached to the form.

The following must be completed in the annex section of this form:

- A sketch map from describing the location of the centre from the nearest trading centre (***ANNEX A***)
- Organisation chart/Structure (***ANNEX B***)
- Details of the Instructors/Teachers/Training staff (***ANNEX C***)
- Types of Training Occupations offered (***ANNEX D***)
-

The accredited centre is obliged to have capacity of qualified human resource to implement the assessment guidelines.



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SECTION A: Organisation / Institution Details

1. Name of the Organisation/Institution: _____

2. Nature of activity (Business / Training / Other Please specify)

3. Legal status of the Organisation / Institution

▪ Registered with MOES: YES NO

If Yes, Reg No. _____ Licence No. _____

▪ Member of UGAPRIVI: YES NO

▪ Registered by URSB: YES NO If Yes, Reg. Number: _____

▪ Member of any Other Body/ Organisation Please Specify: _____

4. State the Mission of the establishment:

5. Type of Curriculum used (Tick as appropriate)

▪ Formal

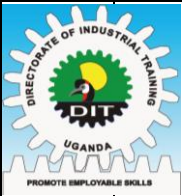
▪ Non-formal

▪ Both

Please complete **ANNEX D**: Types of Training Occupations offered

6. Organisation contact and address

Postal Address:	Phone contact:
Official email:	Official website:
Physical Address	
District	
County	
Sub-county/Division	
Parish	
Village	
Nearest Town/Trading centre	



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Distance from the town/Centre (Km)

Availability of Sign post

(Complete **ANNEX A** by Providing a sketch map from the nearest town/trading centre)

SECTION B: Personnel Details

7. Details of Director

Directors name:	Mobile Number:
Physical address:	Email address:

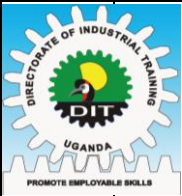
8. Details of Head Teacher / Principle

Principle/ Head teacher's name:	Mobile Number:
Physical address:	Email address:

(Please provide details of the Organisation chart/Structure in **ANNEX B**; and Details of the Instructors/Teachers/Training staff in **ANNEX C.**)

SECTION C: Infrastructure Requirements

REQUIRED STANDARD	YES	NO	N/A	Remarks
Building Structure				
The building conforms with health and building regulations				
Provisions for disabled persons				
Office accommodation				
Staffroom				
Classrooms				
Number of Classrooms available				
Stuffed with tables and chairs				
HALL				
Hall size in square meters (m ²)				
Stuffed with tables and chairs				
Well ventilated and enough light				
Available Workshop to accommodate 20 candidates minimum with tools & equipment				
Auto-Electrician workshop				
Brick layer workshop				
Carpenter and joiner workshop				
Caterer workshop				
Domestic electrician workshop				
Hair dresser workshop				
Motor vehicle mechanic workshop				
Plumber workshop				
OTHER Please specify				



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REQUIRED STANDARD	YES	NO	N/A	Remarks
Sanitation and Utilities				
Functional sanitation (Water source, toilet)				
Water supply				
Grid power				
Solar power				
Fuel generator				
General Health and Safety Requirements				
Equipped first aid kit/ clinic in place				
Fire fighting equipment				
Implementing health and safety for workers				
Proper waste management				

SECTION D: Official endorsement

I confirm on behalf of _____ (the organisation), that the information provided in this document is correct, any changes in circumstances will be notified to DIT in writing. In connection with this application, We:

- a) Undertake to supply all information required by DIT for the purpose of accreditation
- b) Agree to give the inspectors reasonable access to the premises
- e) Undertake to be bound by the accreditation code of conducts

Signed:

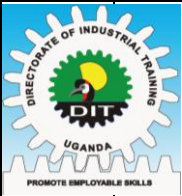
Principle / Head teacher Name: _____

Phone contact: _____ Signature: _____

Date and Stamp: _____

Received By: _____

For Official Use Only			
Received by		Date Received	
District of applicant		Region of applicant	
Remarks on Completeness			



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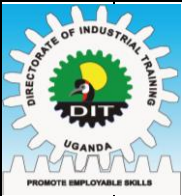
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ANNEX A: Sketch map from describing the location of the centre from the nearest trading centre



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ANNEX B: Organisation chart/Structure

