MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY

GUIDELINE FOR IMPLEMENTATION OF THE APPRENTICESHIP PROGRAMME

February 2023

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LIST OF ABBREVIATIONS AND ACRONYMS

FYDP II   Second Five-Year Development Plan

MIC   Middle Income Country

MIST   Mbeya Institute of Science and Technology

MUST   Mbeya University of Science and Technology

MRCC   MUST Rukwa Campus College

M & E   Monitoring and Evaluation

NAG   National Apprenticeship Guideline

NGOs   Non-Government Organizations

SDG(s)   Sustainable Development Goal(s)

URT   United Republic of Tanzania

DQA   Director of Quality Assurance

EXECUTIVE SUMMARY

In recent years, apprenticeship training has enjoyed increasing attention globally. In the face of severe youth unemployment challenges, the debate about strategies to develop training opportunities to strengthen workplace learning and provide youth with a better start in employment has received special interest nationally and globally.

The United Republic of Tanzania (URT) recognizes that apprenticeship programme is a viable model for enhancing workforce employability and reducing the time for school-to-work transitions and is inevitable in developing a skilled workforce to foster the national industrialization process.

The acceptance and success of apprenticeship training are critically dependent on an enabling policy environment as well as the availability of a clear set of guidelines that sets the right rules and conditions and supports their implementation. The general objective of these guidelines therefore is to direct relevant stakeholders in developing, implementing, monitoring and evaluating the apprenticeship training programme at Mbeya University of Science and Technology (MUST).

The guidelines have been developed following the general National Apprenticeship Guideline (NAG) by URT. It is the anticipation of MUST to establish an Apprenticeship programme to equip jobless young primary and secondary school leavers with the necessary skills to join the labour market as employees or self-employed individuals. The guidelines include the definition of key terms related to apprenticeship, the rationale of apprenticeship as well as the objectives and criteria guiding the apprenticeship programme. The last sections of the guidelines present the roles of the management committee of the Apprenticeship Programme at MUST which include quality assurance, monitoring and evaluation as well as periodic benchmarking to improve the guidelines, and reporting to the top University management at the end of each training cycle. By implementing the apprenticeship programme following these

Guidelines, a significant contribution will be made to the development of skilled labour out of unemployed youth and bridge the gap between school and employability. This way, the programme will be instrumental in directing Tanzania's industrialization and its efforts to achieve its developmental visions and the global Sustainable Development Goals (SDGs).

1. INTRODUCTION

1.1 Mbeya University of Science and Technology

Mbeya University of Science and Technology (MUST) is a public University in Mbeya located in the Southern Highlands of Tanzania. The University was established as a result of the transformation of the Mbeya Institute of Science and Technology (MIST) through the Universities Act No. 7 of 2005 and the Mbeya University of Science and Technology Charter, 2013. The Universities Act requires universities to draft charters and have them approved as a condition for providing University education. In compliance with the requirements of the Universities Act, MUST has been established under Part II, Article 3(1) of the MUST Charter (2013). In providing direction to influence its operations toward the desired future, MUST is guided by the following vision, mission, and core values:

1.1.1 Vision

The Vision of MUST is to become the leading centre of excellence for knowledge, skills, and applied education in science and technology.

1.1.2 Mission

The Mission of MUST is to develop academically, technologically, and socially competent students, staff, and other stakeholders who will be responsive to the broader needs and challenges of the society specified by:

    (i)   Facilitating appropriate tuition, practical training, and support according to the needs of students and other customers.

    (ii)   Encouraging staff commitment to quality education and services including research, consultancy, and innovation;

    (iii)   Fostering lifelong learning, honesty, and responsibility;

    (iv)   Promoting an environment conducive to human development; and

    (v)   Promoting effective entrepreneurship and usage of appropriate technology that meets national and international needs, standards, skills, and practical-oriented training, research, and consultancy.

1.1.3 Core Values

In undertaking its roles and functions, MUST will uphold the following core values:

(i) **Leadership in Innovation and Technology -** The University is committed to advancing science and technology as an essential part of our cultural heritage. High-quality, state-of-the-art programmes and the embracing of future technologies are highly valued.

(ii) **Cultural of Excellence -** This means striving to do things better, setting challenging goals, and continuously improving and innovating to deliver the best possible outcomes.

(iii) **Diversity and Equal Opportunities for All -** We believe in ethical and scholarly questioning in an environment that respects the rights of all, to freely pursue knowledge.

(iv) **Partnerships -** The University will work very closely with its stakeholders whichinclude; students and staff, industries, Government institutions, Non-Government Organizations (NGOs), Civil Society Groups, service providers, development partners, and other learning institutions, both within and outside the country.

(v) **Integrity and Stewardship of Resources -** MUST is committed to accountability and responsibility in all actions and adheres to the highest standards of professional ethics and individual integrity

1.2 Apprenticeship in Tanzania

Tanzania acquired a middle-income country (MIC) status in 2020 and aspires to attain the Sustainable Development Goals (SDGs) by 2030. To achieve and maintain these targets, a skilled workforce is a key requirement to drive transformation and development. Although Tanzania's economy has consistently been growing for the past decade, the country's skills base has not increased as fast. It is predicted that in the world nearly 50% of today's occupations will not exist by the year 2025 due to automation, digital

innovation, artificial intelligence and other factors that will redefine the essential skills for the future.

Currently, Tanzania's labour market is greatly limited since a majority of its labour force has low skills. Recent reports indicate that about 79.9% of the employed labour force is in low-skills occupations whereas only 16.6% and 3.6% are in medium and high-skills occupations respectively, the opposite of what is needed for sustainable growth. Due to the country's aspirations to become a MIC country by 2025, the demand for higher-level skills is steadily rising in all sectors. To achieve this aspiration, the trend must be reversed to 12% for higher skills occupations, 34% for middle-skills occupations, and < 54% for low-skills occupations. As such, the apprenticeship is an important avenue to fill skills gaps and help the country realize its goals.

Apprenticeship entails both practical 'on-the-job' and in-class training to gain a specific set of skills. The former is achieved by allowing a trainee to gain experience by working alongside experienced staff to obtain specific skills. Apprenticeship training is recognized as one of the Nation's priorities in achieving its vision of 2025. This is also embedded in the country's Second Five-Year Development Plan - (FYDP II) which requires it to have a 30,000 well-trained workforce through formal apprenticeship by the year 2025. It is therefore important to develop apprenticeship training in the country so that employers, training institutions, and workers can be utilized to develop the skills of the national labour force. In this regard, the MUST is considering the development of apprenticeship training as a tool to bridge the gap between unemployed school leavers and the national labour force. To achieve these targets, there is a need for directions on how to implement and evaluate apprenticeship training programme by putting in place clear guidelines.

This document entails the apprenticeship guidelines that will direct to assure the quality of the apprenticeship training programme, as it provides guides for a structured and rigorous training programme at the University. It is expected that guidelines will enable the apprentices to gain hands-on skills and put skills into practice, thus improving their employability or chances of being self-

employed to contribute to the skilled labour market in Tanzania. The Guidelines establish the definition of key terms related to apprenticeship, the rationale for the apprenticeship and the guides for undertaking apprenticeship as well as information on benchmarking in developing the guidelines to direct the proper implementationof the proposed apprenticeship training programme at MUST.

1.3 Objectives of the Guidelines

The general objective of the apprenticeship guidelines is to direct the relevant stakeholders in developing, implementing, monitoring, and evaluating the proposed apprenticeship training programme at MUST. The guidelines present the necessary information to guide the registration, mode of training, duration of the apprenticeship, roles of the apprentice, fees and funding as well as completion, assessment, and certification of apprentices.

Specifically, these guidelines aim to:

(i) Set out the criteria for registration, training, roles, and assessment of apprentices;

(ii) Establish structured criteria for all stakeholders in training, funding, quality assurance and coordination of the apprenticeship programme; and

(iii) Provide a clear framework for quality assurance, monitoring, and evaluation of the apprenticeship programme.

1.4 Definition of Key Concepts in Apprenticeship

1.4.1 Apprenticeship

This is a form of vocational education/training that combines on-the-job training and institution-based learning, for specifically defined competencies and work processes. An apprenticeship is a combination of on-the-job training and classroom learning that leads to a trade credential – or "ticket". During the apprenticeship, skilled trade's professionals teach apprentices on the job and pass on their wisdom from years of experience. In addition to this hands-on training, apprentices also receive classroom training at a College, University, or

training institution. Class instructors are certified persons with experience in the field. A formal assessment is administered upon completion of a clearly defined accredited training programme and successful candidates are awarded a nationally recognized skills certificate.

1.4.2 Apprentice

Apprentice is a person who undergoes formal apprenticeship training. Apprentices spend most of their apprenticeship time observing experienced people, following instructions, and learning about how processes work. This way, they learn from their instructors and gain knowledge and skills from doing practical jobs as guided by their instructors.

1.4.3 Skills

Apprenticeship is a proven method of narrowing skills gaps as it emphasizes training at actual workplaces in addition to traditional institution-based learning. Therefore, apprentices gather the necessary skills for a particular job and can increase their employability or become self-employed after training. Apprentices thus gain skills for a clear path to gainful employment after training.

1.5   Objectives, Rationale, and Expected Outputs of Programme at MUST

1.5.1 Objectives of the Apprenticeship Programme

The objectives of the Apprenticeship Programme at MUST are to:

(i)   Improve the skillset of unemployed youth and secondary school dropouts in Tanzania;

(ii)   Enhance the employability of the apprentices upon the successful completion of the programme; and

(iii)   Enable the apprentices to develop self-employability skills.

1.5.2 Rationale of the Apprenticeship Programme

Like other apprenticeship programmes, the proposed apprenticeship programme at MUST is expected to have both classroom and on-the-job training sessions. The unique combination of dual training in apprenticeship makes it relevant to developing the skills required in the country for economic

development. Thus, apprenticeship graduates increase their employability and companies can benefit from the skilled workforce. It is also proved to be more cost-effective than conventional training approaches as it taps into accumulated know-how and resources of the private sector. Therefore, in developing the present guidelines for the apprenticeship programme at MUST, it is anticipated that it will create a skilled workforce by providing skill training and job-related theory to meet the employers' needs and the training of apprentices will create skilled and experienced employees for the labour market. Through the rigorous training for the apprentices, it is also expected that they will gain the necessary skills to employ themselves.

1.5.3 Expected Outputs of the Apprenticeship Programme

At the end of successful training in the Apprenticeship Programme at MUST, it is expected that the apprentices will be skilled and better placed to pursue opportunities for gainful employment in various sectors of the country. The apprentices will also be better skilled to pursue opportunities for self-employment which will generally reduce the number of unemployed youths in the country. The Apprenticeship Programme will fuel the country's aspirations to become a MIC country by 2025 which demands a high number of personnel with higher-level skills. As such, the apprenticeship will ultimately serve to fill skills gaps in Tanzania and help the country realize its goals which are also crucial for the realization of the SDGs.

1.5.4 Benchmarking

The main document used for benchmarking while developing these guidelines was the United Republic of Tanzania's National Apprenticeship Guidelines (NAG) which was developed by the Prime Minister's office, Division of Labour, Youth, Employment, and Persons with Disability in 2017. The document considers formal apprenticeship as a form of vocational education/training, combining on-the-job training and institution-based learning, for specifically defined competencies and work processes. The document also outlines that a formal assessment is administered upon completion of a clearly defined accredited training programme, and successful candidates are awarded a

nationally recognized skills certificate which is similarly incorporated in these guidelines.

This document was chosen for benchmarking because it highlights the general guidelines that should be followed while developing apprenticeship programmes in the country. In the NAG, it is recognized that one of the ways of funding apprenticeship is through self-funding as is also proposed in these guidelines. The guidelines in NAG relating to the eligibility, termination, and certification of apprentices have also been adopted in the present guidelines. Also, according to NAG, the roles of the training institution, in this case, MUST, are outlined as providing institution-based training to apprentices, administering exams/assessments, and offering certification to apprentices who complete their training. All these have been taken into account while developing the present apprenticeship guidelines for MUST.

2. GUIDELINES FOR IMPLEMENTATION OF THE APPRENTICESHIP PROGRAMME AT MUST

2.1 Eligibility Criteria

Persons that can be registered for the apprenticeship programme shall be Tanzanians or non-Tanzanians who fulfill the following criteria:

(i) Have the minimum of primary level education except for programmes whose minimum entry requirement is secondary education; and

(ii) A candidate who can't attend either full-time or part-time sessions for the apprenticeship. NB: Please refer to the sample announcement (Appendix 1) for other details like age limit and minimum qualifications)

2.2 Selection Procedure

(i) **Public announcement for registration of apprentices:** The announcement for apprentices to be enrolled in the programme shall be made public in the major media outlet in the country like radio, television, and newspapers. The announcement shall also be circulated online and made available on the MUST website.

(ii) **Mode of application:** The prospective apprentices shall apply for registration using an online registration portal for which an application link shall be constrained in the public announcement.

(iii) **Screening and selection of apprentices:** Following the expiration of the application period which shall be indicated in the public announcement, the admission committee shall convene a meeting to screen the applications and select successful applicants based on the minimum entry requirements for all apprentices and specific entry requirements for specific apprenticeship programmes. Shortlisted applicants will then be interviewed to select the best applicants. A sample of the form that shall be used to screen and interview the applicants is shown in Appendix 2.

(iv) **Announcement of successful candidates:** Successful applicants shall be notified by mail, text messages, and calls from the admission committee secretariat. The admission letters shall be made available at the University and also mailed to the successful applicants outlining the reporting dates, fee payment, and other requirements. NB. Please see the sample admission form in Appendix 3.

2.3 Registration Process

Registration shall be done for the successful candidates on a date that shall be specified in the announcement for applications. The students shall be required to present their original certificates to the registration panel for verification during the registration exercise. The registration for all new apprentices shall be completed within two weeks of the start of the exercise. All students registered at the University for the Apprenticeship Programme will be day scholars, therefore, no accommodation facilities shall be offered to them.

2.4 Guidelines of the Apprenticeship Programme

This section details the programmes which can be taught during the Apprenticeship Programme at MUST, together with details of the teaching staff that shall be involved in teaching the courses as well as the mode of training and teaching and the duration of the programme.

2.4.1 Programmes to be taught

The proposed Apprenticeship Programme shall entail the teaching of several apprenticeship courses in eight Departments at MUST, namely, Computer Science and Engineering, Mechanical and Industrial Engineering, Humanities, Civil Engineering, Electrical and Power Engineering, Architecture and Art Design, Applied Sciences, and MUST Rukwa Campus College (MRCC). Table 1 provides the current list of the Departments as well as Apprenticeship programmes that shall be hosted and the maximum capacity of Apprentices to be enrolled. However, any other courses which from time to time may deem necessary to the community needs will be offered using the Guidelines.

Table 1: Details of Apprenticeship Programmes at MUST

S/N	DEPARTMENT	COURSE TITLE	ENTRY QUALIFICATION	DURATION
1.	Computer Science and Engineering	Computer Maintenance and Repair	STD 7 or above	6 months
		Office Machine Maintenance and Repair (Printer, Photocopy and Scanner)	STD 7 or above	6 months
		Blog Designing and Desktop Publishing	STD 7 or above	6 months
2.	Mechanical and Industrial Engineering	Motor Vehicle Mechanics – *Ufundi Magari*	STD 7 or above	6 months
		Auto Electrical – *Ufundi Umeme wa Magari*	STD 7 or above	6 months
		Refrigeration and Air Condition – *Ufundi Majokofu na Viyoyozi vya Magari*	STD 7 or above	6 months
		Vehicle Air Condition and Heating	STD 7 or above	6 months
		Fabrication of Alluminium and PVC – *Utengenezaji Madirisha ya Aluminium na PVC.*	STD 7 or above	6 months
		Plumbing and Pipe Fitting – *Ufundi Bomba*	STD 7 or above	6 months
		Solar PV for Household, Solar Pumping System – *Ufundi wa Umeme Jua*	STD 7 or above	6 months
		Welding and Metal Fabrication – *Uchomeleaji na Uungaji Vyuma*	STD 7 or above	6 months
		Motorcycle and Tricycle Mechanics Maintenance and Repair – *Ufundi wa kutengeneza Pikipiki na Bajaji*	STD 7 or above	6 months
3.	Humanities	English Language	STD 7 or above	6 months
4.	Civil Engineering	Masonry	STD 7 or above	6 months
		Painting and Decoration	STD 7 or above	6 months
		Plumbing	STD 7 or above	6 months

		Material Test (Soil and Concrete)	STD 7 or above	6 months
		Carpentry and Joinery	STD 7 or above	6 months
		Labour Based Technology	STD 7 or above	6 months
		Levelling survey	STD 7 or above	6 months
5	Electrical and Power Engineering	Electrical Installation	STD 7 or above	6 months
6	Architecture and Art Design	Architectural Draughting	STD 7 or above	6 months
7	Applied Sciences	Teknolojia/Kanuni za Uvunaji, Utunzwaji, Usindikaji na Matumizi ya Matunda, Mboga, (Horticultural Crops), Nafaka na Maziwa Baada ya Kuvuna	STD 7 or above	6 months
8	MRCC	Plumbing and Pipe Fitting – *Ufundi Bomba*	STD 7 or above	6 months
		Masonry and Bricklaying	STD 7 or above	6 months
		Welding	STD 7 or above	6 months
		Domestic Electrical Installation	STD 7 or above	6 months
		Solar PV	STD 7 or above	6 months
		Motor Vehicle Mechanics (*Ufundi wa Magari*)	STD 7 or above	6 months
		Refrigeration and Air conditioning	STD 7 or above	6 months
		Computer Maintenance and Repair	STD 7 or above	6 months
		Office Machine Maintenance and Repair (Printer, Photocopy)	STD 7 or above	6 months
		Web design and Graphics	STD 7 or above	6 months
		Maintenance of Electrical Home Appliances	STD 7 or above	6 months

2.4.2 Teaching Staff/Facilitators

Teaching of the apprenticeship courses shown in Table 1 will involve facilitators with relevant qualifications from the relevant Departments at MUST. Facilitators handling the apprenticeship courses shall be holders of Bachelor, Diploma, or Postgraduate Diploma in relevant areas.

2.4.3 Mode of training and teaching

The apprenticeship training programme shall be delivered through classroom teaching and practical (hands-on) training at the University followed by industrial attachment. Classroom teaching shall be conducted through interactive sessions, lectures, and online learning. The course will be delivered through a blended learning approach with a combination of taught and learning activities at MUST. The programme shall be developed and implemented in such a way that the knowledge-based (classroom) component shall constitute not more than 40% of the training programme and hands-on training delivered not less than 60% of the training programme. The medium of instruction will be both Swahili and English languages.

2.4.4 Duration of the Programme

The apprenticeship programme will cover eight (8) months during which six (6) months shall constitute the in-class learning and practical sessions while two (2) months will be for field attachment depending on the type of training, skills, and occupation. There shall be a mandatory two-month industrial attachment following the classroom and practical training at the University. The industrial attachment practice shall be assessed by the University and Industry instructors. For persons wishing to enroll in a part-time apprenticeship, the duration of the programme shall be doubled to 6 - 12 months depending on the type of training, skills, and occupation

2.5   Roles and Obligations of Various Stakeholders

2.5.1 The apprentices

Persons registered as apprentices at MUST shall have the following roles and obligations:

(i)   Strictly follow the apprenticeship training programme and acquire the required skills by complying with the regulations and rules established in the guidelines;

(ii)   Respect the instructors and instructions given during the classroom and hands-on training sessions;

(iii)   Undertake exams/assessments to demonstrate the acquisition of the required knowledge and practical skills;

(iv)   Bear the necessary costs including tuition fees, stationeries, and examination fees related to the apprenticeship training programme if not sponsored by the PM's office; and

(v)   Undertake a mandatory two-month industrial attachment period to gain industry-related skills in the area of training.

2.5.2   The teaching staff and facilitators

The teaching staff and facilitators of the apprenticeship programmes shall have the following roles and obligations:

(i)   Prepare teaching materials and practical schedules for the apprentices as per the various apprenticeship programmes;

(ii)   Prepare monthly evaluations that shall act as the continuous assessment tests for the apprentices;

(iii)   Provide progress reports for each apprentice three months after enrollment into the programme;

(iv)   Issue, supervise and grade the final practical assessments for the apprentices that shall form 65-75% of the final grade for each apprentice; and

(v)   Assist the apprentices in getting placements for the two-month industrial attachment period which is necessary for each apprentice to successfully complete the programme.

2.5.3 The programme coordinator(s)

The programme coordinators for the apprenticeship programmes shall have the following roles and obligations:

(i)   Work closely with the teaching staff and facilitators to ensure the successful delivery of the apprenticeship programmes;

(ii)   Participate in the selection process of qualified candidates to join the apprenticeship programme;

(iii)   Work with the University management to submit a list of apprentices who are eligible for government sponsorship through the office of the Prime Minister (PM);

(iv)   Work closely with the Director of Quality Assurance (DQA) to monitor and evaluate the success and challenges of the apprenticeship programmes; and

(v)   Collect and present monthly reports on the apprenticeship programmes to the University management through the DQA.

2.5.4 Roles and obligations of heads of Departments

The heads of Departments where the apprenticeship programmes are housed shall have the following roles and obligations:

(i)   Provide the necessary facilitation to teaching staff and facilitators of the apprenticeship programme;

(ii)   Collect and maintain records of all apprentices in their Departments;

(iii)   Monitor the performance and progress of all apprentices in their respective Departments;

(iv) Work closely with the programme coordinators to prepare the monthly reports on the apprenticeship programmes housed in their Departments;

(v) Work closely with the DQA to provide regular reports on the apprentice programmes to the University management;and

(vi) Prepare a list of apprentices who successfully complete their programmes to the College Principals for certification by the University management.

2.5.5 The College principals

The College principals where the apprenticeship programmes are housed shall have the following roles and obligations:

(i) Provide the necessary facilitation to Departments where apprenticeship programmes are housed;

(ii) Collect and maintain records of all apprentices in their Colleges;

(iii) Monitor the performance and progress of all apprentices in their respective Colleges;

(iv) Work closely with the programme coordinators to prepare monthly reports on the apprenticeship programmes housed in their Colleges;

(v) Work closely with the DQA to provide regular reports on the apprentice programmes to the University management;and

(vi) Prepare a list of apprentices who successfully complete their programmes in their Colleges for certification by the University management.

2.5.6 The Director of Finance

The Director of Finance shall have the following roles and obligations:

(i) Avail the list of all apprentices and the status of fee payment or sponsorship;

(ii) Maintain records of all payments made by or for apprentices in various apprenticeship programmes;

(iii) Prepare monthly and quarterly financial reports on the programmes to the University management;

(iv) Work closely with the DQA to facilitate the requirements for the apprenticeship programmes. These requirements may include the costs of transportation of apprentices to the field for practical sessions; and

(v) Prepare a list of apprentices who successfully completed their fee payments to ensure that only those who have completed their fees are awarded certificates of completion.

2.5.7 The Director of Quality Assurance

The DQA shall have the following roles and obligations:

(i) Conduct comprehensive quarterly monitoring and evaluation (M&E) of the apprentice programmes to guide the implementation of the apprenticeship training and to verify its proper implementation. This will ensure that the programme is progressing toward the set objectives;

(ii) Work closely with the programme coordinators, heads of Departments, and College principals to provide regular reports on the apprenticeship programmes to the University management;

(iii) Prepare tools for M&E through in-depth interviews and discussions with various stakeholders to get insight on the implementation of the project and shall constitute constraints in the implementation process and proposed remedial measures to improve operations as well as financial reports of all received funds from the programme; and

(iv) Prepare regular reports from the M&E team shall be availed to the University management through the relevant committee.

2.5.8 The Deputy Vice Chancellor PFA

The Deputy Vice Chancellor Planning, Finance and Administration (DVC-PFA) shall be responsible for overseeing the overall financial status of the apprenticeship programmes.

2.6   Fees and Funding

The candidate will either be funded by the Government or privately. The government-sponsored apprentices shall be funded through the office of the Prime Minister (PM) as part of the ongoing initiative in the country to train unemployed youth in life skills. For privately supported candidates, the fees will be set by MUST and will be reviewed from time to time.

2.7   Examinations and assessments

The apprentices shall be examined and assessed throughout the programme using continuous assessment tests and classroom examinations. At the end of the apprenticeship programme, a final written and practical examination will be issued to assess the apprentices. The final practical examinations shall constitute 60-75% of all assessments throughout the programme. Courses must be completed with a grade of "C" or higher grades to be credited toward the programme. An apprentice that fails to score a grade of "C" and above in a course shall be allowed to repeat the course one time. Failure to demonstrate adequate academic progress which shall be evaluated three months after the apprenticeship programme has begun will result in termination of the apprenticeship agreement and dismissal.

Table 2: The grading system for apprentices

S/N	RAW MARK	GRADE
1	70% and above	A
2	60 – 69%	B
3	50 - 59%	C
4	40 – 49%	D
5	Less than 40%	F

2.8   Completion and Certification

All apprentices who have successfully completed the programme shall be awarded a nationally-recognized certificate by MUST which shall mention the mode of apprenticeship training and the courses covered. A sample of the certificate of completion for the apprentice programme is shown in Appendix 4.

2.9   Termination/De-registration of Apprentices

It is anticipated that the apprenticeship training programme shall successfully be completed by all registered apprentices. However, under certain circumstances, apprentices may terminate their training or be terminated from training.The termination or de-registration of apprentices shall be done under the following guidelines:

(i)   If the performance of the apprentice is found to be unsatisfactory three months after the apprenticeship programme has begun;

(ii)   If the apprentice is absent without authorization for two consecutive weeks; and

(iii)   If the apprentice wishes to discontinue the training on personal grounds through a written letter of notification.

3. CONCLUSIONS

The development of skilled labour is an important aspect that enhances the absorption of young people in the labour market. However, a majority of Tanzania's workforce consists of unskilled youth with primary or secondary level education but no employability skills and experience or skills that can enhance self-employment. In this regard, apprenticeship training is recognized as a viable model for enhancing workforce employability equipping otherwise unskilled youth with appropriate skills for employment. It is from this background that these guidelines have been developed to inform the implementation of the proposed apprenticeship training model at the MUST. The guidelines have been developed following the NAG by URT. It is expected that these guidelines will be very instrumental in informing the implementation and quality assurance of the apprenticeship programme at MUST and contribute to the development of high-quality apprenticeship training for unemployed youth that will then form part of the skilled labour that will drive industrialization in Tanzania on its path to attain its development vision and the global SDGs.

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5. APPENDICES

Appendix 1: Template of announcement

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

CALL FOR APPLICATIONS INTO APPRENTICESHIP PROGRMAMMES AT MUST

The MUST apprenticeship programmes were developed to promote skills development to fulfill the growing need in Tanzania for quality and relevant skills across sectors and bridge the existing gap between the demand and supply of skills. The apprenticeship programmes are offered in 8 (Eight) Departments at MUST, namely, Computer Engineering, Mechanical Engineering, Humanities, Civil Engineering, Electrical Engineering, Architecture, and Art Design, Applied Sciences, and MUST Rukwa Campus College (MRCC). The duration of the apprenticeship programme will be 6 months whereby 4 months shall entail in-class learning and practical sessions while 2 months will be used for industrial attachment in the relevant field. Those who want to apply for the apprenticeship programmes under government sponsorship are requested to indicate so in their application letters for onward forwarding to the Prime Minister's office for consideration.

Eligibility

    (i)   Be aged 18 years and above

    (ii)   Completion of primary-level education

How to apply

Candidates to submit the application letters online and provide the necessary documents as attachments. Documents to be attached are the CV, copies of academic certificates, and the national ID card. All applications are to be submitted to: **contedu@must.ac.tz or www.must.ac.tz**

Application deadline:

For more information, please visit the University website (Include more details of the programme on the University website for prospective applicants.

Selection of apprentices

After the application window closes, applicants shall be shortlisted based on those who match the eligibility criteria and interviewed to select the best applicants.

For inquiries on the programme, please contact: _____.Successful applicants shall be notified by: date_____Month_____year_____

Appendix 2: Template be used during interview to screen candidates

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

1. Name: _____

2. Sex: _____

3. Age: _____

4. Place of permanent residence: _____

5. Highest level of education: _____

6. Apprenticeship programme applied for: _____

7. Explain why you were not able to continue your education post-primary.
   _____

8. Experience in the programme applied for. Yes ☐   No ☐

9. Current occupational engagement: _____

10.   Explain why you want to be enrolled for the apprenticeship programme.

    _____

    _____

11.   Ability to pay the required fees _____

12.   Need for government sponsorship _____

13.   Ability to organize for accommodation and living expenses
    _____

14.   How did you hear about the call for applications for apprentices?
    _____

15.   What do you plan to do after successfully completing your apprenticeship   programme?

_____

16.   Candidate is suitable for admission | Yes | | No |

Appendix 3: Template letter of Admission

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST)

OFFICE OF THE DEPUTY VICE CHANCELLOR (Academic, Research and Consultancy)

Date: _____

Admission number: _____

(Name of student)
(Address of student)

Dear _____

RE: ADMISSION INTO THE UNIVERSITY FOR APPRENTICESHIP

Following your application to the University, I am pleased to offer you a place as an apprentice in the College of _____, Department of _____to pursue an apprenticeship programme in _____ which commences on date_____ month_____ year_____.

You will remain registered for 6 months during which you will be required to undertake 4 months of in-class learning and practical sessions and 2 months of industrial/field attachment in your apprenticeship programme. An evaluation of your progress will be conducted 3 months after registration and commencement of the programme. Continuance of your registration as an apprentice for subsequent months will depend on evidence of your satisfactory progress from your Head of Department and payment of required fees.

This offer is based onthequalifications presented in your application forms which are subject to verification during your admission. Any information found to be false will automatically lead to your disqualification and expulsion from the University. This offer is subject to the following conditions: -

(i)   Your acceptance to pay the required fees as per the fee structure.

(ii)   Your agreement to adhere to the rulesand regulations governing the conduct and discipline of all students at MUST.

(iii)   Production of original certificates on the day of registration for verification

(iv)   Production of the original and photocopy of the national identification card

Please note that the fees are payable at the beginning of the programme and no student shall be registered at the University without paying fees. The fees are to be paid by Banker's Draft or cash deposit into the University account at any branch of our official bankscountrywide as follows. Bank name_____, account number_____, and account name_____. Ensure to quote your name and admission number on the banking slip. The University does not accept personal cheques, money orders, or cash payments. You will arrange for your accommodation, living expenses, transport, textbooks, and stationery.

I take this opportunity to congratulate you on your admission to MUST. I wish you success in your academic pursuit at the University.

Yours sincerely

…………………………

Deputy Vice-Chancellor (Academic, Research and Consultancy)

C.C: Vice-Chancellor

Director- Centre for Virtual and Continue Education

Director- Undergraduate studies

Coordinator-Apprenticeship programme

Appendix 4: Template certificate of completion

MBEYA UNIVERSITY OF SCIENCE AND TECHNOLOGY
(MUST)

This is to certify that

(Name of Apprentice)

_____

Has satisfied all the requirements for the award of and is hereby awarded the certificate of completion of

Apprenticeship in (name of apprenticeship programme)
On (date) of (month), (year)

Corse Covered:

S/N	Course Name	Grade

_____   _____

Vice Chancellor   **Deputy Vice Chancellor**

                                            (Academic, Research and Consultancy)