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In any correspondence on
this subject please quote **DD/77**

September 23rd, 2022

To: All Heads of Public and Private TVET Diploma Awarding Institutions

RE: GUIDELINES FOR ADMISSION AND ENROLMENT INTO TVET INSTITUTIONS 2022/23

1.0 GUIDELINES

- 1.1 Admission is on merit and choices made by applicants should be subjected to the set admission criteria. Qualified and eligible candidates shall be admitted based on the order of merit.
- 1.2 In all TVET Institutions persons with disabilities, vulnerable categories, rural and urban poor and at-risk populations should be given special consideration.
- 1.3 The placement/admission of applicants is determined by the capacity of a training institution and choices made by the applicants. Institutions should ensure that they do not exceed the recommended capacity for quality training.
- 1.4 Increasing or decreasing intake capacity of any Institution should be cleared by the **PERMANENT SECRETARY** before the Admission Exercise.
- 1.5 There is no specific age limit for admission into TVET Institution. All Ugandans in need of skills are eligible
- 1.6 Applicants who have acquired competencies for a certain appropriate level from any form of skills training within or outside Uganda may also be admitted, provided the Recognition of Prior Learning has been done and proven by the selection team.

- 1.7 The Head of institutions is responsible for the enrollment of all admitted candidates and submitting returns to the Department of TVET Operations and Management within two weeks from the closing date of the admission exercise.
- 1.8 A candidate will forfeit his/her place for not reporting to the institution, which admitted him/her within 14 days of grace period, starting from the date institutions shall have opened for the first semester.

Category	Category Level	Category of Institution	Requirements (Any of the following)
Technical Education and Training (TET)	Colleges	Engineering, Agriculture, Tourism, Technology, Lands and surveys, Fisheries, Forestry, Biological and Physical sciences, and all other technology and science related colleges	<ul style="list-style-type: none"> • Interested applicants with appropriate subjects at UACE/Competences • National Certificate in the related field or its equivalents • Craft II Certificate • Degree Holders of STEM/STEAM courses in need of practical skills • Recognition of prior relevant skills • knowledge and attitude equivalent to National certificate holders or UACE • Valid Identification Card
Technical Education and Training (TET)	Colleges	Commercial, Social development and Cooperatives colleges	<ul style="list-style-type: none"> • Interested UCE and UACE holders • Relevant Certificate Holders from recognized Institution • Any Interested Ugandan with Prior Relevant knowledge and Skills/ Competence. • A valid Identification Card

MINIMUM CRITERIA FOR ADMISSION INTO TVET INSTITUTIONS

GENERAL INFORMATION

A. In preparation for admission and enrolment exercise, Heads of institutions will:

- (i) Deliver all application forms received at their respective institutions to the nearby regional selection center by the 8th November 2022.

- (ii) Participate in the selection of trainees according to the application forms and intake lists/ceilings given.
- (iii) Provide details of selected students in the duplicated forms and submit returns (lists) to MoES by **21st November 2022**.
- (iv) Ensure that admission lists are displayed at selection centers, District headquarters, all TVET Institutions, and the Ministry of Education and Sports website.
- (v) Prepare admission letters and make announcements on local/national radio stations, so that the admitted students get their admission letters as soon as possible to avoid late reporting.

B. At the Institutional level:

- (i) Receive the successful applicants up to fourteen (14) days from the official date of reporting for the first years.
- (ii) Compile and submit a report of those who have reported within 30 days after reporting to the Commissioner TVET O&M, Ministry of Education and Sports for updating the National enrolment status for Diploma trainees.



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