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Ministry of Education and Sports  
Embassy House  
P.O. Box 7063  
Kampala, Uganda

## CIRCULAR No. ME/TVET O&M/01/22

23<sup>rd</sup> September 2022

To: All City Clerks  
All Chief Administrative Officers  
All Town Clerks  
All Heads of Public and Private TVET Diploma Awarding Institutions  
The General Public

### ADMISSION AND ENROLMENT OF TRAINEES INTO TECHNICAL, VOCATIONAL EDUCATION AND TRAINING (TVET) INSTITUTIONS – SEPTEMBER / OCTOBER 2022

Reference is made to the Technical Vocational Education and Training (TVET) Policy, 2019, and the accompanying Policy Standards S20 – S26 and Policy guidelines G22 – G27 issued by the Ministry of Education and Sports on decentralized admissions and enrollment of TVET trainees into TVET institutions.

This Circular is to provide guidance on the admission and enrolment of TVET trainees into public and private TVET Educational Institutions for November **2022**.

1. Admission and enrollment of students to join TVET institutions for National Diploma (ND), will be conducted **from 15<sup>th</sup> to 18<sup>th</sup> November 2022**.
2. Reporting of all first years admitted to Diploma programs in TVET institutions is planned for **6<sup>th</sup> January 2023**.
3. All TVET institutions should adhere to the TVET Policy 2019 admission and enrollment of trainees' Standards and Guidelines issued by the Ministry of Education and Sports
4. Admission and enrollment of government and privately sponsored trainees into TVET institutions will be conducted together at selected regional centers. The designated regional

centers are; Nakawa Vocational College in Kampala Capital City for Central, UTC Elgon, in Mbale City for Eastern, UTC- Lira in Lira City for Northern, and UTC – Bushenyi for Southern and Western.

5. To transit to a flexible and demand driven TVET system, vertical and horizontal progression will be key to attract learners into the system.
6. Private training providers are encouraged to participate in the decentralized admission and enrolment exercise at selected regional centers for harmonization and standardization of admissions of private trainees into the TVET system.
7. You are encouraged to ensure that all Ugandans interested in acquiring practical skills at Diploma levels are able to access application forms and guided properly on the dates of returning the forms to Regional Selection Centers and the interview dates according to the dates stipulated in the application form and the official announcement.
8. Application forms are available at the above-mentioned regional selection centers, City/District/Municipal Education Offices, TVET institutions across the country, Ministry of Education and Sports Headquarters – TVET Operations and Management department and Ministry website [www.education.go.ug](http://www.education.go.ug).
9. All Heads of TVET Institutions and the general public are urged to accord this exercise the urgency it deserves and to desist from any other form of admission and enrolment unless when cleared by the Office of the Permanent Secretary of the Ministry of Education and Sports.
10. Persons with disabilities and those from vulnerable categories and at-risk populations such as females, urban and rural poor, fishing communities, and others are encouraged to apply and should be considered accordingly.
11. The application forms and any other services related to the process of admission is cost-free and the public is cautioned to take note.



Dr. Jane Egau Okou

**For PERMANENT SECRETARY**

Copy: First Lady and Minister of Education and Sports

All Ministers of State for Education

Executive Secretary Uganda Business Technical Examinations Board