VOCATIONAL EDUCATION AND TRAINING AUTHORITY

MOROGORO VOCATIONAL TEACHERS TRAINING COLLEGE (MVTTC)

PROSPECTUS

2022/2023

Statement from the Principal

 On behalf of MVTTC community, I am pleased to welcome you to the 2021 – 2022 edition of Morogoro Vocational Teachers Training College (MVTTC) Prospectus. The information contained in this publication will enable our stakeholders realize their aspirations in searching for new learning experiences. Our stakeholders are prospective students, parents, benefactors, employers, VET providers and alumni following up new developments at MVTTC. Our 2021 – 2022 edition contains details of several short and long-term programmes that aim at addressing general and specific needs of different groups of stakeholders serving in technical and vocational education and training sub-sector in Tanzania and beyond. With this edition our clients can also find several ICT and Educational Management skills development programmes described. MVTTC embarks on trainee-centered learning approaches that promote intuitive and innovative thinking excellence and which enhances problem solving skills through multi-discipline curricula meticulously enriched. Our staff are dedicated to offering excellent service deemed necessary in ensuring quality deliverable with fullest professional potential.

Welcome and experience with us the information contained in this edition, the anticipations and opportunities it will bring. Don't hesitate to contact us at MVTTC should you need further information about MVTTC or visit our website www.mvttc.ac.tz.

We look forward to serve you diligently.

Samwel A. Kaali
PRINCIPAL

June 2022

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1.0. ABOUT MVTTC

1.1. Brief History

The history of vocational teacher training in Tanzania goes back to 1973 when an Instructor Training Unit (ITU) was established within the campus of the present Dar es Salaam Regional Vocational Training and Service Centre (Dar es Salaam RVTSC). ITU was established through a technical aid from the Canadian International Development Agency (CIDA). The purpose of establishing ITU was to produce vocational teachers for the then National Vocational Training Division (NVTD), which was transformed into autonomous government agency, the Vocational Education and Training Authority (VETA) by the VET Act 1994 CAP 82 (R.E 2006)

The ITU service was expanded following the Government resolution of 1980,which called for each mainland Tanzania region to have a vocational training centre by year 1990.This resolution prompted the need to establish a full-fledged college for vocational teachers development at Morogoro. Construction of the college was financed by the World Bank (WB) under CIDA and was completed in 1987. The name ITU was upgraded to Instructor Training Centre (ITC). In 1990 ITC was renamed Morogoro Vocational Teachers Training College (MVTTC). The College was re-established as semi-autonomous Institution in 1997 under Morogoro Vocational Teachers Training College Regulations, 1997 R.E 2005 of the VET Act Cap 82, R.E 2006. MVTTC is a Technical institution registered by National Council for Technical Education (NACTE) with Registration number REG/BTP/128 to offer Technical and Vocational Teacher Education programmes up to National Technical Awards (NTA) Level 6

MVTTC is located at the foot of the famous Uluguru mountain ranges at an altitude of about 500 meters above sea level. The campus covers an area of 7887 square meters which comprises Classrooms, lecture hall, seminar rooms, and administration block, library, hostels, and cafeteria, workshops and staff quarters.

1.2. Our Vision

To become a centre of excellence for vocational education and training programmes and services specifically for vocational teachers and human resource development.

1.3. Our Mission

To produce quality vocational teachers and experts who are capable of responding aptly to the Labour Market Demands through liaison with industry and other stakeholders.

1.4. MVTTC Objectives

The main objectives of the College are:

i) To develop and facilitate short and long courses,

ii) To provide technical professional programmes,

iii) To undertake consultancy services for VET, and

iv) To undertake research and development for vocational education and training.

1.5. Our Core Values

In the course of providing services to stakeholders we are guided by a culture that is built on:

i) Professionalism

ii) Service excellence

iii) Integrity

iv) Transparency

v) Teamwork

2.0. ORGANIZATION ARRANGEMENT OF MVTTC

The governance of MVTTC is under the College Council comprising nine (9) Members including a Chairperson appointed by the Vocational Education and Training (VET) Board. The Principal of the College becomes Secretary to the Council by virtue of the position

2.1. College Governing Council

The current College Council comprises the following Members

S/N	NAME/ADDRESS	ORGANISATION/POSITION
1.	Eng. Prof Zacharia Mabubu Mganilwa Institute Of Transport P.O. Box 705 **DAR ES SALAAM,** Tel: +255 754 373320/787 747 444 Email: zacharia.mganilwa@nit.ac.tz rector@nit.ac.tz/mganilwaz@yahoo.com	**Chairperson** Rector National Institute of Transport
2.	Mr. Leonard Mapha Selestine, Central Zone Manager, Association of Tanzania Employers (ATE) Box 2310, **DODOMA** Tel: +255 786 772 017 Email: leonardsm2010@gmail.com	**Member** Association of Tanzania Employers (ATE)
3.	Mpuya Bundala Kamuli Malaba National Examinations Council of Tanzania (NECTA) P.O. B ox 2624 **DAR ES SALAAM,** Tel: +255 784 248720 Email: mpuya.malaba@akest.org	National Examination Council of Tanzania (NECTA)
4.	Mr. Mwadhini O. Myanza Director - Tanzania Chamber of Commerce, Industry & Agriculture, Box 6603, **MOROGORO** Tel: +255 754 583 242 Email: mwadhini@yahoo.co.uk	**Member** (TCCIA)
5.	Dr Jennifer Kasanda Sesabo Mzumbe University – Economics Department P.O. BOX 5 Mzumbe **MOROGORO.** Tel: +255 786/655 342048 Email: sesabo@gmail.com, jksesabo@mzumbe.ac.tz	Trade Unions (RAAWU)
6.	Fatuma Hussein Malenga	**Member**

S/N	NAME/ADDRESS	ORGANISATION/POSITION
	Sabasaba Vocational Rehabilitation Centre for Youth and Disabilities P.O. BOX 322 **SINGIDA** Tel: +255 753 032 727 malengafettie@gmail.com	VET Providers
7.	Winnie Shabani Kisanga Kilosa FDC P.O. Box 62 **KILOSA** Tel: +255 754 07 81 50 kilosafdc@yahoo.com	**Member** VET Providers
8.	Fika Burton Mwakabungu Tanzania Institute of Education P.O. Box 35094 **DAR ES SALAAM** Tel: +255 754884377 Email: fikakyusa@gmail.com,	**Member** Tanzania Institute of Education (TIE)
9.	Dr. Wambuka Shaibu Rangi Open University of Tanzania P.O. Box 2062 **MOROGORO** Tel: +255 713 454296 Email: wambuka.rangi@out.ac.tz	**Member** Higher Learning Institutions (Open University of Tanzania)
10.	Samwel A. Kaali MVTTC Box 671 **MOROGORO** Tel: +255 767 921692 Email: samwelkaali@gmail.com	**Principal** (Secretary)

2.2. College Management Staff

S/N	NAME	TITLE	PROFESSIONAL QUALIFICATION
1	Samwel A Kaali	Principal	Master of Educational Management and Planning (Arch Bishop Mihayo University College). Advanced Diploma in Vocational Education and Training (Morogoro Vocational Teacher Training College). Vocational Teacher Certificate (Morogoro Vocational Teachers Training College). Trade Test Certificate Grade I.
2	Andrew Damian Boi	Tutor & Ag. Head of Education and Training Department.	Master of Education (M.Ed.), University of Dar es salaam (2012-2014). Bachelor of Education in Adult Education (BED.ADE-Hons), University of Dar es Salaam (2005-2008). Advanced Certificate of Secondary Education Examination (ACSEE), Morogoro Teacher's College (2004-2005). Diploma in Education, Morogoro Teacher's College (2002-2004). Certificate of Secondary Education Examination (CSEE), Bihawana Secondary School (1989-1992). Primary School Leaving Examination (PSLE), Kuondoa Primary School (1983-1988).
3	Ephrem Eusebius Matambi	Human Resource & Administration Manager	Degree of Bachelor of Arts (Public Administration), University of Dar es Salaam, 1999 – 2002, Advance Level Secondary Education Certificate, 1995 – 1997, Likonde Seminary, Mbinga District, Ordinary Level Secondary Education Certificate-1991 – 1994,

S/N	NAME	TITLE	PROFESSIONAL QUALIFICATION
4	Sarah William Rugakingira	Bursar	Certified Public Accountant, National Board of Accountants and Auditors (2015) Bachelor Degree of Commerce in Accounting (2009-2012) Certificate of Advanced Secondary Education, Weruweru Secondary School (2007-2009) Certificate of Secondary Education, Bwiru Girls Secondary School (2003-2006) Certificate of Primary Education, Biirabo Primary School (1996-2002)
5	Jacquline Sebastian Ndosi	Head of Procumbent Management Unit	Masters of Science in Procurement and Supply Chain Management (2018) (Mzumbe University); Certified Procurement and Supplies Professionals(CPSP) (Procurement and Supply Professional and Technician Board - Dar es Salaam); (CSSP 2011); Advanced Diploma in Procurement and Logistics Management (2009);(Arusha Institute of Accountancy).

2.3. Teaching Staff

S/N	STAFF NAME	TITLE	PROFESSIONAL QUALIFICATION
1.	Anicia Osward	Tutor &Assistant Short Course Coordinator	Bachelor of Science in Information Technology (IT) (Institute of Finance Management); Certificate in Vocational and Training (Morogoro Vocational Teachers Training College)
2.	Audiface Tarimo	Tutor &Assistant Off Campus Coordinator	Bachelor of Science in Mechanical Engineering (University of Dar es Salaam); Ordinary Diploma in Automotive Engineering (Arusha Technical College).

S/N	STAFF NAME	TITLE	PROFESSIONAL QUALIFICATION
3.	Benson Chibwi	Tutor& Ag. Head of ICT Section	Bachelor of Engineering in Computer Science and Engineering (St. Joseph College of Engineering and Technology); Postgraduate Diploma in Education (Sokoine University of Agriculture)
4.	Denis Michael	Tutor	PhD in Education (on Progress) (University of Dodoma); Master of Education (University of Dodoma); Bachelor of Education(Hons) (Open University of Tanzania); Ordinary Diploma in Education (Morogoro Teachers College).
5.	Elias Elias Msambila	Tutor & In-Campus Coordinator	Master of Science in Electrical Engineering (Electrical Power System and Networking) (Vinnitsa State Technical University of Ukraine); Certificate of Russian Language Pedagogy (Vinnitsa State Technical University - Ukraine); Preparatory Course (Kalinin (Tver) Technical Institute - Russia); Certificate of International Computer Driving Licence (ICDL); Full Technician Certificate (Electrical) (Dar es Salaam Institute of Technology)

S/N	STAFF NAME	TITLE	PROFESSIONAL QUALIFICATION
6.	Enelisa Mbwile	Tutor	Bachelor of Engineering in Electrical and Electronics (Mbeya University of Science and Technology); International Diploma in Modern Management and Administration (Cambridge International College); Vocational Teacher's Certificate (Morogoro Vocational Teachers Training College); Certificate in Television and Radio Repair (Future World Vocational Centre); Full Technician Certificate in Electrical Engineering (Arusha Technical College).
7.	Fausta Joel Makweta	Tutor, Matron&Admission officer	Bachelor of Science in Tourism and Hospitality Management (St. Augustine University of Tanzania);
8.	Fayson Jayson Mwakaseka	Tutor &Assessment and Certification Coordinator	Bachelor of Business Administration (Mbeya University of Science and Technology); Diploma in Secondary Education (Songea Teachers College);
9.	Frank Urio	Tutor	Bachelor of Electrical and Electronics Engineering (St. Joseph University of Tanzania)
10.	Gilbert Kabwogi	Tutor	Master of Science in Mechanical Engineering (Kharkov Polytechnic Institute - Kharkov Ukraine USSR); Research Fellow (Royal Institute of Technology - Stochholm Sweden); Full Technician Certificate (FTC) (Dres Salaam Technical College); Project Management Course (Allborg Technical College - Denmark).

S/N	STAFF NAME	TITLE	PROFESSIONAL QUALIFICATION
11.	Julius Mwakasasa	Tutor &Curriculum Coordinator	Bachelor of Engineering in Mechanical (Dar es Salaam Institute of Technology); Vocational Teachers' Certificate (Morogoro Vocational Teachers Training College); Workshop Instructor Certificate (NVTC- Dar es Salaam); Advanced Professional Certificate (ZGB &IfB Mannheim Germany); Full Technician Certificate in Automotive Engineering (Technical College Arusha)
12.	Laurent Mwaisanila	Tutor	Bachelor of Science in Textile Design and Technology (University of Dar es Salaam)
13.	Martin Mollel	Tutor&Off-Campus Coordinator	Master of Education - Educational Administration (University of Nairobi); Bachelor of Education (Tumaini University - Makumira University College); Diploma in Education (English& History) Marangu Teachers' College.
14.	Mkama Maugo	Tutor	Postgraduate Diploma in Education (Sokoine University of Agriculture); Advanced Diploma in Computer Science (Institute of Finance Management)
15.	Rodgers Amin Sabuni	Tutor &Short Course Coordinator	Bachelor of Education in Education Psychology (Hons) degree (University of Dar es Salaam)
16.	Sophia C Tuka	Tutor	Master of Education in Curriculum and Instructions (St. Augustine University of Tanzania); Bachelor of Arts (Education) (Hon) (University of Dar es Salaam); Diploma in Education (Dar es

S/N	STAFF NAME	TITLE	PROFESSIONAL QUALIFICATION
			Salaam Teachers' College).
17.	Yahaya J Bori	Tutor	Master of Research and Public Policy (Mzumbe University); Bachelor Degree in Education (Accounts and Geography) (University of Arusha); Diploma in Education (Biology and Geography) (Morogoro Teachers' College).
18.	Samwel Lyimo	Tutor	Master of Educational Management and Planning (Saint Augustine University of Tanzania); Bachelor Degree in Education

2.4. Non- Teaching Staff

S/N	NAME	TITLE	PROFESSIONAL QUALIFICATION
1.	Asia Issa	Receptionist Cum Telephone Operator	Certificate in Secretarial and Computer (VETA Mikumi); Certificate in Higher Standard Telephone Operators (Tanzania Public Service College - Singida). Basic Technician Certificate course(NTA Level 4) at Tanzania Public Service College – DSM (2019)
2.	Ayoub Shaban	Office Attendant	Ordinary Diploma in Vocational Teacher (Morogoro Vocational Teachers Training College); Certificate of Vocational Teacher-Carpentry and Joinery (Morogoro Vocational Teacher Training College); Certificate in Trade Test Grade I - III (NVTD- Morogoro Vocational Teachers Training College).

S/N	NAME	TITLE	PROFESSIONAL QUALIFICATION
3.	Christina Januarius Mdime	Registry	Diploma in Records Management (Tanzania Public Service College); 2009 - 2011 Certificate in Records Management (Tanzania Public Service College); (2009) Bachelor of Business Administration majoring in Procurement and Logistics Management – (2017) (St. Augustine University of Tanzania
4.	Devotha Sanga	Assistant Procurement and Logistic Officer	Master of Science in Procurement and Supply Chain Management (Mzumbe University); Certified Procurement and Supplies Professionals(CPSP) (Procurement and Supply Professional and Technician Board - Dar es Salaam); Bachelor of Business Administration majoring in Procurement and Logistics Management (St. Augustine University of Tanzania).
5.	Ismail Banzi	Office Attendant	Certificate of Office Attendant (NIP - Morogoro)
6.	Josephat Mbata	Driver	Driving License Class C (2018); Basic Driving Certificate – VETA _ Iringa RVTSC (2014);
7.	Josephine P. Kanyaga	Assistant Librarian	Bachelor of Library Information Management (Open University of Tanzania); Diploma in Library Archives and Documentation Studies (School of Library Archives and Documentation Studies Bagamoyo - TLSB); Certificate of Teachers Training Grade A (Tabora Teacher's College)
8.	Justin Matimba	Assistant Librarian	Diploma in Librarianship and Documentation (School of Library Archives, Bagamoyo); Certificate in Multimedia Technology (Dar es Salaam Institute of Technology)

S/N	NAME	TITLE	PROFESSIONAL QUALIFICATION
9.	Kudura Mkuya	Office Attendant	Certificate of Office Attendant (Kipawa - Dar es Salaam)
10.	Linda Godliving Meena	Accountant	Bachelor of Accounting and Finance (Mzumbe University) (2006); Diploma in International Public Sector Accounting Standards (IPSAS)
11.	Lolitha M. Lema	Personal Secretary	National Business Examination Certificate (Secretarial Duties Stage I - II, Office Practice Stage I - II, English Stage I - III, Typing Stage I); Management Development for Executive Assistant Stage II (TPSC); Management Development for Executive Stage I (TPSC); Certificate of Social Education Centre (Morogoro); Certificate of Computer Course (Vocational Teachers Training College)
12.	Nicholaus Mtove	Driver	Basic Driving Certificate (Don Bosco Driving School- Dodoma); Level 11 Driving (VETA); Certificate of Truck Driving; Driving License Class `C`
13.	Yusto Makangula	Assistant Librarian	Diploma in library and Information Studies – Ruaha Catholic University (2015; Certificate of Library and Information studies- St. August University of Tanzania (2013) ; Certificate in Computer Applications – Ruaha Catholic University (20015).

2.5. Whom do We Serve?

MVTTC serves stakeholders of technical and vocational education and training in public, private and third sector organizations. Our potential clients including tutors and instructors teaching in technical and vocational institutions but lack professional pedagogical skills coupled with advanced vocational skills in their respective trade area. The teacher training programmes offered at MVTTC suit also

individuals with technical and/or vocational qualification who wish to become professional technical and vocational teachers in any of the following occupational areas but not limited to:

i) Civil and Construction Engineering,

ii) Electrical and electronics Engineering,

iii) Automotive Engineering,

iv) Agriculture and Food Sciences,

v) Commercial and Business,

vi) Clothing and Textile Technology,

vii) Geomatics/land Surveying,

viii) Mining and Mineral Processing,

ix) Transportation,

x) Printing technology,

xi) Mechanical Engineering,

xii) ICT,

xiii) Hotel and Tourism,

xiv) Laboratory Technologies,

xv) Fine and Performing arts, and

xvi) Cosmetology.

In additional to training, MVTTC also serves VET stakeholders through consultancy, research and development services.

2.6. Why Study at MVTTC?

By choosing to study at MVTTC, you will be able not only to acquire relevant pedagogical skills but also improve significantly your skills in the respective vocational trade through our top-notch training team, facilities and programmes.

3.0.   PROGRAMMES OFFERED AT MVTTC

MVTTC offers two types of demand driven training programmes; these are long term and short courses. The short courses can also be tailored to fit specific needs and requirements.

3.1. Long Term Training Programmes

Our long-term offerings include Certificate, Diploma and Postgraduate Programmes. Currently there are three long-term programmes, Certificate of Assistant Vocational Teacher, Technician certificate in Technical and Vocational Teachers' education Course, Ordinary Diploma in Technical and Vocational Teacher Education and Postgraduate diploma in Technical and vocational education and training. Other long-term programmes are in different stages of preparation and will be offered to stakeholders soon.

3.1.1. Certificate Programmes

3.1.1.1. Certificate of Assistant Vocational Teacher

a) Programme objectives

The aim of Vocational Teacher Education is to provide enriched vocational education which is essential for success in competitive and open market economy. More specific, the programme focuses to:-

i) Develop a good command of vocational teacher on the subject matter;

ii) Develop a skill to stimulate experience in the taught trade area through creation of an emotional learning atmosphere;

iii) Develop an understanding of psychology so as to bring about new modes and methods of achieving the goals in consonance with the reactions of the learners:

iv) Develop proper attitudes towards teaching so as to maximize the achievements from both the material and human resources;

v) Develop self-confidence in the teachers; and

vi) Enable teachers to make proper use of instructional facilities

b) Duration of Study

Duration of study for Certificate of Assistant Vocational Teacher is one (1) year which involves institutional training, practicum and teaching practice (TP).

c) Entry Requirements

To join this programme an applicant must have CSEE with minimum of two passes at CSEE excluding religious subjects and a National Vocational Award level Three (NVA III) in any vocational occupation.

d) Scheme of Study

S/N	Code	Semester 1				Semester 2
		Module			Module	
1	ETT - 04101	Instructional Planning	8	ETT - 04208	Entrepreneurship	
2	ETT - 04202	Assessment of Learning	9	ETT - 04209	Educational Psychology	
3	ETT - 04103	Curriculum Implementation	10	ETT - 04210	Guidance and Counselling in TVET	
4	ETT - 04104	Gender in TVET	11	ETT - 04211	Foundations of Education	
5	ETT - 04205	Life Skills	12	ETT - 04212	Inclusive VET Facilitation Skills	
6	ETT - 04206	Communication Methods	13	ETT - 04213	Workshop Management 1	
7	ETT - 04207	Application of ICT in TVET	14	ETT - 04214	Workshop Management 1	
			15	ETT - 04215	Teaching Practice	

3.1.1.2. Technician Certificate in Technical and Vocational Teacher Education (NTA Level 5)

This programme is designed to prepare an innovative, creative and flexible graduate with pedagogical and professional competences in the specific vocational skills/discipline, to cope with dynamic changes of technology and social-economic needs. Graduates for this programme will be able to facilitate training in technical and vocational institutions.

a) Programme Learning Outcome

The courses under this programme aim at creating an innovative and dynamic vocational teacher with high vocational/technical qualifications and excellent pedagogical, andragogical, didactical skills as well as responsive to training challenges and needs in providing quality vocational education and training. Thus, Technical and vocational teacher qualifies for Technician Certificate in Technical and Vocational Teacher Education Award Level 5 (NTA Level 5) are eligible to teach up to NVA/NTA Level 4 or technical secondary school.

b) Duration of Study

Duration of study for Technician Certificate in Technical and Vocational Teacher Education (NTA Level 5) is one (1) year which involves institutional training, practical skills orientation and teaching practice (TP).

c) Entry Requirements

To join this programme a candidate must have minimum National Technical award level 5 in any technical occupation.

d) Scheme of Study

The programme comprises of fifteen (15) modules spread in two (2) semesters in one academic year. Each module has to be covered in one semester of fifteen weeks. The programme takes thirty (30) weeks of study for full time attendance mode. The modules of the programme are classified into fundamental and core modules.

Scheme of Study

Code	Module Name	Hours Per Week				Total Hrs/week	Credits per Module
		LD	T	P	AS		
GST - 05101	Communication Skills	3		2	2	7	9
GST - 05102	Computer Skills in Education	1		3	2	7	9
GST - 05103	Fundamentals of Life Skills	2		2	3	7	10
GST - 05104	Sociology in TVET	1		1	1	2	4
ETT - 05105	Philosophy in TVET	2		2	2	2	5
ETT - 05106	Training Facilitation Skills	2		2	3	7	10
ETT - 05107	Curriculum Studies	3		2	2	7	9
GST - 05208	Business Communication	2		1	1	4	6
GST - 05209	Business Development	3		2	2	7	8
ETT - 05210	Management of Training Facilities	2		2	1	5	7
ETT - 05211	Educational Psychology	3		2	2	7	12
ETT – 05212	Educational Counselling in TVET	2		1	1	4	6
ETT - 05213	Comparative Education in TVET	2		1	1	2	5
ETT - 05214	Practical Skills Orientation						10
ETT - 05215	Teaching Practice						10

Code	Module Name	Hours Per Week				Total Hrs/week	Credits per Module
		LD	T	P	AS		
Total							**120**

LD: Lecture with Discussion.   T: Tutorial.   P: Practical.   AS: Assignment

Module Details for Semester I

Code	Module Name	Semester	
		Classification	Credits/Semester
GST - 05101	Communication Skills	F	9
GST - 05102	Computer Skills in Education	F	9
GST - 05103	Fundamentals of Life Skills	F	10
GST - 05104	Sociology in TVET	C	4
ETT - 05105	Philosophy in TVET	C	5
ETT - 05106	Training Facilitation Skills	C	10
ETT - 05107	Curriculum Studies	C	9
TOTAL			**56**

Module Details for Semester II

Code	Module Name	Semester	
		Classification	Credits/Semester
GST - 05108	Business Communication	F	6
GST - 05209	Business Development	F	8
ETT - 05210	Management of Training Facilities	C	7
ETT - 05211	Educational Psychology	C	12
ETT – 05212	Educational Counselling in TVET	C	6
ETT - 05213	Comparative Education in TVET	C	5
ETT - 05214	Practical Skills Orientation	C	10
ETT - 05215	Teaching Practice	C	10
TOTAL			**64**

3.1.2. **Ordinary** Diploma in Technical and Vocational Teacher Education (NTA 6)

Ordinary Diploma in Vocational Teacher Education (NTA Level 6). This programme is designed to prepare an innovative, creative and flexible graduate with

pedagogical, managerial and professional competences in the specific vocational and technical skills/discipline, to cope with dynamic changes of technology and social-economic needs. Graduates from this programme will be able to facilitate and supervise training in both technical and vocational institutions.

a) Programme Learning Outcomes

The courses under these programmes aim at creating an innovative and dynamic vocational teacher with high vocational/technical qualifications and excellent pedagogical, andragogical, didactical, as well as responsive to training challenges and needs in providing quality vocational education and training. Thus, a Vocational Teacher with Ordinary Diploma in Vocational Teacher Education (NTA Level 6) will teach up to NVA/NTA Level 5.

b) Duration of Study

The duration of Ordinary Diploma in Technical and Vocational Teacher Education (NTA 6) is one (1) year. The whole training programme involves institutional training, practical skills orientation and teaching practice (TP).

c) Entry Requirements

To be eligible to join the Diploma programme at MVTTC candidates must possess at least the NTA level 5 in Technical and Vocational Teacher Education.

d) Scheme of Study

Code	Module Name	Distribution of Hours per Week				Total Hours/Week	Credits per Module
		L	T	P	AS		
ETT - 06101	Research Methodology in TVET	4		5	6	15	23
GST - 06102	Policies and Guidelines Implementation in TVET	2	-	3	5	10	15
ETT - 06103	Leadership and Management in TVET	2	-	5	6	13	20
ETT- 06204	Inclusive Learning Environment	2	-	2	3	7	10
ETT- 06205	Inclusive Assessment and Evaluation	2	-	2	4	8	12
ETT-06206	Practical Research in TVET	-	-	-	-		10
ETT - 06207	Health and Safety Management	2	-	5	-	7	10

Code	Module Name	Distribution of Hours per Week				Total Hours/Week	Credits per Module
		L	T	P	AS		
ETT - 06208	Practical Skills Orientation	-	-	-	-		10
ETT - 06209	Teaching Practice	-	-	-	-		10
						TOTAL	120

Module Details for Semester I

Code	Module Name	Classification	Credits/Semester
ETT - 06101	Research Methodology in TVET	C	23
GST - 06102	Policies and Guideline Implementation in TVET	F	15
ETT - 06103	Leadership and Management in TVET	C	20
		TOTAL	58

Module Details for Semester II

Code	Module Name	Classificatio	Credits/Semester
ETT- 06204	Inclusive Learning Environment	C	10
ETT- 06205	Inclusive Assessment and Evaluation	C	12
ETT - 06206	Practical Research in TVET	C	10
ETT - 06207	Health and Safety Management	F	10
ETT - 06208	Practical Skills Orientation	C	10
ETT - 06209	Teaching Practice	C	10
		TOTAL	62

3.2. Short Term Training Programmes

Our demand-driven short courses are designed to address specific needs in the labour market and organizations. MVTTC has capacity to offer short courses in whole spectrum of vocational education and training. These courses are offered by MVTTC alone or in collaboration with leading service providers or key players in the respective occupation or industry. Currently MVTTC is offering short courses in the following areas:

3.2.1. Entrepreneurship Education and Training

a) Target Group

All those who aspire to start and run their own businesses and people engaged in enterprises development and support.

b) Duration: One (1) week

c) Course Objectives

To create awareness on entrepreneurship and impart entrepreneurial skills to prospective entrepreneurs so that may be able to start, develop and maintain their own enterprises successfully.

d) Course Outline

i)   Introduction to Entrepreneurship

ii) Personal Entrepreneurial Competences

iii) Personal Action Plan and Examination

iv) Designing a Business

v)   Development of a Mini Business Plan

vi) Implementation and Management of Mini Businesses

vii) Quality Assurance and Customer Care

e) Learning Outcome

i)   Improve business skills

ii) Develop and strengthen entrepreneurial behaviour and altitude

f) Course fee

i)   TZS 450,000.00 per participant.

ii) The fee covers tuition, hand-outs, session break tea and lunch for 5 training days

3.2.2. Strategic Customer Care

a) Target Group

All staff who render services to internal and external customers.

b) **Duration:**   One (1) week

c) **Course Objectives**

i) To enhance the abilities and skills of participants in handling customers.

ii) To furnish participants with modern customer handling skills. The skills will enable them to improve the level of customer satisfaction in their respective organizations.

d) **Course Outline**

i) Introduction to the Concept of Customer Care

ii) Dealing with Customers Complaints

iii) Skills for Effective Customer Care Services

e) **Learning Outcome**

After completion participants will be able to handle different customers and understand how to establish and maintain good customer relationships.

f) **Course fee**

i) TZS 450,000.00 per participant

ii) The fee covers tuition, hand-outs, session break tea and lunch for 5 training days

3.2.3. Modern Presentation

a) **Target Group**

Directors, Managers, Registrars, Coordinators, Teachers

b) **Duration:**   One (1) week

c) **Course Objectives**

i) To make participants to recognize the need to have presentation skills.

ii) To enable participants to outline the basic structure of a presentation.

iii) To make participants aware of the impact of nerves and body language on presentation.

iv) To enable participants to recognize the importance of planning for the presentation.

v) To enable participants to carryout short presentation.

vi) To impart skills to participants on using LCD projectors, pointers and other electronic presentation devices.

d) Course Outline

i) Preparing for a Presentation

ii) Planning the content

iii) Presentation Structure

iv) Preparing presentation resources

v) Techniques for effective delivery

vi) Managing resources

vii) Evaluation of a presentation

e) Course fee

i) TZS 450,000.00 per participant.

ii) The fee covers tuition, hand-outs, session break tea and lunch for 5 training days.

3.2.4. Guidance and Counselling

a) Target Group

Trainers, community workers, and peer groups.

b) Duration: One (1) week.

c) Course Objectives

i) To recognize psychological and sociological bases of guidance and counselling.

ii) To recognize the roles and functions of guidance and counselling personnel.

iii) To identify characteristics of a good counsellor.

iv) To outline counselling skills and techniques.

v) To demonstrate professional skills and competences in the course of helping relationships.

d) Course Outline

i)   The Concept

ii) Types of Guidance and Counselling

iii) How to Provide Guidance and Counselling

e) Course Fee

i)   TZS 450,000.00 per participant.

ii) The fee covers tuition, hand-outs, session break tea and lunch for 5 days

3.2.5. Instructional Methods Course (IMC) – Competence Based Education and Training (CBET) Based

a) Target group

All persons who are directly or indirectly involved in training activities but have not attended any pedagogic courses.

b) Duration: Four (4) Weeks

c) Course Objectives

i)   To develop Competence Based Modularized Training materials

ii) To plan instructions, select techniques, prepare and use instructional materials

iii) To carry out training

iv) To carry out training assessment and evaluation

v)   To manage workshop

d) Course Outline

i)   Methodology

ii)   Introduction to CBET

iii) The DACUM Chart (Developing a Curriculum)

iv)   The Occupational Unit Standard

v)   Scheme of Training

vi)   Training and Learning Element (TLE)

vii) Teaching Methods, Strategies and Techniques

viii) Instructional Planning

ix) Micro-instructing

x) Assessing and Evaluating learning

xi) Workshop Management

xii)Educational Psychology

xiii)Communication Skills

e) Course Fee

i) TZS 1,250,000.00 per participant.

ii) The fee covers tuition, hand-outs, session break tea and lunch for 20 training days

3.2.6. ICT Training for Executive Assistants

a) Target Group

Staffs who are directly involved in the day to day management of information services, records managers, Personal Secretaries, personal assistants, receptionists, librarians whose duties include managing records of organizations, corporate information and writing reports.

b) Duration: Three (3) Weeks

c) Course Objectives

i) To enhance effectiveness and efficiency in executing administrative and secretarial functions

ii) To provide skills and techniques to the participants on:-

iii) Creation, manipulation, editing and printing documents in various presentation formats

iv) Producing Brochures, Labels, and Manuscripts

v) Creating and formatting budget spread sheets

vi) Creating diagrams, illustrations, charts, and graphs

vii)Preparing organizational charts

d) Course Outline

i)   Microcomputer Technology Hardware and Software Systems

ii) Word Processing and Presentation Software Tools

iii) Microsoft Word, Power Point, Graphics, and Publishing Software Tools

iv) Spread Sheets and Database Systems

v)   The Internet Services

e) Course Fee

i)   TZS 950,000.00 per participant.

ii) The fee covers tuition, hand-outs, session break tea and lunch for 15 training days

3.2.7. Management of Vocational Training Functions

a) Target Group

The target group is the current and future Principals and Managers of vocational Training institutions

b) Duration: One Week (1) Week

Venue: Morogoro Vocational Teachers Training College (MVTTC)

c) Course Objectives:

i)   By the end of this course participants should be able to:

ii) Apply general principles of management in running VTCs

iii) Apply principles of financial management

iv) Apply principles of human resource management

v)   Apply principles of materials management

vi) Practice entrepreneurial skills for sustainability of VTCs

vii) Carry out assessment and evaluation of programs provided

d) Course Outline

i)   Quality Management and Managerial Roles

ii) Change Management Principle (Linked to Attitude Change).

iii) Leadership and Team Building.

iv) Management in Relation to Entrepreneurship for Sustainability of VTCs.

v)   Training and Development Function.

e) Course Fee

i) TZS 450,000.00 per participant.

ii) The fee covers tuition, hand-outs, session break tea and lunch for 5 training days

3.2.8. Delivery of Competency-Based Training for Vocational Teachers

a) Target Group

The target group is the Vocational Education and Training (VET) Teachers of vocational training institutions.

b) Duration: Two (2) Weeks

c) Course Objectives

By the end of this course participants should be able to:

i) Explain the CBET concept

ii) Identify the main features of CBET

iii) Plan CBET instructions

iv) Apply different CBET techniques and resources

v) Carryout CBET assessment

d) Course Outline

i) Set learning Objectives

ii) The CBET Concept

iii) Preparation of Scheme of Training

iv) Preparation of Instructional Plan

v) Competence Based Training Methods

vi) Preparation of Resources in CBET

vii) Conducting Competence Based Assessment (CBA)

e) Course Fee

i) TZS 650,000.00 per participant.

ii) The fee covers tuition, hand-outs, session break tea and lunch for 10 training days

3.2.9. Competence Based Curriculum Development

a) Target Group

The target group is the Vocational Education and Training (VET) Teachers of vocational training institutions.

b) Duration: Two (2) Weeks

c) Course Objective

By the end of this course participants should be able to make and use different training plans

d) Course Outline

i) Prepare Scheme of Training

ii) Prepare Instructional Plan

e) Course fee

TZS 650,000.00 per participant.

The fee covers tuition, hand-outs, session break tea and handouts

3.2.10. Computer Application Courses

MVTTC offers computer application Short Courses that aim at imparting participants with knowledge and practical skills through a hands-on training methodology. The courses range from introductory to advanced level. Currently, the college is conducting the following ICT application short courses.

SNO	NAME OF THE PROGRAM	DURATION	TARGET GROUP	FEE
1	Introduction to Computers& Windows Operating systems	2Weeks(20Hours)	Open to all	30,000.00
2	Word Processing Software(Microsoft Word 2010/2013/2016/2019)	2Weeks(20Hours)	Open to all	35,000.00
3	Spreadsheet Program (Microsoft Excel2007/2010/2013/2016/2019)	2Weeks(20Hours)	Open to all	35,000.00

SNO	NAME OF THE PROGRAM	DURATION	TARGET GROUP	FEE
4	Database Management System (Microsoft Access 2007/2010/2013/2016/2019)	2Weeks(20Hours)	Open to all	40,000.00
5	Presentation Software (MicrosoftPowerPoint2007/2010/2013/2016/2019)	2Weeks(20Hours)	Open to all	30,000.00
6	Desktop Publishing(MicrosoftPublisher2007/2010/2013/2016/2019)	2 Weeks (20 Hours)	Open to all	35,000.00
7	Project Management(MicrosoftProject2007/2010/2013/2016/2019)	2 Weeks (20 Hours)	Open to all	30,000.00
8	Internet and Emails kills	2 Weeks (20 Hours)	Open to all	40,000.00
9	Accounting software (Tally ERP 9 Software)	2 Weeks (20Hours)	Open to all	40,000.00
10	Typing Skills with Microcomputers	2 Weeks (20 Hours)	Open to all	20,000.00
11	Scanning Skills	2 Weeks (20 Hours)	Open to all	20,000.00

a) **Entry Requirements**

i) Minimumage16years(unless otherwise for the special classes)

ii) Able to speak and write English.

b) **Tailor-Made Training**

MVTTC understands that individuals and organizations have needs and requirements that are unique and existing short courses might not be in a position to address them successfully. It is in this spirit that we are prepared to tailor interventions to specific needs and requirements of our clients. The terms and conditions of the programmes to be tailored are always negotiable and flexible to accommodate such needs and requirements. Please contact us with your specific needs and requirements and we will offer you the most relevant and value for money intervention.

4.0. ASSESSMENTS, EXAMINATIONS AND CERTIFICATION

4.1. Assessments and Examinations

At MVTTC we understand that assessment plays a major role in how trainees learn, how they are motivated to learn, and how teachers teach. We further understand that the most important part of assessment is the interpretation and use of the information that is gleaned for its intended purpose. Assessment at MVTTC is conducted formatively (i.e. continuously) and summatively (i.e. final validation assessment) as per criteria and schedules set. Additionally, students are assessed through teaching practice, project, Practical skills orientation attachment/practice and research work.

4.2. Examinations Components

Examinations shall have two components that are assessed separately namely continuous assessment and end of Semester examinations. The candidates shall be required to attain a pass in both of the components.

4.3. Weighting of Assessment Components

The overall score shall be 100% and shall be composed of Continuous Assessment and end of Semester Examination components. Weighting of assessment components shall be:-

a) Continuous Assessment (70%)
i) Two (2) group assignment which contribute 15% of the CA
ii) Three (3)Individual assignment which contribute 20% of CA
iii) Two(2) written Test each carry 15%
iv) Attendance contributes 5%

b) End of the Semester Examination
Semester examination shall contribute 30% of total assessment weighing

4.4. Passing Conditions

The passing score for each assessment component out of 100% at the respective NTAs levels and for Certificate of Assistant Vocational Teacher shall be as follows:-

50% whereby 30 out of 60 marks (50%) for continuous assessment and for end of semester examination shall be 20 out of 40 marks (50%) to make the overall marks 100% for Certificate of Assistant Vocational Teacher.

50% whereby 35 out of 70 Marks (50%) for continuous assessment and for end of semester examination shall be 15 out of 30 Marks (50%) to make the overall marks 100% for NTA level 5.

45% where by 31.5 out of 70 Marks (that is 45%) for continuous assessment and for end of semester examination shall be 13.5 out of 30 Marks (that is 45%) for NTA level 6.

4.5.   Practical skills orientation and Teaching Practice
All Practical skills orientation and Teaching Practice shall be carried out after the semester two of the respective academic year. The assessment shall be done as per stipulated Guideline and the results shall be compiled for the respective semester the academic year.

4.6.   Trainees Research Work
Research Data Collection and Research Data Analysis are covered in Semester I and. II, respectively, for NTA level 6.
i) Research Data Collection module addresses the project proposal with preliminary data collection and is carried out in semester I for NTA 6 and
ii) Research Data Analysis module covers the data collection, organization, analysis and the final report done in semester II for NTA 6.

4.7.   Research work Evaluation
Students Research (Research Data Collection and Research Data Analysis modules) shall be assessed like other module(s);
i) Evaluation of the research shall be done as guided in the research guidelines for NTA6 program.
ii) A student failing in 'Research Data Collection' in semester I cannot proceed to Research Data Analysis module in semester II, shall have to re-take the whole Research work when next offered.

A teacher trainee failing in 'Research Data Analysis' module in semester II shall be required to re-take the whole Research Work when next offered. The score given to previous Research Data Collection in that case shall be nullified.

4.8. Conditions for the Award

A candidate shall qualify for the award registered for if:-

i)   has successfully completed all modules for the award and achieved a minimum cumulative Grade Point Average (GPA) equivalent to pass

ii) has passed all Practical skills orientation and teaching practice modules.

iii) has passed research work (where applicable).

iv) has paid required fees.

v)   has fulfilled any other terms and conditions established by the Council.

4.9. Scoring and Grading System

4.9.1. NTA Level 5 Scoring and Grading System

The Technician certificate in Technical and Vocational Teacher Education grading shall adapt the following system which articulates grades, description and grade points.

a) Definitions of Letter Grades corresponding Grade Points

Technician Certificate in Technical Vocational Teacher education NTA Level 5		
Grade	Description	Grade Point
A	Excellent: Independent, efficient, accurate work of extra ordinary outstanding quality	4.0
B	Very Good: Independent, efficient, accurate work of acceptable quality	3.0
C	Good: work of acceptable quality	2.0
D	Poor: falls short of most of the critical competencies	1.0
F	Very poor: Falls short of all critical competencies	0.0
I	Incomplete	0.0
Q	Disqualified	0.0

NB: Candidates with grade A, B and C will qualify for the NTA level 5 award.

b) Ranges of scores for different Grades

Grade	Description	Score Range	GPA	CLASS of award
A	Excellent	80 -100	3.5 - 4.0	First Class
B	Very Good	65 - 79	3.0 - 3.4	Second Class
C	Good	50 - 64	2.0 - 2.9	Pass
D	Poor	40 - 49		
F	Very poor	00 - 39		
I		Incomplete		
S		Supplement		
Q		Disqualified		
TS		Technical Supplementary		

4.9.2. NTA Level 6 Scoring and Grading System

The Ordinary Diploma in Technical and Vocational teacher Education grading shall adapt the following system which articulates grades, description and grade points.

a) Definitions of Letter Grades corresponding Grade Points

Diploma in Technical and Vocational Teacher Education (NTA Level 6)		
Grade	Description	Grade Point
A	Excellent: Independent, efficient, accurate work of extra ordinary outstanding quality	5.0
B+	Very Good: Independent, efficient, accurate work of acceptable quality	4.0
B	Good: Independent, accurate work of acceptable quality	3.0
C	Average: work of acceptable quality	2.0
D	Poor: falls short of most of the critical competencies	1.0
F	Very poor: Falls short of all critical competencies	0.0
I	Incomplete	0.0
Q	Disqualified	0.0

b) Ranges of scores for different grades

Grade	Description	Score Range	GPA	CLASS of award
A	Excellent	75 -100	4.4 - 5.0	First Class
B+	Very Good	65 - 74	3.5 – 4.3	Upper Second Class
B	Good	55 - 64	3.0 – 3.4	Lower Second Class
C	Average	45 - 54	2.0 – 2.9	Pass
D	Poor	35 - 44		

F	Very poor	00 - 34		
I		Incomplete		
S		Supplement		
Q		Disqualified		

4.9.3. Procedure for calculating Grade Point Average (GPA)

All core modules' credits shall be included in calculating GPA.

4.9.3.1. NTA level 5 Computation of the Cumulative GPA (CGPA)

The computation of the Cumulative GPA (CGPA) for NTA Level 5 will be based on the following formula.

Range of Marks	Grade	Grade Point	Equation For The Grade Point
80 – 100%	A	4.0	
65 – 79%	B	3.0	Σ(Letter Grade Points x Credit)
50 – 64%	C	2.0	$\overline{\Sigma \text{ Credits}}$
40 – 49%	D	1.0	
0 – 39%	F	0	

4.9.3.2. NTA level 6 Computation of the Cumulative GPA (CGPA)

Range of Marks	Grade	Grade Point	Equation For The Grade Point
75 – 100%	A	5.0	
65 – 74%	B+	4.0	Σ(Letter Grade Points x Credit)
55 – 64%	B	3.0	$\overline{\Sigma \text{ Credits}}$
45 – 54%	C	2.0	
35 – 44%	D	1.0	
0 – 34%	F	0	

5.0. TRAINING RESOURCES

MVTTC is equipped with the relevant facilities, tools and equipment for providing quality pedagogical, andragogical, didactical, and vocational skills to our clients. Students have unlimited access to these facilities, tools and equipment with close support of tutors and instructors to provide necessary technical intervention

6.0. HOW AND WHEN TO JOIN MVTTC

a) Terms of Admission

A student is admitted to the College after fulfilling the minimum requirements for the respective programme of study understanding that in accepting the admission he/she adheres to its charter, statutes, ordinances, regulations, rules and by-laws. MVTTC is a tertiary learning institution and expects that students will behave exemplarily, be moral, ethical and rightful. MVTTC reserves the right to withdraw admission for conduct that is contrary to the objectives of the College.

b) When to Join

The admission seasons for long-term programmes follows NACTVET Academic Calendar issued annually. Invitations for admission are placed in various public media including newspapers, television, radio, social media and, MVTTC (www.mvttc.ac.tz) and VETA (www.veta.org) websites. All applications should be addressed to:

The Principal,
Morogoro Vocational Teachers Training College,
P. O. Box 671,
MOROGORO.

Application Fee

The current non – refundable application fee of Tsh. 10,000/= (or 10 USD for non-Tanzanians) will be required, paid through GePG Control Number to be issued on due time. Application forms dully filled are to be returned on specified deadlines.

Registration

Registration shall be done in the first two weeks of every academic year for long-term programmes. A student, who fails to register within the two weeks, shall be required to defer his or her studies. No student shall be allowed to register or attend classes at the College unless required fees have been paid and the original certificates have been submitted and verified by the relevant authorities. Admission to short and tailor made programmes will be subject to the terms and conditions agreed between MVTTC and the commissioning/engaging organization/institution.

7.0. OUR COMMITMENT

MVTTC has qualified and experienced staff at all levels, highly committed in realizing our vision to be a centre of excellence in the development of quality technical and vocational force with excellent pedagogical, andragogical, didactical and vocational skills able to steer the industrial economy growth. Our service provision team at comprises of Management, educationalists, and support staff. Each member of staff plays a complementing role to ensuring delivery of quality services to our stakeholders.

8.0. MISCELLANEOUS

8.1. Medium of Instruction

All courses are taught in English, therefore it is imperative that all students are required to be proficient in reading, writing and speaking in English.

8.2. Our Resource Centre

MVTTC is a designated resource centre for Vocational Education and Training in Tanzania. Our resource centre is well stocked with thousands of volumes of various publications on technical and vocational education and training from all over the world. Through our online facilities you will also be able to access similar publications from other sources across the world. Our center serves both students and researchers of vocational education from Tanzania and beyond.

8.3. Student Life

Life at MVTTC is not just about gaining formal qualifications and skills, it is also about having fun and acquiring new social experiences, which broaden student's horizons to make a better person after completion of studies. While at MVTTC students will have an opportunity to participate in various sports and recreation activities either as an individual or as a part of a team.

9.0. BY- LAWS AND INSTRUCTIONS

Student at MVTTC will be required to observe the following set off bylawsthathavebeenadoptedtoensureconduciveteachingandlearningenvironmentism aintainedatalltimes.

9.1. General

a) These rules and regulations are applicable to ALL student teachers at MVTTC campus, whether on regular programmes or short course. They are also applicable to student teachers when in field trips, excursion, study tours or visit.

b) MVTTC is a community consisting of adult future vocational teachers and leaders who are expected to observe among others, the under listed guide - lines /rules and regulations in an effort to mold and enrich high standard of community living.

c) As part of MVTTC community they are specifically required to help care for the college equipment and facilities and set a high standard of moral behavior, cleanliness, and diligence and order lines.

9.2. Rules, Regulations and Instructions

a) Attendance of Classes

Attendance of all classes and other scheduled tuition is COMPULSORY; failure to attend some of the periods will lead to discontinuation.

b) Equipment and Facilities

A student teacher will be held responsible for damage or loss of tools, equipment and facilities entrusted to him/her. Replacement of the loss or damage caused shall be mandatory.

c) Smoking

Smoking is strictly prohibited in the following areas: classrooms, library, office, workshop, dormitories, Dining hall and in any public areas.

d) Alcoholic/Beverages

Drunkenness is prohibited.

e) Quarrelling

Quarrelling, fighting and possession of dangerous weapons is strictly prohibited. Contravention will result in appropriate warning and where necessary criminal charges shall be instituted against the culprit.

f) Out of Bound Areas

The following places within the compound are out of bound unless specially permitted by the authority.

i) Staff residential areas.

ii) Dormitories: Different sexes are prohibited to enter the female or male dormitories at all times.

g) Permissions

After classes and other scheduled activities; Student teachers may leave the compound but MUST return by 10.00PM. After signing in the off campus book, student teachers may stay out overnight during weekends from Friday after lunchtime to Sunday at 10.00pm.

h) Identity Cards (ID Cards)

All student teachers will be provided with identity cards. The costs of replacing lost or damaged identity card will be met by the student teachers.

i) Visitors

i) Visitors are not allowed into areas such as (classrooms, workshop, dormitories, and library) they can meet in the cafeteria or any located place.

ii) Visitors are not allowed into the campus after 6.00pm

j) Hostel

i) Student teachers are responsible for the cleaning of their rooms and corridors in their dormitory.

ii) Cello tape and other adhesives should not be used for sticking pictures and other materials on the wall. Violators will incur costs of reconditioning damaged areas.

iii) The warden/matron and Preventive Maintenance Team will inspect hostel surroundings and rooms from time to time.

iv) Student teachers are strictly prohibited to cook in their rooms.

v) At all times student teachers are requested to avoid unnecessary noise (e.g. shouting, loud music etc.) and be considerate to studying fellow students and other residents.

k) Illness

All cases of illness must be reported to the warden /matron for information and possible action.

l) Communication

i) All academic and social correspondence with other institutions MUST be channeled through the Principal.

ii) Student teachers are not allowed to use college telephones. In case of emergency permission should be obtained from the appropriate authority.

m) Dressing Code

i) All student teachers at all times are expected to be decently dressed.

ii) Overalls, sandals and sportswear are not allowed into the dining hall, classrooms and library.

n) Warning

Contravention of the college rules, regulations and misbehaviors may lead to written warning, suspension or termination from studies.

Note: Any amendments of these by laws shall be notified through a special announcement, and an up to date version will always be available on the College website. Please ensure that you read the College regulations for information on such issues as (but not limited to) freedom of expression, harassment, drugs, alcohol, disciplinary procedures, etc.

10.0. HOW TO GET TO MVTTC

We are located at Rwegasore road. Our premises are within walking distance from Morogoro Municipal (Town Centre) and 3.8 Km from Msamvu Bus Stand Terminal.
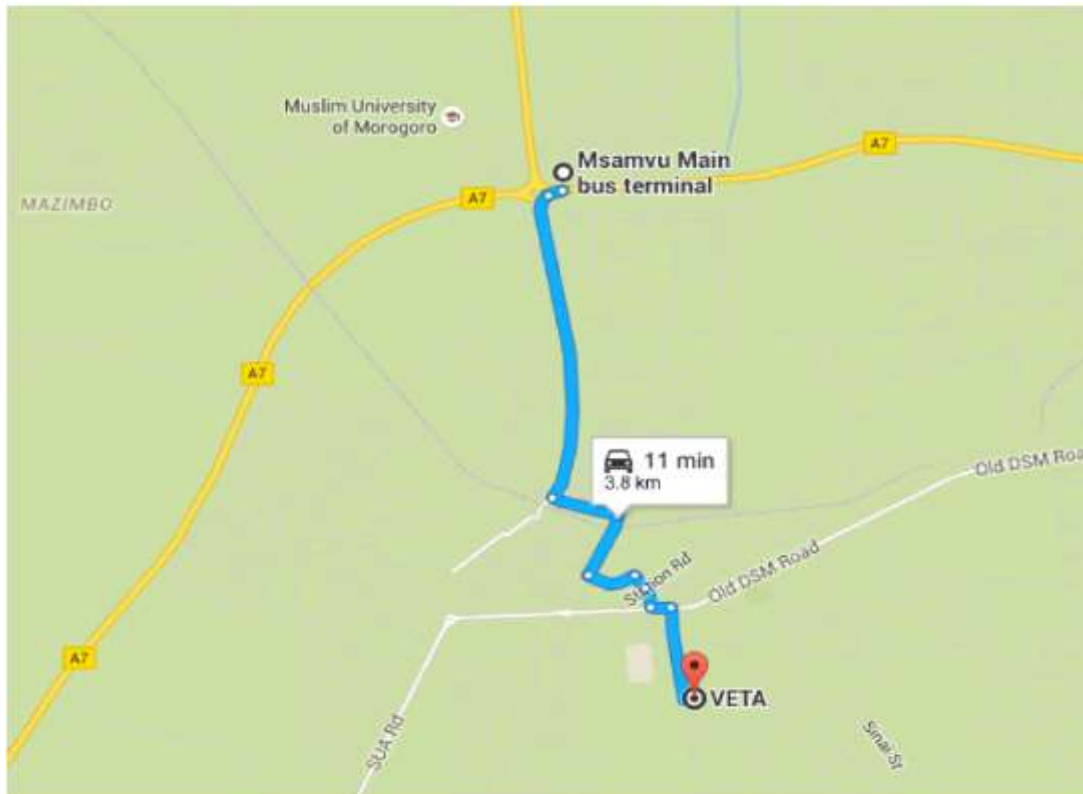
10.1. How to Contac MVTTC

The Principal,
Morogoro Vocational Teachers Training College,
P.O Box 671,
MOROGORO

Tel: +255 23 261 4466   Fax: +255 23 261 4466

Email: mvttc@veta.go.tz   Website: www.mvttc.ac.