



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

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13th September, 2024

CIRCULAR No. 05 of 2024

The Heads of Centres for;
Technical and Vocational Colleges/Institutions,
Biological and Physical Sciences Institutions, and
Business, Humanities, and Cooperatives Colleges/Institutions.

ASSESSMENT AND ACCREDITATION BASED ON NEW GUIDELINES FROM THE MINISTRY OF EDUCATION AND SPORTS

Uganda Business and Technical Examinations Board (UBTEB) was established by the BTVET Act of 2008 and operationalized through Statutory Instrument 2009 No. 9 (Establishment of the Uganda Business and Technical Examinations Board). UBTEB is mandated by these regulations to streamline, regulate, coordinate, and conduct credible national examinations, awarding Certificates and Diplomas in Business, Technical, and Vocational/Specialized education and training across Uganda.

The TVET Policy 2019 reforms propose a transformation of the current Technical and Vocational Education and Training (TVET) system to establish a demand-driven approach. This reform aims to enhance flexibility and ensure that competencies align with the needs of the labour market. Consequently, there is a pressing need for continuous streamlining of assessment systems.

On 27th March 2023, the Permanent Secretary of the Ministry of Education and Sports issued Circular No. ME/TVETO&M 01/23 (attached), setting out standards and procedures for the licensing and registration of all TVET Private Institutions/Providers. Following this, the TVET Operations & Management Department of the Ministry launched an inspection exercise, resulting in the issuance of registration certificates to numerous providers. These certificates indicate the programmes/courses for which they are accredited to provide training and assessment by the Board.

In light of the above, the Board wishes to inform all current Private TVET Providers with existing Assessment/Examination Centres, as well as prospective private TVET providers seeking accreditation as examination centres, as follows:

1. **Adherence to Ministry Guidelines:** For the 2025 academic year, all institutions are required to comply with the Ministry's guidelines. Institutions must present themselves for inspection and registration with the Ministry in accordance with the new guidelines.
2. **Programmes for Assessment:** No new programmes will be considered for assessment unless the institution is officially registered by the Ministry.
3. **Re-inspection Requirement:** All private TVET providers must ensure that they contact the Ministry to arrange for re-inspection by the TVET Operations & Management (TVETOM) Department. It is highly recommended that this process be completed by the end of February 2025 to enable the presentation of trainees for assessment.

Thank you.



Onesmus Oyesigye (CPA)
EXECUTIVE SECRETARY

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Cc: Chairperson – UBTEB

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In any correspondence on
this subject please quote No. ADM/102/235/02

27th March 2023

CIRCULAR NO ME/TVET O&M 01/23

To: All Permanent Secretaries
All Chief Administrative Officers
All City Clerks
All Town Clerks
All Heads of Private TVET Institutions and Providers
The General Public

THE PROCEDURE FOR LICENSING AND REGISTRATION OF PRIVATE TECHNICAL, VOCATIONAL EDUCATION AND TRAINING (TVET) INSTITUTIONS AND PROVIDERS

a) Introduction

1. This Circular sets out standards regarding the procedure for licensing and registration of a private TVET institution or provider other than Health Education and Training. This is intended to guide on the procedure for licensing in line with the TVET Policy, 2019.
2. This circular outlines the requirements for registration/obtaining a license as a TVET Institution and provider.
3. All Permanent Secretaries, Chief Administrative Officers, City Clerks, Town Clerks, Heads of Private TVET Institutions and Providers and the general public should adhere to this circular.

b) Background to the Procedure for Licensing and Registration of Private TVET Institutions and Providers

The Technical, Vocational Education and Training (TVET) Policy was approved by Cabinet in January 2019. This led to the process of building a strong employer led TVET system that focuses on delivery of relevant skills for national development, enhanced productivity and economic growth.

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1. The TVET Policy under section 6.0 objective 6.2, 6.3 & 6.5 seeks to improve access, employability, quality management and organization of the TVET system. It also seeks to promote partnerships between TVET institutions, strengthen the capacities of both public and private TVET institutions and providers, and ensure that at least 66% of the governing bodies of public and private TVET institutions are representatives of the relevant employers/industry.
2. The procedure for licensing TVET institutions and providers is derived from the establishment, management and TVET operational standards No. 4 and 5 in the TVET Policy.

c) The purpose of the Circular Standing Instruction

The purpose of the Circular is to guide on the procedure for licensing and registration of Private TVET institutions and providers other than Health training institutions.

d) Licensing and Registration Procedures for Private TVET Institutions and Providers

The Ministry of Education and Sports is responsible for Licensing and Registration of all private TVET Institutions and Providers through the department of TVET Operations & Management (TVET-O&M) in the country.

The guidelines for licensing and registration include:

1. All private TVET institutions and providers shall seek inspection by the department of TVET-O&M under the Ministry of Education and Sports in order to assess compliance with the Policy standards and guidelines as well as procedures provided by the Ministry.
2. The department, after inspection, shall write an inspection report and endorse the application forms.
3. The department shall recommend for licensing and registration based on the findings.
4. The department shall retain one file and ensure that the Institution or Provider is given a copy.
5. The Private TVET Institution or Provider, shall fill a licensing form available on the Ministry website: www.education.go.ug, TVET platforms and the department offices to acquire a license of Two years.



6. The Private TVET Institution or Provider shall apply for Renewal of a license three months to expiry. Renewal of a license is granted for a period of only one year after re-inspection.
7. In case the Institution or Provider does not qualify for registration after the three years, it shall be closed.
8. Six months to the expiry of the two or three-year license, the provider shall fill a registration form available on the Ministry website: www.education.go.ug, TVET platforms and the department offices.
9. The institution or provider shall be inspected and assessed for compliance with the Operating Procedures and Standards. In case the institution or provider is compliant, it will be registered for a period of three years renewable upon re- assessment.

e) Inspection and Assessment Procedure

1. The Ministry of Education Sports (MoES) through the department of TVET- Operations and Management will inform the Uganda Business and Technical Examinations Board (UBTEB) in writing about the application for licensing or registration.
2. A joint team for Licensing/Registration and accreditation for assessment centre shall be composed of; one (1) relevant TVET expert from the Department, one (1) member of the relevant Sector Skills Council (SSC) and one (1) staff from Operating Procedure and Standards (OPS) Division together with a team from UBTEB.
3. A standard inspection and assessment fee will be paid by the applicant to UBTEB as specified in the application form.
4. The joint inspection and assessment team will be facilitated from the application fee to visit and assess the applicant (Institution or Provider) and provide a report.
5. The applicant will be informed of the decision in writing within one month after the inspection.

f) Requirements to establish a Private TVET Institution and for TVET Providers

The following are the minimum requirements for a Private TVET Institution or Provider:

1. Land title in the Institution (s) names or Tenancy Agreement.
2. Legal Partnership Decds/Articles of Association.
3. Approved Site layout by relevant authorities.
4. Six months Bank Statement and a two-year financing sustainability plan in the name of the provider (s).
5. Three Referees. These should be persons (male/female) of integrity in society from the Institution/Training provider's area.
6. Approved building plan, technically drawn and clearly indicating the Training Institution/provider(s) name and building specifications.
7. Attach a copy of the occupation permit.
8. L.C III Recommendation letter confirming that the TVET Training Institution/provider is within the sub county and meets the intended skills gap of that locality.
9. Attach previously issued licensing documents if applying for renewal or registration.
10. Original Provider (s) Curriculum Vitae & Photo.
11. Curriculum Vitae of Head of Institution/Provider and Photo.
12. Health Inspectors report including SOPs for any prevailing pandemic.
13. Two thirds (2/3) or sixty six percent (66%) of the Governing body must be employers in the relevant field. The Training Institution or provider must possess Master Trainers, approved & certified by the TVET Directorate until the TVET Council is in place.
14. Signed Contracts with terms of service between Training Institutions/providers and TVET trainers.
15. Curriculum Vitae and photos of all staff.
16. List of training modules/courses to be provided. A minimum of 1 and maximum of 4 trades is recommended in an institution.
17. Institutional rules/code of conduct approved by the Governing body and/or Skills Advisory Committee.
18. A minimum of 3 Memorandum of Understanding (MoU) between the training institution/provider and other relevant organizations/industry.
19. Infrastructure should be commensurate with the training modules/courses.



THE REPUBLIC OF UGANDA

MINISTRY OF EDUCATION AND SPORTS

TECHNICAL VOCATIONAL EDUCATION AND TRAINING (TVET) CALL FOR LICENSING AND REGISTRATION OF PRIVATE TVET INSTITUTIONS AND PROVIDERS

The Technical, Vocational Education and Training (TVET) Policy was approved by Cabinet in January 2019. This led to the process of building a strong employer led TVET system that focuses on delivery of relevant skills for national development, enhanced productivity and economic growth.

The TVET Policy seeks to improve access, employability, quality management and organization of the TVET system. It also seeks to promote partnerships between TVET institutions/industry, strengthen the capacities of both public and private TVET institutions and providers, and ensure that at least 66% of the governing bodies of public and private TVET institutions are representatives of the relevant employers/industry.

To implement the Policy, the Ministry of Education and Sports issued Circular No.1 indicating guidelines on the procedure for licensing and registration of TVET Private Institutions and Providers. The Ministry now calls for applications from eligible Private Institutions and Providers who wish to be Licensed and Registered to engage in TVET delivery and subsequently, qualify for inspection, assessment and accreditation: Applicants who had earlier submitted detailed information with regard to their institutions or TVET provision centers will be served first.

Application forms and relevant documents should be duly filled and returned by **Friday 28th April 2023**. Forms can be accessed on the Ministry website <http://www.education.go.ug> UBTEB <http://ubteb.go.ug> and at the Department of TVET Operations and Management offices located at Legacy Towers 3rd Floor Wing B, Plot No.5 Kyadondo Road.

A handwritten signature in black ink, appearing to read 'Ketty Lamaro'.

Ketty Lamaro
PERMANENT SECRETARY