

INSTITUTE OF SOCIAL WORK



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ABBREVIATIONS AND ACRONYMS

BHRM	Bachelor Degree in Human Resource Management
BLRPM	Bachelor Degree in Labour Relations and Public Management
BSW	Bachelor Degree in Social Work
BBA	Bachelor Degree in Business Administration
BTCSW	Basic Technician Certificate in Social Work
BTCHRM	Basic Technician Certificate in Human Resource Management
BTCLRPM	Basic Technician Certificate in Labour Relations and Public Management
BTCBA	Basic Technician Certificate in Business Administration
CBET	Competency Based Education Training
CHRM	Certificate in Human Resource Management
CLL	Certificate in Labour Law
CSW	Certificate in Social Work
DR-PFA	Deputy Rector – Planning, Finance and Administration
DR-ARC	Deputy Rector – Academics, Research and Consultancy
HIV	Human Immunodeficiency Virus
ICT	Information and Communication Technology
ISW	Institute of Social Work
ISWOSO	Institute of Social Work Students Organization
KISWOSO	Kisangara Institute of Social Work Students Organization
MSW	Master Degree in Social Work
MoCDGWSGs	Ministry of Community Development, Gender, Women and Special Groups
MVC	Most Vulnerable Children
NACTVET	National Council for Technical and Vocational Education and Training
NTA	National Technical Award
ODHRM	Ordinary Diploma in Human Resource Management

ODSW	Ordinary Diploma in Social Work
ODLL	Ordinary Diploma in Labour Law
ODLRPM	Ordinary Diploma in Labour Relations and Public Management
OVC	Orphans and Vulnerable Children
PGDLMA	Postgraduate Diploma in Law, Mediation and Arbitration
PGDSW	Postgraduate Diploma in Social Work
MLLMA	Master's Degree in Labour Laws, Mediation and Arbitration
MHRM	Master's Degree in Human Resource Management
MSW	Master's Degree in Social Work
PWDs	People with Disabilities
RAAWU	Researchers, Academicians and Allied Workers Union
SHIMIVUTA	Shirikisho la Michezo ya Vyuo Vikuu na Taasisi za Elimu ya Juu Tanzania (Federation of Sports for Higher Learning Institutions)
SIMS	Students Information Management System
TEC	Tanzania Episcopal Conference

FOREWORD

The role of technical education in Tanzania is crucial in the process of social and economic development of the country. Technical education is important because it enables students to acquire knowledge and skills necessary for effective practice. Tanzania, like many other developing countries is experiencing various social and economic challenges, which call for technical expertise intervention at various Level. For example, in different work settings there are different forms of non-compliance with international and national labour standards, which lead to violations of employees' rights at work places and lack of good governance practices. All these inhibit optimal utilization of human resource in many organizations. Moreover, in rural and urban settings Tanzania has been and continues to experience social challenges related to globalization, poverty, HIV/AIDS, unemployment and lack of comprehensive social protection. Therefore, in order to address these challenges, competence in social work, community work, labour relations, public management, business administration and human resource disciplines is required. It is in this context; that the Institute of Social Work offers specialized professional courses, which are aimed at equipping students with the necessary knowledge and skills needed to address the mentioned challenges.

Through Competency Based Education and Training in Social Work, Community Work, Labour Relations; Public Management, business administration and Human Resource disciplines, the Institute of Social Work contributes to the realization of goals of the Tanzania Development Vision 2025, Industrialization Agenda and other development policies aimed at promoting high quality livelihood among the Tanzanians.

The Institute is transforming itself so as to respond to the above needs by equipping students with the necessary knowledge and skills through CBET, which has been designed to focus more on skills acquisition and impartation of specific competences that can make students perform effectively in accordance with their career expectations. The Competency Based Education and Training curriculum assumes that learning to become a professional is a process, and along this path competence represents the points where the learner understands the foundation of his/her skills and has internalized appropriate professional values to work independently and manages his/her own continued professional growth. It is envisaged that the new curriculum will produce graduates who are hands-on in the labour market.

This Prospectus is therefore designed to provide basic information regarding admission requirements and the main contents of the curricula for the different National Technical Awards and Modules. In addition, it provides rules and regulations governing examinations, fieldwork practice and dissertations.

Dr. Joyce E. Nyoni
Rector

SECTION ONE

PART ONE: INTRODUCTION

1.1. **Historical Background of the Institute**

The Institute of Social Work is one of the higher learning institutions in Tanzania. It was established by the National Social Welfare Training Institute Act No. 26 of 1973 (as amended by the Miscellaneous Act No. 3 of 2002) hereinafter referred to as the Act. The Institute was established to prepare qualified human resource for strengthening the social service delivery structure in Tanzania.

The Institute started operating in 1974 in rented buildings of the Tanzania Episcopal Conference at Kurasini before moving to the present premises at Kijitonyama, Dar es Salaam in 1978. The first programme was the Ordinary Diploma in Social Work. In 1977 the Institute began offering the Advanced Diploma in Social Work. This was necessitated by the need to meet social work professional requirements. In 1982 the Institute introduced the certificate course in Labour Studies and later in 1990 an Advanced Diploma in Labour Studies was introduced. The purpose of the course was to train Labour Inspectors and Labour Administrators for the Labour Department.

In 2002 the Institute introduced courses in Human Resource Management at Certificate and Advanced Diploma Level, and Postgraduate Diploma in Social Work. In 2004 Postgraduate Diploma in Law, Mediation and Arbitration was introduced. A major milestone was reached in 2006/07 when the Institute introduced Bachelor Degrees (National Technical Award Level 8) and again in 2007/08 when Ordinary Diploma (National Technical Award Level 6) in all fields of study offered. The Postgraduate Diploma in Health Management Systems and Strategic Human Resource Management were introduced in 2013/14 while the Master Degree in Social Work was introduced in 2014/15 academic year.

In 2016/2017, training programmes in Business Administration and, Labour Relations and Public Management from NTA level 4 to 6 were introduced. Basic Technician Certificate in Community Work with Children and Youth was also introduced in the same academic year. All training programmes offered by the Institute are competency based, aimed at equipping the trainees with requisite professional knowledge, skills and competence in their areas of specialization.

In 2017-2019, the Institute conducted the tracer study. The findings from the study indicated that programmes offered by the Institute were demanded by the market. Many people indicated that they were interested to join into the programmes offered. Unfortunately, the Institute had no enough capacity to accommodate them. It was resolved that the Institute establishes more campuses and programmes. In 2020 the Institute established a campus in Mwanga Kisangara (Institute of Social Work Kisangara Campus). The programme offered in the campus is Social Work at a level of a Certificate and Ordinary diploma. In 2020 and 2021 the Institute established Master's Degree in Strategic Human Resources Management and Master's degree in Labour Laws, Mediation and Arbitration.

1.2. Vision, Mission and Functions of the Institute

1.2.1. Vision

To become the leading provider of high quality training, research and consultancy services in social work that are responsive to societal and global needs.

1.2.2 Mission

To continuously transform individuals' and community's life by conducting high quality training programmes, research and consultancy that lead to socio-economic development of the country.

1.2.3 Functions of the Institute

The major functions are stipulated in the Act which established the Institute. They entail training, research and consultancy in the fields of Community Development Social Work and other related fields. Hence, currently the Institute conducts training in areas of Social Work, Community Work with Children and Youths, Labour Relations and Public Management, Human Resources Management and Business Administration.

1.3 Location of the Institute

The Institute has two campuses: Institute of Social Work Kijitonyama, Dar es Salaam campus (main campus) and Institute of Social Work Kisangara, Mwanga campus.

1.3.1 Institute of Social Work Kijitonyama Campus

The campus is located at the junction of Ali Hassan Mwinyi and Shekilango roads – 10 kilometers from the Dar es Salaam city centre. Access to the Institute is either through Ali Hassan Mwinyi Road or Shekilango Road.

1.3.2 Institute of Social Work Kisangara Campus

The campus is located in Kisangara, Mwanga district, Access to the campus is through the road stretching to Nyumba ya Mungu dam.

1.4 The Institute Organization Structure

The Institute is under the Ministry of Community Development, Gender, Women and Special Groups. It has a Board of Governors, which is the overall policy making body, and the Rector who is the Chief Executive and in charge of managing day-to-day activities.

1.4.1 Board of Governors

According to Part III, sections 5(1) and 5(2) of the Act, the Board of Governors is the supreme decision making organ of the Institute. The current Board of Governors is composed of ten (9) members appointed by the Minister for Ministry of Community Development, Gender, Women and Special Groups, and a Chairperson who is an appointee of the President. The list of current members of the Board is as shown in Table 1.1.

Table 1.1 Members of the Board of Governors

SN	Name	Institution	Status
1.	Ms. Sophia M. Simba	Retired Member of Parliament	Chairperson
2.	Dr. Lulu Simon Mahai	University of Dar es Salaam	Vice Chairperson
3.	Dr. Joyce E. Nyoni	Institute of Social Work	Secretary
4.	Dr. Adolf B. Rutayuga	NACTVET	Member
5.	Dr. Fidelice M. Mafumiko	Government Chemist Laboratory Authority	Member
6.	Dr. Nandera Ernest Mhando	Commissioner, Ministry of Community Development, Gender, Elderly and Children	Member
7	Mr. Mark Eldad Mulwambo	Office of the Attorney General	Member
8.	Ms. Alecia Alex Mbuya	EPZA	Member
9.	Mr. Kihanga Privatus Christopher	Retired Senior Public Service Official-NECTA	Member
10	Ms. Maida Waziri Juma	Private Sector	Member
11.	ISWOSO president	Institute of Social Work Students' Organization (ISWOSO)	Member

1.4.2 **Office of the Chief Executive**

The Rector is the Chief Executive of the Institute. The Rector is accountable to the Board of Governors for the general administration and management of the Institute.

1.4.3 **Directorates**

The Institute has two directorates namely Directorate of Academics headed by the Deputy Rector – Academics, Research and Consultancy and the Directorate of Finance and Administration headed by the Deputy Rector – Planning, Finance and Administration. In each directorate there are various departments and units which are managed by heads of departments and coordinators as indicated in Table 1.2.

As regards to Kisangara campus, the day to day administration of the campus is under Campus Coordinator. The Manager is assisted by head of department and coordinators appointed by the Rector. Deputy Rectors of the Institute are directly accountable to the Rector for all activities and acts done in Kisangara campus.

Table 1.2: Senior Officers and their Respective portfolios

Name	Position
Executive Officers	
Dr. Joyce E. Nyoni	Rector
Prof. Sotco C. Komba	Deputy Rector – Academics, Research and Consultancy
Prof. Justin K. Urassa	Deputy Rector – Planning, Finance and Administration
Dr. Minani Ntahosanzwe	Coordinator, Kisangara Campus
Heads of Departments and Units	
Dr. William Manyama	Head, Social Work Department
Ms. Zabibu Mbangwa	Head, Social Work Department- Kisangara campus
Dr. Polycarp Africanus	Head, Labour Studies Department
Dr. Judith Msangi	Head, Human Resource Management Department
Dr. Saliel Kanza	Head, Library Service Department
Dr. Joseph Pessa	Registrar
Dr. Dominic Nkolimwa	Head, Research, Consultancy and Publications Department
Dr. Charles Ngirwa	Head, Quality Assurance Unit
Dr. Deman Yusuf	Coordinator, Postgraduate Studies
Dr. Andrew Randa	Ag. Dean of Students
Mr. Charles Kajana	Human Resource Manager
CPA Athuman Senzota	Chief Accountant
CPA AminaMakoko	Chief Internal Auditor
Mr.Nkoranigwa Bigage	Head, Procurement Management Unit
Mr. Peter Mangala	Head, Legal Unit
Mr. Palma Walter	Planning Officer
Mr. Benedict Nkwao	Public Relations Officer
Mr. Abas A. Ibrahim	Coordinator, ICT

PART TWO: GENERAL INFORMATION OF THE INSTITUTE

2.1 Training Programmes Offered at the Institute

The Institute offers a total of 24 categories of courses organized at seven levels namely; Basic Technician Certificate - NTA Level 4 Technician Certificate - NTA Level 5 Ordinary Diploma - NTA Level 6, Higher Diploma - NTA Level 7, Bachelor Degree - NTA Level 8, Postgraduate Diploma and Master Degree - NTA Level 9. Currently Kisangara campus offers training in Social Work programme at NTA level 4 and 6. The detailed information on the programmes and awards issued are summarized in Table 2.1.

Table 2.1: Training Programmes Offered at the Institute by Level

S/N	Training Programmes Offered	Programme Duration	Award
1	Basic Technician Certificate in Social Work	Two semesters offered in one academic year	Basic Technician Certificate (NTA Level 4)
2	Basic Technician Certificate in Labour Relations and Public management		
3	Basic Technician Certificate in Human Resource Management		
4	Basic Technician Certificate in Business Administration		
5	Basic Technician Certificate in Community Work with Children and Youth		
6	Technician Certificate in Social Work	Two semesters offered in one academic year	Technician Certificate (NTA Level 5)
7	Technician Certificate in Human Resource Management		
8	Technician Certificate in Business Administration		
9	Technician Certificate in Labour Relations and Public Management		
10	Technician Certificate in Community Work with Children and Youth*	Two semesters offered in one academic year	Ordinary Diploma (NTA Level 6)
11	Ordinary Diploma in Social Work		
12	Ordinary Diploma in Human Resource Management		
13	Ordinary Diploma in Business Administration		
14	Ordinary Diploma in Labour Relations and Public Management		
15	Ordinary Diploma in Community Work with Children and Youth*	Six Semesters offered in two academic years	Bachelor Degree (NTA Level 8)
16	Bachelor Degree in Social Work		
17	Bachelor Degree in Human Resource Management		
18	Bachelor Degree in Labour Relations and Public Management		
19	Bachelor Degree in Business Administration	Two Semesters offered in one academic year	Postgraduate Diploma
20	Postgraduate Diploma in Law, Mediation and Arbitration		
21	Postgraduate Diploma in Social Work*	Four Semesters offered in two academic years	Master's Degree (NTA Level 9)
22	Master Degree in Social Work		
23	Master Degree in Strategic Human Resource Management		
24	Master Degree in Labour Labour Laws, Mediation and Arbitration		

*Upcoming programmes

2.2 **Accommodation**

The Institute has limited accommodation facilities on campus. In granting accommodation, priority is given to students with physical disabilities, students with health problems, foreign students, upcountry students who are registered at the Institute for the first time (specifically certificate and diploma students) and such other categories of Students as the Management shall determine from time to time.

All new selected students who wish to stay in the Institute's hostel must make application through Hostel Application Forms. These Application Forms may be downloaded from the Institute's website: www.isw.ac.tz or obtained directly from Dean of students' office and Registrar's office when applying for admission. Thereafter, Institute's Housing committee will allocate rooms to students in the hostels.

The Dean of Students will ensure that occupants of the residential hall adhere to accommodation rules, regulations and directives. Students who secure accommodation on campus must pay full accommodation fee within 1 week after arriving on campus to guarantee their allocation. Once paid, the fee shall not be refunded.

2.3 **Catering Services**

Catering services are provided commercially at the Institute's cafeteria which is located within the premises of the Institute.

2.4 **Sports and Games**

The Institute provides a modest range of sports facilities for football, volleyball, basketball, netball and athletics. The Institute of Social Work Students' Organizations (ISWOSO and KISWOSO) organize sports and games through the office of Dean of Students. Every student is expected to participate in any game of his/her choice. The Institute participates fully in the annual sports and games events such as SHIMIVUTA that involves students of the higher learning institutions in Tanzania.

2.5 **Religious Functions**

The Institute accommodates full freedom of worship for everybody. However, students are not expected to distract their fellow students' pursuit of academic issues on the pretext of religious interests.

2.6 **Library Services**

The Institute provides library services for all its students and staff. Students are also assisted and linked with other libraries in the city such as British Council library, Tanganyika library, and libraries of other higher learning institutions. The Institute has also installed N-computing system, LAN and WIFI which enables the students to access internet services and e-learning materials wherever they are at the campus.

2.7 **Students Organization**

Each campus has its own students' organization. Student's organization at the main and Kisangara campuses are called Institute of Social Work Students Organization (ISWOSO) and Kisangara Institute of Social Work Students Organization (KISWOSO). Each student in respective campus is a member of a respective students' organization. The organizations serve as a link between students and management.

2.8 **Counseling Centre (ISWCC)**

The Institute provides Counseling Services to its community members and the neighborhood. Areas which are covered include HIV/AIDS, substance abuse, psychological and career problems. Counseling services are accompanied by awareness creation programmes through seminars, discussions and meetings.

PART THREE: ADMISSION REGULATIONS

3.1 Admission Regulations

These regulations apply to Kijitonyama and Kisangara campuses.

- 3.1.1 All applications shall be done through the Open Application Systems (OAS) of the Institute. Applicants may find the OAS through www.oas.isw.ac.tz or Institute of Social Work website www.isw.ac.tz.
- 3.1.2 Students for certificate and diploma programmes are admitted in March and September and those of for bachelor degree, postgraduate and master degree programmes are admitted in November.
- 3.1.3 Students shall pay the prescribed tuition fee according to the payment schedule provided. Fees once paid are not refundable.
- 3.1.4 No student shall be allowed to postpone studies after commencement of the semester except under special circumstances. Permission to postpone studies will be considered after producing credible evidence. Special circumstances shall include: medical grounds, financial and individual problems. Each case of postponement shall be treated on its own merit.
- 3.1.5 A student who postpones studies under rule 3.1.4 of these regulations shall be required to pay TShs. 150,000/- for resuming studies. The said amount shall be paid on application for postponement by filling in Form No. 1 appended to these regulations. The same rule applies for continuing students.
- 3.1.6 Postponement of studies is allowed for one academic year only.
- 3.1.7 Both new and continuing students shall be required to register online in the Institute Students Management Information System (SIMS) for modules to be studied in the respective semesters.
- 3.1.8 The deadline for registration of first year students shall be one week after the orientation week. For continuing students, the registration duration shall be two weeks after the beginning of the respective semester.
- 3.1.9 No student shall be allowed to move from one session to another without prior approval from the Deputy Rector Academics Research and Consultancy.
- 3.1.10 Upon approval from the Deputy Rector Academics Research and Consultancy, student may be allowed to transfer from one programme to another within two weeks after commencement of the semester during the first year of study.
- 3.1.11 Students seeking to transfer credits to the Institute from accredited higher learning institution may transfer their credits only after getting approval from ISW and NACTVET/TCU.
- 3.1.12 No change of student's particulars shall be entertained during the course of study at the Institute. Students are required to use names appearing on their original academic certificates.
- 3.1.13 Any cheating during admission process shall nullify the admission of the respective student.

- 3.1.14 A student admitted in any Master's degree programme shall be required to complete studies within the prescribe duration of the programme. Where extension of time has been granted, he/ she shall complete her studies within a period of extension. In all cases, the maximum duration for completion of Master's degree programme shall be thirty-six months. A student who fails to complete his/her studies within a maximum period of thirty-six months shall be de-registered"

3.2 Admission Requirements

3.2.1 Certificate (NTA Level 4) and Ordinary Diploma (NTA Level 5) Programs

Entry Qualification

To qualify for admission into the Certificate (NTA Level 4) and Ordinary Diploma (NTA Level 5) Programs, applicants must have the following minimum entry qualifications (Table 3.1):

Table 3.1: Minimum Entry Qualifications – Certificate and Diploma Programs

No	Category of Applicants	Minimum Admission Entry Qualification
1	Applying for Certificate Program (NTA Level 4)	i) In order to be admitted to the certificate course the applicant must have at least four (4) passes of Certificate of Secondary Education Examination (CSEE); OR
		ii) The applicant who holds at least a six (6) months certificate from any institution recognized by NACTVET; OR
		iii) The applicant who holds NTVA Level 3.
2	Applying for Diploma Program (NTA Level 5)	i) The applicant must have at least a minimum of one (1) principal pass and a subsidiary at Advanced Certificate of Secondary Education Examination (ACSEE) in appropriate subjects that will amount to minimum of 1.5 points (i.e. at least one E and S). In addition, the applicant must have at least four (4) passes from Certificate of Secondary Education Examination (CSEE); OR
		ii) The applicant with a certificate from an institution recognized by NACTVET with a minimum GPA of 2. In addition, the applicant must have at least four (4) passes from Certificate of Secondary Education Examination (CSEE); OR
		iii) The applicant who holds a Certificate in Nursing/Midwifery and related courses, and Certificate in Education (Grade III A) must have an average of C from institutions recognized by NACTVET. In addition, the applicant must have at least four (4) passes from Certificate of Secondary Education Examination (CSEE).

3.2.2 Bachelor Degree Programs (NTA Level 7 - 8)

Entry Qualification

To qualify for admission into the Bachelor Degree Programs (NTA Level 7 - 8), the applicant must have the following minimum entry qualifications (Table 3.2):

Table 3.2: Minimum Entry Qualifications – Bachelor Degree Programs

No	Category of Applicants	Minimum Admission Entry Qualification
1	Completed A' Level Studies before 2014	Two principal passes with a total of 4.0 points in Two Subjects defining the admission into the respective programme (where A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5)
2	Completed A' Level Studies in 2014 and 2015	Two principal passes ('C' and above) with a total of 4.0 points from Two Subjects defining the admission into the respective programme (where A = 5; B+ = 4; B = 3; C = 2; D = 1; E = 0.5).
3	Completed A' Level Studies from 2016 onwards	Two principal passes with a total of 4.0 points in Two Subjects defining the admission into the respective programme (where A = 5; B = 4; C = 3; D = 2; E = 1; S = 0.5)
4	Foundation Programme of the OUT	A GPA of 3.0 accumulated from six core subjects and at least a C grade from three subjects in respective cluster (Arts, Science and Business Studies) PLUS
		i) An Advanced Certificate of Secondary Education Examination with at least 1.5 from two subjects; OR
		ii) An Ordinary Diploma from the recognized institution with a GPA of at least 2.0 ; OR
		iii) NTA level 5/Professional Technician Level II Certificate.
5	Completed NTA level 7 – Higher Diploma	Graduated and awarded a Higher Diploma in a program similar to that applied for. Minimum credits at higher diploma level is 240 .
6	Ordinary Diploma, FTC and Equivalent Qualification Applicants	At least four passes ('D's and above) at O' Level or NVA Level III with less than four O' Level passes or equivalent foreign qualifications as established by either NECTA or VETA; AND
		i) At least a GPA of 3.0 for Ordinary Diploma (NTA Level 6); OR
		ii) Average of "C" for Full Technician Certificate (FTC) (where A=5, B=4, C=3, and D=2 points); OR
		iii) Average of 'B' Grade for Diploma in Teacher Education; OR
		iv) Average of 'B+' Grade for Health related awards such as Clinical Medicine and others; OR
		v) A Distinction for unclassified Diplomas and certificates; vi) Upper Second Class for classified non-NTA Diplomas.

3.2.3 Postgraduate Programs Entry Qualifications

To qualify for admission into the Postgraduate Diploma and Master Degree (NTA Level 9) programs, applicants must have the following minimum entry qualifications (Table 3.3):

Table 3.3: Minimum Entry Qualifications – Postgraduate Programs

No	Category of Applicants	Minimum Admission Entry Qualification
1	Applying for Postgraduate Diploma program	To qualify for admission into the Postgraduate Diploma programs, the applicant must have a Bachelor Degree or Advanced Diploma in any related academic discipline with PASS grade .
2	Applying for Master Degree in Social Work program (NTA Level 9)	<p>To qualify for admission into the Master Degree in Social Work program, applicants must have the following minimum qualifications:</p> <p>i) Advanced Diploma in Social Work OR Bachelor Degree in Social Work OR Postgraduate Diploma in Social Work with a minimum GPA of 2.7. The applicants in this category will only be required to undertake the Advanced Modules that carry 120 credits; OR</p> <p>ii) Bachelor Degree in Social Sciences preferably in any of the following: Community Development, Sociology, Health Sciences, Psychology, Education, and any other related discipline. The applicant must also have a minimum GPA of 2.7 in undergraduate degree. The applicants in this category will be required to undertake both Foundation and Advanced Modules that carry 260 credits.</p>
3	Applying for Master Degree in Labour Laws, Mediation and Arbitration program (NTA Level 9)	To qualify for admission into the Master Degree in Labour Laws, Mediation and Arbitration program, applicants must have either an Advanced Diploma OR Bachelor Degree with a minimum GPA of 2.7 OR a Postgraduate Diploma in any field of study.
4	Applying for Master Degree in Strategic Human Resource Management program (NTA Level 9)	To qualify for admission into the Master Degree in Strategic Human Resource Management program, applicants must have the Advanced Diploma OR Bachelor Degree with a minimum GPA of 2.7.

3.3 Admission Organs

Admission process at the Institute of Social Work passes through three committees as stated here under:

3.3.1 Departmental Admission Committee

i) Composition

Head of Department (Chairperson), Departmental Admission Coordinator (Secretary), Departmental Fieldwork Coordinator, Quality Assurance Coordinator, Departmental Examinations Coordinator, and Departmental Research and Consultancy Coordinator.

ii) Roles and Responsibilities

- To review all applications for admission.
- To recommend to the Institute Admission Committee applicants for admission.

3.3.2 **Institute Admission Committee**

(i) **Composition**

The Rector (Chairperson), Admission Officer (Secretary), Deputy Rector: Academics, Research and Consultancy, Deputy Rector: Planning, Finance and Administration, Heads of Academic Departments, Registrar, Quality Assurance Manager, and one senior academic staff appointment by DRAC from any of the academic departments.

(ii) **Roles and responsibilities**

- (a) To scrutinize all names of applicants recommended for admission by the Departmental Admission Committees.
- (b) To recommend to the Academic Committee of the Board names of applicants for admission into various programmes.

3.3.3 **Academic Committee of the Board**

(i) **Composition**

All members of Academic Committee of the Board.

(ii) **Roles and responsibilities**

- (a) To review all names of applicants recommended for admission by the Institute Admission Committee.
- (b) To provisionally approve names of applicants for admission and forward the same to the Board for approval.

3.3.4 **The Board of Governors**

(i) **Composition**

Chairperson of the Board and all other members of the Board.

(ii) **Roles and Responsibilities**

To approve names of recommended candidates for admission submitted by the Academic Committee of the Board.

3.4 **Registration Documents**

Each student must produce the following documents during registration:

- (i) A dully filled acceptance form to abide by the Institute's Rules and Regulations,
- (ii) A dully filled medical examination form from a recognized or registered medical practitioner,
- (iii) Original certificates, academic transcripts and valid result slips,
- (iv) Birth certificate/affidavit,
- (v) Four(4) colored passport size photographs taken recently. These photographs are for registration purposes and student identity cards.

3.5 **Fees and Other Financial Requirements**

Student is required to pay tuition fee in four installments. To be registered, they should pay full amount of the first installment (see payment schedule in the fee structure attached). Apart from Tuition Fee, each student is required to pay for the following:

3.5.1. **Registration Fee**

All selected students will be required to register annually and pay a registration fee of TZS 15,000/= only for Tanzanian citizen and USD 15 for non-Tanzanian. For Master Programmes, registration fee is TShs. 50,000/= for Tanzanian or USD 50 for foreign students per year.

3.5.2. **Fees for Ware and Tear**

Each student is required to pay TShs. 13,000/= for Tanzanian citizen or USD 13 for foreign students as ware and tare fees. The fees shall not be refunded upon completion of course. Where a student causes a loss/damage that exceeds TShs. 13,000 or USD 13 the student shall be required to pay the difference. For Master Programmes, the wear and tear fee is TShs. 50,000/= for Tanzanian or USD 50 for foreign students per year.

3.5.3. **Identity Card**

Each student is required to pay TShs. 10,000/= for the cost of Identity Card. This amount is paid once per year. Replacement for a lost Identity Card shall be done after obtaining a police loss report and payment of TShs. 10,000/= for Tanzanian citizen or USD 10 for foreign students.

3.5.4. **Membership to the ISW Students' Organization**

Every registered student is a member of the ISW Students Organization (ISWOSO). The membership registration fee for the first year students is TShs. 13,000/= for Tanzanian citizen or USD 13 for foreign students for Master Programmes, fee is TShs.15,000/= for Tanzanian or USD 15 for foreign students per year.

3.5.5. **Students' Health Insurance**

Membership to health insurance is mandatory for registration at the Institute. Students with no health insurance membership shall be required to pay TShs. 50,400/= for Tanzanian students or USD 50 for foreign students as a contribution for joining NHIF annually. This amount is paid directly to NHIF. Students with NHIF, Community Health Insurance or other insurance membership are not required to pay the contribution. However, the ID for a health insurance membership is required before registration as evidence of payment of this contribution. Issue of forged Health Insurance Card shall be treated as an act of cheating and shall subject the student to disciplinary procedures. Medical insurance (NHIF/CHIF) is **mandatory**, your required to either pay the prescribed amount or produce the valid insurance card.

3.6. **Information on Students Sponsorship**

Students are encouraged to apply for scholarship/loan from Higher Education Students Loan Board (HESLB) or any other third party. The fee structures for all programmes are as shown in Table 3.1.

3.7 **Mode Payment of Tuition and Other Fees**

All payment should be done through Student Information Management System (SIMS). The procedures of Payments are as follows:

- i) Go to the Institute website www.isw.ac.tz and click **Student Information Management System**,
- ii) Log into SIMS by entering your form four index number as **Username** and your surname in CAPITAL LETTERS as **Password**,
- iii) Click the **Payment** button,
- iv) Click **Fee Structure** button, after selecting your Academic year, Program and Class,
- v) Click **Preview Invoice** button then click **View Invoice Details** and obtain **Control Number**, all payment instructions are clearly indicated in the Invoice.

Please note that, fees once paid is non-refundable.

3.8 **Enquiries of Admission**

All enquiries for admissions should be addressed to:

The Rector,
Institute of Social Work,
P.O. Box 3375,
Dar es Salaam.
Tanzania
Phone: + 255 22 2700918/2774443
Fax: +255 22 2701375
Email:info@isw.ac.tz
Website:www.isw.ac.tz

INSTITUTE OF SOCIAL WORK FEE STRUCTURE FOR THE ACADEMIC YEAR 2021/2022 FOR LOCAL STUDENTS (TZS)
i. Amount Payable to the Institute

S/No	Description	Basic Technician Certificate	Technician Certificate	Ordinary Diploma	Bachelor Degree	Bachelor Degree	Post Graduate Diploma (1 - Year program)	Master's Degree SW (1 - Year program)	Master's Degree SHRM & MLLMA (2 - Years program)
		NTA Level 4	NTA Level 5	NTA Level 6	NTA Level 7 (1st Year)	NTA Level 7 (2nd Year) - 8	NTA Level 9		
1	Tuition Fee	794,000	984,000	984,000	1,279,000	1,279,000	1,849,000	4,030,000	3,500,000
2	Registration	15,000	15,000	15,000	15,000	15,000	15,000	50,000	50,000
3	Research/Project supervision	-	-	-	-	-	-	500,000	500,000
4	NACTVET Fee	15,000	15,000	15,000	20,000	20,000	-	20,000	20,000
5	Library Fee	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
6	Ware and tear fees	13,000	13,000	-	13,000	-	13,000	50,000	50,000
7	Identity Card	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
8	Prospectus	20,000	20,000	-	20,000	-	20,000	20,000	20,000
9	Sports and Games	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
10	Student Union	13,000	13,000	13,000	13,000	13,000	13,000	15,000	15,000
11	NHIF Card*	50,400	50,400	50,400	50,400	50,400	192,000	192,000	192,000
12									4,527,000
	Total	950,400	1,140,400	1,107,400	1,440,400	1,407,400	2,132,000	4,907,000	

S/No	Description	Basic Technician Certificate	Technician Certificate	Ordinary Diploma	Bachelor Degree	Bachelor Degree	Post Graduate Diploma (1 - Year program)	Master's Degree SW (1 - Year program)	Master's Degree SHRMA & MLLMA (2 - Years program)
		NTA Level 4	NTA Level 5	NTA Level 6	NTA Level 7 (1st Year)	NTA Level 7 (2nd Year) - 8		NTA Level 9	
PAYMENT SCHEDULE	1st Installment (to be paid within the 1 st and 2 nd weeks of the first semester)	300,000	370,000	383,500	400,000	390,000	565,000	1,500,000	1,210,000
	2nd Installment (to be paid on or before the 9 th week of the first semester)	175,200	200,200	170,200	320,200	313,700	430,200	882,700	875,000
	3rd Installment (to be paid within the 1 st and 2 nd weeks of the second semester)	300,000	370,000	383,500	400,000	390,000	565,000	1,500,000	1,375,000
	4th Installment (to be paid on or before the 9 th week of the second semester)	175,200	200,200	170,200	320,200	313,700	430,200	882,700	875,000
	TOTAL	950,400	1,140,400	1,107,400	1,440,400	1,407,400	1,990,400	4,765,400	3,335,000
	* Paid in case one doesn't have NHIF								

ii. Other payables to Institute (Occasionally)								
1	Transcripts	5,000	5,000	5,000	5,000	5,000	5,000	5,000
2	Replacement of Certificates	20,000	20,000	20,000	20,000	20,000	20,000	20,000
3	Accommodation (When available)	380,000	380,000	380,000	380,000	380,000	380,000	380,000
4	Late submission of dissertation	-	-	-	50,000	50,000	50,000	50,000
5	Postponement of studies	150,000	150,000	150,000	150,000	150,000	150,000	150,000
6	Repeat/Carry forward module	50,000	80,000	80,000	100,000	100,000	200,000	200,000
7	Provisional results	2,000	2,000	2,000	2,000	2,000	2,000	2,000
8	Appeal fee	40,000	40,000	40,000	60,000	60,000	80,000	100,000
9	Penalty for bed sharing	50,000	50,000	50,000	50,000	50,000	50,000	50,000
iii. Payable directly to Students								
1	Meals allowances	1,904,000	1,904,000	1,904,000	2,142,000	2,142,000	2,142,000	3,570,000
2	Accommodation	600,000	600,000	600,000	600,000	600,000	600,000	600,000
3	Book and stationary	700,000	700,000	700,000	800,000	800,000	800,000	1,500,000
4	Scientific calculator	30,000	30,000	30,000	30,000	30,000	50,000	50,000
5	Medical allowances	110,000	110,000	110,000	110,000	110,000	110,000	110,000
6	Field Allowances	600,000	600,000	600,000	700,000	700,000	-	-
7	Thesis/Research Cost	-	-	-	460,000	460,000	500,000	2,000,000

INSTITUTE OF SOCIAL WORK FEE STRUCTURE FOR THE ACADEMIC YEAR 2021/2022 FOR FOREIGN STUDENTS (USD)								
i. Amount Payable to the Institute								
S/No	Description	Basic Technician Certificate	Technician Certificate	Ordinary Diploma	Bachelor Degree	Bachelor Degree	Post Graduate Diploma (1 - Year program)	Master's Degree (1 - Year program)
		NTA Level 4	NTA Level 5	NTA Level 6	NTA Level 7 (1st Year)	NTA Level 7 (2nd Year) - 8		NTA Level 9
1	Tuition Fee	794	984	984	1,279	1,279	1,849	4,030
2	Registration	15	15	15	15	15	15	50
3	Research/Project supervision	-	-	-	-	-	-	500
4	NACTVET Fee	15	15	15	20	20	-	20
5	Library Fee	10	10	10	10	10	10	10
6	Caution Money	13	13	-	13	-	13	50
7	Identity Card	10	10	10	10	10	10	10
8	Prospectus	20	20	-	20	-	20	20
9	Sports and Games	10	10	10	10	10	10	10
10	Student Union	13	13	13	13	13	13	15
11	NHIF Registration*	50	50	50	50	50	50	50
12	Total	950.40	1,140.40	1,107.40	1,440.40	1,407.40	1,990.40	4,765.40
PAYMENT SCHEDULE	1st Installment (to be paid within the 1 st and 2 nd weeks of the first semester)	300.00	370.00	383.50	400.00	390.00	565.00	1,500.00
	2nd Installment (to be paid on or before the 9 th week of the first semester)	175.20	200.20	170.20	320.20	313.70	430.20	882.70
	3rd Installment (to be paid within the 1 st and 2 nd weeks of the second semester)	300.00	370.00	383.50	400.00	390.00	565.00	1,500.00
	4th Installment (to be paid on or before the 9 th week of the second semester)	175.20	200.20	170.20	320.20	313.70	430.20	882.70
	TOTAL	950.40	1,140.40	1,107.40	1,440.40	1,407.40	1,990.40	4,765.40
	* Paid in case one doesn't have NHIF							

ii. Other payables to Institute (Occasionally)								
1	Transcript	5	5	5	5	5	5	5
2	Replacement of Certificates	20	20	20	20	20	20	20
3	Accommodation (When available)	380	380	380	380	380	380	380
4	Late Submission of Dissertation	-	-	-	50	50	50	50
5	Postponement of Studies	150	150	150	150	150	150	150
6	Repeat Carry Forward Module	50	80	80	100	100	200	200
7	Provisional Results	2	2	2	2	2	5	5
8	Appeal Fee	40	40	40	60	60	80	100
9	Penalty for Bed Sharing	50	50	50	50	50	50	50
iii. Payable directly to Students								
1	Meals Allowance	1,904	1,904	1,904	2,142	2,142	2,142	3,570
2	Accommodation	600	600	600	600	600	600	600
3	Book and Stationary	700	700	700	800	800	800	1,500
4	Scientific Calculator	30	30	30	30	30	50	50
5	Medical Allowances	110	110	110	110	110	110	110
6	Field Allowances	600	600	600	700	700	-	-
7	Thesis/Research Cost	-	-	-	460	460	500	2,000

PART FOUR: COURSES OFFERED BY THE DEPARTMENT OF SOCIAL WORK

4.1. **Introduction**

The Department of Social Work trains social workers who can work directly or indirectly as generic practitioners in communities and in various social welfare agencies including public, private, voluntary and non-governmental organizations. It is also envisaged that such training will produce both proactive and reactive social workers who can effectively respond to the newly emerging social problems in the contemporary societies. Through its curricula the department also aims to produce graduates who can self-employ themselves to respond to societal needs.

4.2. **Training Programmes offered by the Department of Social Work**

The Department of Social Work offer training programmes in Kijitonyama, Dar es Salaam and Kisangara campuses. Programmes offered in Dar es Salaam and Kisangara campuses are Basic Technician Certificate in Social Work (NTA Level 4), Technician Certificate in Social Work (NTA Level 5), and Ordinary Diploma in Social Work (NTA Level 6). Programmes offered at Kijitonyama campus only are Basic Technician Certificate in Youth and Children (NTA level 4), Higher Diploma in Social Work (NTA Level 7) and Bachelor Degree in Social Work (NTA level 8), and Master Degree in Social Work (NTA Level 9).

4.2.1 **Basic Technician Certificate in Social Work (NTA Level 4)**

The Basic Technician Certificate in Social Work (BTCSW) Programme consists of eleven (11) modules with a minimum number of 120 credits to be covered for duration of two semesters. The duration of each semester consists of seventeen (17) weeks. Fieldwork practicum is done for duration of eight (8) weeks at the end semester two (2) to enable students to transform the theoretical knowledge learned into actual work situation.

The BTCSW curriculum consists of core and fundamental modules. Core modules refer to those modules, which provide a range of basic direct social work methods, knowledge, skills, principles and values appropriate for the graduates of BTCSW programme. Fundamental modules refer to those modules, which provide essential knowledge and skills, required to enhance social work professional practice. Tables 4.1 to 4.6 provide more details regarding the BTCSW programme as well as modules covered.

The distribution of modules in the semesters provides for module codes and names, classification of each module indicated by “C” for Core and “F” for Fundamental modules respectively, including credits for each module as shown in Tables 4.4 and 4.5 below. Summary of all modules taught in NTA level 4 is shown in table 4.6.

The scheme of study for modules in the semesters provides for distribution of hours per week for lectures, tutorial, practical and assignments; total number of hours per week required for studying each module, including credits as shown below in Tables 4.7 and 4.8.

Table 4.1: Curriculum Details for the BTCSW Programme

S/N	Qualification	Basic Technician Certificate in Social Work
1	Purpose(s) of Qualification	This qualification is intended to enable the candidate to apply the elementary knowledge and skills in social work practice with individuals, families and groups under supervision of a qualified social worker.
2	NTA Level	4
3	Competence Level Descriptor	The holder of the qualification will be able to apply skills and knowledge at routine level.
4	Minimum Credits from Current NTA Level	120
5	Maximum Number of Credits from Lowest NTA Level	0
6	Minimum Overall Credits	120
7	Lowest NTA Level	None

Table 4.2: Core modules in the BTCSW programme

Code	Module Name	Distribution Hours per Week				
		L	T	P	AS	Credit
SWT 04101	Elementary Social Work Practice	2	2	2	1	11
SWT 04102	Fundamentals of Field Instruction	2	2	2	2	12
SWT 04103	Introduction to Social Welfare Services and Policy	2	2	1	2	11
SWT 04104	Introduction to Social Work Ethics	2	1	1	1	8
SWT 04203	Introduction to Social Work with Children and Youths	2	1	1	2	9
SWT 04205	Elementary Social work Research	2	2	2	2	12
SWT 04206	Block fieldwork	-	-	320	-	32
Sub Total Credits						95

Key:L – Lecture T – Tutorial P – Practical AS – Assignments

Table 4.3: Fundamental modules in the BTCSW programme

Code	Module Name	Distribution Week			Hours per	
		L	T	P	AS	Credit
SWT 04105	Basic Skills in Guidance and Counseling	2	2	2	1	11
SWT 04106	Introduction to Communication Skills	2	1	2	1	9
SWT 04201	Essentials of Psychology	2	1	1	2	9
SWT 04202	Fundamentals of Sociology	2	1	1	1	8
SWT 04204	Introduction to ICT	2	1	2	1	9
Sub Total						46

Table 4.4: Module Distribution for Semester 1

Code	Module Title	Classification	Credits
SWT 04101	Elementary Social Work Practice	C	11
SWT 04102	Fundamentals of Field Instruction	C	12
SWT 04103	Introduction to Social Welfare Services and Policy	C	11
SWT 04104	Introduction to Social Work Ethics	C	8
SWT 04105	Basic Skills in Guidance and Counseling	F	11
SWT 04106	Introduction to Communication Skills	F	9
Total Credits for Semester 1			62

Table 4.5: Module Distribution for Semester 2

Code	Module Title	Classification	Credits
SWT 04201	Essentials of Psychology	F	9
SWT 04202	Fundamentals of Sociology	F	8
SWT 04203	Introduction to Social Work with Children and Youths	C	9
SWT 04204	Introduction to ICT	F	9
SWT 04205	Elementary Social work Research	C	12
SWT 04206	Block Fieldwork	F	32
Total Credits for Semester 2			79
Total Credits for NTA Level 4			141

Table 4.6: Summary of Modules in the BTCSW Programme in each Semester

S/N	Code	Module Name	Semester	
			1	2
1	SWT 04101	Elementary Social Work Practice	√	
2	SWT 04102	Fundamentals of Field Instruction	√	
3	SWT 04103	Introduction to Social Welfare Service and Policy	√	
4	SWT 04104	Introduction to Social Work Ethics	√	
5	SWT 04105	Basic Skills in Guidance and Counseling	√	
6	SWT 04106	Introduction to Communication Skills	√	
7	SWT 04201	Essentials of Psychology		√
8	SWT 04202	Fundamentals of Sociology		√
9	SWT 04203	Introduction to Social Work with Children and Youth		√
10	SWT 04204	Introduction to ICT		√
11	SWT 04205	Elementary Social Work Research		√
12	SWT 04206	Block Fieldwork		√

Table 4.7: Scheme of Study for Semester 1

Code	Module Name	Distribution Hours per Week				
		L	T	P	AS	Credit
SWT 04101	Elementary Social Work Practice	2	2	2	1	11
SWT 04102	Fundamentals of Field Instruction	2	2	2	2	12
SWT 04103	Introduction to Social Welfare Services and Policy	2	2	1	2	11
SWT 04104	Introduction to Social Work Ethics	2	1	1	1	8
SWT 04105	Basic Skills in Guidance and Counseling	2	2	2	1	11
SWT 04106	Introduction to Communication Skills	2	1	2	1	9
Total Credits for Semester 1						62

Table 4.8: Scheme of Study for Semester 2

Code	Module Name	Distribution Hours per Week				
		L	T	P	AS	Credit
SWT 04201	Essentials of Psychology	2	1	1	2	9
SWT 04202	Fundamentals of Sociology	2	1	1	1	8
SWT 04203	Introduction to Social Work with Children and Youths	2	1	1	2	9
SWT 04204	Introduction to ICT	2	1	2	1	9
SWT 04205	Elementary Social work Research	2	2	2	2	12
SWT 04206	Block fieldwork	-	-	320	-	32
Total Credits for Semester 2						79

4.2.2

Technician Certificate in Social Work (NTA level 5)

The Technical Certificate in Social Work Programme consists of eleven (11) modules with a minimum number of 133 credits to be covered in duration of two semesters of 17 weeks each. Fieldwork practicum will be done after the second semester examination to enable students to transform the theoretical knowledge learned, into real work situation and will cover eight weeks (60 days). Curriculum details are provided in table 4.9.

The modules in the BTCSW programme are organized in two categories, core and fundamental: Core modules refer to those which provide a range of basic direct social work methods, knowledge, skills and principles appropriate for the graduates of TCSW programme. These are the basic and necessary modules for front-line social workers (see table 4.10). Fundamental modules are those modules which provide essential knowledge and skills required to enhance social work professional practice (See table 4.11).

The distribution of modules in the semesters provides for module codes and names, classification of each module indicated by “C” for Core and “F” for Fundamental modules respectively, including credits for each module as shown in Tables 4.12 and 4.13 below. Summary of all models taught at NTA level 5 semesters 1 and 2 is shown in table 4.14.

The scheme of study for modules in the semesters provides for distribution of hours per week for lectures, tutorial, practical and assignments; total number of hours per week required for studying each module, including credits as shown below in Tables 4.15 and 4.16.

Table 4.9: Curriculum Details for Technician Certificate in Social Work (NTA level 5)

S/ N	Qualification	Technician Certificate in Social Work(NTA Level 5)
1	Purpose(s) of Qualification	To prepare technician social workers, who under the supervision of qualified social workers can engage in attending problems facing individuals, families and small groups; hence enhance their social functioning.
2	NTA Level	5
3	Competence Level Descriptor	The holder of this qualification will be able to apply skills and knowledge in a range of activities, some of which are non-routine and be able to assume operational responsibilities.
4	Minimum Credits from Current NTA Level	120
5	Maximum Number of Credits from Lowest NTA Level	0
6	Minimum Overall Credits	120
7	Lowest NTA Level	4

Table 4.10: Core Modules in the TCSW Programme

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SWT 05101	Direct and Indirect Social Work Practice	2	1	2	1	9
SWT 05201	Introduction to Field Instruction	2	2	2	1	11
SWT 05103	Social Welfare Services and Policy	2	2	1	1	9
SWT 05102	Social Work Ethics	2	1	1	1	8
SWT 05205	Introduction to Social work Research	2	1	2	1	9
SWT 05206	Block Field Work	-	-	320	-	32
Sub Total						78

Table 4.11: Fundamental Modules in the TCSW Programme

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SWT 05202	Development Studies	2	1	1	2	9
SWT 05104	Introduction to Psychology	2	1	1	2	9
SWT 05105	Introduction to Sociology	2	1	1	1	8
SWT 05106	Communication Skills	2	1	2	1	9
SWT 05204	Introduction to Guidance and Counseling	2	1	2	2	11
SWT 05203	Information Communication Technology (ICT)	2	1	2	1	9
Sub Total						55

Key:AS – Assignments**L** – Lecture**T** –Tutorial **P** – Practical**4.12: Module Distribution for Semester 1**

Code	Module Title	Classification	Credits
SWT 05101	Direct and Indirect Social Work Practice	C	09
SWT 05102	Social Work Ethics	C	08
SWT 05103	Social Welfare Services and Policy	C	09
SWT 05104	Introduction to Psychology	F	09
SWT 05105	Introduction to Sociology	F	08
SWT 05106	Communication Skills	F	09
Total Credits for Semester 1			52

Table 4. 13 Module Distributions for Semester 2

Code	Module Title	Classification	Credits
SWT 05201	Introduction to Field Instruction	C	11
SWT 05202	Development Studies	F	9
SWT 05203	Information Communication Technology (ICT)	F	9
SWT 05204	Introduction to Guidance and Counseling	F	11
SWT 05205	Introduction to Social work Research	C	9
SWT 05206	Block Field Work	C	32
Total Credits for Semester 2			81

Table 4.14: Summary of all the Modules Taught in the TCSW Programme

S/N	Code	Module Name	Semester	
			1	2
1	SWT 05101	Direct and Indirect Social Work Practice	√	
2	SWT 05102	Introduction to Social work Ethics	√	
3	SWT 05103	Social Welfare Services and Policy	√	
4	SWT 05104	Introduction to Psychology	√	
5	SWT 05105	Introduction to Sociology	√	
6	SWT 05106	Communication Skills	√	
7	SWT 05201	Introduction to Field Instruction		√
8	SWT 05202	Development Studies		√
9	SWT 05203	Information Communication Technology (ICT)		√
10	SWT 05204	Guidance and Counseling		√
11	SWT 05205	Introduction to Social work Research		√
12	SWT 05206	Block Fieldwork		√

Table 4.15: Scheme of Study for Semester 1

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SWT 05101	Direct and Indirect Social Work Practice	2	1	2	1	9
SWT 05102	Social Work Ethics	2	1	1	1	8
SWT 05103	Social Welfare Services and Policy	2	2	1	1	9
SWT 05104	Introduction to Psychology	2	1	1	2	9
SWT 05105	Introduction to Sociology	2	1	1	1	8
SWT 05106	Communication Skills	2	1	2	1	9
Sub Total						52

Table 4.16: Scheme of Study for Semester 2

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SWT 05201	Introduction to Field Instruction	2	2	2	1	11
SWT 05202	Development Studies	2	1	1	2	9
SWT 05203	Information Communication Technology (ICT)	2	1	2	1	9
SWT 05204	Introduction to Guidance and Counseling	2	1	2	2	11
SWT 05205	Introduction to Social work Research	2	1	2	1	9
SWT 05206	Block Field Work	-	-	320	-	32
Sub Total for Semester 2						81

4.2.3 Ordinary Diploma in Social Work

4.2.3.1 Ordinary Diploma in Social Work (NTA level 6) Offered at Kijitonyama Campus

The NTA level 6 in Social Work Programme consists of eleven (11) taught modules and a project paper, with a minimum number of 144 credits to be covered in duration of two semesters, for fifteen (17) weeks. Project Paper will be done in duration of fifteen (17) weeks from the first semester to enable students to transform the theoretical knowledge learned into real work situation as they collect data and develop project reports. Details of the curriculum are provided in table 4.17.

The modules in the NTA Level 6 program are organized in two categories: core and fundamental as follows: Core modules are those modules which provide essential knowledge and skills required to enhance social work professional practice (See table 4.18). Fundamental modules are those modules which provide a range of basic direct social work methods, knowledge, skills and principles appropriate for the graduates of NTA 6 programme (See table 4.19).

The distribution of modules in the semesters provides for module codes and names, classification of each module indicated by “C” for Core and “F” for Fundamental modules respectively, including credits for each module as shown in Tables 4.20 and 4.21 below. Summary of all models taught at NTA level 6 semesters 1 and 2 is shown in table 4.22.

The scheme of study for modules in the semesters provides for distribution of hours per week for lectures, tutorial, practical and assignments; total number of hours per week required for studying each module, including credits as shown below in Tables 4.23 and 4.24

Table 4.17: Curriculum Details for the Ordinary Diploma in Social Work (NTA level 6)

S/N	Qualification	Technician Certificate in Social Work(NTA Level 6)
1	Purpose(s) of Qualification	To prepare technician social workers, who under the supervision of qualified social workers can engage in attending, identifying and documenting problems facing individuals, families and small groups; hence enhance their capacities for addressing their socio-economic needs and problems.
2	NTA Level	6
3	Competence Level Descriptor	The holder of this qualification will be able to apply skills and knowledge in broad range of work activities, most of which are non- routine
4	Minimum Credits from current NTA Level	120
5	Maximum number of Credits from Lowest NTA Level	0
6	Minimum Overall Credits	120
7	Lowest NTA Level	NTA Level 5

Table 4.18: Core Modules in the ODSW Programme

Code	Module Name	(Distribution Hours per Week)				
		L	T	P	AS	Credit
SWT 06101	Social Work with Diverse Populations	2	2	2	2	12
SW T06102	Integrated Fieldwork Practice	1	2	2	2	11
SW T06103	Social Policy	2	2	1	2	11
SWT 06104	Social Work Research Methods	2	2	2	2	12
SWT 06105	Theories and Skills of Guidance and Counseling	2	1	2	2	11
SWT 06203	Social work with Children and Youths	2	2	2	2	12
SWT 06206	Project Paper	-	-	225	-	23
Sub Total		12	10	236	12	92

Table 4.19: The Fundamental Modules in the ODSW Programme

Code	Module Name	(Distribution of Hours per Week)				
		L	T	P	AS	Credit
SWT 06106	Human Behaviour and Social Environment	2	1	1	2	9
SWT 06201	Project Management and Social Entrepreneurship	2	1	2	2	11
SWT 06202	Social Work in Legal Systems	2	2	2	2	12
SWT 06204	Early Childhood Care and Development	2	1	2	2	11
SWT 06205	Sociology of Crime	2	1	1	2	9
Sub Total						52

Key: AS – Assignment L – Lecture T – Tutorial P – Practical

Table 4.20: Module Distribution for Semester 1

Code	Module Title	Classification	Credits
SWT 06101	Social Work with Diverse Populations	C	12
SW T06102	Integrated Fieldwork Practice	C	11
SW T06103	Social Policy	C	11
SWT 06104	Social Work Research Methods	C	12
SWT 06105	Theories and Skills of Guidance and Counseling	C	11
SWT 06106	Human Behaviour and Social Environment	F	09
Total Credits for Semester 1			66

Table 4.21: Module Distribution for Semester 2

Code	Module Title	Classification	Credits
SWT 06201	Entrepreneurship and Project Management	F	11
SWT 06202	Social Work in Legal systems	F	12
SWT 06203	Social work with Children and Youths	C	12
SWT 06204	Early Childhood Care and Development	F	11
SWT 06205	Sociology of Crime	F	9
SWT 06206	Project Paper	C	23
Total Credits for Semester 2			78

Table 4.22: Summary of all Modules taught in the ODSW Programme

S/N	Code	Module Name	Semester	
			1	2
1	SWT 06101	Social Work with Diverse Populations	√	
2	SWT 06102	Integrated Fieldwork Practice	√	
3	SWT 06103	Social Policy	√	
4	SWT 06104	Social work Research Methods	√	
5	SWT 06105	Theories and Skills of Guidance and Counseling	√	
6	SWT 06106	Human Behaviour and Social Environment	√	
7	SWT 06201	Project Management and Social Entrepreneurship		√
8	SWT 06202	Social Work in Legal systems		√
9	SWT 06203	Social work with Children and Youths		√
10	SWT 06204	Early Childhood Care and Development		√
11	SWT 06205	Sociology of Crime		√
12	SWT 06206	Project Paper		√

Table 4.23: Scheme of Study for Semester 1

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SWT 06101	Social Work with Diverse Populations	2	2	2	2	12
SW T06102	Integrated Fieldwork Practice	1	2	2	2	11
SW T06103	Social Policy	2	2	1	2	11
SWT 06104	Social Work Research Methods	2	2	2	2	12
SWT 06105	Theories and Skills of Guidance and Counseling	2	1	2	2	11
SWT 06106	Human Behaviour and Social Environment	2	1	1	2	9
Sub Total for Semester 1						66

Table 4.24: Scheme of Study for Semester 2

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SWT 06201	Entrepreneurship and Project Management	2	1	2	2	11
SWT 06202	Social Work in Legal systems	2	2	2	2	12
SWT 06203	Social work with Children and Youths	2	2	2	2	12
SWT 06204	Early Childhood Care and Development	2	1	2	2	11
SWT 06205	Sociology of Crime	2	1	1	2	9
SWT 06206	Project Paper	-	-	225	-	23
Sub Total for Semester 2						78

4.2.3.2 Ordinary Diploma in Social Work (NTA level 6) Offered at Kisangara Campus

The NTA level 6 in Social Work Programme consists of eleven (10) taught modules with a minimum number of 120 credits to be covered in duration of two semesters. Details of the curriculum are provided in table 4.17a

The modules in the NTA Level 6 program are organized in two categories: core and fundamental as follows: Core modules are those modules which provide essential knowledge and skills required to enhance social work professional practice (See table 4.18a). Fundamental modules are those modules which provide a range of basic direct social work methods, knowledge, skills and principles appropriate for the graduates of NTA 6 programme (See table 4.19a).

The distribution of modules in the semesters provides for module codes and names as shown in Tables 4.20a below.

Table 4.17a: Curriculum Details for the ODSW Programme (NTA Level 6)

1.0	Qualification:	Ordinary Diploma in Social Work
2.0	Purpose (s) of Qualification	This qualification intended for a person who will plan social work programmes, assist in managing social work projects, undertaking researches on social work activities, performing social welfare services and counsel families and individuals on social issues
3.0	NTA Level:	6
4.0	Competence Descriptors	The holder of the qualification will be able apply skills and knowledge in a broad range work activities, most of which are non-routine
5.0	Minimum Credits at this Level:	120
6.0	Minimum Entry Requirements	NTA Level 5
7.0	Maximum Number of Credits from Lowest Level	0
8.0	Date of Last Review of the Qualification Standard	April 2019

Table 4.18a: Core Modules in the ODSW Programme (NTA Level 6)

Code	Module Title	Scheme of Study Hrs/wk				Credits per Module
		L	T	P	AS	
SWT06101	Social Welfare Policy	3	2	2	2	14
SWT06102	Social Work Ethics	3	2	2	2	14
SWT06103	Principles of Counseling	3	2	2	2	14
SWT06104	Developmental Social Work Practice	3	2	2	2	14
SWT06105	Community Development	3	2	2	2	14
Sub Total		15				70

Table 4.19a: Fundamental Modules in the ODSW Programme (NTA Level 6)

Code	Module Title	Scheme of Study Hrs/wk				Credits per Module
		L	T	P	AS	
SWT06206	Development Studies	3	2	1	1	10
SWT06207	Social Research Methodology	3	2	1	1	10
SWT06208	Principles of Law	3	2	1	1	10
SWT06209	Project Planning and Management	3	2	1	1	10
SWT06210	Social Work Practice in Mental Health	3	2	1	1	10
Sub Total		15				50

Table 4.20a: Summary of Modules in the ODSW Programme in Each Semester (NTA Level 6)

SN	Code	Module Title	Semester	
			1	2
1	SWT06101	Social Welfare Policy	✓	
2	SWT06102	Social Work Ethics	✓	
3	SWT06103	Principles of Counseling	✓	
4	SWT06104	Development Social Work Practice	✓	
5	SWT06105	Community Development	✓	
6	SWT06206	Development Studies		✓
7	SWT06207	Social Research Methodology		✓
8	SWT06208	Principles of Law		✓
9	SWT06209	Project Planning and Management		✓
10	SWT06210	Social Work Practice in Mental Health		✓

4.2.4 Higher Diploma in Social Work (NTA Level 7)

The curriculum for NTA level 7 consists of twenty-five (25) modules with a total number of 240 credits to be covered in duration of four (4) semesters (see details in table 4.25). A semester has a total number of seventeen (17) weeks whereby fifteen (15) weeks are set aside for studying core and fundamental modules and two (2) weeks for semester examinations. A student is required to take all twenty-five (25) modules to qualify for the award at NTA level 7. Six (6) modules will be covered in each semester. Concurrent and Block Fieldwork shall be accomplished in semester IV and at the end of semester IV respectively.

The former shall be done concurrently in form of outreach work with the rest of the modules in semester IV. Students are required to engage in outreach work for one day (8 hours per week); and the later shall be accomplished at the end of semester IV whereby students are required to work in the field for ten (10) weeks full time (5 days a week equals to 40 hours). The programme has a total of sixty-eight (68) weeks of study in the two (2) academic years, excluding Block Fieldwork, which is done independently.

The modules in the curriculum for NTA level 7 are organized in two (2) categories, which include core and fundamental modules as follows: Core modules are modules that provide the core generalist social work methods, knowledge, skills and principles appropriate for the graduates of NTA level 7 programme. They broadly represent the main areas of activity in Social Work areas. The modules are taught together with fundamental to ensure that students at this level gain an appreciation of the nature and complexities of real life in Social Work at micro, mezzo and macro Level. Fundamental modules are designed to provide learners with professional knowledge, skills and values. Fundamental modules provide a range of knowledge, skills and principles appropriate to a Higher Diploma graduate in the field of Social Work to enhance social work professional competences, as well as contributing to the effective study of the main themes of the programme for NTA level 7 in Tables 4.26-4.30 below.

The distribution of modules in the semesters provides for module codes and names, classification of each module indicated by “C” for Core and “F” for Fundamental modules respectively, including credits for each module as shown in Tables 4.26 up to 4.30 below.

The scheme of study for modules in the semesters provides for distribution of hours per week for lectures, tutorial, practical and assignments; total number of hours per week required for studying each module, including credits as shown below in Tables 4.31 up to 4.34 below.

Table 4.25: Curriculum Details for the NTA level 7

S/N	Qualification	Higher Diploma in Social Work (NTA Level 7)
1	Purpose(s) of Qualification	This qualification is intended to enable a candidate to perform evidence-based professional social work duties by using high-level professional knowledge, skills and techniques to deliver quality social welfare services to vulnerable groups in the society.
2	NTA Level	7
3	Competence Level Descriptor	The holder of the qualification will be able to apply knowledge, skills and understanding in a broader range of complex technical activities, a high degree of personal responsibility and some responsibility for work of others.
4	Minimum Credits for current NTA Level	240
5	Maximum number of Credits from Lowest NTA Level	30
6	Minimum Overall Credits	240
7	Lowest NTA Level	NTA Level 6

Table 4.26: Module Distribution for Semester 1

Code	Module Title	Classification	Credits
SWU 07101	Social Welfare Services	C	9
SWU 07102	Psychology	F	6
SWU 07103	Social Work Practice	C	11
SWU 07104	Communication Skills	F	6
SWU 07105	Field Instruction	C	11
SWU 07106	Sociology	F	6
Total Credits for Semester 1			49

Table 4.27: Module Distribution for Semester 2

Code	Module Title	Classification	Credits
SWU 07207	Social Work Theory and Methods	C	9
SWU 07208	Social Science Research Methods	C	8
SWU 07209	Field Instruction Practice	C	11
SWU 07210	Human Behaviour in the Micro Social Environment	C	8
SWU 07211	Welfare Economics	F	6
SWU 07212	Development Studies	F	6
Total Credits for Semester 2			48
Total Credits for Semester 1 and 2			97

Table 4.28: Module Distribution for Semester 3

Code	Module Title	Classification	Credits
SWU 07313	Social Work Research	C	8
SWU 07314	Child Protection	C	9
SWU 07315	Information and Communication Technology	F	9
SWU 07316	Early Childhood Care and Education	F	8
SWU 07317	Social Policy	C	8
SWU 07318	Disability and Gerontology Social Work	F	8
Total Credits for Semester 3			50

Table 4.29 Module Distribution for Semester 4

Code	Module Title	Classification	Credits
SWU 07419	School Social Work	C	8
SWU 07420	Social Work in Medical Settings	C	8
SWU 07421	Social Work and Law	C	8
SWU 07422	Concurrent Fieldwork	C	12
SWU 07423	Block Fieldwork	C	40
SWU 07424	Guidance and Counseling	F	9
SWU 07425	Culture and Human Diversity	F	8
Total Credits for Semester 4			93
Total Credits for Semester 3 and 4			143
Total Credits for NTA Level 7			240

Table 4.30: Summary of Modules in Higher Diploma in Social Work (Semesters 1, 2, 3 and 4)

S/N	Code	Module Name	Semester			
			1	2	3	4
1	SWU 07101	Social Welfare Services	√			
2	SWU 07102	Psychology	√			
3	SWU 07103	Social Work Practice	√			
4	SWU 07104	Communication Skills	√			
5	SWU 07105	Field Instruction	√			
6	SWU 07106	Sociology	√			
7	SWU 07207	Social Work Theory and Methods		√		
8	SWU 07208	Social Science Research		√		
9	SWU 07209	Field Instruction Practice		√		
10	SWU 07210	Human Behaviour in the Micro Social Environment		√		
11	SWU 07211	Welfare Economics		√		
12	SWU 07212	Development Studies		√		
13	SWU 07313	Social Work Research			√	
14	SWU 07314	Child Protection			√	
15	SWU 07315	Information and Communication Technology			√	
16	SWU 07316	Early Childhood Care and Education			√	
17	SWU 07317	Social Policy			√	
18	SWU 07318	Disability and Gerontology Social Work			√	
19	SWU 07419	School Social Work				√
20	SWU 07420	Social Work in Medical Settings				√
21	SWU 07421	Social Work and Law				√
22	SWU 07422	Concurrent Fieldwork				√
23	SWU 07423	Block Fieldwork				√
24	SWU 07424	Guidance and Counseling				√
25	SWU 07425	Culture and Diversity				√

Table 4.31: Scheme of Study for Semester I

Code	Module Title	Distribution of Hours per Week				Total Hours per Week	Credits
		Lecturer	Total	Practical	Assignment		
SWU 07101	Social Welfare Services	2	2	1	1	6	9
SWU 07102	Psychology	2	1	0	1	4	6
SWU 07103	Social Work Practice	2	2	2	1	7	11
SWU 07104	Communication Skills	2	1	0	1	4	6
SWU 07105	Field Instruction	2	1	3	1	7	11
SWU 07106	Sociology	2	1	0	1	4	6
Total Credits							49

Table 4.32: Scheme of Study for Semester 2

Code	Module Title	Distribution of Hours per Week				Total Hours per Week	Credits
		Lecturer	Tutorial	Practical	Assignment		
SWU 07207	Social Work Theory and Methods	2	2	1	1	6	9
SWU 07208	Social Science Research Methods	2	1	1	1	5	8
SWU 07209	Field Instruction Practice	2	1	3	1	7	11
SWU 07210	Human Behaviour in the Micro Social Environment	2	1	1	1	5	8
SWU 07211	Welfare Economics	2	1	0	1	4	6
SWU 07212	Development Studies	2	1	0	1	4	6
Total Credits for Semester 2							48

Table 4.33: Scheme of Study for Semester 3

Code	Module Title	Distribution of Hours per Week				Total Hours per Week	Credits
		Lecturer	Tutorial	Practical	Assignment		
WU 07313	Social Work Research	2	1	1	1	5	8
WU 07314	Child Protection	2	1	1	2	6	9
WU 07315	Information and Communication Technology	2	1	2	1	6	9
WU 07316	Early Childhood Care and Education	2	1	1	1	5	8
WU 07317	Social Policy	2	1	1	1	5	8
WU 07318	Disability and Gerontology Social Work	2	1	1	1	5	8
Total Credits for Semester 3							50

Table 4.34: Scheme of Study for Semester 4

Code	Module Title	Distribution of Hours per Week				Total Hours per Week	Credits
		lecturer	Tutorial	Practical	Assignment		
SWU 07419	School Social Work	2	1	1	1	5	8
SWU 07420	Social Work in Medical Settings	2	1	1	1	5	8
SWU 07421	Social Work and Law	2	1	1	1	5	8
SWU 07422	Concurrent Fieldwork	-	-	8	-	8	12
SWU 07423	Block Fieldwork	-	-	40	-	40	40
SWU 07424	Guidance and Counseling	2	1	2	1	6	9
SWU 07425	Culture and Human Diversity	2	1	1	1	5	8
Total Credits for Semester 4							93
Total Credits at NTA Level 7							240

4.2.5. Bachelor Degree in Social Work (NTA level 8)

The general objective for developing NTA Level 8 Curriculum is to produce qualified and competent generalist Social Work practitioners with professional practice knowledge and skills who will provide social welfare services to individuals, families, groups, communities and organizations, including leadership in social services delivery systems.

The curriculum for NTA level 8 consists of sixteen (16) modules with a total number of 120 credits to be covered in duration of two semesters. A student is required to take thirteen (13) modules to qualify for the award at NTA level 8. Twelve (12) modules out of sixteen modules are compulsory for all students and one (1) module is elective. Six (6) modules will be covered in semester one while the other six (6) modules will be covered in semester two. Dissertation is done throughout the two semesters. The programme has a total of thirty-four (34) weeks of study in the academic year. Out of these, fifteen (15) weeks are set aside for core, fundamental and elective modules for each semester; and two (2) weeks for semester examinations.

The modules in the curriculum for NTA level 8 are organized in three (3) categories, which include core, fundamental and elective modules as follows: Core modules are modules that provide the core generalist social work methods, knowledge, skills and principles appropriate for the graduates of NTA level 8 programme. They broadly represent the main areas of activity in Social Work areas. The modules are taught together with fundamental and elective modules to ensure that students at this level gain an appreciation of the nature and complexities of real life in Social Work at micro, mezzo and macro Level. These modules are designed to provide learners with further professional knowledge, skills and values.

Fundamental modules provide a range of knowledge, skills and principles appropriate to a Bachelor Degree graduate in the field of Social Work to enhance social work professional competences, as well as contributing to the effective study of the main themes of the programme. Elective Modules are modules provide opportunities for students to deepen their social work knowledge and skills into specialized areas of social work practice. Details of the curriculum are provided in table 4.35.

The distribution of modules in the semesters provides for module codes and names, classification of the module indicated by “C” for Core, “F” for Fundamental and “E” for Elective modules respectively, including credits for each module as shown in Tables 4.36 and 4.37 below.

The scheme of study for modules in the semesters provides for distribution of hours per week for lectures, tutorial, practical and assignments; total number of hours per week required for each module, including credits as shown below in Tables 4.39 and 4.40

Table 4.35: Curriculum Details for Bachelor Degree in Social Work (NTA level 8)

#	Qualification	Bachelor Degree in Social Work (NTA Level 8)
1	Purpose(s) of Qualification	This qualification is intended to enable a candidate to perform social work duties by using intervention approaches and techniques while working in micro, mezzo and macro Level at both national and international scope.
2	NTA Level	8
3	Competence Level Descriptor	The holder of this qualification will be able to apply knowledge and skills in understanding a wide and unpredictable variety of contexts with substantial personal responsibility for the work of others and responsibility for the allocation of resource, policy, planning, execution and evaluation.
4	Minimum Credits for NTA Level 8	120
5	Maximum number of Credits from Lowest NTA Level	240
6	Minimum Overall Credits	120
7	Lowest NTA Level	NTA Level 7

Table 4.36: Module Distribution for Semester 1

Code	Module Title	Classification	Credits
SWU 08101	Integrated Field Practice	C	8
SWU 08102	Developmental Social Work	C	9
SWU 08103	Entrepreneurship and Project Management	F	9
SWU 08104	Social Protection	C	9
SWU 08105	Social Work and Disaster Management	F	9
SWU 08106	Human Behaviour in the Macro Social Environment	C	11
Total Credits for Semester 1			55

Table 4.37: Module Distribution for Semester 2

Code	Module Title	Classification	Credits
SWU 08207	Dissertation	C	12
SWU 08208	Social Work and Community Health	C	9
SWU 08209	Social Administration	C	9
SWU 08210	Financial Management	F	9
SWU 08211	Social Work and Human Rights	C	9
SWU 08212	Criminology and Correctional Services	F	9
SWU 08213	Social Work with Marginalized Population	E	8
SWU 08214	Social Work and Mental Health	E	8
SWU 08215	Social Work and Substance Abuse	E	8
SWU 08216	Social Work and Gender	E	8
Total Credits for Semester 2			65
Total Credits for NTA Level 8			120

Table 4.38: Summary of Modules for Bachelor Degree in Social Work (Semesters 1 and 2)

S/N	Code	Module Name	Semester	
			1	2
1	SWU 08101	Integrated Field Practice	√	
2	SWU08102	Developmental Social Work	√	
3	SWU 08103	Entrepreneurship and Project Management	√	
5	SWU 08104	Social Protection	√	
6	SWU 08105	Social Work and Disaster Management	√	
7	SWU 08106	Human Behaviour in the Macro Social Environment	√	
8	SWU 08207	Dissertation		√
9	SWU 08208	Social Work and Community Health		√
10	SWU 08209	Social Administration		√
11	SWU 08210	Financial Management		√
12	SWU 08211	Social Work and Human Rights		√
13	SWU 08212	Criminology and Correctional Services		√
14	SWU 08213	Social Work and Mental Health (Elective)		√
15	SWU 08214	Social Work and Mental Health (Elective)		√
16	SWU 08215	Social Work and Substance Abuse (Elective)		√
17	SWU 08216	Social Work and Gender (Elective)		√

Table 4.39: Scheme of Study for Semester 1

Code	Module Title	Distribution of Hours per Week				Total Hours per Week	Credits
		lecturer	Tutoaria	Practical	Assignment		
SWU 08101	Integrated Field Practice	2	1	1	1	5	8
SWU 08102	Developmental Social Work	2	2	1	1	6	9
SWU 08103	Entrepreneurship and Project Management	2	1	2	1	6	9
SWU 08104	Social Protection	2	2	1	1	6	9
SWU 08105	Social Work and Disaster Management	2	1	2	1	6	9
SWU 08106	Human Behaviour in the Macro Social Environment	2	2	1	2	7	11
Total Credits for Semester 1							55

Table 4.40: Scheme of Study for Semester 2

Code	Module Title	Distribution of Hours per Week				Total Hours per Week	Credits
		lecturer	Tutoaria	Practical	Assignment		
SWU 08207	Dissertation	1	1	3	3	8	12
SWU 08208	Social Work and Community Health	2	2	1	1	6	9
SWU 08209	Social Administration	2	2	1	1	6	9
SWU 08210	Financial Management	2	1	2	1	6	9
SWU 08211	Social Work and Human Rights	2	2	1	1	6	9
SWU 08212	Criminology and Correctional Services	2	2	1	1	6	9
SWU 08213	Social Work with Marginalized Population	2	1	1	1	5	8
SWU 08214	Social Work and Mental Health	2	1	1	1	5	8
SWU 08215	Social Work and Substance Abuse	2	1	1	1	5	8
SWU 08216	Social Work and Gender	2	1	1	1	5	8
Total Credits for Semester 2							65
Total Credits at NTA Level 8							120

4.2.6. **Master Degree in Social Work (NTA Level 9)**

Master Degree in Social Work (MSW) is an advanced programme aimed at enabling students to acquire advanced professional qualification in Social Work. The MSW programme is intended for candidates who will perform advanced social work practice including managerial and supervisory roles, leadership and programme evaluation at micro, mezzo and macro Level; at national and international realm. The holder of this qualification will be able to apply advanced knowledge, skills and understanding in a wide and complex variety of contexts with substantial personal responsibility for the work of others and responsibility for designing, monitoring and evaluating social policies, welfare programmes, managing, and allocating national resources. The MSW programme also aims at equipping students with specialized advanced knowledge, skills and understanding in specific areas of social work profession.

The program is run for two years for candidates without Social Work background, and one year for candidates with Social Work background. Curriculum details are provided in table 4.43.

For candidates without Social Work background the two-year MSW programme is spread into four (4) semesters. The first year of the programme (semesters one and two) covers course work for core/foundation modules. The candidates will also undertake Foundation Block Fieldwork at the end of the second semester. Successful completion of the core/foundation modules and Foundation Block Fieldwork enables the candidates to progress to the second year of the

programme at semester three for advanced modules. For these candidates, the second academic year of the MSW programme is devoted for one advanced module, one concentration module and Dissertation.

For candidates with Social Work background, the MSW Degree is accomplished in one Year. Upon admission they will directly begin with advanced modules which are covered in two semesters. They will undertake Advanced Block Fieldwork after finishing the first semester. The Second Semester is dedicated to advanced and concentration and Dissertation.

The core/foundation, advanced and concentration/specialization/elective modules of the MSW programme are provided in Tables 4.44 – 4.45. Each semester is covered in duration of seventeen (17) weeks for both regular sessions and evening sessions.

Table 4.43: Curriculum Details for the MSW Programme

S/N	Qualification	Master Degree in Social Work (MSW)
1.0	Purpose(s) of Qualification	This qualification is intended for a person who will perform advanced social work practice including managerial and supervisory roles, leadership and programme evaluation at micro, mezzo and macro Level at both national and international scope.
2.0	NTA Level	9
3.0	Competence Level Descriptor	The holder of this qualification will be able to apply advanced knowledge, skills and understanding in a wide and complex variety of contexts with substantial personal responsibility for the work of others and responsibility for igning, monitoring and evaluating social policies, welfare programmes, and allocating national resources.
4.0	Minimum Credits from current NTA Level	240
5.0	Maximum number of Credits from Lowest NTA Level 8	40
6.0	Minimum Overall Credits	260
7.0	Date of Last Review of the Qualification Standard	April, 2019

Table 4.44: Foundation Courses

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
SWG 09101	Human Behaviour and Social Environment	2	1	1	2	10
SWG 09102	Social Work Practice	2	1	2	2	12
SWG 09103	Field Instruction	2	1	2	3	14
SWG09205	Direct and Indirect Social Work Practice	2	1	1	3	12
SWG 09104	Social Welfare Services and Policy Processes	2	1	1	2	10
SWG 09206	Social Work and Law	2	1	1	2	10
SWG 09207	Social Work and Human Rights	2	1	1	2	10
SWG 09208	Foundation Block Fieldwork	-	-	40	-	32
Sub Total						110

Key: L – Lecture T – Tutorial P- Practical AS – Assignment

Table 4.45: Advanced Courses

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
SWG 09309	Social Work and Ethical Principles	2	1	2	1	10
SWG09310	Advanced Qualitative Social Work Research Methods	2	1	2	2	12
SWG 09311	Advanced Quantitative Research Methods	2	1	2	2	12
SWG09312	Advanced Administrative Principles and Practice	2	1	2	1	10
SWG 09313	Advanced Social Work Practice	2	1	1	3	12
SWG 09314	Advanced Policy Practice	2	1	2	2	12
SWG 09315	Fieldwork Seminars	2	1	1	2	10
SWG 09416	Dissertation	2	2	1	3	14
SWG 09417	Advanced Block Fieldwork	-	-	40	-	48
Sub Total						140

Key: L– Lecture T – Tutorial P – Practical AS – Assignment

Table 4.46: Concentration/Specialization/Elective Modules in the MSW Programme

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
SWG 09318	Social Work and Public Health	2	1	1	2	10
SWG 09319	Social Work in Disaster Situation	2	1	2	2	10
SWG 09320	Social Work with Marginalized Populations	2	1	2	2	10
Total (Calculated from only 1 elected module)						10

Key: L– Lecture T – Tutorial P – Practical AS– Assignment

Table 4.47: Summary of all Modules in the MSW Programme

S/N	Code	Module Name	Semester			
			1	2	3	4
1	SWG 09101	Human Behaviour and Social Environment	√			
2	SWG 09102	Social Work Practice	√			
3	SWG 09103	Field Instruction	√			
4	SWG 09104	Welfare Services and Policy Processes	√			
5	SWG 09205	Direct and Indirect Social Work Practice		√		
6	SWG 09206	Social Work and Law		√		
7	SWG 09207	Social Work and Human Rights		√		
8	SWG 09208	Foundation Block Fieldwork		√		
9	SWG 09309	Advanced Social Work Ethical Principles			√	
10	SWG 09310	Advanced Qualitative Social Work Research Methods			√	
11	SWG 09311	Advanced Quantitative Social Research Methods			√	
12	SWG 09312	Advanced Administrative Principles and Practice			√	
13	SWG 09313	Advanced Direct Social Work Methods			√	
14	SWG 09314	Fieldwork Seminars			√	
15	SWG 09415	Advanced Policy Practice				√
16	SWG 09416	Dissertation				√
17	SWG 09417	Advanced Block Fieldwork				√
18	SWG 09418	Social Work and Public Health(Elective)				√
19	SWG 09419	Social Work in Disaster Situation (Elective)				√
20	SWG 09420	Social Work with Marginalized Populations (Elective)				√

4.27. **Basic Technician Certificate in Community Work with Children and Youth (BTCCY)**

The Basic Technician Certificate in Community Work with Children and Youth Programme consists of ten (10) modules with a minimum number of 120 credits to be covered in duration of two semesters. Six (6) modules will be covered in first semester while the other four (4) modules will be accomplished in second semester at duration of seventeen (17) weeks each semester. Fieldwork practice will be done in duration of forty-eight (48) days after the first semester concurrently with semester two modules to enable students to transform the theoretical knowledge learned into actual work situation. Rules and procedures for fieldwork are stipulate in the Fieldwork Manual. The modules accomplished under this curriculum are divided into core and fundamental modules; that is: six (6) core module and four (4) fundamental modules. Curriculum details are provided in table 4.48 and summary of all modules taught in is shown in tables 4.49-4.51.

Table 4.48: Curriculum Details for Basic Technician Certificate in Community Work with Children and Youth (BTCCY)

S/N	Qualification	Basic Technician Certificate in Community Work with Children and Youth (BTCCY)
1.	Purpose (s) of Qualification	This qualification is intended for a person who will be able to apply elementary knowledge and skills in community work with children and youth under supervision of a qualified social and community worker.
2.	NTA Level	4
3.	Competence Level Descriptor	The holder of the qualification will be able to apply knowledge and skills at routine level.
4.	Minimum Credits from Current NTA Level	120
5.	Maximum Number of Credits from Lowest NTA Level	0
6.	Minimum Overall Credits	120
7.	Lowest NTA Level	None
8.	Entry Qualification	Form IV with at least four (4) passes, and National Vocational Award (NVA) level 3 with form IV qualification.
9.	Date of Last Review of the Qualification Standard	April, 2019

Table 4.49: Core Modules in the BTCCY Programme

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
CYT 04103	Child and Youth Development	1	2	2	3	12
CYT 04208	Introduction to Child Protection and Rights Based Approaches	1	2	1	3	11
CYT 04104	Care and Support for Children and Youth at Risk	1	2	2	3	12
CYT 04207	Basic Skills in Child, Youth and Family Counseling	1	2	2	3	12
CYT 04209	Service Learning			16		20
Sub Total						67

Key: L – Lecture T – Tutorial P – Practical AS – Assignment

Table 4.50: Fundamental Modules in the BTCCY Programme

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
CYT 04101	Personal Management and Professional Development	1	2	2	3	12
CYT 04102	Integrated Development in Communities	1	2	2	3	12
CYT 04105	Introduction to Information and Communication Technology	1	2	2	2	11
CYT 04210	Elementary Research Methods	1	2	1	2	9
CYT 04106	Communication Skills	1	2	1	2	9
Sub Total						53

Key: L – Lecture T – Tutorial P – Practical AS – Assignment

Table 4.51: Summary of All Modules in the BTCCY Programme

S/ N	Code	Module Name	Semester	
			1	2
1.	CYT 04101	Personal Management and Professional Development	√	
2.	CYT 04208	Introduction to Child Protection and Rights-Based Approaches		√
3.	CYT 04104	Care and Support for Children and Youth at Risk	√	
4.	CYT 04102	Integrated Development in Communities	√	
5.	CYT 04209	Service Learning		√
6.	CYT 04103	Child and Youth Development	√	
7.	CYT 04207	Basic Skills in Child, Youth and Family Counseling		√
8.	CYT 04105	Introduction to Information and Communication Technology	√	
9.	CYT 04210	Elementary Research Methods		√
10.	CYT 04106	Communication Skills	√	

Upcoming Programs

In 2021/2022 academic year the Institute is set to start training programs for NTA level 5 and 6 in Community Work.

Table 4.52: Curriculum Details for Technician Certificate in Community Work with Children and Youth (TCCY)

1	Qualification	Technician Certificate in Community Work with Children and Youths (TCCY)
2.	Purpose(s) of Qualification	This qualification is intended to enable a candidate to apply knowledge and skills of human behavior to modify the behavior of children and youths, apply assessment competencies to enhance service delivery to children and youth, apply communication skills to document the information of children and youth and apply knowledge and skills of development to implement children and youth programs.
3.	NTA Level	5
4.	Competence Level Descriptor	The holder of this qualification will be able to apply skills and knowledge in a range of activities, some of which are non-routine and be able to assume operational responsibilities
6.	Number of Credits from Lower NTA Level	120
7.	Total number of Credits at this level	122
8.	Entry Qualification	-Possession of NTA level 4 in Community Work with Children and Youths -Holder of Advanced Certificate of Secondary Education (ACSE) with at least 1 Principal and Subsidiary pass excluding religious subjects; OR -Possession of Technician certificate in Community Work with Children and Youthsrelated disciplines including Social Work, Community Development, Nursing, Community Health, Gender, Child Protection, Community Work, Counseling, Law, and Psychology.
9	Date of the Qualification Standard Developed	June, 2021

Table 4.53: The Core modules in the TCCY Programme

Code	Module Name	(Distribution of Hours per Week)				
		L	T	P	AS	Credit
CYT 05102	Community Work Ethics	2	2	0	2	09
CYT 05103	Principles of Community Work	2	2	0	2	09
CYT 05201	Community Work With Children, Youth and Families	2	2	0	2	09
CYT 05204	Community Work and Law	2	2	0	2	09
CYT 05104	Child and Youth Psychology	2	2	0	2	09
CYT 05101	Personal and Professional Development	2	2	0	1	08
CYT 05203	Sociology of the Family and Youth	2	2	0	1	08
CYT 05206	Field Instruction	2	2	0	2	09
CYT 05207	Block Field Work	-	-	40	-	24
Sub Total						94

Table 4.54: The Fundamental modules in the TCCY Programme

Code	Module Name	(Distribution of Hours per Week)				
		L	T	P	AS	Credit
CYT 05105	Information and Communication Technology	2	1	1	1	08
CYT 05106	Communicating with Children and Youth	2	1	0	1	06
CYT 05202	Development Studies	2	1	0	1	06
CYT 05205	Research Methods	2	2	0	1	08
Sub Total						28

Table 4.55: Summary of all the modules taught in the TCCY programme:

S/N	Code	Module Name	Semester	
			1	2
1	CYT 05101	Personal and Professional Development	√	
2	CYT 05102	Community Work Ethics	√	
3	CYT 05103	Principles of Community Work	√	
4	CYT 05104	Child and Youth Psychology	√	
5	CYT 05105	Information and Communication Technology	√	
6	CYT 05106	Communicating with Children and Youth	√	
7	CYT 05201	Community Work With Children, Youth and Families		√
8	CYT 05202	Development Studies		√
9	CYT 05203	Sociology of the Family and Youth		√
10	CYT 05204	Community Work and Law		√
11	CYT 05205	Research Methods		√
12	CYT 05206	Field Instruction		√
13	CYT 05207	Block Field Work		√

Table 4.56: Curriculum Details for Ordinary Diploma in Community Work with Children and Youth (ODCCY)

1.	Title of the Qualification	Ordinary Diploma Certificate in Community Work with Children and Youths (ODCCY)
2.	Purpose (s) of Qualification	This qualification is intended for a person who will apply knowledge and skills in community work with children, youths and their families under supervision of a qualified community or social worker. The candidate shall provide social welfare services, promote positive health practices, human rights and implement community projects.
3.	NTA Level	6
4.	Competence Level Descriptor	The holder of this qualification will be able to apply skills and knowledge in broad range of work activities, most of which are non- routine
5.	Minimum Credits from Current NTA Level	120
6.	Maximum Number of Credits from Lowest NTA Level	144
7.	Overall Credits	125
8.	Entry Qualification	Holder of Technician Certificate (NTA 5) in Community Work with Children and Youths
9.	Date of the Qualification Standard Developed	June, 2021

Table 4.57: The Core modules in the TCCY Programme

Code	Module Name	(Distribution of Hours per Week)				
		L	T	P	AS	Credit
CYT06209	Project Work	-	-	-	-	23
CYT 06105	Principles of Community Work	2	2	1	2	11
CYT06101	Integrated Development in Communities	2	2	1	2	11
CYT 06103	Children and Youths Guidance and Counseling	2	2	2	1	11
CYT 06104	Community Health	2	2	1	2	11
CYT 06102	Child and Youth Policy	2	2	0	2	09
CYT 06107	Community Rights	2	2	0	2	09
Sub Total						85

Table 4.58: The Fundamental modules in the ODCCY Programme

Code	Module Name	(Distribution of Hours per Week)				
		L	T	P	AS	Credit
CYT 06106	Project Management in Communities	2	1	1	1	8
CYT 06212	Community Entrepreneurship	2	1	1	1	8
CYT 06211	Gender and Development	2	2	0	1	8
CYT 06210	Community Work and Mental Health	2	2	0	1	8
CYT 06208	Community Work and Substance Abuse	2	2	0	1	8
Sub Total						40

Table 4.59: Summary of all the modules taught in the ODCCY programme:

S/N	Code	Module Name	Semester	
			1	2
1	CYT 06101	Integrated Development in Communities	√	
2	CYT 06102	Child and Youth Policy	√	
3	CYT 06103	Children and Youths Guidance and Counselling	√	
4	CYT 06104	Community Health	√	
5	CYT 06105	Principles of Community Work	√	
6	CYT 06106	Project Management in Communities	√	
7	CYT 06107	Community Rights	√	
7	CYT 06208	Community Work and Substance Abuse		√
8	CYT 06209	Project Work		√
9	CYT 06210	Community Work and Mental Health		√
10	CYT 06211	Gender and Development		√
11	CYT 06212	Community Entrepreneurship		√

PART FIVE: COURSES OFFERED BY THE DEPARTMENT OF LABOUR STUDIES

5.1. Introduction

The Department of Labour Studies offers the following courses: Basic Technician Certificate in Labour Relations and Public Management (NTA Level 4), Technician Certificate in Labour Relations and Public Management (NTA level 5), Ordinary Diploma in Labour Relations and Public Management (NT level 6), Higher Diploma in Labour Relations and Public Management (NTA level 7), Bachelor Degree in Labour Relations and Public Management (NTA Level 8) and Postgraduate Diploma in Law, Mediation and Arbitration (PGDLMA) and Master Degree in Labour Laws, Mediation and Arbitration (MLLMA).

5.2. Training Programmes offered by the Department of Labour Studies

The Department of Labour Studies runs six training programmes which include: Basic Technician Certificate in Labour Relations and Public Management (NTA Level 4), Technician Certificate in Labour Relations and Public Management (NTA level 5), Ordinary Diploma in Labour Relations and Public Management (NTA Level 6), Higher Diploma in Labour Relations and Public Management (NTA level 7), Bachelor Degree in Labour Relations and Public Management (NTA Level 8), Master's degree in Labour Laws, Mediation and Arbitration (MLLMA) and; Postgraduate Diploma in Law, Mediation and Arbitration (PGDLMA).

5.2.1 Basic Technician Certificate in Labour Relations and Public Management (NTA Level 4)

The Basic Technician Certificate in Labour Relations and Public Management (BTCLRPM) Programme consists of fifteen (15) modules with a minimum number of 120 credits covered for duration of two semesters. Six modules are covered in each semester for duration of seventeen (17) weeks. Fieldwork Practice is done for duration of eight (8) weeks at the end semester two (2) to enable students to transform the theoretical knowledge learned into actual work situation.

The BTCLRPM curriculum consists of core and fundamental modules. Core modules refer to those associated with the core studies which provide development of the main theme. They broadly represent the main areas of activities in the Labour Relations discipline and the in-depth treatment of them will enable graduates to become effective semi-industrial professional personnel. Fundamental modules refer to those modules which provide essential knowledge and skills required to enhance Labour relations professional practice. Tables 5.1–5.4 provide more details regarding the BTCLRPM programme as well as modules covered.

Table 5.1: Curriculum Details for the BTCLRPM Programme

S/N	Qualification	Basic Technician Certificate in Labour Relations and Public Management
1	Purposes of Qualification	This qualification is intended for the people who will be able to apply knowledge and skills for assisting in performing labour and Public Management related activities, Administration, corporate affairs. Additionally, knowledge and skills will be useful in preparing social dialogue sessions, filling complaint forms, preparing tools for labour inspection and acting as administrative assistants.
2	NTA LEVEL	4
3	Competence Level Descriptor	The holder of this qualification will be able to apply knowledge and skills at routine level.
4	Minimum Credits at this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	30
6	Minimum Overall Credits	120
7	Lowest NTA Level	None

Table 5.2: Modules codes, Study Hours per week and Credits per Module

Code	Module Title	Distribution of Hours per week				Credit Per Module
		L	T	P	AS	
LST04101	Basics of Employment Relations	2	1	1	1	8
LST04102	Fundamentals of Employers and Workers Union	2	1	1	1	8
LST04203	Basic Occupational Health and Safety	2	1	1	2	9
LST04104	Basic Field Work Theory	1	1	1	1	6
LST04205	Field Work Practice	0	5	13	5	18
LST04206	Basic Labour Administration	2	1	1	1	8
LST04107	Elementary Labour Law	2	1	0	2	8
LST04108	Communication Skills	2	1	0	1	6
LST04209	Information and Communication Technology	2	1	1	1	8
LST04210	Fundamentals of Development Studies	2	1	0	1	6
LST04211	Entrepreneurship Skills	2	1	0	1	6
LST04212	Basic Research Methods	2	1	0	1	6
LST04213	Elementary Human Resources Management	2	1	1	1	8
LST04214	Basics of Alternative to Dispute Resolution	2	1	1	1	8
LST04115	Basics of Public Management	2	1	1	1	8
Total						121

Key: L: Lecture

T: Tutorial

P: Practical

AS: Assignment

Table 5.3: Modules in the BTCLRPM Programme**5.3.1 Semester I**

S/N	Code	Module Name	Class	Credits
1	LST04101	Basics of Employment Relations	Core	8
2	LST04102	Fundamentals of Employers and Workers Union	Core	8
3	LST04108	Communication Skills	Fundamental	6
4	LST04104	Basic Field Work Theory	Core	6
5	LST04106	Basic Labour Administration	Core	8
6	LST04107	Elementary Labour Law	Core	8
7	LST04115	Basics of Public Management	Core	8
8	Total			52

Semester II

S/N	Code	Module Name	Class	Credits
1	LST04213	Elementary Human Resources Management	Fundamental	8
2	LST04203	Basic Occupational Health and Safety	Core	7
3	LST04209	Information and Communication Technology	Fundamental	7
4	LST04205	Field Work Practice	Core	20
5	LST04210	Fundamentals of Development Studies	Fundamental	6
6	LST04211	Entrepreneurship Skills	Fundamental	6
7	LST04212	Basic Research Methods	Fundamental	6
8	LST04214	Basics of Alternative Dispute Resolution	Core	8
9	Total			68

5.2.2. Technician Certificate in Labour Relations and Public Management (NTA Level 5)

The Technician Certificate in Labour Relations and Public Management (TCLRPM) is a one -year programme which is covered in two semesters (semesters 1 and 2)

NTA Level 5: Technician Certificate in Labour Relations and Public Management Programme consists of fourteen (14) modules with a total number of 120 credits covered in duration of two semesters. Six modules will be covered in semester one and eight module in semester two at duration of seventeen (17) weeks. Fieldwork practicum is done in duration of ten (10) weeks at the end of semester two to enable students transform the theoretical knowledge learned into real work situation.

The modules are divided into two categories, which include core and fundamental modules. Core modules of this programme are associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in the Labour relations discipline and the in-depth treatment of them will enable graduates to rapidly become effective semi – professional personnel. Core modules provide a range of basic skills, knowledge, and principles appropriate for a graduate in Technician Certificate in Labour relations and Public Management as a lifelong career. Fundamental modules refer to those modules, which provide essential knowledge and skills required to

enhance industrial relations professional practice appropriate for this level. Table 5.6 and 5.7 show the detailed information about core and fundamental modules of this NTA level.

Table 5.5: Curriculum Details for the NTA Level 5 (TCLRPM) Programme

S/N	Qualification	Technician Certificate in Labour Relations and Public Management (NTA Level 5)
1	Purposes of Qualification	This qualification is intended for the people who will be able to apply knowledge and skills of Labour Relations and Public Management to assist in managing organizational affairs, conducting labour inspection, resolving labour disputes, educating workers and employers, workers and employers associations, administrative and support services in both public and private organizations
2	NTA Level	5
3	Competence Level Descriptor	The holder of this qualification will be able to apply skills, knowledge in a range of activities, some of which are non – routine and be able to assume operational responsibilities.
4	Minimum Credits at this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	120
6	Minimum Overall Credits	120
7	Lowest NTA Level	NTA Level 4

Table 5.6: Core Modules in the NTA level 5 (TCLRPM)

Code	Module Title	Scheme of Study Hours per week				Credit Per Module
		L	T	P	AS	
LST 05101	Fundamentals of Employment Relations	2	1	1	2	9
LST 05202	Conflicts Management in Workplace	2	1	2	1	9
LST 05203	Employers and workers Unions	2	1	1	1	8
LST 05104	Labour Administration and Decent Work	2	1	1	1	8
LST 05205	Labour Welfare and Social Protection	2	1	1	1	8
LST 05206	Organization Ethics and Procedure	2	1	1	1	8
LST 05207	Fundamentals of Human Capital Management	2	1	1	1	8
LST 05208	Field Work Theory	2	1	0	1	6
LST 05209	Field Work Practice	0	5	13	5	18
LST 05210	Research Methods	2	1	1	1	8
LST 05211	Development Studies	2	1	0	1	6
LST 05212	Information and Communication Technology	2	1	1	1	8
LST 05213	Entrepreneurship Skills	2	1	1	1	8
LST 05114	Communication Skills	2	1	1	1	8
Total						120

Table 5.7: Semester 1 Modules

S/N	Module Code	Module Title	Class	Credits
1	LST 05101	Fundamentals of Employment Relations	Fundamental	9
2	LST 05106	Organization Ethics and Procedures	Core	8
3	LST 05107	Fundamentals of Human Capital management	Fundamental	7
4	LST 05111	Development Studies	Fundamental	7
5	LST 05112	Information and Communication Technology	Fundamental	8
6	LST 05114	Communication Skills		7
	Total			46

Table 5.8: Semester 11 Modules

S/N	Module Code	Module Title	Class	Credits
1	LST 05202	Conflicts Management in Workplace	Core	9
2	LST 05203	Employers and Workers Unions	Core	7
3	LST 05204	Labour Administration and Decent Work	Core	8
4	LST 05205	Labour welfare and Social Protection	Core	7
5	LST 05208	Field Work Theory	Core	7
6	LST 05209	Field Work Practice	Core	20
7	LST 05210	Research Methods	Fundamental	7
8	LST 05213	Entrepreneurship Skills	Fundamental	7
	Total			74

5.2.3 Ordinary Diploma in Labour Relations and Public Management (NTA Level 6)

The Ordinary Diploma in Labour Relations and Public Management (ODLRPM) is a one -year programme which is covered in two semesters (semesters 1 and 2)

Ordinary Diploma in Labour Relations and Public Management Programme consists of thirteen (13) modules with a total number of 120 credits covered in duration of two semesters. Seven modules will be covered in semester one and six modules in semester two at duration of seventeen (17) weeks. Project Paper will be done concurrently with other modules covered in both semesters (1 and 2)

The modules are divided into two categories, which include core and fundamental modules. Core modules of this programme are associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in the Labour relations discipline and the in-depth treatment of them will enable graduates to rapidly become effective semi – professional personnel. Core modules provide a range of basic skills, knowledge, and principles appropriate for a graduate in Ordinary Diploma in Labour relations and Public Management as a lifelong career. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance industrial relations professional practice appropriate for this level. Tables 5.10 –5.11 provide more details regarding module covered ODLRPM (NTA Level 6) programmes.

Table 5.9: Curriculum Details for NTA Level 6 (ODLRPM) Programme

S/N	Qualification	Technician Certificate in Labour Relations and Public Management (NTA Level 6)
1	Purposes of qualification	This qualification is intended for the people who will be able to apply knowledge and skills to assist in administration of compliance to labour laws, administer social dialogue and collective bargaining, dispute resolution, workplace relations, management of public affairs, and customer care in Labour Institutions.
2	NTA LEVEL	6
3	Competence Level Descriptor	The holder of this qualification will be able to apply skills, knowledge in a broad range of work activities, most of which are non-routine
4	Minimum Credits at this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	120
6	Minimum Overall Credits	120
7	Lowest NTA Level	NTA Level 5

Table 5.10: Core Modules NTA Level 6 (OD LRPM) Programme

Code	Module Title	Study Hours per week				Credit Per Module
		L	T	P	AS	
LST06101	Labour Law	2	1	1	2	9
LST06103	Employees Relations Practice	2	1	1	2	9
LST06104	Administrative Process and Ethics	2	1	1	2	9
LST06111	Occupational Health and Safety	2	1	1	1	8
LST06112	Fundamentals of Labour Inspection	2	1	1	2	9
LST06205	Collective Bargaining	2	1	1	2	9
LST06207	Social Dialogue	2	1	1	1	8
LST06213	Project Paper	0	1	4	1	18
Total						79

Key: L: Lecture

T: Tutorial

P: Practical

AS: Assignment

Table 5.11: Fundamental Modules NTA Level 6 in ODLRPM Programme

Code	Module Title	Study Hours per week				Credit per Module
		L	T	P	AS	
LST06109	Basics of Gender in Employment	2	1	1	1	8
LST06202	Law of Contract	2	1	1	1	8
LST06206	Workers Participation in Management	2	1	1	1	8
LST06208	Employees welfare Economics	2	1	1	1	8
LST06210	Basics of Public Management	2	1	1	2	9
Total						41

Key: L = Lecture; T = Tutorial; P = Practical; AS = Assignment

Table 5.12: Summary of Modules for NTA Level 6 in ODLRPM Programme

S/N	Code	Module Name	Semester	
			1	2
1	LST06101	Labour law	√	
2	LST06202	Law of Contract		√
3	LST06104	Administrative Process and Ethics	√	
4	LST06111	Occupational Health and Safety	√	
5	LST06208	Employees welfare Economics		√
6	LST06103	Employees Relations Practice	√	
7	LST06205	Collective Bargaining		√
8	LST06106	Workers Participation in Management		√
9	LST06210	Basics of Public Management		√
10	LST06213	Project Paper		√
11	LST06207	Social Dialogue		√
12	LST06109	Basics of Gender in Employment	√	
13	LST06112	Fundamentals of Labour Inspection	√	

5.2.4. **Higher Diploma in Labour Relations and Public Management (NTA Level 7)**

The Higher Diploma in Labour Relations and Public Management (NTA Level 7) programme is a two –year course delivered in four semesters. Details of the curriculum are provided in table 5.13. The programme consists of 25 core and fundamental modules with a minimum number of 240 credits to be covered in duration of 4 semesters. Core modules refer to those associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in the Labour Relations discipline and the in-depth treatment of them will enable graduates to rapidly become effective Labour Relations and Public Management Officers. Core modules provide a range of basic skills, knowledge, and principles appropriate for a graduate in Higher Diploma as a lifelong career. Fundamental and elective modules refer to those modules, which provide essential knowledge and skills required to enhance labour relations professional practice appropriate for graduates in Labour Relations and Public Management.

In delivering year 1 and 2 modules six (6) modules are covered in each semester at duration of seventeen (17) weeks for regular sessions and twenty-one (21) weeks. Field Practice is done for 10 weeks at the end of semester 4.

The detailed information about core and fundamental modules for this NTA level is shown in tables 5.14 and 5.15.

Table 5.13: Curriculum Details for the NTA Level 7 Programme

S/N	Qualification	Higher Diploma in Labour Relations and Public Management (NTA Level 7)
1	Purposes of qualification	This qualification is intended to prepare Labour administrators and other public management officers who will supervise compliance to Labour Laws and other National and International Employment standards, handling industrial relations issues manage labour conflicts, participate in social dialogue, Mediate and Arbitrate Labour disputes, conduct Labour Researches and manage Employees welfare Administration(Social Protection) and other related public management functions
2	NTA Level	7
3	Level Descriptor	The holder of this qualification will be able to apply skills, knowledge in a range of activities, which are non - routine and be able to assume operational responsibilities.
4	Minimum Credits at this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	120
6	Minimum Overall Credits	240
7	Lowest NTA Level	NTA Level 6

Table 5.14: Core Modules in the NTA Level 7 Programme

Code	Module Title	Scheme of Study Hours per week				Credit Per Module
		L	T	P	AS	
LSU07101	Labour Relations	2	1	1	2	9
LSU07102	Conflict Management	2	1	1	2	9
LSU07305	Mediation	2	1	1	2	9
LSU07306	Arbitration	2	1	1	2	9
LSU07303	Employers and Employees Unions	2	1	1	2	9
LSU07423	Field work Principles	2	1	1	1	8
LSU07409	Labour law	2	1	1	2	9
LSU07213	International Labour Standards	2	1	1	1	8
LSU07414	Labour Inspection	2	1	1	1	8
LSU07107	Negotiation Skills and Techniques	2	1	1	2	9
LSU07408	Collective Bargaining	2	1	1	1	8
LSU07424	Field Work Practice	0	10	20	10	40
LSU07215	Occupational Safety and Health	2	1	1	1	8
LSU07218	Research Methods	2	1	1	1	8
LSU07419	Research Practice	2	1	1	1	8
LSU07222	Labour Economics	2	1	1	1	8
TOTAL						167

Key L: Lecture

T: Tutorial

P: Practical

AS: Assignment

Table 5.15: Fundamental Modules in the NTA Level 7 Programme

Code	Module Title	Scheme of study per Week				Credits per module
LSU07411	Administrative Law	2	1	1	1	8
LSU07220	Organizational Psychology	2	1	1	1	8
LSU07312	Law of Evidence	2	1	1	1	8
LSU 07210	Legal Methods	2	1	1	1	8
LSU07321	Entrepreneurship	2	1	1	1	8
LSU07124	Development studies	2	1	1	1	8
LSU07116	Communication Skills	2	1	1	1	8
LSU07117	ICT	2	1	1	1	8
LSU07203	Human Resources Management	2	1	1	2	9
TOTAL						73

Key: Lecture

T: Tutorial

P: Practical

AS: Assignment

Table 5.16 Summary of Modules for NTA Level 7

S/N	Code	Module Name	Semester			
			1	2	3	4
1	LSU07101	Labour Relations	√			
2	LSU07102	Conflict Management	√			
3	LSU07204	Human Resource Management		√		
4	LSU07215	Occupational Safety and Health		√		
5	LSU07305	Mediation			√	
6	LSU07306	Arbitration			√	
7	LSU07303	Employers and Employees Unions			√	
8	LSU07423	Field Work Principles				√
9	LSU 07424	Field Work Practice				√
10	LSU07409	Labour Law				√
11	LSU 07210	Legal Methods		√		
12	LSU07411	Administrative Law				√
13	LSU07312	Law of Evidence			√	
14	LSU07213	International Labour Standards		√		
15	LSU07414	Labour Inspection				√
16	LSU07220	Organizational Psychology		√		
17	LSU07107	Negotiation Skills and Techniques	√			
18	LSU07222	Labour Economics		√		
19	LSU07321	Entrepreneurship			√	
20	LSU07124	Development Studies	√			
21	LSU07116	Communication Skills	√			
22	LSU07117	Information and Communication Technology	√			
23	LSU07218	Research Methods		√		
24	LSU07419	Research Practice				√
25	LSU07408	Collective Bargaining				√

5.2.5. Bachelor Degree in Labour Relations and Public Management (NTA Level 8)

Bachelor Degree in Labour Relations and Public Management (BLRPM) is one –year programme delivered in two semesters. The BLRPM programme consists of thirteen core and fundamental modules with a minimum number of 120 credits to be covered in duration of 2 semesters. Core modules refer to those associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in the Labour Relations discipline and the in-depth treatment of them will enable graduates to rapidly become effective Labour and Public Management Officers. Core modules provide a range of basic skills, knowledge, and principles appropriate for a graduate in BLRPM as a lifelong career. Fundamental and elective modules refer to those modules, which provide essential knowledge and skills required to enhance industrial relations professional practice appropriate for graduates in Labour Relations and Public Management.

In delivering six modules (6) modules are covered in semester one for duration of seventeen (17) weeks. Dissertation is done throughout the two semesters. Tables

5.17–5.21 provide more details regarding the BLRPM programme as well as modules covered in the programme.

Table 5.17: Curriculum Details for the BLRPM (NTA Level 8) Programme

S/N	Qualification	Bachelor Degree in Industrial Relations (NTA Level 8)
1	Purposes of Qualification	This qualification is intended to prepare Labour administrators and other public management officers who will supervise compliance to Labour Laws, National and International Employment standards, handling complex industrial relations issues, coordinate social dialogue, Mediate and Arbitrate Labour disputes, conduct Labour Research, supervise implementation social protection policies and other related government and private management functions
2	NTA Level	8
3	Competence Level	The holder of this qualification will be able to apply skills,
	Descriptor	knowledge and understanding in a wide range and unpredictable variety of context with substantial personal responsibility for the work of others and responsibility for handling labour relations issues including managing labour conflicts, maintaining international labour standards, supervising compliance to labour laws and managing collective bargaining.
4	Minimum Credits at this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	240
6	Minimum Overall Credits	120
7	Entry Qualification	NTA Level 7

Table 5.18: Core Modules in the BLRPM: NTA Level 8(Year Three) Programme

Code	Module Title	Scheme of Study Hours per week				Credit Per Module
		L	T	P	AS	
LSU 08101	Employees Relations Practice	2	2	0	2	9
LSU 08109	Social Protection	2	2	0	2	9
LSU 08107	Public Management	2	2	0	3	11
LSU 08210	Dissertation	0	0	8	4	18
LSU 08103	Labour Administration	2	2	0	3	11
LSU 08112	Strategic Management	2	2	0	2	9
LSU 08213	Administrative Process and Ethics	2	2	0	3	11
Total						78

Key: L: Lecture T: Tutorial P: Practical AS: Assignment

Table5.19: Fundamental Modules in the BIR: (NTA Level 8) programme

Code	Module Title	Scheme of Study Hours per week				Credit per Module
		L	T	P	AS	
LSU 08202	Social Dialogue and Decent Work	2	1	1	2	9
LSU 08106	Project Development and Management	2	1	1	2	9
LSU 08204	Public Policy and Governance	2	1	1	2	9
LSU 08211	Public Fund Management	2	2	0	2	9
Total						36

Key: L: Lecture T: Tutorial P: Practical AS: Assignment

Table 5.20 Elective Modules for NTA level 8

Code	Module Title	Scheme of Study Hours per week				Credit per Module
		L	T	P	AS	
LSU 08205	Gender Issues in Employment Relations at Workplace	2	1	0	1	6
LSU08208	Employees Guidance and Counseling	2	1	0	1	6
Total						12

Key: L: Lecture T: Tutorial P: Practical AS: Assignment

Table 5.21 Summary of Modules for BLRPM (NTA Level 8)

S/N	Code	Module Name	Semester	
			1	2
1	LSU 08101	Employees Relations Practice	√	
2	LSU 08109	Social Protection	√	
3	LSU 08106	Project Development and Management	√	
4	LUS 08112	Strategic Management	√	
5	LSU 08107	Public Management	√	
6	LSU 08103	Labour Administration	√	
6	LSU 08202	Social Dialogue and Decent Work		√
7	LSU 08210	Dissertation		√
8	LSU 08204	Public Policy and Governance		√
9	LSU 08211	Public Fund Management		√
10	LSU 08213	Administrative Process and Ethics		√

Elective Modules

1.	LSU 08205	Gender Issues in Employment Relations	√
2.	LSU 08208	Employee Guidance and Counseling	√

5.2.6 Postgraduate Diploma in Law, Mediation and Arbitration (PGDLMA)

This is a one-year advanced level course meant for postgraduate students with the main purpose of preparing them to become either private or public mediators or arbitrators. In view of this, the course aims at equipping students with practical skills, in conflict management. The course also prepares students to handle labour conflicts in various work settings through mediation and arbitration sessions

The PGDLMA programme consists of twelve core and fundamental modules which are delivered in two semesters. During the first semester students are required to take six modules while for the second semester students are required to take six modules including Dissertation. Core modules provide a range of basic skills, knowledge, and principles appropriate for a graduate in PGDLMA. Fundamental provide essential knowledge and skills required to enhance professional practice and principles appropriate for graduates in Post Graduate Diploma in Law Mediation and Arbitration.

The detailed information about the core and fundamental modules is shown in tables 5.22 and 5.23

Table 5.22 Core Modules Offered at PGDLMA

Code	Module	Scheme of study per Week				Credits
		L	T	P	AS	
PGDLMA 0911	Labour Law	2	0	2	2	9
PGDLMA 0912	Mediation	2	0	2	2	9
PGDLMA 0913	Arbitration	2	0	2	2	9
PGDLMA 0914	Industrial Relations	2	0	2	2	9
PGDLMA 0927	Legal Drafting	2	0	2	2	9
PGDLMA 0928	Mediation (Moots)	0	0	7	0	11
PGDLMA 0929	Arbitration (Moots)	0	0	7	0	11
PGDLMA 09210	Dispute Prevention	2	0	2	2	9
PGDLMA 09211	Law of Evidence	2	0	2	2	9
Sub Total						85

Key: L = Lecture T = Tutorial P = Practical AS = Assignment

Table 5.23 Fundamental Modules Offered at PGDLMA

Code	Module Name	Scheme of study per week				Credits
		L	T	P	AS	
PGDLMA 0915	Labour Economics	2	0	2	2	9
PGDLMA 0916	Advanced Research Methods	2	0	1	2	8
PGDLMA 09212	Dissertation	0	0	12	0	18
Total						35

Table 5.24 Summary of Modules for PGDLMA

S/N	Code	Module Name	Semester	
			1	2
1	PGDLMA 0911	Labour Law	√	
2	PGDLMA 0912	Mediation	√	
3	PGDLMA 0913	Arbitration	√	
4	PGDLMA 0914	Industrial Relations	√	
5	PGDLMA 0915	Labour Economics Advanced	√	
6	PGDLMA 0916	Advanced Research Methods	√	
7	PGDLMA 0927	Legal Drafting		√
8	PGDLMA 0928	Mediation Moot		√
9	PGDLMA 0929	Arbitration Moot		√
10	PGDLMA 09210	Dispute Prevention		√
11	PGDLMA 09211	Law of Evidence		√
12	PGDLMA 09212	Dissertation		√

5.2.7 Master Degree in Labour Laws, Mediation and Arbitration (MLLMA)

This is eighteen months (18) programme meant for Master students with the main purpose of preparing them to work as qualified and competent labour administrators, mediators, and arbitrators in Tanzania, and elsewhere regionally and globally. In this view, the programme aims at equipping students with practical skills, in labour disputes resolution and conflict management through practices of mediation and arbitration in various work settings. The MLLMA programme consists of thirteen modules that are spread over three semesters to be covered in 18 months. Each module will be covered in one semester of seventeen (17) weeks, of which two weeks are for the examination. The whole programme has a total of fifty-one (51) weeks of study for the full-time mode (two semesters for course work and one semester for practical/moots and research). However, research activities will start upon the completion and successfully passing of the course work.

Among the modules delivered, nine (9) are considered as core modules while four (3) are regarded as fundamental modules. Core modules provide a range of basic skills, knowledge, and principles appropriate for a graduate in labour laws, mediation, and arbitration as a lifelong career. They broadly represent the main areas of activity in labour disputes settlement discipline and hence enable a graduate to become a competent labour administrator, mediator, and /or arbitrator. Fundamental modules refer to those modules designed to provide a range of basic skills, professional knowledge, and principle appropriate for graduate of Master in Labour Laws, Mediation and Arbitration. The detailed information about the core and fundamental modules is shown in the following tables:

Table 5.2.7.1 Core Modules at Master's Degree in Labour Laws, Mediation and Arbitration (MLLMA)

Code	Module	Scheme of study per Week				Credits
		L	T	P	AS	
LSG 09108	Labour Laws	2	2	2	2	12
LSG 09101	Comparative Labour Relations	2	2	1	1	9
LSG 09105	Principles of Arbitration	2	2	2	1	10
LSG 09104	Principles of Mediation	2	2	2	1	10
LSG 09106	Alternative Dispute Resolution	2	2	1	1	9
LSG 09312	Mediation (Moots)	0	1	3	2	10
LSG 09311	Arbitration (Moots)	0	1	3	2	10
LSG 09207	Law of Evidence & Legal Drafting	2	2	2	2	12
LSG 09313	Dissertation	0	0	20	6	40
Sub Total						122

Key: L = Lecture; T = Tutorial; P = Practical; AS = Assignment

Table 5.2.7.2 Fundamental Modules at MLLMA

Code	Module Name	Scheme of study per week				Credits
		L	T	P	AS	
LSG 09202	Labour Market Dynamics	2	2	1	1	9
LSG 09210	Advanced Research Methods	2	2	1	1	9
LSG 09109	Administrative law	2	2	1	2	10
LSG 09103	Human Resource Practices and Systems	2	2	1	1	10
Total						38

Key: L = Lecture; T = Tutorial; P = Practical; AS = Assignment

Table 5.25 Summary of Modules for MLLMA

S.N	CODE	MODULE NAME	COR E	FUN D	SEMESTE R		
					1	2	3
1.	LSG 09101	Comparative Labour Relations	<input type="checkbox"/>		√		
2.	LSG 09202	Labour Market Dynamics		<input type="checkbox"/>	√		
3.	LSG 09103	Human Resource Practices & Systems		<input type="checkbox"/>		√	
4.	LSG 09204	Principles of Mediation	<input type="checkbox"/>		√		
5.	LSG 09205	Principles of Arbitration	<input type="checkbox"/>		√		
6.	LSG 09106	Alternative Dispute Resolution	<input type="checkbox"/>			√	
7.	LSG 09207	Law of Evidence and Legal Drafting	<input type="checkbox"/>			√	
8.	LSG 09108	Labour Laws	<input type="checkbox"/>		√		
9.	LSG 09109	Administrative Law		<input type="checkbox"/>		√	
10.	LSG 09210	Advanced Research Methods		<input type="checkbox"/>	√		
11.	LSG 09311	Arbitration Moot	<input type="checkbox"/>				√
12.	LSG 09312	Mediation Moot	<input type="checkbox"/>				√
13.	LSG 09313	Dissertation	<input type="checkbox"/>				√

PART SIX: COURSES OFFERED BY THE DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

6.1. Introduction

The main purposes of Human Resource Management training programmes are to equip human resource managers with up to date knowledge and skills to enable them improve organizational performance; raise the level of their understanding on critical issues in organizational behaviour and human resource management; and develop intellectual skills and management competencies required for effective human resource management practices. The department conducts training in the field of Human Resource Management and Business Administration at NTA Level 4, 5, 6, 7, 8 and 9, as well as Postgraduate Diploma Programmes.

6.2. Training Programmes Offered by the Department of Human Resource Management

The Department of Human Resource Management runs seventeen (17) different training programmes namely, Basic Technician Certificate in Human Resource Management (NTA Level 4), Technician Certificate in Human Resource Management (NTA Level 5), Ordinary Diploma in Human Resource Management (NTA Level 6), Higher Diploma in Human Resource Management (NTA Level 7) and Bachelor Degree in Human Resource Management (NTA Level 8). Moreover, the department also offers Basic Technician Certificate in Business Administration (NTA Level 4), Technician Certificate in Business Administration (NTA Level 5), Ordinary Diploma in Business Administration (NTA Level 6), Higher Diploma in Business Administration (NTA Level 7) and Bachelor Degree in Business Administration (NTA Level 8). Also Postgraduate Diploma in Human Resource Management (PGDHRM), Postgraduate Diploma in Health System Management (PGDHSM). However, the department is preparing the curriculum for Master Degree in Human Resource Management which will commence on Next academic year 2019/2020.

6.2.1. Basic Technician Certificate in Human Resource Management (NTA Level 4)

The Basic Technician Certificate in Human Resource Management (BTCHRM) Programme consists of twelve (12) modules with a minimum number of 120 credits to be covered in duration of two semesters, which is equivalent to one academic year. Six (6) modules are covered in each semester at duration of seventeen (17) weeks. Field Practice is conducted for duration of eight (8) weeks at the end the first semester to enable students to transform the theoretical knowledge learned into actual work situation.

Core modules refer to those modules associated with the core studies, which provide development of the main theme in Human Resource Management. They broadly represent the main areas of practice in the Human Resource Management discipline and the in-depth treatment of them will enable graduates to become effective Human Resource Management semi-professionals. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Human Resource Management professional practice. Tables 6.1–6.4 provide details regarding the BTCHRM programme as well as modules covered.

Table 6.1: Curriculum Details for the BTCHRM: NTA Level 4 Programme

S/N	Qualification	Basic Technician Certificate in Human Resource Management (BTCHRM)
1	Purposes of Qualification	This qualification is intended for the individual who will be able to apply skills and knowledge for assisting in managing human resource.
2	NTA LEVEL	4
3	Competence Level Descriptor	The holder of this qualification will be able to apply skills, knowledge at routine level.
4	Minimum Credits for this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	30
6	Minimum Overall Credits	120
7	Lowest NTA Level	None
8	Date of Last Review of the Qualification Standard	November, 2021

Table 6.2: Core Modules in the BTCHRM: NTA Level 4 Programme

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
HRT 04101	Human Resource Management	2	1	1	2	9
HRT 04102	Principles of Management	2	1	1	2	9
HRT 04103	Communication Skills	2	1	1	2	9
HRT 04104	Information and Communication Technology	2	1	1	2	9
HRT 04105	Basics of Office Management	2	1	1	2	9
HRT 04210	Supervisory Skills	2	1	1	2	9
HRT 04212	Fieldwork Practice	0	0	40	0	32
Sub Total						86

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.3: Fundamental Modules in the BTCHRM: NTA Level 4 Programme

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
HRT 04106	Development Studies	2	1	0	1	6
HRT 04207	Field Work Principles	2	1	0	1	6
HRT 04208	Elementary Business Mathematics	2	1	0	1	6
HRT 04209	Entrepreneurship	2	1	0	1	6
HRT 04210	Supervisory Skills	2	2	1	2	9
HRT 04211	Research Methods	2	1	0	1	6
HRT 04213	Public Relations and Customer Service	2	1	0	1	6
Sub Total						45

Table 6.4: Summary of Modules in the BTCHRM: NTA Level 4 Programme in Each Semester

S/N	Code	Module Name	Semester	
			1	2
1	HRT 04101	Human Resource Management	√	
2	HRT 04102	Principles of Management	√	
3	HRT 04103	Communication Skills	√	
4	HRT 04104	Information and Communication Technology	√	
5	HRT 04105	Office Management	√	
6.	HRT 04106	Development Studies	√	
7	HRT 04207	Field Work Principles		√
8	HRT 04208	Business Mathematics		√
9	HRT 04209	Entrepreneurship		√
10	HRT 04210	Supervisory Skills		√
11	HRT 04211	Research Methods		√
12	HRT 04212	Fieldwork Practice		√

6.2.2. Technician Certificate in Human Resource Management (NTA Level 5)

The Technician Certificate in Human Resource (TCHRM) programme is a one-year course delivered at NTA level 5. It consists of eleven (11) modules with a minimum number of 120 credits to be covered in duration of two semesters of 17 weeks. The modules are divided into two categories, which include core and fundamental modules. Core modules refer to those modules associated with the core studies, which provide development of the main theme in Human Resource Management. They broadly represent the main areas of practice in the Human Resource Management discipline and the in-depth treatment of them will enable graduates to become effective Human Resource Management semi-professionals. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Human Resource Management professional practice.

The Fieldwork Practice is done for duration of ten (10) weeks at the end of semester 2 of the NTA level 5 to enable students to transform the theoretical knowledge learned into real work situation. Tables 6.5–6.8 provide more details regarding the TCHRM programme as well as modules covered.

Table 6.5: Curriculum Details for NTA Level 5 Programme for the HRM

S/N	Qualification	Technician Certificate in Human Resource Management (NTA Level 5)
1	Purposes of qualification	This qualification is intended for the individual who will be able to apply skills and knowledge in managing human resource and organizations as HR assistant officers assisting in performing various HR functions.
2	NTA Level	5
3	Level Descriptor	The holder of this qualification will be able to apply skills and knowledge in a range of activities, some of which are non – routine and be able to assume operational responsibilities.
4	Minimum Credits for this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	30
6	Minimum Overall Credits	120
7	Lowest NTA Level	NTA Level 4
8	Date of Last Review of the Qualification Standard	November, 2021

Table 6.6: Core Modules for the NTA Level 5 Programme in HRM

Code	Module Name	Scheme of Study(Hours per Week)				
		L	T	P	AS	Credits
HRT 05101	Fundamentals of Human Resource Functions	2	1	1	1	7
HRT 05102	Fundamentals of Management Principles	2	2	1	1	7
HRT 05203	Fundamentals of Office Management	2	1	1	1	8
HRT 05204	Elements of Performance Management	2	1	1	1	8
HRT 05211	Communication Skills	2	1	1	1	8
HRT 05212	Field Work Practice	0	0	40	0	24
Total						62

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.7: Fundamental Modules for NTA Level 5 Programme in the HRM (Semesters 1 and 2)

Code	Module Name	Scheme of Study(Hours per Week)				
		L	T	P	AS	Credits
HRT 05106	Basics of Economics	2	1	-	2	7
HRT 05108	Business Mathematics	2	2	2	1	10
HRT 05110	Information and Communication Technology	2	0	2	2	9
HRT 05205	Essentials of Entrepreneurship	2	1	1	1	7
HRT 05207	Essentials of Accounting	2	1	1	1	7
HRT 05209	Development Studies	2	1	1	1	7
HRT 05212	Field Work Practice	0	0	40	0	32
HRT 05213	Field Work Principles	2	0	0	2	6
Total						67

Table 6.8: Summary of Modules for n NTA Level 5 Programme in HRM (Semester 1 and 2)

S/ N	Code	Module Name	Semester	
			1	2
1	HRT 05101	Fundamentals of Human Resource Functions	√	
2	HRT 05102	Fundamentals of Management Principles	√	
3	HRT 05106	Principles of Economics	√	
4	HRT 05108	Business Mathematics	√	
5	HRT 05110	Information and Communication Technology	√	
6	HRT 05211	Communication Skills	√	
7	HRT 05203	Fundamentals of Office Management		√
8	HRT 05204	Elements of Performance Management		√
9	HRT 05205	Essentials of Entrepreneurship		√
10	HRT 05207	Essentials of Accounting		√
11	HRT 05209	Development Studies		√
12	HRT 05212	Field Work Practice		√
13	HRT 05213	Field Work Principles		√

6.2.3 Ordinary Diploma in Human Resource Management (NTA Level 6).

The Ordinary Diploma in Human Resource (ODHRM) programme is a one-year course delivered at NTA level 6. The programme consists of eleven (12) modules with a minimum number of 120 credits to be covered in duration of two semesters of 17 weeks. The modules are divided into two categories, which include core and fundamental modules. Core modules refer to those modules associated with the core studies, which provide development of the main theme in Human Resource Management. They broadly represent the main areas of practice in the Human Resource Management discipline and the in-depth treatment of them will enable graduates to become effective Human Resource Management semi-professionals. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Human Resource Management professional practice.

In this NTA Level 6 programme Project Paper is done concurrently with other modules covered in semester 2. Tables 6.9–6.12 provide more details regarding the ODHRM programme as well as modules covered.

Table 6.9: Curriculum Details for the NTA Level 6 Programme in ODHRM

S/ N	Qualification	Technician Certificate in Human Resource Management (NTA Level 6)
1	Purposes of qualification	This qualification is intended for individuals who will be able to apply skills, knowledge and experience in managing human resources.
2	NTA Level	6
3	Competence Level Descriptor	The holder of this qualification will be able to apply skills, knowledge in a broad range of work activities, most of which are non-routine
4	Minimum Credits for this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	120
6	Minimum Overall Credits	120
7	Lowest NTA Level	NTA Level 5
8	Date of Last Review of the Qualification Standard	November, 2021

Table 6.10: Core Modules for the NTA Level 6 Program in HRM (Semesters 1 and 2)

Code	Module Name	Scheme of Study(Hours per Week)				
		L	T	P	AS	Credits
HRT 06101	Human Resource Management	2	2	1	2	10
HRT 06104	Human Resource Information System	2	2	1	1	9
HRT 06105	Labor Law	2	2	1	1	9
HRT 06106	Health and safety	2	2	1	2	10
HRT 06207	Public Relations and Customer Care	2	2	0	1	8
HRT 06209	Industrial Relations	2	2	1	0	8
HRT 06210	Principles of Performance Management	2	2	1	1	9
HRT 06212	Supervisory Skills	2	2	1	1	9
Total						72

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.11: Fundamental Modules for the NTA Level 6 Programme in HRM Programme (Semesters 1 and 2)

Code	Module Name	Scheme of Study(Hours per Week)				
		L	T	P	AS	Credits
HRT 06102	Principles of Economics	2	2	1	0	8
HRT 06103	Research Methods	2	2	1	0	8
HRT 06208	Introduction to Financial Management	2	2	0	1	8
HRT 06211	Business Ethics	2	2	1	1	9
HRT 06213	Project Paper	0	0	1	0	15
Total						48

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.12: Summary of Modules in the NTA level 6 Programme in HRM (Semesters 1 &2)

S/N	Code	Module Name	Semester	
			1	2
1	HRT 06101	Human Resource Management	√	
2	HRT 06102	Principles of Economics	√	
3	HRT 06103	Research Methods	√	
4	HRT 06104	Human Resource Information System	√	
5	HRT 06105	Labor Law	√	
6	HRT 06106	Health and safety	√	
7	HRT 06207	Public Relations and Customer Care		√
8	HRT 06208	Introduction to Financial Management		√
9	HRT 06209	Industrial Relations		√
10	HRT 06210	Principles of Performance Management		√
11	HRT 06211	Business Ethics		√
12	HRT 06212	Supervisory Skills		√
13	HRT 06213	Project Paper		√

6.2.4. Higher Diploma in Human Resource Management (NTA Level 7)

The Higher Diploma in Human Resource Management programme (NTA level 7) is a two years course covering four semesters (semesters 1, 2, 3 and 4). The programme consists of 24 core and fundamental modules with a minimum number of 240 credits to be covered in duration of 4 semesters. Core modules are those modules associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in the Human Resource Management discipline and the in-depth treatment of them will enable graduates to rapidly become effective Human Resource Management semi – professional personnel. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Human Resource Management professional practice.

In delivering year 1 and 2 modules; six (6) modules are covered in each semester within seventeen (17) weeks. Field work Practice is done for a duration of 8 weeks at the end of semester 4. This is done to enable students to apply the theoretical knowledge learned into real work situation. Tables 6.13–6.16 provide more details regarding the programme as well as modules covered.

Table 6.13: Curriculum Details for the NTA Level 7 Programme (Semesters 1, 2, 3 and 4)

S/ N	Qualification	Higher Diploma in Human Resource Management (NTA Level 7)
1	Purposes of qualification	This qualification is intended for individuals who will be able to apply skills, knowledge and understanding in managing human resource and organizations as higher level managers and Performing duties such as; formulating policies, appraising projects, preparing strategic plans and managing occupational health and safety programmes.
2	NTA Level	7
3	Competence Level Descriptor	The holder of this qualification will be able to apply skills, knowledge and understanding in a broad range of complex technical activities to manage organization.
4	Minimum Credits for this NTA Level	240
5	Maximum Number of Credits from the Lowest NTA Level	120
6	Minimum Overall Credits	240
7	Lowest NTA Level	NTA Level 6
8	Date of Last Review of the Qualification Standard	November, 2021

Table 6.14: Core Modules in the NTA Level Programme (Semesters 1, 2, 3 and 4)

Code	Module Name	Scheme of Study(Hours per Week)				
		L	T	P	AS	Credits
HRU 07101	Principles of Management	2	2	2	2	10
HRU 07102	Principles of Human Resource Management	2	2	2	2	10
HRU 07103	Communication Skills	2	1	2	1	8
HRU 07104	Information and Communication Technology (ICT)	2	1	2	1	8
HRU 07207	Organization Behavior	2	1	2	1	8
HRU 07208	Industrial Relations	2	1	1	2	8
HRU 07209	Human Resource Planning	2	2	1	1	8
HRU 07211	Entrepreneurship skills	2	1	2	2	8
HRU 07314	Business Law	2	1	1	1	7
HRU 07317	Recruitment and Selection	2	1	2	2	8
HRU 07318	Supervisory Skills	2	1	1	2	8
HRU 07419	Organization Change and Development	2	1	1	1	7
HRU 07420	Introduction to Social Protection	2	1	1	1	7
HRU 07423	Fieldwork Principles	2	1	1	1	8
HRU 07424	Compensation Management	2	1	1	1	8
HRU 07425	Fieldwork Practice	0	0	48	0	48
Total						169

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.15: Fundamental Modules in the NTA Level 7 Programme (Semesters 1, 2, 3 and 4)

Code	Module Name	Scheme of Study(Hours per Week)				
		L	T	P	AS	Credits
HRU 07105	Development Studies	2	1	1	1	7
HRU 07106	Business Mathematics and Statistics	2	2	1	2	8
HRU 07210	Business Ethics and Good Governance	2	1	1	1	7
HRU 07212	Accounting Principles	2	2	1	2	8
HRU 07213	Principles of Economics	2	2	1	2	8
HRU 07315	Managerial Accounting	2	1	1	1	8
HRU 07316	Principles of Marketing	2	1	1	2	8
HRU 07421	Quantitative Methods	2	1	1	2	8
HRU 07422	Business Research Methods	2	2	1	1	9
Total						71

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.16: Summary of Modules in the NTA Level 7 Programme (Semesters 1, 2, 3 and 4)

S/N	Code	Module Name	Semester			
			1	2	3	4
1	HRU 07101	Principles of Management	√			
2	HRU 07102	Principles of Human Resource Management	√			
3	HRU 07103	Communication Skills	√			
4	HRU 07104	Information and Communication Technology	√			
5	HRU 07105	Development Studies	√			
6	HRU 07106	Business Mathematics and Statistics	√			
7	HRU 07207	Organization Behavior		√		
8	HRU 07208	Industrial Relations		√		
9	HRU 07209	Human Resource Planning		√		
10	HRU 07210	Business Ethics and Good Governance		√		
11	HRU 07211	Entrepreneurship skills		√		
12	HRU 07212	Accounting Principles		√		
13	HRU 07313	Principles of Economics			√	
14	HRU 07314	Business Law			√	
15	HRU 07315	Managerial Accounting			√	
16	HRU 07316	Principles of Marketing			√	
17	HRU 07317	Recruitment and Selection			√	
18	HRU 07318	Supervisory Skills			√	
19	HRU 07419	Organization Change and Development				√
20	HRU07 420	Introduction to Social Protection				√
21	HRU 07421	Quantitative Methods				√
22	HRU 07422	Business Research Methods				√
23	HRU 07423	Fieldwork Principles				√
24	HRU 07424	Compensation Management				√
25	HRU 07425	Fieldwork Practice				√

6.2.5. **Bachelor Degree in Human Resource Management (NTA Level 8)**

The Bachelor Degree in Human Resource (BHRM) programme is a one-year course covering two semesters (semesters 1, and 2). The programme consists of 13 core and fundamental modules with a minimum number of 136 credits to be covered in duration of 2 semesters. Core modules are those modules associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in the Human Resource Management discipline and the in-depth treatment of them will enable graduates to rapidly become effective Human Resource Management semi – professional personnel. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Human Resource Management professional practice.

A student is required to take twelve (12) modules to complete the BHRM programme. Eleven (11) modules out of 13 are compulsory for all students and two (2) modules are elective of which a student has to choose one. Six modules are covered in semesters 1 and 2 respectively. Dissertation is done throughout the two semesters of this programme. Tables 6.17–6.21 provide more details regarding the BHRM programme as well as modules covered.

Table 6.17: Curriculum Details for the BHRM –NTA Level 8 Programme

S/N	Qualification	Bachelor Degree in Human Resource Management (NTA Level 8)
1	Purposes of qualification	This qualification is intended for individuals who will be able to apply skills, knowledge and attitude in managing human resource and organizations as higher level managers and performing duties such as; formulating policies, appraising projects, preparing strategic plans and managing occupational health and safety programmes
2	NTA Level	8
3	Competence Level Descriptor	The holder of this qualification will be able to apply skills, knowledge and understanding in a wide range and unpredictable variety of contexts with substantial personal responsibility, responsibility for the work of others and responsibility for the allocation of Resource, policy formulation, planning and evaluation.
4	Minimum Credits for this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	240
6	Minimum Overall Credits	120
7	Lowest NTA Level	NTA Level 7
8	Date of Last Review of the Qualification Standard	November, 2021

Table 6.18: Core Modules in the BHRM-NTA Level 8 Programme (Semesters 1 and 2)

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
HRU 08103	Managerial Skills Development	2	2	1	1	9
HRU 08104	Labour Law	2	2	1	1	9
HRU 08105	Strategic Management	2	2	2	1	10
HRU 08106	Performance Management	2	2	1	1	9
HRU 08207	Career Management	2	2	2	1	10
HRU 08208	Occupational Health and Safety	2	2	2	1	10
HRU 08209	Human Resource Training and Development	2	2	2	1	10
HRU 08210	International Human Resource Management	2	2	2	1	10
HRU 08212	Dissertation	0	0	0	12	18
Sub Total						95

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.19: Fundamental Modules in the NTA Level 8 Programme (Semesters 1 and 2)

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
HRU 08101	Human Resource Information System	2	1	1	1	8
HRU 08102	Management Decision Making Techniques	2	1	1	1	8
HRU 08211	Financial Management	2	2	1	1	9
Sub Total						25

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.20: Elective Modules in the BHRM-NTA Level 8 Programme (Semesters 1 and 2)

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
HRU 08206	Career Management	2	2	0	3	11
HRU 08211	Human Resource Policy Development	2	2	0	3	11
Sub Total (Calculated from only 1 elected module)						11

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.21: Summary of Modules in the BHRM-NTA Level 8 Programme (Semesters 1&2)

S/N	Code	Module Name	Semester	
			1	2
1	HRU 08101	Human Resource Information System	√	
2	HRU 08102	Management Decision Making Techniques	√	
3	HRU 08103	Managerial Skills Development	√	
4	HRU 08104	Labour Law	√	
5	HRU 08105	Strategic Management	√	
6	HRU 08106	Performance Management	√	
7	HRU 08207	Career Management		√
8	HRU 08208	Occupational Health and Safety		√
9	HRU 08209	Human Resource Training and Development		√
10	HRU 08210	International Human Resource Management		√
11	HRU 08211	Financial Management		√
12	HRU 08212	Dissertation		√

6.3 Master's degree in Strategic Human Resources Management

Table 6.22: Curriculum Details for the MSHRM –NTA Level 9 Programme

S/N	Qualification	Master's Degree in Human Resource Management
1	Purpose of qualification	This qualification is intended for a person who will demonstrate Masterly in analyzing, formulating and executing Human Resource Management Policies to facilitate employee retention and work motivation to achieve organizational goals
2	NTA Level	9
3	Minimum overall credits	150
4	Credits at this level	30
5	Maximum Credit level	180
6	Competence Descriptors	The holder of this qualification will be able to display mastery of a complex and specialized area of skills and wider attributes, employing skills and understanding in managing organization strategically and be able to work autonomously and in complex and unpredictable situations
7	Minimum Entry Qualification Level	Successful completion of Bachelor Degree/advanced diploma in related fields of study from any recognized higher learning institutions with minimum of 2.7 GPA
8	Entry Qualification	Successful completion of Bachelor degree or advanced diploma in related fields of study from recognized higher learning institutions
9	Date the Qualification Standard Developed	November, 2018

Table 6.23 provides for the summary of core modules of the programme

Table 6.23: Summary of Core Modules

Code	Module Title	Hour per week				Total Hours	Credits per Module
		L	T	P	AS		
HRG 09101	HR Policy & Strategy Formulation	4	2	1	1	8	12
HRG 09103	Principles & Practices of Human Resource Management	4	2	1	1	8	12
HRG 09207	HR Consultancy and Audit	4	2	1	1	8	12
HRG 09210	Organizational Psychology	4	2	1	1	8	12
HRG 09311	Administrative Law	4	2	1	1	8	12
HRG 09313	Dissertation	0	0	20	0	20	30
Total Credits							90

Fundamental Modules

Table 6.24 provides for a summary of fundamental modules

Table 6.24: Summary of Fundamental Modules

Code	Module Title	Hour per week				Total Hours	Credits per Module
		L	T	P	AS		
HRG 09102	Conflict Management & Resolution	2	1	2	1	6	9
HRG 09104	Leadership Principles and Ethics	2	1	2	1	6	9
HRG 09105	Human Resources Information System (HRIS)	2	2	1	1	6	9
MHR 09206	Human Resource Financial Management	2	2	3	1	7	10
HRG 09208	Occupational Health and Safety	2	1	2	1	6	9
HRG 09209	Advanced Research Methods	2	1	2	1	6	9
HRG 09312	Project Planning & Management	2	2	3	1	7	10
Total Credits							65

Table 6.25: Summary of all Modules for NTA Level 9

S/ N	Code	Module Title	Semester		
			1	2	3
1	HRG09101	HR Policy & Strategy formulation	✓		
2	HRG 09102	Conflict Management & Resolutions	✓		
3	HRG 09103	Principles and Practices of Human Resource Management	✓		
4	HRG09104	Leadership Principles and Ethics	✓		
5	HRG 09105	Human Resource Information System(HRIS)	✓		
6	HRG 09206	Human Resource Financial Management		✓	
7	HRG 09207	HR Consultancy and Audit		✓	
8	HRG 09208	Occupational Health and Safety		✓	
9	HRG 09209	Advanced Research Methods		✓	
10	HRG 09210	Organizational Psychology		✓	
11	HRG 09311	Administrative and Labour Law			✓
12	HRG 09312	Project Planning & Management			✓
13	HRG 09313	Dissertation			✓

6.4 Business Administration Programme

6.4.1. Basic Technician Certificate Program: NTA Level 4 in Business Administration

The Basic Technician Certificate in Business Administration (BTCBA) Programme consists of thirteen (13) modules with a minimum number of 120 credits to be covered in duration of two semesters, which is equivalent to one academic year. Six (6) modules are covered in each semester at duration of seventeen (17) weeks. Field Practice is conducted for duration of eight (8) weeks at the end the first semester to enable students to transform the theoretical knowledge learned into actual work situation.

Core modules refer to those modules associated with the core studies, which provide development of the main theme in Business Administration. They broadly represent the main areas of practice in the Business Administration discipline and the in-depth treatment of them will enable graduates to become effective Business Administration semi-professionals. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Business Administration professional practice.

Table: 6.26: Curriculum details for Basic Technician Certificate-NTA Level 4 Programme in Business Administration

S/N	Qualification:	Basic Technician Certificate in Business Administration – NTA Level 4
1	Purpose(s) of Qualification:	This qualification is intended for a person who will perform routine business administration to address daily business challenges.
2	NTA Level:	4
3	Competence Descriptors:	The holder of the qualification will be able apply skills and knowledge at routine level.
4	Minimum Credits for this Level:	120
5	Cumulative Credits from Lowest Level:	30
6	Maximum Number of Credits from Lowest Level	120
7	Date of Last Review of the Qualification Standard	November, 2021

Table 6.27: Core Modules in the BTCBA NTA Level 4 Programme

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
			T	P	AS	
BAT04102	Basic Commercial Knowledge	2	1	1	1	7
BAT04103	Basic Principles of Accounting		1	1	1	8
BAT04105	Fundamentals of Business Management	2	1	1	1	7
BAT04106	Basic skills in Computer Applications	2	1	1	1	7
BAT04107	Elementary Principles of Management	2	1	1	1	8
BAT04209	Elementary Commercial Arithmetic	2	1	1	1	8
BAT04210	Basic Innovative Business Development	2	1	1	1	8
BAT04211	Elementary Business Research Methods	2	1	1	1	7
BAT04213	Field Work Practice	0	0	40	0	24
Sub Total						84

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.28: Fundamental Modules in the BTCBA: NTA Level 4 Programme

Code	Module Title	Scheme of Study hrs/week				Credit Per Module
			T	P	AS	
BAT04101	Elementary Business Communication Skills	2	1	1	1	7
BAT04104	Essentials of Marketing Management	2	1	1	1	7
BAT04208	Fundamentals of Human Resource Management	2	1	1	1	7
BAT04212	Elementary Office Management	2	1	1	1	7
BAT04214	Field Work Instructions	2	1	1	1	7
Sub Total						35

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.29: Summary of Modules for NTA Level 4 BTCBA Programme

S/N	Code	Module Name	Semester	
			1	2
1	BAT04101	Elementary Communication Skills	√	
2	BAT04102	Basic Commercial Knowledge	√	
3	BAT04103	Basic Principles of Accounting	√	
4	BAT04104	Elementary Office Management	√	
5	BAT04105	Fundamentals of Business Management	√	
6	BAT04106	Basic skills in Computer Applications	√	
7	BAT04107	Essentials of Marketing management	√	
8	BAT04208	Fundamentals of Human Resource Functions		√
9	BAT04209	Elementary Commercial Arithmetic		√
10	BAT04210	Fundamentals of Entrepreneurship Development		√
11	BAT04211	Elementary Research Methods		√
12	BAT04212	Elementary Principles of Management		√
13	BAT04213	Field Work Practice		√
14	BAT04214	Field Work Principles		√

6.4.2. **Technician Certificate in Business Administration (NTA Level 5)**

The Technician Certificate in Business Administration (TCBA) programme is a one-year course delivered at NTA level 5. It consists of eleven (12) modules with a minimum number of 120 credits to be covered in duration of two semesters of 17 weeks. The modules are divided into two categories, which include core and fundamental modules. Core modules refer to those modules associated with the core studies, which provide development of the main theme in Business Administration. They broadly represent the main areas of practice in the Business Administration discipline and the in-depth treatment of them will enable graduates to become effective Business Administration semi-professionals. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Business Administration professional practice.

The Fieldwork Practice is done for duration of ten (10) weeks at the end of semester 2 of the NTA level 5 to enable students to transform the theoretical knowledge learned into real work situation.

Table: 6.30: Curriculum details for Technician Certificate-NTA Level 5 Programme in Business Administration

S/N	Qualification:	Technician Certificate in Business Administration – NTA Level 5
1	Purpose(s) of Qualification:	This qualification is intended for a person who will perform non-routine business administration duties including collect and process data for/on organization operations, assist in planning and preparing budgets at sectional or departmental level, supervise organization operations and prepare periodic reports.
2	NTA Level:	5
3	Competence Descriptors:	The holder of the qualification will be able to apply skills and knowledge in a broad range of work activities, most of which are non-routine.
4	Minimum Credits for this Level:	120
5	Cumulative Credits from Lowest Level:	30
6	Maximum Number of Credits from Lowest Level	120
7	Date of Last Review of the Qualification Standard	November, 2021

Table 6.31: Core modules for NTA Level 5 in TCBA programme

Code	Module Title	Scheme of Study hrs/week				Credit Per Module
		L	T	P	AS	
BAT 05101	Financial Accounting	2	2	1	1	8
BAT 05104	Commercial Arithmetic	2	2	1	1	8
BAT 05105	Commercial Knowledge	2	2	1	1	8
BAT 05207	Essentials of Business Environment	2	2	1	1	8
BAT 05208	Public Relations and Customer Service	2	2	1	1	8
BAT 05211	Essentials of Innovative Business Development	2	2	1	1	8
BAT 05212	Field Work Instruction	2	2	1	1	8
BAT 05213	Field Work Practice	0	0	40	0	32
Total						88

Key: L – Lecture

T – Tutorial P – Practical AS – Assignments

Table 6.32: Fundamental Modules for NTA Level 5 in TCBA Programme

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
BAT 05102	Basic Computer Skills	2	1	2	1	8
BAT 05103	Business Communication Skills	2	1	1	1	7
BAT 05106	Development studies	2	1	1	1	7
BAT 05209	Principles of Management	2	1	1	1	7
BAT 05210	Human Resource Management Functions	2	1	1	1	7
Sub Total		12	10		6	36

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.33: Summary of Modules NTA Level 5 in TCBA Programme

S/N	Code	Module Name	Semester	
			1	2
1	BAT 05101	Financial Accounting	<input type="checkbox"/>	
2	BAT 05102	Basic Computer Skills	<input type="checkbox"/>	
3	BAT 05103	Business Communication Skills	<input type="checkbox"/>	
4	BAT 05104	Commercial Arithmetics	<input type="checkbox"/>	
5	BAT 05105	Commercial Knowledge	<input type="checkbox"/>	
6	BAT 05106	Development Studies	<input type="checkbox"/>	
7	BAT 05207	Essentials of Business Environment		<input type="checkbox"/>
8	BAT 05208	Public Relations and Customer Service		<input type="checkbox"/>
9	BAT 05209	Principles of Management		<input type="checkbox"/>
10	BAT 05210	Human Resource Management Functions		<input type="checkbox"/>
11	BAT 05211	Essentials of Innovative Business Development		<input type="checkbox"/>
12	BAT 05212	Field Work Instructions		<input type="checkbox"/>
13	BAT 05213	Field Work Practice		<input type="checkbox"/>

6.4.3. **Ordinary Diploma in Business Administration (NTA Level 6)**

The Ordinary Diploma in Business Administration (ODBA) programme is a one-year course delivered at NTA level 6. It consists of eleven (12) modules with a minimum number of 120 credits to be covered in duration of two semesters of 17 weeks. The modules are divided into two categories, which include core and fundamental modules. Core modules refer to those modules associated with the core studies, which provide development of the main theme in Business Administration. They broadly represent the main areas of practice in the Business Administration discipline and the in-depth treatment of them will enable graduates to become effective Business Administration semi-professionals. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Business Administration professional practice.

In this NTA Level 6 programme Project Paper is done concurrently with other modules covered in semester 2. Tables 6.34–6.37 provide more details regarding the ODBA programme as well as modules covered.

Table 6.34: Curriculum details for NTA Level 6 curriculum

S/N	Qualification	Ordinary Diploma in Business Administration (DBA)
1	Purpose(s) of Qualification	This qualification is intended for a person who will perform non-routine business administration duties including collect and process data for/on organization operations, assist in planning and preparing budgets at sectional or departmental level, supervise organization operations and prepare periodic reports.
2	NTA Level	6
3	Competence Descriptors	The holder of the qualification will be able to apply skills and knowledge in a broad range of work activities, most of which are non-routine.
4	Minimum Credits for this Level	120
5	Cumulative Credits from Lowest Level	120
6	Maximum Number of Credits from Lowest Level	120
7	Date of Last Review of the Qualification Standard	November, 2021

Table 6.35: Core Modules for NTA level 6 in ODBA Programme

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
BAT 06101	Principles of Cost Accounting	2	2	1	2	10
BAT 06102	Essentials of Business Law	2	2	1	2	10
BAT 06207	Essentials of Production Management	2	2	1	2	10
BAT 06208	Principles of Economics	2	2	1	2	10
BAT 06209	Procurement Procedures	2	2	1	1	9
BAT 06210	Principles of Marketing	2	2	1	1	9
BAT 06211	Business Finance	2	2	1	1	9
BAT 06212	Project paper			10		15
Sub Total						82

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.36: Fundamental Modules for NTA Level 6 in ODBA Programme

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
BAT 06103	Basic Research Methods	2	1	2	1	9
BAT 06104	Introduction to Business Ethics	2	2	1	1	9
BAT 06105	Business Safety Environment	2	1	2	2	10
BAT 06106	Business Administration and Information System	2	2	2	1	10
Sub Total						38

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.37: Summary of Modules for NTA Level 6 in ODBA programme

S/N	Code	Module Name	Semester	
			1	2
1	BAT 06101	Principles of Cost Accounting	<input type="checkbox"/>	
2	BAT 06102	Essentials of Business Law	<input type="checkbox"/>	
3	BAT 06103	Basic Research Methods	<input type="checkbox"/>	
4	BAT 06104	Introduction to Business Ethics	<input type="checkbox"/>	
5	BAT 06105	Business Safety Environment	<input type="checkbox"/>	
6	BAT 06106	Business Administration and Information System	<input type="checkbox"/>	
7	BAT 06207	Essentials of Production Management		<input type="checkbox"/>
8	BAT 06208	Principles of Economics		<input type="checkbox"/>
9	BAT 06209	Procurement Procedures		<input type="checkbox"/>
10	BAT 06210	Principles of Marketing		<input type="checkbox"/>
11	BAT 06211	Business Finance		<input type="checkbox"/>
12	BAT 06212	Project paper		<input type="checkbox"/>

6.4.4. **Higher Diploma in Business Administration (NTA Level 7)**

The Higher Diploma in Business Administration programme (NTA level 7) is a two-year course covering four semesters (semesters 1, 2, 3 and 4). The programme consists of 22 core and fundamental modules with a minimum number of 240 credits to be covered in duration of 4 semesters. Core modules are those modules associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in the Business Administration discipline and the in-depth treatment of them will enable graduates to rapidly become effective Business Administration semi – professional personnel. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Business Administration professional practice.

In delivering year 1 and 2 modules; six (6) modules are covered in each semester at a duration of seventeen (17) weeks. Field Practice is done for duration of 8 weeks at the end of semester 4. This is done to enable students to apply the theoretical knowledge learned into real work situation. Tables 6.38–6.41 provide more details regarding the programme as well as modules covered.

Table 6.38: Curriculum details for Higher Diploma in Business Administration - NTA Level 7

S/N	Qualification:	Higher Diploma in Business Administration
1	Purpose(s) of Qualification	This qualification is intended for people who will be able to apply skills, knowledge and understanding to the broad range of technical administrative business activities in the non-routine environment.
2	NTA Level	7
3	Competence Level Descriptors:	The holder of the qualification will be able to apply Business Administration skills and knowledge in a broad range of complex technical activities, and a high Higher Diploma of personal responsibility for work of others.
4	Minimum Credits for this NTA Level :	240
5	Maximum Number of Credits from Lowest NTA Level	120
6	Minimum Overall Credits	240
7	Entry Qualification	Form Six with minimum points of 4.5 and in addition applicant must have three (3) credits at Certificate of Secondary Education
		Examination or NTA Level 6 with B grade average and above.
8	Date of Last Review of the Qualification Standard	November, 2021

Table 6.39: Core Modules for NTA Level 7 in Higher Diploma in Business Administration

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
BAU07101	Principles of Accounting	2	2	1	2	10
BAU07102	Business Communication	2	2	1	2	9
BAU07103	Business Management	2	2	1	2	9
BAU07104	Commercial Mathematics and Statistics	2	2	2	1	10
BAU07207	Human Resource Management	2	2	1	2	9
BAU07208	Principles of Management	2	1	1	2	9
BAU07209	Principles of Marketing	2	2	1	2	9
BAU07210	Principles of Procurement and Supply	2	2	1	2	9
BAU07211	Principles of Economics	2	2	1	2	9
BAU07212	Business Environment	2	2	2	1	9
BAU07313	Business Law	2	2	1	2	9
BAU07314	Public Finance and Taxation	2	2	1	2	9
BAU07315	Business Research Methods	2	1	1	2	10
BAU07317	Quantitative Methods	2	2	2	2	10
BAU07419	Income Taxation	2	1	2	2	9
BAU07420	Health and Safety	2	1	2	2	10
Sub Total						148

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.40: Fundamental modules for NTA Level 7 in Higher Diploma in Business Administration

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
BAU 07105	Development Studies	2	1	2	1	8
BAU 07106	Business Computer Application	2	1	2	2	10
BAU 07316	Innovative Business Development	2	1	2	1	9
BAU 07420	Health and Safety	2	1	1	2	9
BAU 07421	Operations Management	2	1	2	1	8
BAU 07422	Field Work Practice	0	0	40	0	48
Sub Total						92

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.41: Summary of Modules NTA Level 7

S/N	Code	Module Name	Semester			
			1	2	3	4
1	BAU07101	Principles of Accounting	<input type="checkbox"/>			
2	BAU07102	Business Communication	<input type="checkbox"/>			
3	BAU07103	Business Management	<input type="checkbox"/>			
4	BAU07104	Commercial Mathematics and Statistics	<input type="checkbox"/>			
5	BAU07105	Development Studies	<input type="checkbox"/>			
6	BAU07106	Business Computer Application	<input type="checkbox"/>			
7	BAU07207	Human Resource Management		<input type="checkbox"/>		
8	BAU07208	Principles of Management		<input type="checkbox"/>		
9	BAU07209	Principles of Marketing		<input type="checkbox"/>		
10	BAU07210	Principles of Procurement and Supply		<input type="checkbox"/>		
11	BAU07211	Principles of Economics		<input type="checkbox"/>		
12	BAU07212	Business Environment		<input type="checkbox"/>		
13	BAU07313	Business Law			<input type="checkbox"/>	
14	BAU07314	Public Finance and Taxation			<input type="checkbox"/>	
15	BAU07315	Business Research Methods			<input type="checkbox"/>	
16	BAU07316	Innovative Business Development			<input type="checkbox"/>	
17	BAU07317	Quantitative Methods			<input type="checkbox"/>	
18	BAU07418	International Business			<input type="checkbox"/>	
19	BAU 07417	Income Taxation				<input type="checkbox"/>
20	BAU07420	Health and Safety				<input type="checkbox"/>
21	BAU07420	Operations Management				<input type="checkbox"/>
22	BAU07423	Field Work Practice				<input type="checkbox"/>

6.4.5**Bachelor Degree in Business Administration (NTA Level 8)**

The Bachelor Degree in Business Administration (BBA) programme is a one-year course covering two semesters (semesters 1, and 2). The programme consists of 13 core and fundamental modules with a minimum number of 240 credits to be covered in duration of 2 semesters. Core modules are those modules associated with the core studies, which provide the development of the main theme of the programme. They broadly represent the main areas of activity in the Business Administration discipline and the in-depth treatment of them will enable graduates to rapidly become effective Business Administration semi – professional personnel. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Business Administration professional practice. This refers of those modules that provide a range of basic skills, knowledge and principles appropriate to the course. The program also has elective modules and optional courses. Electives are modules associated with specialized studies while optional are modules that should be opted in adding a range of basic skills, knowledge and principles appropriate to the course.

A student is required to take twelve (12) modules to complete the BBA programme. Eleven (11) modules out of 13 are compulsory for all students and two (2) modules are elective of which a student has to choose one. Six modules are covered in semesters 1 and 2 respectively. Dissertation is done throughout the two semesters of this programme. Tables 6.42–6.47 provide more details regarding the BHRM programme as well as modules covered.

Table 6.42: Curriculum details for Bachelor Degree in Business Administration - NTA Level 8

S/N	Qualification:	Bachelor's Degree in Business Administration (BBA)
1	Purpose(s) of Qualification:	Purpose of Qualification: This qualification is intended for the individual who will be able to apply skills; knowledge and attitude in performing Business Management and Administration duties including formulation of policies, project appraisal, preparation of strategic plans and manage business contracts.
2	NTA Level:	8
3	Level Descriptor	The holder of this qualification will be able to apply knowledge, skills and understanding in a wide and unpredictable variety of contexts with substantial personal responsibility for the work of others and responsibility for the allocation of resources, policy, planning, execution and evaluation.
4	Minimum Credits at this NTA Level:	120
5	Maximum Number of Credits from the Lowest NTA Level	240
6	Minimum Overall Credits	120
6	Entry Qualification	NTA Level 7 in Bachelor in Business Administration
7	Date of Last Review of the Qualification Standard	November, 2021

Table 6.43: Core Modules in NTA Level 8 in Bachelor Degree in Business Administration - NTA Level 8

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
BAU 08101	Strategic Business Management	2	2	1	2	10
BAU 08104	Marketing Research	2	1	2	1	9
BAU 08105	Managerial Economics	2	2	0	2	9
BAU 08106	Cost Accounting	2	2	1	2	10
BAU 08207	Management Accounting	2	2	0	2	9
BAU 08209	Financial Management	2	2	1	1	9
BAU 08211	Auditing and Assurance Services	2	2	0	2	9
BAU 08213	Dissertation	0	0	12	0	18
Sub Total						83

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.44: Fundamental Modules for NTA Level 8 in Bachelor Degree in Business Administration - NTA Level 8

Code	Module Title	Scheme of Study hrs/wk				Credit Per Module
		L	T	P	AS	
BAU 08102	Management Information System	2	1	1	1	7
BAU 08103	Business Ethics & Corporate Governance	2	1	0	2	7
BAU 08208	Risk Management	2	1	2	1	9
BAU 08210	Management Decision Making Techniques	2	1	1	1	7
BAU 08212	Organizational Behaviour	2	1	0	2	7
Sub Total						37

Key: L – Lecture T – Tutorial P – Practical AS – Assignments

Table 6.47: Summary of Modules NTA Level 8 in Bachelor Degree in Business Administration

S/N	Code	Module Name	Semester	
			1	2
1	BAU 08101	Strategic Business Management	<input type="checkbox"/>	
2	BAU 08102	Management Information System	<input type="checkbox"/>	
3	BAU 08103	Business Ethics & Corporate Governance	<input type="checkbox"/>	
4	BAU 08104	Marketing Research	<input type="checkbox"/>	
5	BAU 08105	Managerial Economics	<input type="checkbox"/>	
6	BAU 08106	Cost Accounting	<input type="checkbox"/>	
7	BAU 08207	Management Accounting		<input type="checkbox"/>
8	BAU 08208	Risk Management		<input type="checkbox"/>
9	BAU 08209	Financial Management		<input type="checkbox"/>
10	BAU 08210	Management Decision Making Techniques		<input type="checkbox"/>
11	BAU 08211	Auditing and Assurance Services		<input type="checkbox"/>
12	BAU 08212	Organizational Behavior		<input type="checkbox"/>
13	BAU 08213	Dissertation		<input type="checkbox"/>

PART SEVEN: REGULATIONS GOVERNING FIELDWORK PRACTICE

7.1 .Introduction

Fieldwork practice is an essential component of Competency Based Education Training (CBET) approach as it enables trainees to put into practice theoretical knowledge and skills learned. In recognition of this, the Institute of Social Work provides an opportunity for fieldwork practice to enable students to gain competencies and abilities to Work independently with different categories of clients, systems and organizations. In the course students perform different tasks assigned to them, prepare plans and develop reports.

7.2. Objectives of Fieldwork Practice

The overall purpose of the field practicum is to orient students to organizations and provide them with an opportunity to apply theories and skills learnt into real work settings. In practicum, each student is expected to develop his/her own specific learning objectives. However, the general objectives are to:

- (i) Improve students' skills of working with clients/customers so as to identify and assess a problem situation, set objectives, develop alternative solutions, and undertake shared responsibilities for an action plan.
- (ii) Provide opportunities for students to explore personal attributes, particularly values and attitudes in the complex roles as professionals. Students are expected to understand and come to terms with their own potential strengths and limitations.
- (iii) Strengthen students' understanding of mutual aid as well as various resource and support systems in the community.
- (iv) Strengthen students' abilities to work collaboratively with members of different professional backgrounds.
- (v) Develop the capacity of students to initiate non-learning activities including the ability to seek and use consultation and supervision effectively.
- (vi) Develop students' independent workload management skills and record keeping.
- (vii) To enable students to demonstrate knowledge of legal and policy issues in practice.

7.3. General Placement Guidelines

The following procedures shall guide the choice and placement of students in fieldwork.

- (i) Students are free to seek placement in any agency and organization providing social and economic services in the country.
- (ii) After obtaining placement, students should develop a range of practical learning objectives, expectations and professional areas of interest which will be communicated to the proposed field placements.
- (iii) The Institute reserves the right to make the final placement decision taking into accounts the students learning needs, objectives and the agency capacity.
- (iv) Employment-based placements are strictly discouraged because the students learning goals will be more easily superseded by routine work and staff demands. However, evening programme students may be allowed to seek fieldwork placement in their employment agencies.

- (v) Once the fieldwork commences, no student is allowed to change the field placement agency without the knowledge and approval of the respective Fieldwork Coordinator on behalf of the Institute. The request to change the placement agency will be accepted only if:
 - a) The learning expectations and objectives of the student cannot adequately be met at the previously identified agency.
 - b) Inadequate or irrelevant workload is assigned to the student.
 - c) The field supervisor is under qualified or unskilled.
 - d) Other professional risks or difficulties emanating from weaknesses in the agency or supervisor.

7.4. Fieldwork Requirements for NTA level 4

Students at NTA Level 4) are required to undergo Block Fieldwork practicum for duration of eight (8) weeks at the end of the 2nd semester. Upon completion of the fieldwork each student shall prepare and submit a fieldwork report.

7.5. Fieldwork Requirements for NTA level 5

NTA Level 5 students are required to undergo Block Fieldwork for duration of ten (10) weeks. This is pursued at the end of the second semester. . Upon completion of the fieldwork each student shall prepare and submit a fieldwork report

7.6. Fieldwork Requirements for NTA Level 7 and 8

Bachelor Degree students (NTA Level 7 and 8) in all programs are required to conduct Block Fieldwork after completion of the 4th semester (NTA Level 7) for 12 weeks. However, Social Work students shall conduct two categories of fieldwork namely Concurrent and Block Fieldwork. Concurrent Fieldwork is conducted in two days a week (Wednesdays and Thursdays) concurrently with other studies during the 4th semester. For purposes of Concurrent fieldwork, students pursuing Social Work programme are mandated to select field placement agencies based in Dar es Salaam. Both Concurrent and Block Fieldwork are treated as independent modules. Each student is to pass all of them in order to qualify as a professional in this programme of study. In case the student fails fieldwork practice, he shall be required to repeat it in the next academic year. Upon completion of the fieldwork each student shall prepare and submit a fieldwork report

Each student pursuing studies at NTA level 7 in Human Resource Management, Industrial Relations and Public Management and other programmes is required upon completion of the fieldwork to submit a fieldwork report

7.7. Fieldwork Requirements for Postgraduate Diploma in Social Work

Students pursuing Postgraduate Diploma in Social Work (PGDSW) are required to do Block Fieldwork at a recognized social agency under supervision of a knowledgeable and competent social worker. The tasks of the field supervisor are:

- (a) To assist the student to understand client systems in their real life situation and relationship through a process of study, diagnosis and treatment;

- (b) To assist the student to learn appropriate administrative procedures, team worker's cooperation with colleagues, and use of other social welfare provision and community resources;
- (c) To assist the student become more aware of him/herself and the effect on others; and
- (d) To assist the student to further the process of professionalism with professional ways of working.

At the end of fieldwork practice, students are required to submit the following:

- (a) One Initial Impression Report.
- (b) Well-documented Comprehensive Report about activities the student was involved in during the fieldwork.

N.B: All the above reports shall be compiled as one Comprehensive Report with each category of the reports outlined above forming parts or chapters of the report.

7.8. **Fieldwork Requirements for Master's Degree in Social Work (NTA Level 9)**

Block Fieldwork for Students pursuing Master's Degree in Social Work (MSW) is divided into Foundation and Advanced Block Fieldwork. Foundation Block Fieldwork shall be carried out at the end of semester two (2) for duration of 8 weeks after a successful completion of foundation modules. It is meant for candidates pursuing MSW without Social Work background. Advanced Block Fieldwork shall be conducted at the end of semester three (3) for duration of 12 weeks after successful completion of the advanced modules of the MSW programme.

Both Foundation and Advanced Block Fieldwork must be done at a recognized social service organization under supervision of a qualified and experience social worker. They are treated as independent modules, and candidates must pass them separately. In case of failure of completion of fieldwork, a candidate may repeat it in the subsequent academic year.

Field placement agency for Advanced Block Fieldwork must be selected based on areas of specialization; and it is meant for both candidates with Social Work background and those who have completed the foundation programme.

7.9. **General Provisions on Assessment of Field work**

Fieldwork is an independent module. The procedure of assessing fieldwork is threefold

- i) The Field supervisor shall assess all activities performed by a student every day. In assessing the student, the supervisor shall take into account the student's level of participation in performing duties assigned to him/her,
- ii) student's efforts in demonstrating his/her skills, student ability to translate theories learnt in class into practical situations etc.
- iii) The fieldwork consultant shall assess challenges faced by the students during fieldwork and the means used by the said student in mitigating and mediating them, student's acquaintance with the agency environment and functions and; reports submitted by the student.
- iv) Scores allocated for assessment shall be according to the curricula of the respective programme.

PART EIGHT: REGULATIONS AND GUIDELINES GOVERNING DISSERTATIONS AND PROJECT PAPERS

This section provides guidelines and procedures for writing, supervising and assessing dissertations and project papers.

8.1. **Dissertation Procedures and Guidelines**

8.1.1 **Meaning**

Dissertation is an independent research-based module written and submitted in partial fulfillment of the requirements for the awards of Bachelor Degrees, Postgraduate Diplomas and Master Degree.

8.1.2. **General Dissertation Guidelines**

The following are general guidelines to be followed by students writing Dissertations.

- (i) **Declaration by the candidate:** Dissertations must be accompanied by a declaration of the candidate stating that it is his/her own original work and that it has not been submitted for a similar award in any other higher learning institution,
- (ii) **The supervisor's certification:** This should be done before initial submission and before final submission of the dissertation.
- (iii) **Acknowledgement:** In this section, the candidate may wish to acknowledge people or Institutions that rendered support or other assistance, which made the execution of the work possible.
- (iv) **Abstract:** The abstract should be concise but comprehensive. It should be contained on one-page single spaced and should include in summary form the statement of the problem, general objective, methodology, key findings, conclusion and recommendations.
- (v) **Table of Contents:** The table of contents should indicate specific pages of main titles and subtitles of the dissertation. If there is a list of illustrations such as table and figures, they should be on separate pages arranged in the same format as the table of contents.
- (vi) **Body of the Work:** The research report should be well structured and focused. The paragraphs, flow of ideas and logical conclusion should be well observed. Tables, text figures, diagrams, etc. should be numbered in separate sequences and should be cited by number in the text. Each illustration should have a full caption.
- (vii) **Bibliography/References:** All literature cited in the text must be arranged accordingly using the Harvard Style of Referencing (i.e. in alphabetical order at the end of the work, beginning with the author's surname name, Initial, year of publication, the title of the work and sub-title (if any), the publisher and place of publication).
- (viii) **Length of the Dissertation:** For Bachelor Degree Programs, the length of the Dissertation shall be 60 pages while Postgraduate Diploma Programs shall be 70 pages with a tolerance of 10% above or below these limits in each case. In all cases references, appendices and endnotes are inclusive. For Master degree programs the length of the Dissertation shall be 80 pages with a tolerance of 10% above or below the limit.

- (ix) **Sequences of the Preliminary Pages:** Cover page, Title page, Declaration and Copyright, Certification, Acknowledgement, Dedication (if any), Abstract and Table of Contents.

8.1.3. **Supervision and Submission Procedures**

- (i) Students doing research shall ensure that their research titles and subject align with the Institute Research Agenda
- (ii) Internal supervisors shall be assigned to supervise candidates with whom they will work from topic selected, proposal development to the final stage of the Dissertation. No Dissertation shall be accepted if the student has not made adequate contact with his/her supervisor for at least one (3) hours per month.
- (iii) Each candidate shall be assigned to at least one supervisor
- (iv) The candidate, under guidance of the supervisor, shall have to select and develop a research topic based on the Institute research agenda
- (v) Selection of the research topic and proposal development shall be done during the first semester of the third year for Bachelor Degree Programs, and first semester of the year of study for Postgraduate Diploma Programs.
- (vi) For Master Degree candidates selection of research topics and writing proposals shall be done during the first semester of the Program.
- (vii) The research proposal shall not exceed twenty pages and shall comply with the format provided for under these regulations.
- (viii) Subject Master Degree candidates must develop and defend their research proposals within the First Semester of the Program.
- (ix) Master Degree Candidates must collect data and write final dissertation report within second semester of the Program
- (x) Initial submission of dissertations: Bachelor Degree and Postgraduate Diploma candidates shall submit their dissertations to their respective supervisors in **TWO COPIES, FOUR WEEKS** before the commencement of the second semester examinations.
- (xi) Final submission of dissertations: Bachelor Degree and Postgraduate Diploma students shall submit their dissertations one week before the commencement of the second semester examinations.
- (xii) For Master Degree Program, candidates must defend the results after final report writing.
- (xiii) Candidates shall publish one paper based on their respective research topic in a peer reviewed journal as a condition for them to graduate in Master. After testing it using anti-plagiarism software, the dissertation shall be submitted one week before the commencement of Second Semester examinations
- (xiv) For graduation purposes and without prejudice to rule 8.1.3 (xii) above, deadline for submitting Master Degree dissertation is end of October of the respective academic year.
- (xv) Master degree dissertation reports will marked by both internal and external examiners.
- (xvi) For Bachelor Degree and Postgraduate Diploma dissertations one copy of the Dissertation shall be marked by the respective supervisor who will then submit the **mark-sheet to the head of** respective department in **ONE WEEK'S** time after the

- end of the second semester examinations. The other copy of the dissertation shall be submitted to respective academic department for external moderation. All Bachelor Degree and Postgraduate Diploma dissertations shall be marked according to guidelines prescribed in **Form No. 1 appended to these regulations**.
- (xvii) Master Degree dissertations shall be marked as per Guidelines and Procedures for writing dissertations for Master Degree programs.
 - (xviii) A candidate failing to submit a Dissertation within time shall be deemed to have failed and shall do a supplementary.
 - (xix) A candidate who for genuine reasons fails to complete and submit his dissertation on time may apply for extension of time. The application for extension to submit the dissertation shall be made by filling in Form No. 2 **appended to these regulations**.
 - (xx) Except for medical grounds extension of time to be granted shall not exceed one academic year. The first extension of three months shall be free. Subsequent extensions shall be charged TShs. 50,000/ per month. The student shall apply for extension of time before the expiration period prescribed under rule 8.1.3 (xi) and (xii) of these regulations.
 - (xxi) A candidate failing to submit a complete Dissertation by the end of the extension period shall be considered to have failed, and he/she shall have to re-do the Dissertation at new costs and supervision. In this case, the Dissertation shall be treated as supplementary case.
 - (xxii) The Dissertations shall be submitted typed in 1.5-line spacing on A-4 paper and according to other standard regulations as may be prescribed from time to time by the Deputy Rector - Academics, Research and Consultancy.
 - (xxiii) **Final Submission:** Each candidate for Bachelor Degree, Postgraduate Diploma or Master degree shall submit **ONE** error-free hard copy of the Dissertation in **TWO WEEKS** time after having received final comments from the respective supervisor.
 - (xxiv) A Dissertation shall be passed subject to corrections. A dissertation shall be considered complete only when all errors/mistakes/shortfalls pointed out have been corrected and, **ONE** bound error-free hard and soft copy shall be submitted to the Head of Department by the respective supervisor.
 - (xxv) Bachelor Degree and Postgraduate Diploma dissertations shall be externally moderated under the rules governing external moderation of examinations as provided under Examination regulations
 - (xxvi) A candidate failing the dissertation shall do a supplementary and regulations guiding supplementary examinations shall apply.
 - (xxvii) A student failing a supplementary in Dissertation shall carry over the module
 - (xxviii) Examination regulations shall apply to dissertations.
 - (xxix) Master degree students shall be required to fill in Research Progress Report quarterly as provided in Form No. 3.

8.2. **Project Paper Procedures and Guidelines**

8.2.1. **Meaning of Project Paper**

A Project Paper is a library-based research. It focuses on analysis of written academic report and secondary data from selected literature on a given socio-economic phenomenon. The project paper is intended to be submitted in partial fulfillment of the requirements for the award of Ordinary Diploma (NTA Level 6). The Project Paper is an independent module, with separate marking procedures and guidelines.

8.2.2. **General Procedures and Guidelines Format of the Project Papers:**

- (i) **Declaration by the candidate:** Every Project Paper submitted for the award of Ordinary Diploma must be accompanied by a declaration of the candidate stating “this is the candidate’s own original work and that it has not been submitted for a similar award in any other higher learning institution”.
- (ii) **The supervisor’s certification:** This should be done before initial submission and also before final submission of the dissertation.
- (iii) **Acknowledgement:** In this section, the candidate may wish to acknowledge the people or Institutions that rendered support or other assistance, which made the execution of the work possible.
- (iv) **Abstract:** The abstract should be concise but comprehensive. It should be of at least 300 words or one page at most in single space. An abstract should include a brief statement of the problem studied the general objective, research methods, major findings, main conclusion and recommendations.
- (v) **Table of Contents:** The table of contents should refer to specific pages. If there is a list of illustrations such as table and figures, they should be on separate pages arranged on the same format as the table of contents.
- (vi) **Body of the Work:** The Project Paper report should be well structured. Paragraphs, flow of ideas and logical conclusion should be well observed. Tables, text figures, diagrams, etc. should be numbered in separate sequences and should be cited by number in the text. Each illustration should have a full caption.
- (vii) **Bibliography/References:** All literature cited in the text must be arranged according to the Harvard Style of Referencing (i.e. in alphabetical order at the end of the work, beginning with the author’s surname, one initial, year of publication, the title of the work and sub-title (if any), place of publication, and the publisher).
- (viii) **Length of the Project Paper:** the length of the Project Paper shall be 20 pages with a tolerance of 10% above or below this limit. In all cases references, appendices and endnotes are inclusive.
- (ix) **Sequences of the Preliminary Pages:** Cover page, Title page, Declaration and Copyright, Certification, Acknowledgement, Dedication (if any), Abstract and Table of Contents (Attach Guideline).

8.2.3. **Supervision and Submission Procedures**

- (i) Internal supervisors shall be assigned to supervise candidates with whom they will work from topic selection to writing the Project Paper. The Project Paper shall not be accepted if the student has not made adequate consultation with his/her supervisor for a maximum of three (3) hours per month.

- (ii) Each candidate shall be assigned to one supervisor.
- (iii) Accomplishment of the Project Paper shall take place during the second semester of NTA level 6.
- (iv) Submission of Project Paper shall be done to their respective supervisors in **ONE** error-free hard copy, **TWO WEEKS** before the commencement of the second semester examinations.
- (v) A candidate failing to submit his Project Paper on time shall, upon production of satisfactory evidence be given a maximum of four (4) weeks after the end of the semester examinations to submit the same.
- (vi) A candidate failing to submit a Project Paper on time or by the end of the extension period shall be considered to have failed. He/she shall have to redo the Project Paper at new costs and supervision. In this case, the Project Paper shall be treated as a supplementary case.
- (vii) Subject to regulations governing supplementary examinations a candidate failing the Project Paper shall be allowed to repeat it in a period of three months from the date of approval of examination results and resubmission of Project Paper shall be regarded as a supplementary examination.
- (viii) The project papers shall be submitted typed in 1.5-line spacing on A-4 paper and according to other standard regulations as may be prescribed from time to time by the Deputy Rector – Academics, Research and Consultancy.
- (ix) A Project Paper shall be accepted subject to corrections. A Project Paper shall be considered complete only when all errors/mistakes/shortfalls pointed out by the supervisor have been corrected and **ONE** bound error-free hard copy submitted to the Head of Department by the respective supervisor.
- (x) Examination regulations shall apply to Project Papers.
- (xi) All Project Papers shall be marked according to guidelines prescribed in **Form No. 4 attached to these regulations.**
- (xii) Project papers shall be internally moderated under the rules governing moderation of examinations.

Marking Guide for Dissertations (NTA Level 8 and Postgraduate Diploma Programmes)

Name of the Candidate:

Program of Study:.....

Title of the Dissertation:

.....

.....

(Enter score for each of the following components)

S / N	Subject/Item Examined	Max. Score	Internal	External
1	Introduction and Background to the Problem <ul style="list-style-type: none"> To what extent the candidate has introduced and explored the historical dimensions of the research problem. How does the research background reflect the research idea and policy environment? To what extent is the background logical and sites relevant examples and data. 	2 2 3		
2	Statement of the Problem <ul style="list-style-type: none"> Examine whether the research problem spells out what the researcher wants to investigate. To what extent are the research issues well-articulated? Whether the statement of the problem provides viable justification for the study. 	2 2 2		
3	Hypotheses/Research Questions <ul style="list-style-type: none"> Examine whether there is a clear relationship between the variables that the researcher intends to measure. The way the hypotheses/research questions are stated. Examine stated hypotheses/research questions if they are specific measurable, attainable and realistic. 	2 3 2		
4	Objectives <ul style="list-style-type: none"> Whether they are properly stated. Whether they are measurable, specific and realistic. Whether they are related to the hypotheses/research questions. 	2 2 2		
5	Significance of the Study <ul style="list-style-type: none"> <input type="checkbox"/> Whether the candidate clearly stated what the study would contribute, to the research community, policy makers, planners, academicians, etc. 	1		
6	Literature Review <ul style="list-style-type: none"> Whether the literature review helps to deepen the understanding of the research area. Whether the review does build on what others have already done and identify the research gaps to be filled. To what extent the review discusses the key finding in details and how the pertinent issues are summarized and tie together. To what extent the review reflects most recent literature on the topic and identifies gaps to be filled by the current study. 	4 3 2 2		

S / N	Subject/Item Examined	Max. Score	Internal	External
7 ·	Theoretical/Conceptual Framework <ul style="list-style-type: none"> Whether the study describes the theory/conceptual framework adopted by the study. Whether there is an outline of some relevant theoretical background to the field of study including the main ideas of the major school of thought and rationale of using them. Whether the candidate has appropriately used the theory/conceptual framework adopted to explain the findings. 	2 3 2		
8 ·	Research Design <ul style="list-style-type: none"> To what extent the candidate describes clearly the research design. Whether the research design has been justified. Whether the research design is relevant to the study. 	2 3 2		
9 ·	Study Population, Sample Size and Sampling <ul style="list-style-type: none"> Whether the population and sample size of the study have been clearly defined. Examine how sampling has been done (the process and procedures). 	2 3		
10 ·	Data Collection Methods <ul style="list-style-type: none"> Examine whether the data collection methods have been clearly explained. Examine whether the data collection methods have been properly utilized. Examine the justification of data collection methods. 	3 3 3		
11 ·	Data Presentation, Analysis and Discussion of the Findings <ul style="list-style-type: none"> Whether the data collected have been logically presented, scientifically analyzed and discussed. Examine whether data analysis techniques have been correctly applied. 	9 8		
12 ·	Summary, Conclusion and Recommendations <ul style="list-style-type: none"> Examine whether the study findings have been properly summarized. Examine whether the conclusion has been logically drawn. Examine whether recommendations have been appropriately made. Examine whether references have been properly written. 	5 5 5 2		
	Total	100		

GENERAL COMMENTS

A. STRENGTHS OBSERVED:

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B. WEAKNESSES OBSERVED:

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C. OTHER OBSERVATIONS:

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.....

.....

Name of Internal Examiner Signature

Date

Name of External Examiner..... Signature

Date

Marking Guide for Project Paper (NTA Level 6)

Name of the Candidate: _____

Programme of Study: _____

Project Title: _____

S/N	Subject/Item Examined	Max. Score	Internal	External
1.	Introduction and Background to the Problem <i>(The candidate should provide clear and adequate description/background of the selected to topic/problem)</i> <ul style="list-style-type: none"> To what extent did the candidate describe the social, economic, political and cultural background of the topic/problem? To what extent did the description contain relevant information from research or other credible sources relevant to the topic? 	20		
2.	Objective(s) <i>(The candidate should state clearly the main and specific objectives of the project)</i> <ul style="list-style-type: none"> To what extent the candidate managed to state the main and specific objectives of the project. How clear, measurable, specific and realistic were the objectives. 	10		
	Significance of the Project <i>(The candidate should provide a clear statement of the benefits that will be gained by the execution of the project. The candidate also should clearly identify/state what, who and how the project will benefit)</i> <ul style="list-style-type: none"> To what extent the candidate managed to identify and/or state clearly the beneficiaries of the project. To what extent the candidate managed to explain how the project would benefit the intended population. To what extent the candidate managed to provide appropriate descriptions on how he/she will benefit academically from the project 			

S/N	Subject/Item Examined	Max. Score	Internal	External
3.	Significance of the Project <i>(The candidate should provide a clear statement of the benefits that will be gained by the execution of the project. The candidate also should clearly identify/state what, who and how the project will benefit)</i> <ul style="list-style-type: none"> To what extent the candidate managed to identify and/or state clearly the beneficiaries of the project. To what extent the candidate managed to explain how the project would benefit the intended population. To what extent the candidate managed to provide appropriate descriptions on how he/she will benefit academically from the project. 	15		
4.	Literature Review <i>(The candidate should provide a brief literature review from past and current literature relevant to the Project Paper's topic)</i> <ul style="list-style-type: none"> How the candidate managed to relate the respective literature with the topic/problem examined. 	15		
5.	Research Methods <i>(The candidate should provide a brief description of the method(s) used to execute the project)</i> <ul style="list-style-type: none"> How accurate did the candidate describe/explain the method(s) used execute the project and select the literature. To what extent the candidate managed to justify his/her choices (i.e. has the candidate managed to provide reasons for choosing the topic/problem, using the methods, as well as the reasons for selecting the literature). 	10		
6.	Findings and Lessons Learned <i>The candidate should systematically present and draw appropriate lessons from the findings.</i> <ul style="list-style-type: none"> To what extent the candidate managed to systematically present the data. To what extent the candidate managed to draw lessons from the findings. 	20		
7.	Conclusion and Recommendations <ul style="list-style-type: none"> To what extent the candidate managed to summarize and draw conclusion from the findings. To what extent the candidate managed to make relevant/appropriate recommendations. 	10		
	TOTAL	100		

Name of Supervisor/Examiner Signature

Date

APPENDICES

Appendix 1:

LIST OF ACADEMIC STAFF BY DEPARTMENT

Department of Social Work –Main Campus

Head of Department

Dr. William Manyama

B.A. (Hons) Sociology (University of Dar es Salaam), M.A. Community Work (Bergen University College, Norway), PhD Sociology (University of Dar es Salaam).

Senior Lecturers

Dr. Joyce Elzear Nyoni

B.A. (Hons) Sociology (University of Dar es Salaam), M.A. Sociology (University of Dar es Salaam), PhD Sociology (University of Dar es Salaam).

Dr. Zena M. Mabeyo

Advanced Diploma in Social Work (Institute of Social Work), M.A. Public Administration (Mzumbe University), PhD Psychology (Alpen-Andria University in Klagenfurt).

Lecturer

Dr. William Manyama

B.A. (Hons) Sociology (University of Dar es Salaam), M.A. Community Work (Bergen University College, Norway), PhD Sociology (University of Dar es Salaam).

Dr. Deman Yusuf

B.A. (Hons) Sociology (University of Dar es Salaam), Master's in International Studies and Development Cooperation (Ewha Woman's University, South Korea), PhD – Sociology (UDOM) .

Dr. Leah Natujwa Omari

Advanced Diploma in Social Work (Institute of Social Work), Postgraduate Diploma in Development Studies (Development Studies Centre, Kimmage Manor, Dublin), M.A Sociology (UDSM), PhD – Sociology (UDSM)

Dr. Patience Kawamala

Diploma in Education (Dar es Salaam Teachers' College), Advanced Diploma in Social Work (Institute of Social Work), M.A Community Work (Bergen University College, Norway), PhD – Health Sciences (Oslo Metropolitan University Norway).

Dr. Esther Gabagambi

Advanced Diploma in Social Work (Institute of Social Work), Postgraduate Diploma in Social Work (Institute of Social Work), M.A in Rural Development (Sokoine University of Agriculture), PhD in Rural Development and Management (China Agricultural University).

Assistant Lecturers**Zachayo S. Shigongo***

Advanced Diploma in Social Work (Institute of Social Work), Master in International Social Welfare and Health Policy (Oslo University College, Norway)

Deodati Babili*

Advanced Diploma in Social Work (Institute of Social Work), MSc. Sociology (University of Bristol, UK).

Zainab Rashid*

B.A. Education (University of Dar es Salaam), M.A Applied Social Psychology (University of Dar es Salaam)

Raphael Asantemungu*

B.A. Education (University of Dar es Salaam), M.A Philosophy in Development Studies (Norwegian University of Science and Technology, Norway).

Peter Mgawe*

B.A. (Hons) Education (University of Dar es Salaam), M.A Development Studies (University of Dar es Salaam).

Kanduru H. Ally

B.A. Finance (Sumy State University, Ukraine), Master of Science in Economical Cybernetics (Sumy State University, Ukraine).

Paul Mwangosi*

Advanced Diploma in Social Work (Institute of Social Work), Master of Arts in Social Science (Stockholm University, Sweden).

Leah Nielsen Mwaisango*

Certificate in Education (Korogwe Teachers Training College), Advanced Diploma in Social Work (Institute of Social Work), M.A in Sociology and Social Work (The Open University of Tanzania).

Dustan John Haule*

Advanced Diploma in Social Work (Institute of Social Work), Master of Arts in Social Work (The Open University of Tanzania)

Mary Godfrey Mchau*

B.A. Education in Arts (University of Dar es Salaam), M.A Applied Social Psychology (University of Dar es Salaam).

Catherine Manda

Bachelor Degree in Social Work (Institute of Social Work), Master in International Social Welfare and Health Policy (Oslo University, Norway).

Richard Haule

Diploma in Education (Dar es Salaam Teachers College), Bachelor Degree in Social Work (Institute of Social Work), Master in International Social Welfare and Health Policy (Oslo University, Norway).

Salma Ramadhani Fundi*

Advanced Diploma in Social Work (Institute of Social work), Master of Social Work (The Open University of Tanzania).

Gilbert Mkisi*

Bachelor Degree in Social work (Institute of Social Work), Master of Social Work (The Open University of Tanzania).

Petro T.Ntemi*

B.A. Education (Mount Meru University) Master of Arts in Sociology (University of Dodoma).

Abigail Samuel Kiwelu

Bachelor Degree in Social Work (Institute of Social Work), Master's Degree in Social Work (The Open University of Tanzania).

Rukia Mwinyi

Bachelor Degree in Social Work (Institute of Social Work). Master's Degree in Social Work (Institute of Social Work).

RufinaKhumbe

Bachelor of Arts Degree in Social Work and Social Administration- (Kampala International University) Master of Social Work (The Open University of Tanzania).

Itika Ngwakwa

Advanced Diploma in Social Work (Institute of Social Work), M.A in Social Work (Open University of Tanzania)

Julius Mbilinyi

Bachelor of Arts (University of Dar es Salaam), M.A Sociology (University of Dar es Salaam).

Kisangara Campus

Campus Coordinator

Dr. Minani Ntahonsanzwe

Bachelor Degree in Social Work (Institute of Social Work), Master of Arts in Sociology and Social Work (The Open University of Tanzania), PhD- Social Work (OUT).

Department of Social Work

Head of Department

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Advanced Diploma in Social Work (Institute of Social Work), Masters of Art in Social Work, (The Open University of Tanzania)

Lecturer

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Ramadhani Juma Shehoza

B. Ed. in Early Childhood Education (University of Dodoma); M.A. in Education (University of Dodoma).

Azam Napita Saidi

B.Educ. in Psychology (University of Dar es Salaam); M.A. in Early Childhood Care and Development (The Aga Khan University).

Tutorial Assistants

Gladness J. Munissy

Advanced in Diploma in Social Work (Institute of Social Work)

Mwenisongole Ikumbaga

Advanced Diploma in Social Work (Institute of Social Work)

Alfred G. Mvungi

Technician Certificate in Civil and Community Development (Misugwi Community Development Technical Training Institute, Mwanza); Certificate in Teaching Education Grade A (Kinampanda Teachers College, Singida); Diploma in Community Development (Monduli Community Development Training Institute, Arusha); Bachelor of Arts in Sociology (Open University of Tanzania).

Department of Labour Studies

Head of Department

Dr. Africanus Polycarp

Diploma in Education (Butimba Teachers' Training College), BA (Hons) Sociology (University of Dar es Salaam), M. A. Sociology (University of Dar es Salaam), Post Graduate Diploma in Law Mediation and Arbitration – ISW, PhD (University of Dar es Salaam)

Professors

Prof. Sotco C. Komba

B.A. (Education) (Hons) (University of Dar es Salaam), Master of Arts in Education (University of Dar es Salaam) PhD in Education (University of Dar es Salaam)

Prof. Justin K. Urassa

Diploma in Dairy Husbandry (Livestock Training Institute- LITI), Postgraduate Diploma in Poverty Analysis for Socioeconomic Security and Development (The Institute of Social Studies- The Hague, Holland), B.Sc.(Agriculture) Sokoine University of Agriculture MSc. (Agriculture) Sokoine University of Agriculture, MSc. Social Research Methods (Development Studies) (University of Sussex, United Kingdom), PhD in Development Studies (University of Sussex, United Kingdom)

Senior Lecturer

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Diploma in Education (Butimba Teachers' Training College), BA (Hons) Sociology (University of Dar es Salaam), M. A. Sociology (University of Dar es Salaam), Post Graduate Diploma in Law Mediation and Arbitration – ISW, PhD (University of Dar es Salaam).

Lecturers

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LLB (University of Dar es Salaam), LLM (University of Dar es Salaam) PhD – Law (University of Dar es Salaam)

Dr. Jumanne Gomera

B.A (University of Dar-es-Salaam), M.A in Development Policy (Seoul National University), PhD – Economics (Peking University)

Assistant Lecturers

Emmanuel Kinyau*

Advanced Diploma in Labour Studies (Institute of Social Work), Postgraduate Diploma in Law, Mediation and Arbitration (Institute of Social Work), Master's Degree in Public Administration (Mzumbe University)

Timothy Justus*

Advanced Diploma in Labour Studies (Institute of Social Work), Postgraduate Diploma in Law, Mediation and Arbitration (Institute of Social Work) Master's Degree in Public Administration (Human Resource Management) Mzumbe University)

Nicodemus Banyukwa*

Diploma in Education (Korogwe Teachers' Training College), Bachelor degree in Education (Hons) (University of Dar es Salaam), Master's Degree in Development Studies (University of Dar es Salaam)

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Advanced Diploma in Labour Studies (Institute of Social Work), Postgraduate Diploma in Law, Mediation and Arbitration (Institute of Social Work), Master in Public Administration (Mzumbe University) Diploma in Language Studies & Certificate in Language Studies – (TAKILUKI-Zanzibar).

Alexander Mwemfula

Bachelor Degree in Industrial Relations (Institute of Social Work) Master of Science in Human Resources Management (Mzumbe University)

Maurus Mpunga

Bachelor Degree in Industrial Relations (Institute of Social Work) Master of Science in Human Resources Management (Mzumbe University)

Sarah Salasala

Bachelor Degree in Industrial Relations (Institute of Social Work) Masters of science in Human Resources Management, Mzumbe University.

Wahid B. Hamad*

Advanced Diploma in Information Technology (Institute of Finance Management – Dar es Salaam), Postgraduate Diploma in Business Administration (Institute of Finance Management – Dar es Salaam), Master Degree in Information System.

Robert Bundala Stephen

B.A. (Ed) (Hons) – Geography & Linguistics (University of Dar es Salaam), Master Degree in Language Teaching – TESOL (The University of Lancaster, UK).

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Bachelor Degree in Industrial Relations (Institute of Social Work), MBA (University of Dar es Salaam)

Asteria Mlambo

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Tutorial assistants**Sarah D. Mbasha***

Bachelor Degree in Industrial Relations (Institute of Social Work)

Julieth Muchunguzi

Bachelor Degree in Industrial Relations (Institute of Social Work)

Department of Human Resource Management

Head of Department

Dr. Judith J. Msangi

Advanced Diploma in Human Resource Management (Institute of Social Work), Master of Public Administration (Mzumbe University). PhD in Business Administration (University of Dar es Salaam)

Senior Lecturers

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Certificate in Education (Monduli Teachers' Training College), B.A. (Hons) Land Use Planning (University of Dar es Salaam), Master in Business Administration (Finance) (University of Dar es Salaam), PhD in Business Administration (University of Dar es Salaam).

Dr. Joseph C. Pessa

B.A. (Education) (Hons) (University of Dar es Salaam), M.A. (Information Studies) (University of Dar es Salaam) PhD (Information Studies) (University of Dar es Salaam)

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Dr. Riziki M. Nyello

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Dr. Victoria Lucas Mkonya

Advanced Diploma in Accountancy (Tanzania Institute of Accountancy), Master of Science in Accounting and Finance (Mzumbe University), PhD in Management Science and Engineering (Wuhan University of Technology)

Dr. Dominic A. Nkolimwa

Bachelor Degree in Human Resource Management (Institute of Social Work), MSc Human Resource Management (Mzumbe University) PhD in Business Administration (UDSM)

Dr. Happy M. Mwakajila

Bachelor of Public Administration (Mzumbe University), MSc. Human Resource Management (Mzumbe University), PhD in Business Administration (University of Dar es Salaam)

Dr. Flora Amsi

Diploma in Teaching (Mkwawa TTC), Advanced Diploma in Human Resource Management (Institute of Social Work), MBA (Human Resource Management) (The Open University of Tanzania), PhD in Human Resource Management (The Catholic University of Eastern Africa - Nairobi)

Dr. Charles C. Ngirwa

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Mgema M. Masunga*

B.Sc. Education (University of Dar es Salaam), MBA (University of Dar es Salaam)

Walih M. Mang'waru*

B.Sc. in Urban and Regional Planning (Hons) (University of Dar es Salaam), MBA Finance (University of Dar es Salaam).

Elizabeth S. J. Mashishanga*

Advanced Diploma in Human Resources Management (Institute of Social Work), MSc. Human Resource Management (Mzumbe University)

Prisca F. Kimaryo*

B.A. Education (University of Arusha), Master of Public Administration (University of Dodoma)

Lucas S. Mwakajinga*

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Castissima Mella Rengua*

Diploma in Education (Marangu TTC), Certificate in Librarianship (SLADS - Dar es Salaam), Advanced Diploma in Public Administration (Institute of Development Management, Mzumbe), MSc in Human Resource Management (Mzumbe University)

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Jerry AusonNdalanga*

B. A. with Education (University of Dar es Salaam), MSc Human Resource Management (Mzumbe University)

Lucy Michael Ng'oja

Advanced Diploma in Computer Science (Institute of Accountancy Arusha), MBA Information Technology Management (Coventry University)

Imelda J. Mville*

B.A Education (Economics and Commerce- Stella Maris Mtwara University- Constitute College of St. Augustine University of Tanzania). Master of Business Administration in Finance (Stella Maris Mtwara University- Constitute College of St. Augustine University of Tanzania).

Christina Fille*

Bachelor of Arts in Economics (St. Augustine University of Tanzania), Master of Arts in Economics (University of Nairobi).

Praise JudicateNaftal

Bachelor of Human Resource Management (Kampala International University), MSc Human Resource Management (Mzumbe University).

Tutorial Assistant

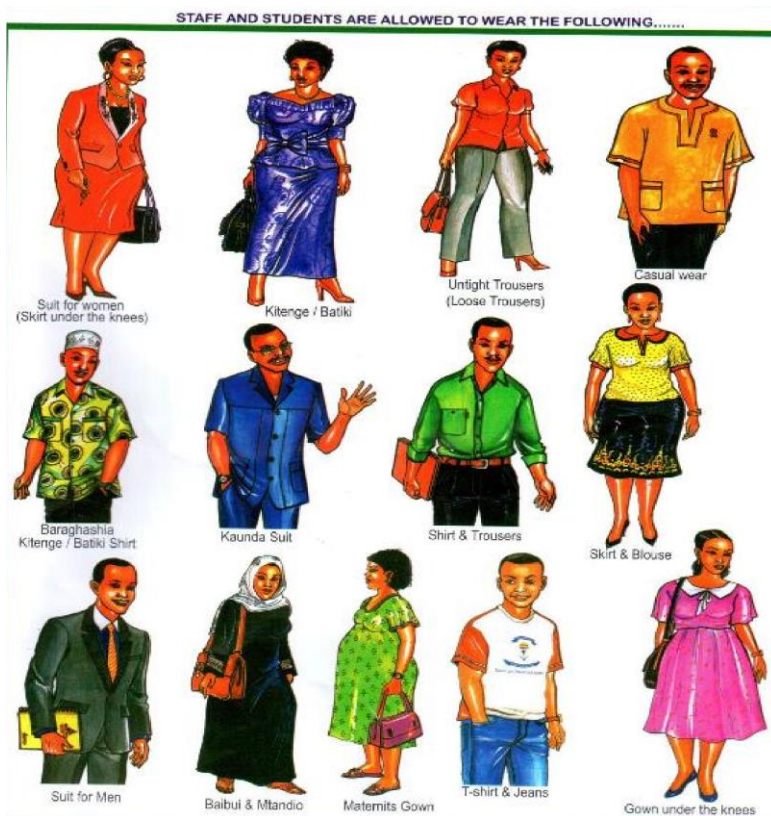
Frank James Goha*

Bachelor of Business Administration (Tanzania Institute of Accountancy)

* On study leave

Appendix 2:

Dress Code for Staff and Students



ALONG SIDE PUBLIC SERVICE CIRCULAR NO 3, 2007 ON DRESS CODE,
STAFF AND STUDENTS ARE STRICTLY NOT ALLOWED TO WEAR THE FOLLOWING.....

