

(NBAA)
**THE NATIONAL BOARD OF ACCOUNTANTS AND AUDITORS
TANZANIA**

**P.O. BOX 5128
DAR ES SALAAM**
Email : info@nbaa.go.tz
Website: www.nbaa.go.tz

TUITION PROVIDER REGISTRATION FORM

Section 1: Particulars of the Prospective Tuition Provider:

1.1 Name of Institution:

1.2 Location:

District Region:

City/Town

Street Name and Plot No.

Postal Address:

.....
.....

Telephone No.....Mobile No:

E-mail Fax:.....

Website:

1.3 Ownership of the Institution:

(Tick as appropriate)

Government Ministry: () Company ()

Public Organisation : () NGO ()

Agency () Sole Proprietorship ()

Partnership () Others – specify

***Submit separate form if your institution has branches elsewhere**

1.4 Legal Registration/Licensing: (Specify and copies of supporting documents e.g. Articles of Association, Constitution, Charter etc.)

Date of Establishment Business licence No.
Date of Issue/Renewal
Issuing Authority

**1.5 Institutional Governance:
(Tick as appropriate)**

Board of Directors: () Board of Trustees: ()
Council: () Others (specify)

1.6 Management:

Official Title of the Chief Executive:
Name of the Current Chief Executive:
Contact Address:
.....

Telephone No(s)..... Mobile Nos.
Email :

Name of Chief Coordinator:.....
Contact Address:
.....

Telephone No.(s) Mobile Nos.
Email:
Qualification of the Chief Coordinator:

1.7 Vision of the Institution

.....
.....
.....
.....
.....

1.8 Mission of the Institution

.....
.....
.....
.....

Section 2: Details of the Programmes:

2.1 Indicate the Examination Level(s) to which tuition is or will be provided:

(Tick as appropriate)

- (a) ATEC I ()
- (b) ATEC II ()
- (c) FOUNDATION LEVEL ()
- (d) INTERMEDIATE LEVEL ()
- (e) FINAL LEVEL ()

2.2 Type of Courses offered/to be offered

(Tick as appropriate)

- (a) Full Time ()
- (b) Part-time ()
- (c) Week-end Programme ()
- (d) Distance Learning ()
- (e) Others (Specify)

2.3 Contact Hours

Indicate number of hours allocated in each subject per week (See ‘contact hours’ form attached) Use separate form to cater for different modes of training you offer)

2.4 Teaching Methodologies

2.4.1 Mention teaching methods which are commonly applied/to be applied by the tutors during the training sessions: (Tick as appropriate)

- (a) Lectures ()
- (b) Group Discussions ()
- (c) Others (Specify) ()

2.4.2 Mention teaching equipments/aids used/to be used: (Tick as appropriate)

- (a) Overhead Projectors (LCD) ()
- (b) White /Black Boards ()
- (c) Flip Charts ()
- (d) Others (specify)

2.4.3 Assessment of Students:

Indicate the type of assessment and frequency per training session

Type of assessment:..... Frequency:

Type of assessment: Frequency

Type of assessment: Frequency

Section 3: Physical and Learning Resources:

Physical resources available to support training:
(Tick/fill as appropriate)

3.1 Office (s):

Owned: () Leased: () (attach Lease agreement)

Lease period:

3.2 Classrooms:

Owned: () Leased: () (attach Lease agreement)

Lease period:

No. of classrooms: Capacity per class:

3.3 Study Areas

Do you provide private study areas? Yes (), No ()

If Yes indicate how many rooms:

If No state the what measures are being taken to provide such service:

.....
.....

3.4 Library /Book Loan Services:

Do you provide Library Services - Yes () - No ()

(a) If yes what is the sitting capacity of your library

(b) How many book titles do you have?

(c) How do you manage the book loan service:

.....
.....

If No, what plans are there to assist the students to access the library services

.....
.....
.....

3.5 How do students get access to the recommended reading materials

.....
.....

3.6 Desks and Chairs

Do you have adequate desks and chairs for your students?

(a) Yes ()

(b) No ()

If No, what measures are being taken to ensure that there are sufficient desks and chairs for students?

.....
.....
.....

3.7 Other Services:

Indicate other services/facilities provided/to be provided to support training
(Tick as appropriate)

- (a) Computer Facilities ()
- (b) Internet Services ()
- (c) Photocopying services ()
- (d) Others (specify)

3.8 Do you advise students on what study materials to acquire?

- (a) Yes ()
- (b) No ()

If No, state what plans are in place to provide such a service

.....
.....
.....

3.9 Do you provide handouts/note etc.

- (a) Yes ()
- (b) No ()

If No, state what plans are in place to provide such a service

.....
.....
.....

3.10 Do you have in place problem solving sessions or revision sessions?

- (a) Yes ()
- (b) No ()

If yes, state how is it managed:

.....
.....
.....

If No, state how students in need of this service are assisted/are to be assisted

.....

.....

.....

Section 4: Students Enrolment:

4.1 Indicate the number of students per examination level enrolled/to be enrolled) during the current review session:

Examination Level	No. of Students		Type of programme attending		
	Male	Female	Full Time	Part time	Distance learning
A TEC I					
A TEC II					
FOUNDATION					
INTERMEDIATE					
FINAL					

4.2 Students' Attendance:

How do you monitor attendance of students in classes?

Elaborate

.....

.....

.....

Section 5: Teaching /Administrative Staff

5.1 Teaching Staff

Attach a List of your trainers engaged during the training session per format show below:

Sr No.	Name of Trainer	Qualification	Subject(s) teaching	Employment status with the institution (Part-time/Fulltime)	Registration Status with NBAA for trainers teaching Core papers ¹
--------	-----------------	---------------	---------------------	---	--

5.2 Administrative Staff

Attach a list of your administrative staff engaged during the training session per format shown below:

Sr No.	Name of Officer	Qualification	Job Title	Employment status with the institution (Part-time/Fulltime)
--------	-----------------	---------------	-----------	---

5.3 Tutors' Attendance

How do you control attendance of the teaching staff to the classes? Elaborate

.....

.....

.....

5.4 Coverage of syllabus

State what controls are in place to ensure that the syllabus is adequately covered:

.....

.....

.....

.....

.....

5.5 Do you have a mechanism in place of ensuring that tutors' knowledge and skills are kept up to date? Elaborate

.....

.....

.....

.....

.....

Section 6: Self Evaluation: Performance Assessment Matrix

Comment on how your Tuition Centre is meeting the performance targets indicated hereunder, where applicable attach supporting documents.

1. You are requested to go through the Tuition Providers Registration Guide before you apply for either Full Registration or Provisional Registration status.
2. Ensure that you meet all the requirements started in that category before you lodge your application.
3. The Performance Targets for the Full Registration Category have been indicated to provide highlights to those Tuition Providers wishing to move to the higher level.

Assessment Element	Performance Targets				Evidence to be attached
	Provisional Registration	Full Registration	F2F ²	DL ³	
Attendance of Students	1.1 (a) Commitment that an attendance register is in place and action is to be taken where students persistently fail to attend classes.	1.1 (a) An attendance register is in place and action is taken where students persistently fail to attend classes.	✓		Sample of Attendance sheets
	1.1 (b) Commitment that action is to be taken where students persistently fail to complete assignments.	1.1 (b) Action is taken where students persistently fail to complete modules/assignments.		✓	Provide Commitment Statement
Complaints Procedure	1.2 Commitment that a formal, transparent complaints procedure is to be in place and available to students. Complaints are to be received and investigated thoroughly and promptly and acted upon.	1.2 A formal, transparent complaints procedure is in place and available to students. Complaints received are investigated thoroughly and promptly and acted upon.	✓	✓	Provide Commitment statement
Premises and Facilities	1.3 (a) There are permanent premises for administration and the classes for tuition.	1.3 (a) There are permanent premises for administration and the classes for tuition.	✓		For verification by visit team
	1.3 (b) There are permanent premises for administration.	1.3 (b) There are permanent premises for administration.		✓	For verification by visit team
	1.4 Premises are comfortable and create an atmosphere that is conducive to study.	1.4 Premises are comfortable and create an atmosphere that is conducive to study.	✓		For verification by visit team
	1.5 Lecture rooms/classes are of an appropriate size for the number of students.	1.5 Lecture rooms/classes are of an appropriate size for the number of students.	✓		For verification by visit team
	1.6 (a) Premises and facilities are appropriate for the types of courses offered and their mode of delivery.	1.6 (a) Premises and facilities are appropriate for the types of courses offered and their mode of delivery.	✓		For verification by visit team

² F2F = Face to Face

³ DL = Distance Learning

	1.6 (b) Facilities and systems are appropriate for the mode of delivery of courses offered.	1.6 (b) Facilities and systems are appropriate for the mode of delivery of courses offered.		✓	For verification by visit team
	1.7 Tutors have access to modern IT equipment including web access.	1.7 Students and Tutors have access to modern IT equipment including web access.	✓		For verification by visit team
	1.8 Commitment that appropriate measures are to be in place to minimize disruptions to students in the event of system failure.	1.8 Appropriate measures are in place to minimize disruptions to students in the event of system failure.		✓	Provide Commitment Statement
Terms and Conditions	1.9 Commitment that students are to be issued with institution's terms and conditions of enrolment, including refund and deferment policies.	1.9 All students are issued with institution's terms and conditions of enrolment, including refund and deferment policies.	✓	✓	Attach support documents
Tutor Absence/course cancellation	1.10 Commitment that appropriate measures are to be in place to minimize disruptions to students in the event of tutor absence/unavailability.	1.10 Appropriate measures are in place to minimize disruptions to students in the event of tutor absence/unavailability.	✓	✓	Provide Commitment Statement
Financial Viability	1.11 Tuition Provider is financially viable.	1.11 Tuition Provider is financially viable.	✓	✓	Provide Financial Statements
Continual Improvement: Course Delivery	1.12 The institution is to demonstrate a commitment to innovation and continuous improvement in course delivery including the use of technology.	1.12 The institution demonstrates a commitment to innovation and continuous improvement in course delivery including use of technology.	✓	✓	Provide Commitment Statement
Progress Monitoring	1.13 Commitment that student progress is to be reviewed throughout the course and where applicable counselling is to be offered to students who fail.	1.13 Student progress is reviewed throughout the course and where applicable counselling is offered to students who fail.	✓	✓	Provide Commitment Statement
Continual Improvement: Student support	1.14 Study support methods are to be designed to meet the needs of students.	1.14 Study support methods have been designed to meet the needs of students.	✓	✓	Provide Commitment Statement
Administrative Staff	1.15 Commitment that the performance of the administrative staff is to be monitored and where appropriate plans are to be in place to develop knowledge and customer service skills.	1.15 The performance of administrative staff is monitored and where appropriate plans are in place to develop knowledge and customer service skills.	✓	✓	Provide Commitment Statement

Part 2: Course Management and Delivery

Assessment Element	Performance Targets				Evidence to be Attached
	Provisional Registration	Full Registration	F2F	DL	

Tutors	2.1 Tutors are knowledgeable and experienced in their chosen field and hold qualifications appropriate to the subjects they teach.	2.1 Tutors are knowledgeable and experienced in their chosen field and hold qualifications appropriate to the subjects they teach. Tutors are further sponsored to attend CPD programmes	✓	✓	Attach support documents
	2.2 Commitment that Tutors will have access to relevant teaching reference materials, text books, past papers and journal articles	2.2 Tutors have access to relevant teaching reference materials, text books, past papers and journal articles	✓	✓	To be verified by the visit team
Student Feedback	2.3 (a) Student feedback on tutor performance, facilities, administration, and course content is to be undertaken.	2.3 (a) Student feedback on tutor performance, facilities, administration, and course content is done	✓		Attach support documents
	2.3 (b) Student feedback on tutor performance, administration and course content is to be undertaken.	2.3 (b) Student feedback on tutor performance, administration and course content is done		✓	Attach support documents
Teaching/study programmes	2.4 (a) Commitment that a structured teaching programme is to be in place and will be communicated to students.	2.4 (a) A structured teaching programme is in place and communicated to students	✓		Attach support documents
	2.4 (b) Students are to be provided with a structured study programme for the training session	2.4 (b) Students are provided with a structured study programme for the training session		✓	Attach support documents
	2.5(a) Homework assignments are to be set, reviewed and returned with constructive comments within a specified time	2.5 (a) Homework assignments are set, reviewed and returned with constructive comments within a specified time	✓		Provide commitment Statement
	2.5 (b) Assignments are to be set, reviewed and returned with constructive comments within specified time.	2.5 (b) Assignments are set, reviewed and returned with constructive comments within specified time.		✓	Provide Commitment Statement
	2.6 (a) Mock examinations and timed practice tests are to be set, reviewed and returned within a specified time.	2.6 (a) Mock examinations and timed practice tests are set, reviewed and returned within a specified time.	✓		Provide Commitment Statement
	2.7 (b) Mock examinations and timed practice tests are to be given to students and returned with constructive comments within the specified time.	2.7 (b) Mock examinations and timed practice tests are given to students and returned with constructive comments within the specified time.		✓	Provide Commitment Statement
	2.8 Students are to be encouraged to complete/attend mock examinations and timed practice tests	2.8 Students are encouraged to complete/attend mock examinations and timed practice tests	✓	✓	Provide Commitment Statement
Support materials	2.9 Commitment that students are to be provided with an information	2.9 Students are provided with an information brochure containing up-to-date essential	✓	✓	Provide Commitment Statement

	brochure containing up-to-date essential information on the institution, the course and NBAA	information on the institution, the course and NBAA			
	2.10 (a) Students are to be provided with teaching plans, guidance on reference materials and the timetable for the courses	2.10 (a) Students are provided with teaching plans, guidance on reference materials and the timetable for the courses.	✓		Provide Commitment Statement
	2.10 (b) Commitment that students are to be provided with teaching plans and reference materials for the courses.	2.10 (b) Students are provided with teaching plans and reference materials for the courses		✓	Provide Commitment Statement
Tutor Contact	2.11 (a) Commitment that students are to be provided with contact details of all their tutors.	2.11 (a) Students are provided with contact details of all their tutors.	✓		Provide Commitment Statement
	2.11 (b) Commitment that students are to be provided with tutor contact details or have access to enquire on technical issues.	2.11 (b) Students are provided with tutor contact details or have access to enquire on technical issues.		✓	Provide Commitment Statement
Student Support	2.12 Commitment that students are to be offered with relevant information on registration procedures, exemptions, progression rule and examination entry requirements.	2.12 Students are offered with relevant information on registration procedures, exemptions, progression rule and examination entry requirements.	✓	✓	Provide Commitment Statement
	2.13 Commitment that students shall receive responses to any queries within a specified time frame.	2.13 Students receive responses to any queries within a specified time frame.		✓	Provide Commitment Statement
Administrative Staff	2.14 Administrative staff are appropriately trained to respond to queries relating to NBAA candidacy registration/examination entry procedures	2.14 Administrative staff are appropriately trained to respond to queries relating to NBAA candidacy registration/examination entry procedures	✓	✓	Attach support documents
Course Review Meetings	2.15 Commitment that Course Review meetings are to be held after every examination session to review: - course structure and delivery - students' performance..	2.15 Course Review meetings are held after every examination session to review: - course structure and delivery - students' performance.	✓	✓	Provide Commitment Statement
Reports to Sponsors	2.16 Commitment that Reports to student progress are to be supplied to sponsors on request.	2.16 Reports to student progress are supplied to sponsors on request.	✓	✓	Provide Commitment Statement
Promotional Material	2.17 Commitment that promotional materials containing accurate information regarding the tuition provider are to be prepared and given to prospective students.	2.17 Promotional materials containing accurate information regarding the tuition provider are provided.	✓	✓	Provide Commitment Statement

Attachments: Attach the following:

- Curriculum Vitae for the trainers (copies of their credentials)
- A list of trainers (at least 4 CPA(T) holders) showing subjects they teach as per NBAA syllabi
- Business Licence
- Certificate of Incorporation
- Lease Agreement (if the facilities are leased)
- Bank pay-in-slip of Ths.300, 000 (application processing fee) paid at NBAA Collection Account Number 01J 100 555 3500 CRDB.

Section 7: Declaration:

I certify that the above information furnished by me is complete and true to the best of my knowledge and belief.

NAME:.....

TITLE:.....

SIGNATURE:.....

OFFICIAL STAMP:.....

DATE:.....