

**(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 ANNUAL RETURN FORM

1. Particulars of the Tuition Provider

1.1 Name of the Institution:

1.2 Address:

Postal Address:

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Tel. No(s)Mobile No.

Fax:

Email:

1.3 Validity of Business Entity:

Business Licence No..... Validity Date:.....

1.4 Institutional Management:

Official Title of the Chief Executive:

Name of the Chief Executive:

Contact Address: Postal Address:

Location: City/Town:

Street Name and Plot No.....

Tel. No(s).

Fax No.

Website:

(Submit separate form if your institution has branches)

2.0 Details of the Programme

2.1 Students' Enrolment

Indicate the examination levels in which tuition was provided and the number of students enrolled in each examination level for the period under review:

Examination level	No. of students		Mode of Training		
	Male	Female	Full Time	Part time	Others: Mention
ATEC I – July – Nov. Jan. - April					
ATEC II - July – Nov Jan. - April					
Module A - July – Nov Jan. - April					
Module B - July – Nov Jan. - April					
Module C - July – Nov Jan. - April					
Module D - July – Nov Jan. - April					
Module E - July – Nov Jan. - April					
Module F - July – Nov Jan. - April					

2.2 Duration of Training and timetable

2.2.1 Attach a list showing the subjects taught, number of hours allocated per week and number of weeks available in the training session as per format shown below:

S/n	Subject	Number of hours per week	Number of weeks

2.3 Types of Assessments Administered during the period

Mention type of assessments administered and their frequency:

S/n	Type of assessment	Frequency	Remarks
1.	Mock exams		
2.	Timed tests		
3.	Classroom tests		
4.	Take home assignments		
5.	Group assignments		

(Attach photocopies of the assessments mentioned above)

1.0 Physical Resources

Physical resources available to support training:

(Tick/fill as appropriate)

1.1 Office (s):

Owned: () Leased: () (attach lease agreement)

Lease period:.....

3.2 Classrooms:

Owned: () Leased: () (attach lease agreement)

Lease period:

Indicate where the classes are located:

City/Town

Street NamePlot No/Name of the Building.....

No. of classrooms: Capacity per class:

Indicate whether the premise above is leased or owned (Tick - ✓)

Owned () Leased ()

3.3 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:

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3.4 Teaching Aids:

Indicate the teaching equipments/aids used.

Tick as appropriate)

(a) Black/White Boards ()

(b) Flip Charts ()

(c) Overhead Projector ()

(d) Others: Specify:

2.0 Teaching Staff/Administrative Staff

2.1 Teaching Staff:

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

S/n	Name of Trainer	Qualification	Subject (s) teaching	Training Session Jan – April or July – Nov.	Employment Status with your institution (part time/full time)

2.2 Administrative Staff:

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

S/n	Name of Officer	Qualification	Job Title	Employment Status with your institution (part time/Full time)

3.0 COMMENT ON HOW YOUR TUITION CENTRE IS MEETING THE ASSESSMENT TARGETS INDICATED BELOW:

The Performance Assessment Matrix Part I: Institutional Management

Assessment Element	Performance Targets				Evidence to be attached
	Provisional Registration	Full Registration	F2F	DL	
Attendance of Students	1.1 (a) An attendance register is in place and action is 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	✓		Attendance sheets
	1.1 (b) Action is taken where students persistently fail to complete assignments.	1.1 (b) Action is taken where students persistently fail to complete modules/assignments		✓	Show Action taken
Complaints Procedure	1.2 A formal, transparent complaints procedure is in place and available to students. Complaints are 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	✓	✓	Attach policies in place
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. Projectors and PAS are used where the rooms big.	✓		For Verification by visit team
	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 Appropriate measures are 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		✓	Attach support documents
Terms and Conditions	1.9 Students are 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 Appropriate measures are 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	✓	✓	Attach support documents
Financial Viability	1.11 Tuition Provider is financially viable	1.11 Tuition Provider is financially viable	✓	✓	Attach financial statements and other support documents
Continual Improvement: Course Delivery	1.12 The institution demonstrates 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	✓	✓	Attach support documents
Progress Monitoring	1.13 Student progress is reviewed throughout the course and where applicable counseling is offered to students who fail.	1.13 Student progress is reviewed throughout the course and where applicable counseling is offered to students who fail.	✓	✓	Attach support documents
Continual Improvement: Student support	1.14 Study support methods have been designed to meet the needs of students	1.14 Study support methods have been designed to meet the needs of students	✓	✓	For Verification by visit team
Administrative Staff	1.15 The performance of the administrative staff is monitored and where appropriate plans are 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	✓	✓	Attach support documents

Part 2: Course Management and Delivery

Assessment Element	Performance Targets				Remarks
	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 Tutors 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	✓	✓	Attach support documents To also be verified by visit team
Student Feedback	2.3 (a) Student feedback on tutor performance, facilities, administration, and course content is 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 undertaken.	2.3 (b) Student feedback on tutor performance, administration and course content is done		✓	Attach support documents
Teaching /study programmes	2.4 (a) A structured teaching programme is in place and 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 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 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	✓		Attach support documents
	2.5 (b) Assignments are 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.		✓	Attach support documents
	2.6 (a) Mock examinations and timed practice tests are 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.	✓		Attach support documents
	2.7 (b) Mock examinations and timed practice tests are 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.		✓	Attach support documents
	2.8 Students are encouraged to take mock examinations and timed practice tests	2.8 Students are encouraged to take mock examinations and timed practice tests	✓	✓	Attach support documents
Support materials	2.9 Students are provided with an information brochure containing up-to-date essential information on the institution, the course and NBAA	2.9 Students are provided with an information brochure containing up-to-date essential information on the institution, the course and NBAA	✓	✓	Attach support documents
	2.10 (a) Students are 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.	✓		Attach support documents
	2.10 (b) Students are 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		✓	Attach support documents
Tutor Contact	2.11 (a) Students are provided with contact details of all their tutors.	2.11 (a) Students are provided with contact details of all their tutors.	✓		Attach support documents
	2.11 (b) Students are 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.		✓	Attach support documents
Student Support	2.12 Students are offered with relevant information on registration procedures, exemptions, progression rule	2.12 Students are offered with relevant information on registration procedures, exemptions, progression rule and	✓	✓	Attach support documents

	and examination entry requirements.	examination entry requirements.			
	2.13 Students receive responses to any queries within a specified time frame.	2.13 Students receive responses to any queries within a specified time frame.		✓	Attach support documents
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 Course Review meetings are 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.	✓	✓	Attach support documents
Reports to Sponsors	2.16 Reports to student progress are supplied to sponsors on request.	2.16 Reports to student progress are supplied to sponsors on request.	✓	✓	Attach support documents
Promotional Material	2.17 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.	✓	✓	Attach support documents

4.0 COMMENT ON ANY ISSUE WHICH NEED THE ATTENTION OF THE BOARD

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5.0 DECLARATION

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

NAME:.....

TITLE:.....

SIGNATURE:

DATE:.....

OFFICIAL STAMP:.....