INSTITUTE OF SOCIAL WORK

2025/2026-2026/2027 PROSPECTUS (Printed, 2025)

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ABBREVIATIONS AND ACRONYMS

BCMADR	Bachelor Degree in Conflict Management and Alternative Dispute Resolution
BBA	Bachelor Degree in Business Administration
BHRM	Bachelor Degree in Human Resource Management
BLRPM	Bachelor Degree in Labor Relations and Public Management
BMED	Bachelor Degree in Marketing and Entrepreneurship Development
BSW	Bachelor Degree in Social Work
BTCADR	Basic Technician Certificate in Conflict Management and Alternative Dispute Resolution
BTCBA	Basic Technician Certificate in Business Administration
BTCCYT	Basic Technician Certificate in Community Work with Children and Youth
BTCCYT	Bachelor Degree in Community Work with Children and Youth
BTCECD	Basic Technician Certificate in Early Childhood Care and Development
BTCHRM	Basic Technician Certificate in Human Resource Management
BTCLRPM	Basic Technician Certificate in Labour Relations and Public Management
BTCMED	Basic Technician Certificate in Marketing and Entrepreneurship Development
BTCSW	Basic Technician Certificate in Social Work
CBET	Competency Based Education Training
CHRM	Certificate in Human Resource Management
CLL	Certificate in Labour Law
CSW	Certificate in Social Work
DR-ARC	Deputy Rector – Academics, Research and Consultancy
DR-PFA	Deputy Rector- Planning, Finance and Administration
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 Organisation
MDLLMA	Master Degree in Labor Laws, Mediation and Arbitration
MSHRM	Master Degree in Strategic Human Resource Management
MSW	Master Degree in Social Work
ODCMADR	Ordinary Diploma in Conflict Management and Alternative Dispute Resolution
ODBA	Ordinary Diploma in Business Administration
ODCCYT	Ordinary Diploma in Community Work with Children and Youth
ODCS	Ordinary Diploma in Counselling Psychology

ODECD	Ordinary Diploma in Early Childhood Care and Development
ODHRM	Ordinary Diploma in Human Resource Management
ODLRPM	Ordinary Diploma in Labor Relations and Public Management
ODMED	Ordinary Diploma in Marketing and Entrepreneurship Development
ODSW	Ordinary Diploma in Social Work
PGDLMA	Postgraduate Diploma in Law, Mediation and Arbitration
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)
TCCMADR	Technician Certificate in Conflict Management and Alternative Dispute Resolution
TCBA	Technician Certificate in Business Administration
TCCY	Technician Certificate in Community Work with Children and Youth
TCECD	Technician Certificate in Early Childhood Care and Development
TCHRM	Technician Certificate in Human Resource Management
TCLRPM	Technician Certificate in Labor Relations and Public Management
TCMED	Technician Certificate in Marketing and Entrepreneurship Development
TCSW	Technician Certificate in Social Work

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 Levels. 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, Counselling Psychology, marketing and entrepreneurship development, conflict management and alternative dispute resolution, 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, Counselling Psychology, marketing and entrepreneurship development, conflict management and alternative dispute resolution, Community Work, Labour Relations and Public Management, business administration, Early Childhood Care Development and Human Resource management 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 Competency Based Education and Training (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 CBET 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 andhas 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 of2002) 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 inSocial 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 Strategic Human Resource Management was 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 and Early Childhood Development and Care (at a level of a Certificate and Ordinary diploma).

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, Early Childhoo Care and Development, Labour Relations and Public Management, Human Resources Management and Business Administration.

1.3 Location of the Institute

The Institute has two campuses: Kijitonyama Campus (Dar es Salaam) and Kisangara Campus (Mwanga-Moshi).

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-today activities.

1.4.1 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.

1.4.2 Deputy Rectors

The Institute has two Deputy Rectors: the Deputy Rector – Academics, Research, and Consultancy, and the Deputy Rector – Planning, Finance, and Administration.

1.4.4. Directorates

There are four directorates, namely, the Directorate of Academics, the Directorate of Academic Support Services, the Directorate of Library Services, and the Directorate of Research and Consultancy.

1.4.5 Departments and Units

There are various departments and units managed by Heads of Departments and Units, as indicated in Table 1.2.

Regarding the Kisangara campus, the day to day administration of the campus is under the supervision of the Campus Manager. The Manager is assisted by Deputy Campus Manager-Academics, Research and Consultancy and Deputy Campus Manager-Planning, Finance and Administration. 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
Dr. Eventius Mugyabuso	Acting-Deputy Rector – Planning, Finance and Administration
Dr. Leah Mwaisango	Manager- Kisangara Campus
Heads of Directorates	
Dr. William Manyama	Director, Academic
Dr. Happy Mwakajila	Director, Academic Support Services
Dr. Dominick Nkolimwa	Director, Research and Consultancy
Dr. Deman Yusuf	Director, Library Services
Heads of Departments and Units	
Dr. Patience Kawamala	Head, Social Work Department
Abubakari Fadhil Suleiman	Head, Social Work Department-Kisangara campus
Dr. Jumanne Gomera	Head, Labour Studies Department
Dr. Judith Msangi	Head, Human Resource Management Department
Dr. Prisca Kimaryo	Quality Assurance Unit Manger
Dr. Andrew Randa	Dean of Students
Mr. Charles Kajana	Human Resource Manager
CPA Aisha Kapande	Chief Accountant
CPA Amina Makoko	Chief Internal Auditor
Mr.Nkoranigwa Bigage	Head of Procurement Management Unit
Mr. Palma Walter	Senior Planning Officer
Mr. Benedict Nkwao	Public Relations Officer
Mr. Abas A. Ibrahim	Head of ICT unit

PART TWO: GENERAL INFORMATION OF THE INSTITUTE

2.1 Training Programmes Offered at the Institute

The Institute offers different categories of Programmes 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 the Social Work programme at NTA levels 4, 5, 6, 7, and 8 and Early Childhood Care and Development at NTA levels 4, 5, and 6. The detailed information on the programmes and awards issued is summarized in Table 2.1.

Table 2.1: Training Programmes Offered at the Institute by Levels

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 Alternative Dispute Resolution		
4	Basic Technician Certificate in Marketing and Entrepreneurship Development		
5	Basic Technician Certificate in Counselling Psychology		
6	Basic Technician Certificate in Human Resource Management		
7	Basic Technician Certificate in Business Administration		
8	Basic Technician Certificate inCommunity Work with Children and Youth		
9	Basic Technician Certificate in Early Childhood Care and Development		

10	Technician Certificate in Social Work	Two semesters offered in one academic year	Technician Certificate (NTA Level 5)
11	Technician Certificate in Human Resource Management		
12	Technician Certificate in Business Administration		
13	Technician Certificate in Labor Relations and Public Management		
14	Technician Certificate in Conflict Management and Alternative Dispute Resolution		
15	Technician Certificate in Marketing and Entrepreneurship Development		
16	Technician Certificate in Counselling Psychology		
17	Technician Certificate in Community Work with Children and Youth		
18	Technician Certificate in Early Childhood Care and Development		
19	Ordinary Diploma in Social Work	Two semesters offered in one academic year	Ordinary Diploma (NTA Level 6)
20	Ordinary Diploma in Human Resource Management		
21	Ordinary Diploma in Business Administration		
22	Ordinary Diploma in Labour Relations and Public Management		
23	Ordinary Diploma in Conflict Management and Alternative Dispute Resolution		
24	Ordinary Diploma in Marketing and Entrepreneurship Development		
25	Ordinary Diploma in Counselling Psychology		
26	Ordinary Diploma in Community Work with Children and Youth		
27	Ordinary Diploma in Early Childhood Care and Development		

28	Bachelor Degree in Social Work	Six semesters offered in three academic years	Bachelor Degree (NTA Level 8)
29	Bachelor Degree in Human Resource Management		
30	Bachelor Degree in Labour Relations and Public Management		
31	Bachelor Degree in Business Administration		
32	Bachelor Degree in Marketing and Entrepreneurship Development		
33	Bachelor Degree in Community Work with Children and Youth		
34	Bachelor Degree in Conflict Management and Alternative Dispute Resolution		
35	Postgraduate Diploma in Law, Mediation and Arbitration	Two Semesters are offered in one academic year year	Postgraduate Diploma
36	Master Degree in Social Work Foundation	Two Semesters are offered in one academic year	Master's Degree (NTA Level 9)
37	Master Degree in Social Work Advanced	Two Semesters offered in one academic year	
38	Master Degree in Strategic Human Resource Management	Four Semesters are offered in two academic	

		years	
39	Master Degree in Labour Laws, Mediation and Arbitration	Four Semesters offered in two academic years	

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 newly selected students who wish to stay in the Institute's hostel must make an application through the Hostel Application Forms. These Application Forms may be downloaded from the Institute's website: www.isw.ac.tz or obtained directly from the Dean of Students' Office and the Director of the Academic Support Services Office when applying for admission. Thereafter, the 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 the full accommodation fee within1 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 cafeteria, situated within the Institute premises.

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) organizes sports and games through the office of the 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, which involves students from higher learning institutions in Tanzania.

2.5 Religious Functions

The Institute offers full freedom of worship to everyone. 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. The Institute has also installed an N-computing system, LAN, and WIFI, which enables the students to access internet services and e-learning materials wherever they are on campus.

2.7 Students Organization

Each campus has its own student organization. The student organizations at the Kijitonyama and Kisangara campuses are known as the Institute of Social Work Students Organization (ISWOSO) and the Kisangara Institute of Social Work Students Organization (KISWOSO), respectively. Each student on each campus is a member of a respective student 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 that are covered include HIV/AIDS, substance abuse, psychological and career problems. Awareness creation programmes accompany counseling services 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 the Institute of Social Work website, www.isw.ac.tz.

3.1.2 All students are admitted from September to November, basing on the **TCU and NACTVET** almanac.

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 credible evidence is produced. Special circumstances shall include medical grounds, financial and individual problems. Each case of postponement shall be treated on its own merit.

3.1.5 There shall be no reservation of tuition fees for students who spend more than three weeks after the commencement of the semester and students who are discontinued form the studies in the first semester..

3.1.6 No student shall be allowed to postpone studies after the end of semester examinations

3.1.7 A student who postpones studies under rule 3.1.4 of these regulations shall be required to pay TZS. 150,000/- for resuming studies. The said amount shall be paid on application for postponement. The same rule applies to continuing students.

3.1.8 Postponement of studies is allowed for one academic year only.

3.1.9 Students with elective modules shall be required to register online in the Institute Students Management Information System (SIMS) for elective modules they have chosen to study in the respective semesters.

3.1.10 The deadline for registration of first year students (semester one) shall be one week after the orientation week and for continuing students, the registration deadline (semester one) shall be the end of payment of the first installment as

stipulated by the Institute Almanac. For the second semester, the deadline for registration for all students will be the deadline for payment of the third installment as stipulated by the Institute Almanac. Any student who fails to register on the prescribed time will have to reapply.

3.1.11 Only students who have registered shall be considered as bona fide students for that semester.

3.1.12 A student who qualifies for registration but fails to register within the stipulated time without notice to the Deputy Rector-Academic Research and Consultancy shall be regarded as having absconded and shall be discontinued from studies.

3.1.13 No student shall be allowed to move from one session to another without prior approval from the Deputy Rector, Academics, Research and Consultancy.

3.1.14 Upon approval from the Deputy Rector Academics Research and Consultancy, a 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.

3.1.15 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.

3.1.16 Any cheating during admission process shall nullify the admission of the respective student.

3.1.17 A student admitted in any the master's degree programme shall be required to complete studies within the prescribed 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 the 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)** excluding religious subjects; **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.** In additional, the applicant must have at least four (4) passes of Certificate of Secondary Education Examination **(CSEE)** excluding religious subject;
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)-** excluding religious subject**; 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-** excluding religious subject **(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)-** excluding religious subject**.**

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	**Two principal passes (C'** and above**)**
	A'Level Studies in 2014 and 2015	**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 certificate of the OUT	**A GPA of 3.0** accumulated from six core subjects and at least a **C** grade fromthree 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.**
		At least four passes non-religious (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 NACTVET or VETA; **AND**

6	Ordinary Diploma, FTC and Equivalent Qualification Applicants	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 a PASS grade**
	Applying for Master Degree in	To qualify for admission into the Master Degree in Social Work program, applicants must have the following minimum qualifications:
		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. **T**he applicants in this category will only be required to undertake the Advanced Modules that carry 120 credits.

2	Social Work program (NTA Level 9)	**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.
3	Applying for Master Degree in Labour Laws, Mediation and Arbitration Program (NTA Level9)	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 possess the **Advanced Diploma OR Bachelor Degree with a minimum GPA of 2.7** in Human Resource Management or any other social science field (s)

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

(a) To review all applications for admission.

(b) 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, Director, Academic Support Services, Quality Assurance Manager and one 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 new 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.

(vi) Filled joining Instruction.

3.5 Fees and Other Financial Requirements

A student is required to pay tuition fee in four installments. The deadline for payment of tuition fee for new students (NTA level 4, 5 and 6) for the first

installment shall be one week after the orientation week and NTA level 7 ,9 and postgraduate shall be two weeks after the orientation week. For continuing students, the deadline shall be stipulated in the Institute Almanac. For the remaining installments the Institute almanac will stipulate the deadline (Failure to meet the deadline will forfeit student admission/registration) To be registered, in the first semester all students shall pay full amount of tuition fee for first installment. Apart from Tuition Fee, to be registered each student is required to pay for the following:

3.5.1. Registration Fee

All selected students will be required to register annually. NTA level 4,5 and 6 will pay TZS 25,000/= only (for Tanzanian citizen) and USD 25 for non-Tanzanian. NTA level 7 and 8 will pay TZS 35,000/= only for Tanzanian citizen and USD 55 for non-Tanzanian. For Postgraduate and Master Programmes, registration fee will be TZS. 70,000/=for Tanzanian or USD 70 for foreign students per year.

3.5.2. Fees for Ware and Tear

Each student in NTA levels 4, 5, 7 (1st year) and postgraduate diploma is required to pay TZS. 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 TZS. 13,000 or USD 13 the student shall be required to pay the difference. For Master Programmes, the wear and tear fee is TZS. 50,000/= for Tanzanian students or USD 50 for foreign students per year.

3.5.3. Identity Card

Each student is required to pay TZS. 10,000/= for Identity Card issuance. 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 TZS. 10,000/= forTanzanian students 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 TZS. 13,000/= for Tanzanian students or USD 13 for foreign students. For Master Programmes, the fee is TZS.15,000/= for Tanzanian students 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 TZS. 50,400/= for Tanzanian students or USD 50 for foreign students as a contribution for joining NHIF annually. Master's degree students are required to pay TZS. 192,000/= 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. The issue of forged health insurance cards shall be treated as an act of cheating and shall subject the student to disciplinary procedures. Medical

insurance (NHIF/CHIF) is **mandatory;** you are 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 scholarships/loans from the 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 of Payment of Tuition and Other Fees

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

i) Go to the Institute website www.isw.ac.tz and click **StudentInformation Management System,**

ii) Log into SIMS by entering your registration 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, Programme and Class,

v) Click **the Preview Invoice** button, then click **View Invoice Details** and obtain **the Control Number.** All payment instructions are clearly indicated inthe invoice.

Please note that fees once paid are nonrefundable.

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 LOCAL STUDENTS (TZS)

I. FEES PAYABLE TO THE INSTITUTE

S/No	Description	Master's Degree in Social Work Foundation	Master's Degree in Social Work Advance (1 - Year program)	Master's Degree in Human Resource (2 Years Program)	Master's Degree in Labour Laws, Mediation and Arbitration	Post Graduate Diploma (1 - Year program)	Bachelor Degree	Bachelor Degree	Ordinary Diploma	Technician Certificate	Basic Technician Certificate
	NTA LEVEL	NTA Level 9	NTA Level 9	NTA Level 9	NTA Level 9		NTA Level 7 (2nd year)and 8	NTA Level 7	NTA Level 6	NTA Level 5	NTA Level 4
1	Tuition Fee	1,980,000	4,030,000	3,500,000	3,500,000	1,849,000	1,279,000	1,279,000	984,000	984,000	794,000
2	Admission/Registration	70,000	70,000	70,000	70,000	70,000	35,000	35,000	25,000	25,000	25,000
3	Research/Project supervision	-	500,000	500,000	500,000	-	-	-	-	-	-
4	NACTVET Fee	25,000	25,000	25,000	25,000	-	25,000	25,000	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	10,000	10,000
6	Wear and Tear	50,000	50,000	50,000	50,000	13,000	-	13,000	-	13,000	13,000
7	Identity Card	10,000	10,000	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	-	20,000	20,000
9	Sports and Games	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000

10	Student Union	15,000	15,000	15,000	15,000	13,000	13,000	13,000	13,000	13,000	13,000
11	NHIF Card*	-----	------	------	------	------	50,400	50,400	50,400	50,400	50,400
12	Defense Logistic	-	150,000	150,000	150,000	------	------	------	-----	----	----
13	Total	2,190,000	4,890,000	4,360,000	4,360,000	1,995,000	1,432,400	1,465,400	1,122,400	1,155,400	965,400
	*** Paid in case one doesn't have NHIF Card/Membership**										

II. OTHER FEES PAYABLE TO THE INSTITUTE OCCASIONLY

	DESCRIPTION	**NTA level 4**	**NTA level 5-6**	**NTA level 4**	**NTA level 7-8**	**Postgraduate Diploma**	**Master degree(First year)**	**Master degree (Second Year)**
1	Transcripts	5,000	5,000	5,000	5,000	5,000	5,000	5,000
2	Replacement of lost Certificates	50,000	50,000	50,000	50,000	50,000	50,000	50,000
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 (for each module)	50,000	80,000	80,000	100,000	100,000	100,000	200,000
7	Provisional results	2,000	2,000	2,000	2,000	2,000	2,000	2,000
8	Appeal fee (for each module)	40,000	40,000	40,000	60,000	60,000	60,000	80,000
9	Penalty for bed sharing	50,000	50,000	50,000	50,000	50,000	50,000	50,000
10	Deferment fee (Flat rate)	50,000	50,000	50,000	50,000	50,000	50,000	50,000

11	Supplementary Fee (Flat rate)	50,000	50,000	50,000	50,000	50,000	50,000	50,000

III. PAYMENT SCHEDULE

Installments	Master's Degree in Social Work - Advanced	Master's Degree in Social Work- Foundation	Master's Degree in Strategic Human Resource Management	Master's Degree in Labour Laws, Mediation and Arbitration	Postgraduate Diploma in Law, Mediation and Arbitration	NTA Level 7	NTA Level 7 (2nd year) and NTA level 8	Ordinary Diploma	Technician Certificate	Basic Technician Certificate
1st Installment	1,867,500	705,000	1,293,500	1,293,500	608,250	506,150	473,150	384,400	417,400	369,900
2nd Installment	1,007,500	495,000	583,500	583,500	462,250	319,750	319,750	246,000	246,000	198,500
3rd Installment	1,007,500	495,000	583,500	583,500	462,250	319,750	319,750	246,000	246,000	198,500
4th Installment	1,007,500	495,000	583,500	583,500	462,250	319,750	319,750	246,000	246,000	198,500
5th Installment			733,000	733,000						
6th Installment			583,000	583,000						
Total	4,890,000	2,190,000	4,360,000	4,360,000	1,995,000	1,465,400	1,432,400	1,122,400	1,155,400	965,400

IV. PAYABLE DIRECTLY TO THE STUDENTS

	DESCRIPTION	NTA level 4	NTA level 5	NTA level 6	NTA level 7 (1ST Year)	NTA level 7 (2nd Year)	NTA level 8	Postgraduate Diploma	(Master degree First Year/foundation)	Master degree (Second Year/Advanced)
1	Meals allowances	1,904,000	1,904,000	1,904,000	2,142,000	2,142,000	2,142,000	2,142,000	3,570,000	3,570,000
2	Accommodation	600,000	600,000	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	800,000	1,500,000	1,500,000
4	Scientific calculator	30,000	30,000	30,000	30,000	50,000	500,000	500,000	50,000	50,000
5	Medical Allowance	110,000	110,000	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	-	-	-	-	-
7	Thesis/Research Cost	-	-	-	460,000	500,000	-	500,000	-	2,000,000

INSTITUTE OF SOCIAL WORK FEE STRUCTURE FOR FOREIGN STUDENTS (USD)

I. FEES PAYABLE TO THE INSTITUTE

FOREIGN STUDENTS (USD) S/No	Description	Master's Degree in Social Work Foundation	Master's Degree in Social Work Advance (1 - Year program)	Master's Degree in Human Resource (2 Years Program)	Master's Degree in Labour Laws, Mediation and Arbitration	Post Graduate Diploma (1 - Year program)	Bachelor Degree	Bachelor Degree	Ordinary Diploma	Technician Certificate	Basic Technician Certificate
		NTA LEVEL 9	NTA Level 9	NTA LEVEL 9	NTA LEVEL 9		NTA Level 7(2nd year)and 8	NTA Level 7	NTA Level 6	NTA Level 5	NTA Level 4
1	Tuition Fee	1,980	4,030	3,500	3,500	1,849	1,279	1,279	984	984	794
2	Admission/Registration	70	70	70	70	70	35	35	25	25	25
3	Research/Project supervision	-	500	500	500	-	-	-	-	-	-
4	NACTVET Fee	25	25	25	25	-	25	25	20	20	20
5	Library Fee	10	10	10	10	10	10	10	10	10	10
6	Wear and Tear	50	50	50	50	13	-	13	-	13	13
7	Identity Card	10	10	10	10	10	10	10	10	10	10
8	Prospectus	20	20	20	20	20	-	20	-	20	20

9	Sports and Games	10	10	10	10	10	10	10	10	10	10
10	Student Union	15	15	15	15	13	13	13	13	13	13
11	NHIF Card*	-----	------	------	------	------	50.40	50.40	50.40	50.40	50.40
12	Defense Logistic	-	150	150	150	------	------	------	-----	----	----
13	Total	2,190	4,890	4,360	4,360	1,995	1,432.40	1,465.40	1,122.40	1,155.40	965.40
	*** Paid in case one doesn't have NHIF Card/Membership**										

II. OTHERS PAYABLE TO THE INSTITUTE OCCASIONLY

	Description	**NTA level 4**	**NTA level 5-6**	**NTA level 4**	**NTA level 7-8**	**Postgraduate Diploma**	**Master degree(First year)**	**Master degree (Second Year)**
1	Transcripts	5	5	5	5	5	5	5
2	Replacement of Cerificates	**50**	**50**	**50**	**50**	**50**	**50**	**50**
3	Accommodation (When available)	38	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	100	200
7	Provisional results	2	2	2	2	2	2	2
8	Appeal fee	40	40	40	60	60	60	80
9	Penalty for bed sharing	50	50	50	50	50	50	50
10	Deferment fee (Flat rate)	50	50	50	50	50	50	50

11	Supplementary Fee (Flat rate)	50	50	50	50	50	50	50

II. PAYMENT SCHEDULE

Installments	Master's Degree in Social Work - Advanced	Master's Degree in Social Work- Foundation	Master's Degree in Strategic Human Resource Management	Master's Degree in Labour Laws, Mediation and Arbitration	Postgraduate Diploma in Law, Mediation and Arbitration	NTA Level 7	NTA Level 7 (2nd year) and NTA level 8	Ordinary Diploma	Technician Certificate	Basic Technician Certificate
1st Installment	1,867.5	705	1,443.5	1,443.5	608.25	506.15	473.15	384.4	417.4	369.9
2nd Installment	1,007.5	495	583.5	583.5	462.25	319.75	319.75	246	246	198.5
3rd Installment	1,007.5	495	583.5	5835	462.25	319.75	319.75	246	246	198.5
4th Installment	1,007.5	495	583.5	583.5	462.25	319.75	319.75	246	246	198.5
5th Installment			583	583						
6th Installment			583	583						
Total	4,890	2,190	4,360	4,360	1,995	1,465.4	1,432.4	1,122.4	1,155.4	965.4

B: Foreign student shall pay in Tanzania Shillings based on exchange rate.

V. PAYABLE DIRECTLY TO THE STUDENTS

	DESCRIPTION	NTA level 4	NTA level 5	NTA level 6	NTA level 7 (1ST Year)	NTA level 7 (2nd Year)	NTA level 8	Postgraduate Diploma	(Master degree First Year/foundation)	Master degree (Second Year/Advanced)
1	Meals allowances	1,904	1,904	1,904	2,142	2,142	2,142	2,142	3,570	3,570
2	Accommodation	600	600	600	600	600	600	600	600	600
3	Book and stationary	700	700	700	800	800	800	800	1,500	1,500
4	Scientific calculator	30	30	30	30	50	50	50	50	50
5	Medical Allowance	110	110	110	110	110	110	110	110	110
6	Field Allowances	600	600	600	700	-	-	-	-	-
7	Thesis/Research Cost	-	-	460	-	-	500	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 newlyemerging social problems in the contemporary societies. Through its curricula the department also aims to produce graduates who can self-employthemselves to respond to societal needs.

4.2. Training Programmes offered by the Department of Social Work

The Department of Social Work offers training programmes in Kijitonyama and Kisangara campuses. Programmes offered include social work, community work with children and youth and early childhood care and development in different levels. In both Kijitonyama and Kisangara campus the programmes are offered in the following levels; Basic Technician Certificate in Social Work (NTA Level 4), Technician Certificate in Social Work (NTA Level 5), Ordinary Diploma in Social Work (NTA Level 6), Higher Diploma in Social Work (NTA Level 7) and Bachelor Degree in Social Work (NTA level 8).

Programmes offered at Kijitonyama campus only are Basic Technician Certificate in Community Work with Children and Youth, Technician Certificate in Community Work with Children and Youth and Ordinary Diploma in Community Work with Children and Youth (NTA Level 4, 5, and 6). Higher Diploma in Community Work with Children and Youth (NTA Level 7) and Bachelor Degree in Community Work with Children and Youth (NTA Level 8),

Programmes offered at Kisangara campus only are Basic Technician Certificate in Early Childhood Care and Development (NTA level 4), Technician Certificate in Early Childhood Care and Development (NTA level 5) and Diploma in Early Childhood Care and Development (NTA level 6)

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

The Basic Technician Certificate in Social Work (BTCSW) Programme consists of twelve (12) 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.

Table4.1: 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	NTALevel	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	1	2	1	9
SWT 04103	Introduction to Social Welfare Services and Policy	2	1	1	2	9
SWT 04104	Introduction to Social Work Ethics	2	1	1	1	8

Code	Module Name	Distribution Hours per Week				
		L	T	P	AS	Credit
SWT 04209	Introduction to Social Work with Children and Youths	2	1	1	2	9
SWT 04211	Elementary Social Science Research	2	1	1	2	9
SWT 04212	Block fieldwork			40		32
Sub-Total						**87**

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

Table 4.3:Fundamental Modules in the BTCSW Programme

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credits
SWT 04105	Basic Skills in Guidance and Counseling	2	1	2	1	9
SWT 04106	Introduction to Communication Skills	1	1	2	1	8
SWT 04207	Essentials of Psychology	2	1	1	1	8
SWT 04208	Fundamentals of Sociology	2	1	1	1	8
SWT 04210	Introduction to ICT	2	1	2	1	9
Sub-Total						**42**

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

Table 4.4:Module Distribution for Semester 1

Code	ModuleTitle	Classification	Credits
SWT 04101	Elementary Social Work Practice	C	11
SWT 04102	Fundamentals of Field Instruction	C	9
SWT 04103	Introduction to Social Welfare Services and Policy	C	9
SWT 04104	Introduction to Social Work Ethics	C	8
SWT 04105	Basic Skills in Guidance and Counselling	F	9
SWT 04106	Introduction to Communication Skills	F	8
Total Credits for Semester 1			**54**

Table 4.5: Module Distribution for Semester 2

Code	ModuleTitle	Classification	Credits
SWT 04207	Essentials of Psychology	F	8
SWT 04208	Fundamentals of Sociology	F	8
SWT 04209	Introduction to Social Work with Children and Youths	C	9
SWT 04210	Introduction to ICT	F	9
SWT 04211	Elementary Social Science Research	C	9
SWT 04212	Block Fieldwork	F	32
Total Credits for Semester 2			**75**
Total Credits for NTA Level 4			**129**

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

S/N	Code	Module Name	Semester	
			1	2
1	SWT04101	Elementary Social Work Practice	√	
2	SWT04102	Fundamentals of Field Instruction	√	
3	SWT04103	Introduction to Social Welfare Service And Policy	√	
4	SWT04104	Introduction to Social Work Ethics	√	

5	SWT04105	Basic Skills in Guidance and Counseling	√	
6	SWT04106	Introduction to Communication Skills	√	
7	SWT04201	Essentials of Psychology		√
8	SWT04202	Fundamentals of Sociology		√
9	SWT04203	Introduction to Social Work with Children and Youth		√
10	SWT04204	Introduction to ICT		√
11	SWT04205	Elementary Social Work Research		√
12	SWT04206	Block Fieldwork		√

Table 4.7: Scheme of Study for Semester 1

Code	**Module Name**	**Distribution of Hours per Week**				
		L	**T**	**P**	AS	Credit
SWT04101	Elementary Social Work Practice	2	2	2	1	11
SWT04102	Fundamentals of Field Instruction	2	1	2	1	9
SWT04103	Introduction to Social Welfare Services and Policy	2	1	1	2	9
SWT04104	Introduction to Social Work Ethics	2	1	1	1	8
SWT04105	Basic Skills in Guidance and Counseling	2	1	2	1	9
SWT04106	Introduction to Communication Skills	2	1	2	1	8
Total Credits for Semester 1						**54**

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

Table4.8: Scheme of Study for Semester 2

Code	Module Name	Distribution of Hours per Week				
		L	**T**	**P**	**AS**	**Credits**
SWT04201	Essentials of Psychology	2	1	1	1	8
SWT04202	Fundamentals of Sociology	2	1	1	1	8
SWT04203	Introduction to Social Work with Children and Youths	2	1	1	2	9
SWT04204	Introduction to ICT	2	1	2	1	9
SWT04205	Elementary Social work Research	2	1	1	2	12
SWT04206	Block fieldwork			40		32
Total Credits for Semester2						**78**

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

4.2.2 Technician Certificate in Social Work (NTA level 5)

The Technical Certificate in Social Work (TCSW) Programme consists of twelve (12) modules, covering a minimum of 123 credits over a duration of two semesters, each 17 weeks long. The fieldwork practicum will be conducted after the second semester examinations, allowing students to apply the theoretical knowledge they have learned in a real world setting. It will span eight weeks (approximately 60 days). Curriculum details are provided in Table 4.9.

The modules in the TCSW programme are organized into two categories: core and fundamental. Core modules refer to those that provide a range of basic direct social work methods, knowledge, skills, and principles appropriate for graduates of the TCSW programme. These are the basic and necessary modules for front line social workers (see Table 4.10). Fundamental modules are those modules that 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. A 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, tutorials, practicals, and assignments; the 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
SWT05101	Direct and Indirect Social Work Practice	2	1	2	1	9
SWT05207	Introduction Field Instruction	2	1	2	1	9
SWT05103	Social Welfare Services and Policy	2	1	2	1	9
SWT05102	Social Work Ethics	1	1	1	1	9
SWT 05211	Introduction to Social Science Research	2	1	2	1	9
SWT 05209	Child Protection	1	1	1	1	6
SWT05213	Block Field Work			32		32
SubTotal						**83**

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

Table 4.11: Fundamental Modules in the TCSW Programme

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SWT05208	Development Studies	1	1	1	1	6
SWT05104	Introduction to Psychology	1	1	1	1	6
SWT05212	Introduction to Sociology	1	1	1	1	6
SWT05106	Communication Skills	1	1	1	1	6

SWT 05210	Introduction to Guidance and Counseling	1	1	2	1	8
SWT05105	Information Communication Technology	1	1	2	1	8
Sub Total						**40**

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

4.12: Module Distribution for Semester 1

Code	Module Title	Classification	Credits
SWT05101	Direct and Indirect Social Work Practice	C	09
SWT05102	Social Work Ethics	C	09
SWT05103	Social Welfare Services And Policy	C	09
SWT05104	Introduction to Psychology	F	06
SWT05105	Information Communication Technology (ICT)	F	08
SWT05106	Communication Skills	F	06
Total Credits for Semester 1			**45**

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

Table 4.13 Module Distributions for Semester 2

Code	Module Title	Classification	Credits
SWT05207	Introduction to Field Instruction	C	9
SWT05208	Development Studies	F	6
SWT 05209	Child Protection	C	6
SWT05210	Introduction to Guidance and Counseling	F	8
SWT05211	Introduction to Social Science Research	C	9
SWT 05212	Introduction to Sociology	F	06
SWT05213	Block Field Work	C	32
Total Credits for Semester 2			**78**

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	Information Communication Technology (ICT)	√	
6	SWT 05207	Introduction to Field Instruction		√
7	SWT 05208	Development Studies		√
8	SWT 05209	Child Protection		√
9	SWT 05210	Introduction to Guidance and Counseling		√
10	SWT 05211	Introduction to Social Science Research		√
11	SWT 05212	Introduction to Sociology		√
12	SWT 05213	Block fieldwork Practice		√

Table 4.15: Scheme of Study for Semester 1

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SWT05101	Direct and Indirect Social Work Practice	2	1	2	1	9
SWT05102	Social Work Ethics	2	1	1	1	8
SWT05103	Social Welfare Services and Policy	2	2	1	1	9
SWT05104	Introduction to Psychology	2	1	1	2	9
SWT05105	Introduction to Sociology	2	1	1	1	8
SWT05106	Communication Skills	2	1	2	1	9
Sub-Total						**52**

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

Table 4.16: Scheme of Study for Semester 2

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SWT05201	Introduction to Field Instruction	2	2	2	1	11
SWT05202	Development Studies	2	1	1	2	9
SWT05203	Information Communication Technology (ICT)	2	1	2	1	9
SWT05204	Introduction to Guidance and Counseling	2	1	2	2	11
SWT05205	Introduction to Social Work Research	2	1	2	1	9
SWT05206	Block Field Work	-	-	32	-	32
SubTotalforSemester2						**81**

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

4.2.2 Ordinary Diploma in Social Work (NTA level 6)

The NTA level 6 in the Social Work Programme consists of twelve (12) taught modules, with a minimum number of 144 credits to be covered in a duration of two semesters. The project paper will be completed within a duration of fifteen (17) weeks, from the first semester, to enable students to apply the theoretical knowledge they have learned in a 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 into two categories: core and fundamental. The core modules provide essential knowledge and skills required to enhance social work professional practice (see Table 4.18). Fundamental modules are those modules which offer 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 across semesters provides for module codes and

names, with each module classified as either "C" for Core or "F" for Fundamental, as indicated in Tables 4.20 and 4.21 below. Additionally, the tables include credits for each module. A 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, tutorials, practicals and assignments; the 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(NTALevel6)
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 a 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 of Hours per Week)				
		L	T	P	AS	Credit
SWT06101	Social Work with Diverse Populations	2	2	2	1	11
SWT06102	Integrated Fieldwork Practice	2	1	2	1	9
SWT06103	Social Policy	2	1	2	1	9
SWT06104	Social Science Research Methods	2	1	2	1	9
SWT06105	Theories and Skills of Guidance and Counseling	2	1	2	1	9
SWT06203	Social work with Children and Youths	2	1	2	1	9
SWT06206	Project Paper	-	-	8	-	24
SubTotal						**80**

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

Table 4.19: The Fundamental Modules in the ODSW Programme

Code	Module Name	(Distribution of Hours per Week)				
		L	T	P	AS	Credit
SWT06106	Human Behaviour and Social Environment	2	1	1	1	8
SWT06201	Project Management and Social Entrepreneurship	2	1	1	2	9
SWT06202	Social Work in Legal Systems	1	1	1	1	6
SWT06204	Early Childhood Care and Development	2	1	2	1	9
SWT06205	Sociology of Crime	2	1	1	1	8
SubTotal						**49**

Key:AS –Assignment L– LectureT – Tutorial P–Practical

Table4.20: Module Distribution for Semester 1

Code	ModuleTitle	Classifi Cation	Credits
SWT06101	Social Work with Diverse Populations	C	11
SWT06102	Integrated Fieldwork Practice	C	9
SWT06103	Social Policy	C	9
SWT06104	Social Work Research Methods	C	9
SWT06105	Theories and Skills of Guidance and Counseling	C	9
SWT06106	Human Behaviour and Social Environment	F	9
TotalCreditsforSemester1			**56**

Table 4.21: Module Distribution for Semester 2

Code	Module Title	Classificati on	Credits
SWT06201	Entrepreneurship and Project Management	F	9
SWT06202	Social Work in Legal systems	F	6
SWT06203	Social Work with Children and Youths	C	9
SWT06204	Early Childhood Care and Development	F	9
SWT06205	Sociology of Crime	F	8
SWT06206	Project Paper	C	24
TotalCreditsforSemester2			**65**

Table4.22: Summary of all Modules taught in the ODSW Programme

S/N	Code	Module Name	Semester	
			1	2
1	SWT06101	Social Work with Diverse Populations	√	
2	SWT06102	Integrated Fieldwork Practice	√	
3	SWT06103	Social Policy	√	
4	SWT06104	Social Work Research Methods	√	

5	SWT06105	Theories and Skills of Guidance and Counseling	√	
6	SWT06106	Human Behaviour and Social Environment	√	
7	SWT06201	Project Management and Social Entrepreneurship		√
8	SWT06202	Social Work in Legal Systems		√
9	SWT06203	Social work with Children and Youths		√
10	SWT06204	Early Childhood Care and Development		√
11	SWT06205	Sociology of Crime		√
12	SWT06206	Project Paper		√

Table 4.23: Scheme of Study for Semester 1

Code	**Module Name**	**Distribution of Hours per Week**				
		L	**T**	**P**	**AS**	**Credit**
SWT06101	Social Work with Diverse Populations	2	2	2	1	11
SWT06102	Integrated Fieldwork Practice	2	1	1	2	9
SWT06103	Social Policy	2	1	1	2	9
SWT06104	Social Work Research Methods	2	1	2	1	9
SWT06105	Theories and Skills of Guidance and Counseling	2	1	2	1	9
SWT06106	Human Behaviour and Social Environment	2	1	1	1	8
SubTotalforSemester1						**55**

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

Table 4.24: Scheme of Study for Semester 2

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SWT06201	Entrepreneurship and Project Management	2	1	1	2	9
SWT06202	Social Work in Legal systems	1	1	1	1	6
SWT06203	Social Work with Children and Youths	2	1	2	1	9
SWT06204	Early Childhood Care and Development	2	1	2	1	9
SWT06205	Sociology of Crime	2	1	1	1	8
SWT06206	Project Paper			8		24
SubTotal for Semester 2						**65**

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

4.2.3 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 a 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. Block Fieldwork shall be accomplished at the end of semester IV.

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 the NTA level 7 programme. They broadly represent the main areas of activity in Social Work. The modules are taught in conjunction with fundamentals to ensure that students at this level gain an appreciation of the nature and complexities of real-life social work at micro, mezzo, and macro levels. Fundamental modules are designed to provide learners with professional knowledge, skills and values. Fundamental modules provide a range of knowledge, skills, and principles appropriate for a Higher Diploma graduate in the field of Social Work to enhance social work professional competencies, as well as

contributing to the effective study of the main themes of the programme at NTA level 7, as outlined in Tables 4.26-4.30 below.

The distribution of modules across semesters provides for module codes and names, with each module classified as either "C" for Core or "F" for Fundamental, as indicated in Tables 4.26 to 4.30 below. Additionally, the tables include credits for each module.

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

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 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 the 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 Work Practice	C	9
SWU 07102	Social Welfare Services	C	9
SWU 07103	Communication Skills	F	8
SWU 07104	Psychology	F	8
SWU 07105	Information and Communication Technology	F	8
SWU07106	Sociology	F	7
TotalCreditsforSemester1			**49**

Table 4.27: Module Distribution for Semester 2

Code	Module Title	Classification	Credits
SWU07207	Social Work Theory and Methods	C	9
SWU07208	Guidance and Counselling	F	8
SWU07209	Social Science Research Methods	C	8
SWU07210	Development Studies	F	7
SWU07211	Welfare Economics	F	7
SWU07212	Human Behaviour and the Micro Social Environment	C	8
TotalCreditsforSemester2			**47**
TotalCreditsforSemester1and2			**96**

Table4.28: Module Distribution for Semester 3

Code	Module Title	Classification	Credits
SWU 07313	Social Work Research	C	7
SWU 07314	Child Protection	C	9
SWU 07315	Field Instruction	C	9
SWU 07316	Early Childhood Care and Education	F	7
SWU 07317	Social Policy	C	7
SWU 07318	Disability and Geriatric Social Work	F	7
TotalCreditsforSemester3			**46**

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	7
SWU 07421	Social Work and Law	C	8
SWU 07422	Field Instruction Practice	C	12
SWU 07423	Culture and Human Diversity	F	7
SWU 07424	Social Work and Community Health	C	8
SWU 07425	Block Fieldwork	C	48
Total Credits for Semester 4			**99**
Total Credits for Semester 3& 4			**136**
TotalCreditsforNTALevel7			**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 Work Practice	√			
2	SWU 07102	Social Welfare Services	√			
3	SWU 07103	Communication Skills	√			
4	SWU 07104	Psychology	√			
5	SWU 07105	Information and Communication Technology	√			
6	SWU 07106	Sociology	√			
7	SWU 07207	Social Work Theory and Methods		√		

S/N	Code	Module Name	Semester			
			1	2	3	4
8	SWU 07208	Guidance and Counselling		√		
9	SWU 07209	Social Science Research Methods		√		
10	SWU 07210	Development Studies		√		
11	SWU 07211	Welfare Economics		√		
12	SWU 07212	Human Behaviour and the Micro Social Environment		√		
13	SWU07313	Social Work Research			√	
14	SWU07314	Child Protection			√	
15	SWU07315	Information and Communication Technology			√	
16	SWU07316	Early Childhood Care and Education			√	
17	SWU07317	Social Policy			√	
18	SWU07318	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	Field Instruction Practice				√
23	SWU 07423	Culture and Human Diversity				√
24	SWU 07424	Social Work and Community Health				√
25	SWU 07425	Block Fieldwork				√

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 Work Practice	2	2	1	1	6	9
SWU 07102	Social Welfare Services	2	2	1	1	6	9
SWU 07103	Communication Skills	2	1	1.0	1	5	8
SWU 07104	Psychology	2	1	0.5	1	4.5	8
SWU 07105	Information and Communication Technology	2	1	1	1	5	8
SWU 07106	Sociology	2	1	0.5	1	4.5	7
Total Credits							**49**

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

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	Guidance and Counseling	2	1	1	1	5	8
SWU 07209	Social Science Research Methods	2	1	3	1	7	11

Code	Module Title	Distribution of Hours per Week				Total Hours per Week	Credits
		Lecturer	Tutorial	Practical	Assignment		
SWU 07210	Development Studies	2	1	1	1	5	8
SWU 07211	Welfare Economics	2	1	0	1	4	6
SWU 07212	Human Behaviour and the Micro Social Environment	2	1	0	1	4	6
TotalCreditsforSemester2							**48**

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

Table 4.33: Scheme of Study for Semester 3

Code	Module Title	Distribution of Hours per Week				Total Hours per Week	Credits
		Lecturer	Tutoarial	Practical	Assignment		
SWU 07313	Social Work Research	2	1	0.5	1	4.5	7
SWU 07314	Child Protection	2	1	1	2	6	9
SWU 07315	Field Instruction	2	2	2	1	6	9
SWU 07316	Early Childhood Care and Education	2	1	1	1	5	8
SWU 07317	Social Policy	2	1	0.5	1	4.5	7
SWU 07318	Disability and Geriatric Social Work	2	1	0.5	1	4.5	7
TotalCreditsforSemester3							**47**

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

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	0.5	1	4.5	7
SWU 07421	Social Work and Law	2	1	1	1	5	8
SWU 07422	Field Instruction Practice	2	1	4	1	8	12
SWU 07423	Culture and Human Diversity	2	1	0.5	1	4.5	7
SWU 07424	Social Work and Community Health	2	1	1	1	5	8
SWU 07425	Block Fieldwork	-	-	40	-	40	48
Total Credits for Semester 4							**98**
Total Credits at NTA Level 7							**240**

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

4.2.5 Bachelor Degree in Social Work (NTA level 8)

The general objective of developing the 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 over the 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, whilethe other six (6) modules will be covered in semester two. The dissertation is completed over the course of 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 allocated 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 the NTA level 8 programme. They broadly represent the main areas of activity in Social Work. The modules are taught together with fundamental and elective modules toensure 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 aBachelor 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 that provide opportunities for students to deepen their social work knowledge and skills in specialized areas of social work practice. Details of the curriculum are provided in Table 4.35.

The distribution of modules across semesters provides for module codes and names, with classifications indicated by “C” for Core, “F” for Fundamental, and “E” for Elective modules, respectively. Each module includes credits, 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, tutorials, practicals and assignments; the 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 andresponsibility 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

Table4.36: Module Distribution for Semester 1

Code	ModuleTitle	Classification	Credits
SWU08101	Integrated Field Practice	C	11
SWU08102	Community Work	C	9
SWU08103	Entrepreneurship and Project Management	F	9
SWU08104	Social Protection	C	9
SWU08105	Social Work and Disaster Management	F	9
SWU08106	Human Behaviour in the Macro Social Environment	C	11
TotalCreditsforSemester1			**58**

Table4.37: Module Distribution for Semester 2

Code	ModuleTitle	Classification	Credits
SWU08207	Dissertation	C	12
SWU08208	Apprenticeship	C	8
SWU08209	Social Administration	C	9
SWU08210	Financial Management	F	9
SWU08211	Social Work and Human Rights	C	9
SWU08212	Criminology and Correctional Services	F	9
SWU08213	Social Work with Marginalized Population	E	8
SWU08214	Social Work and Mental Health	E	8
SWU08215	Social Work and Substance Abuse	E	8
SWU08216	Social Work and Gender	E	8
TotalCreditsforSemester2			**88**
TotalCreditsforNTALevel8			**146**

Table4.38 : Summary of Modules for Bachelor Degree in Social Work (Semesters1and2)

S/N	Code	Module Name	Semester	
			1	2
1	SWU08101	Integrated Field Practice	√	
2	SWU08102	Community Work	√	
3	SWU08103	Entrepreneurship and Project Management	√	
5	SWU08104	Social Protection	√	
6	SWU08105	Social Work and Disaster Management	√	
7	SWU08106	Human Behaviour in the Macro Social Environment	√	
8	SWU08207	Dissertation		√
9	SWU08208	Apprenticeship		√
10	SWU08209	Social Administration		√
11	SWU08210	Financial Management		√
12	SWU08211	Social Work and Human Rights		√
13	SWU08212	Criminology and Correctional Services		√

S/N	Code	Module Name	Semester	
			1	2
14	SWU08213	Social Work and Mental Health (Elective)		√
15	SWU08214	Social Work and Mental Health (Elective)		√
16	SWU08215	Social Work and Substance Abuse (Elective)		√
17	SWU08216	Social Work and Gender (Elective)		√

Table4.39: Scheme of Study for Semester 1

Code	Module Title	Distribution of Hours per Week				Total Hours per Week	Credits
		lecturer	Tutoaria	Practical	Assignment		
SWU08101	Integrated Field Practice	2	2	1	2	7	11
SWU08102	Community Work	2	2	1	1	6	9
SWU08103	Entrepreneurship and Project Management	2	1	2	1	6	9
SWU08104	Social Protection	2	2	1	1	6	9
SWU08105	Social Work and Disaster Management	2	1	2	1	6	9
SWU08106	Human Behaviour in the Macro	2	2	1	2	7	11
	Social Environment						
Total Credits for Semester 1							**55**

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

Table 4.40: Scheme of Study for Semester 2

		Distribution of Hours per Week		

Code	ModuleTitle	lecturer	Tutoaria	Practical	Assignment	Total Hours per Week	Credits
SWU08207	Dissertation	1	1	3	3	8	12
SWU08208	Apprenticeship	1		4		5	8
SWU08209	Social Administration	2	2	1	1	6	9
SWU08210	Financial Management	2	1	2	1	6	9
SWU08211	Social Work and Human Rights	2	2	1	1	6	9
SWU08212	Criminology and Correctional Services	2	2	1	1	6	9
SWU08213	Social Work with Marginalized Population	2	1	1	1	5	8
SWU08214	Social Work and Mental Health	2	2	1	1	6	9
SWU08215	Social Work and Substance Abuse	2	1	1	1	5	8
SWU08216	Social Work and Gender	2	1	1	1	5	8
Total Credits for Semester 2							**65**
Total Credits at NTA Level 8							**123**

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

4.2.5. 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 coursework 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 the Foundation Block Fieldwork enables 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 to one advanced module, one concentration module, and a 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 over a duration of seventeen (17) weeks for evening sessions.

Table 4.41: 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 levels 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 monitoring and evaluating social policies, 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 4.42: 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 4.43: 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 4.44: Concentration/Specialization/Elective Modules in the MSW Programme

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
SWG09318	Social Work and Public Health	2	1	1	2	10
SWG09319	Social Work in Disaster Situation	2	1	2	2	10
SWG09320	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 4.45: Summary of all Modules in the MSW Programme

S/N	Code	Module Name	Semester			
			1	2	3	4
1	SWG09101	Human Behaviour and Social Environment	√			
2	SWG09102	Social Work Practice	√			
3	SWG09103	Field Instruction	√			
4	SWG09104	Welfare Services and Policy Processes	√			
5	SWG09205	Direct and Indirect Social Work Practice		√		
6	SWG09206	Social Work and Law		√		
7	SWG09207	Social Work and Human Rights		√		
8	SWG09208	Foundation Block Fieldwork		√		

9	SWG09309	Advanced Social Work Ethical Principles			√	
10	SWG09310	Advanced Qualitative Social Work Research Methods			√	
11	SWG09311	Advanced Quantitative Social Research Methods			√	
12	SWG09312	Advanced Administrative Principles and Practice			√	
13	SWG09313	Advanced Direct Social Work Methods			√	
14	SWG09314	Fieldwork Seminars			√	
15	SWG09415	Advanced Policy Practice				√
16	SWG09416	Dissertation				√
17	SWG09417	Advanced Block Fieldwork				√
18	SWG09418	Social Work and Public Health (Elective)				√
19	SWG09419	Social Work in Disaster Situation (Elective)				√
20	SWG09420	Social Work with Marginalized Populations (Elective)				√

4.2. 6. 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 a duration of two semesters. Six (6) modules will be covered in the first semester, while the other four (4) modules will be covered in the second semester, each lasting seventeen (17) weeks. Fieldwork practice will be conducted over a period of forty-eight (48) days following the first semester, concurrent with the second-semester modules, to enable students to apply the theoretical knowledge they have learned in an actual work situation. Rules and procedures forfieldwork are stipulated 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 a summary of all modules taught is shown in Tables 4.49-4.51.

Table 4.46: Curriculum Details for Basic Technician Certificate in CommunityWork 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 the 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 a 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 4.47: Core Modules in the BTCCY Programme

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
CYT 04101	Introduction to Community Work	2	1	1	1	8
CYT 04102	Introduction to Community Work Ethics	1	1	2	1	8
CYT 04103	Introduction to Youth Work	2	1	1	1	8
CYT 04208	Fundamentals of Field Instructions	1	1	2	1	8
CYT 04207	Community Work with Children and Families	1	1	2	1	8
CYT 04213	Block Field Work			40		32
SubTotal						**72**

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

Table4.48: Fundamental Modules in the BTCCY Programme

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
CYT 04104	Personal and Professional Development	1	1	1	1	6
CYT 04105	Information Communication Technology	1	1	1	1	6
CYT 04106	Communicating with Children and Youth	2	1	1	1	8
CYT 04209	Introduction to Community Psychology	2	1	1	1	8
CYT 04210	Introduction to Research Methods	1	1	1	1	6

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
CYT 04211	Basic Skills in Community Guidance and Counseling	2	1	1	1	8
CYT 04212	Fundamentals of Sociology	1	1	1	1	6
SubTotal						**48**

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

Table 4 49: Summary of All Modules in the BTCCY Programme

S/N	Code	Module Name	Semester	
			1	2
1.	CYT 04101	Introduction to Community Work	√	
2.	CYT 04102	Introduction to Community Work Ethics	√	
3.	CYT 04103	Introduction to Youth Work	√	
4.	CYT 04104	Personal and Professional Development	√	
5.	CYT 04105	Information Communication Technology		
6.	CYT 04106	Communicating with Children and Youth	√	
7.	CYT 04207	Community Work with Children and Families		
8.	CYT 04208	Fundamentals of Field Instructions		√
9.	CYT 04209	Introduction to Community Psychology		√
10	CYT 04210	Introduction to Research Methods		√
11	CYT 04211	Basic Skills in Community Guidance and Counseling		√
12	CYT 04212	Fundamentals of Sociology		√
13	CYT 04213	Block Field Work		√

4.2.7 Technician Certificate in Community Work with Children and Youth (TCCY)

The Technical Certificate in Community Work with Children and Youth Programme consists

of thirteen (13) modules with a minimum number of 144 credits to be covered in a duration of two semesters of 17 weeks each. The fieldwork practicum will be conducted after the second-semester examination, allowing students to apply the theoretical knowledge they have learned in a real work situation, spanning eight weeks (60 days). Curriculum details are provided in Table 4.50, and a summary of all modules taught is shown in Tables 4.51-4.53.

Table 4.50: 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**

1	**Qualification**	**Technician Certificate in Community Work with Children and Youths (TCCY)**
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 Youths related 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 4.51: The Core modules in the TCCY Programme

Code	**Module Name**	**(Distribution of Hours per Week)**				
		L	**T**	**P**	**AS**	**Credit**
CYT 05101	Personal and Professional Development	2	2	0	2	09
CYT 05102	Community Work Ethics	2	2	0	2	09
CYT 05103	Community Work	2	2	0	2	09
CYT 05201	Community Work with Children, Youth and Families	2	2	0	2	09
CYT 05206	Field Instruction	2	2	1	1	09
CYT 05207	Block Field Work			320		32
SubTotal						**77**

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

Table 4.52: The Fundamental modules in the TCCY Programme

Code	Module Name	(Distribution of Hours per Week)				
		L	T	P	AS	Credit
CYT 05104	Child and Youth Psychology	2	2	0	1	08
CYT 05105	Information 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 05203	Sociology of the Family and Youth	2	1	0	1	06
CYT 05204	Community Work and Law	2	2	0	1	08
CYT 05205	Research Methods	2	1	1	1	08
Sub Total						**50**

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

Table 4.53: Summary of all the Modules taught in the TCCY Programme

S/N	Code	Module Name	Semester	
			1	2
1	CYT05101	Personal and Professional Development	√	
2	CYT05102	Community Work Ethics	√	
3	CYT05103	Principles of Community Work	√	
4	CYT05104	Child and Youth Psychology	√	
5	CYT05105	Information and Communication Technology	√	
6	CYT05106	Communicating with Children and Youth	√	
7	CYT05201	Community Work with Children, Youth and Families		√
8	CYT05202	Development Studies		√

S/N	Code	Module Name	Semester	
			1	2
9	CYT05203	Sociology of the Family and Youth		√
10	CYT05204	Community Work and Law		√
11	CYT05205	Research Methods		√
12	CYT05206	Field Instruction		√
13	CYT05207	Block Field Work		√

4.2.8 Ordinary Diploma in Community Work with Children and Youths (ODCY)

The Ordinary Diploma in Community Work with Children and Youths Programme consists of twelve (12) modules with a minimum number of 145 credits to be covered in a duration of two semesters of 17 weeks each. Block fieldwork will be conducted after the completion of TCCY to enable students to apply the theoretical knowledge they have learned in a real-world setting, spanning eight weeks (60 days). Curriculum details are provided in Table 4.54, and a summary of all modules taught is shown in Tables 4.55-4.61.

Table 4.54: Curriculum Details for Ordinary Diploma in Community Work with Children and Youth (ODCCY)

	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 individuals who will apply their knowledge and skills in community work with children, young people, and their families under the supervision of a qualified community or social worker. The candidate shall provide social welfare services, promote positive healthpractices, human rights and implement community projects
3.	NTA Level	6

	Title of the Qualification	Ordinary Diploma Certificate in Community Work with Children and Youths (ODCCY)
4.	Competence Level Descriptor	The holder of this qualification will be able to apply skills and knowledge in a 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

Table4.55: The Core Modules in The ODCCY Programme

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
CYT 06101	Integrated Development in Communities	2	2	1	2	11
CYT 06102	Child and Youth Policy	2	2	0	2	09
CYT 06103	Guidance and Counselling for Children and Youth	2	2	2	1	11
CYT 06104	Community Health	2	2	1	2	11
CYT 06105	Principles of Community Work	2	2	1	2	11
CYT 06107	Community Rights	2	2	0	2	09
CYT 06209	Project Paper					23

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
SubTotal						**85**

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

Table 4.56: 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 06208	Community Work and Substance Abuse	2	2	0	1	8
CYT 06210	Community Work and Mental Health	2	2	0	1	8
CYT 06211	Gender and Development	2	2	0	1	8
CYT 06212	Community Entrepreneurship	2	2	0	1	8
Sub- Total						40

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

Table 4.57: 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	√	

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

4.2.9 Higher Diploma in Community Work with Children and Youth (HDCCY)

The Higher Diploma in Community Work with Children and Youth Programme consists of twelve (24) modules with a minimum number of 240 credits to be covered in duration of four semesters of 17 weeks each. Block Field work will be done after the completion of semester four (4) of the HDCCY to enable students to transform the theoretical knowledge learned, into real work situation. Curriculum details are provided in Table 4.58, and a summary of all modules taught is shown in Tables 4.59-4.61.

Table 4.58: Curriculum Details for Higher Diploma in Community Work with Children and Youth (HDCCY)

1	Title of the Qualification	Higher Diploma in Community work with Children and Youth
2	Purpose (s) of Qualification	The holder of this 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.
3	NTA Level	7

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	240
6	Maximum Number of Credits from Lowest NTA Level	120
7	Overall Credits	240
8	Entry Qualification	Holder of Diploma Certificate (NTA 6) in Community Work with Children and Youth
9	Date of the Qualification Standard Developed	February, 2024

Table4.59: The Core Modules in the HDCCY Programme

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
CYU 07101	Introduction to Community Work with Children and Youth	2	2	1	2	11
CYU 07102	Social Welfare Services	2	2	1	2	11
CYU 07103	Children and Youth Rights	2	2	1	2	11
CYU 07207	Child and Youth Care Interventions	2	2	2	1	11
CYU 07208	Early Childhood Development	2	2	2	1	11
CYU 07210	Community Development	2	2	2	1	11
CYU 07313	Group work in Child and Youth Care	2	2	2	1	11
CYU 07314	Child Protection	2	2	1	2	11
CYU 07315	Ethics in Community Work	2	2	1	1	9

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
	with Children and Youth					
CYU 07316	Community Work and Law	2	2	1	1	9
CYU 07419	Field instruction Practice	2	2	2	1	11
CYU 07420	Child and Youth Engagement and Participation	2	2	2	1	11
CYU 07423	Social Science Research Methods	2	2	1	1	9
CYU 07424	Block Fieldwork	-	-	-	-	30
167						

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

Table 4.60: The Fundamental Modules in the BCWCY Programme

Code	Module Name	(Distribution of Hours per Week)				
		L	T	P	AS	Credit
CYU 07104	Communication Skills	2	2	1	1	9
CYU 07105	Development Studies	2	2	1	1	9
CYU 07106	Information and Communication Technology	1	1	2	2	9
CYU 07209	Developmental Psychology for Children and Youth	2	1	2	1	9
CYU 07211	Personal and Professional Development	2	2	1	1	9

CYU 07212	Sociology	2	2	1	1	9
CYU 07317	Behaviour Management for Children and Youth	2	1	1	1	8
CYU 07318	Social Policies for Children Youth and Family	2	2	1	1	9
CYU 07421	Guidance and Counseling	2	1	1	1	8
CYU 07422	Community Psychology	2	1	1	1	8
Sub- Total						**69**

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

Table 4:61 Summary of all the modules taught in the HDCCY Programme

S/N	Code	Module Name	Semester			
			1	2	3	4
1	CYU 07101	Introduction to Community Work with Children and Youth	√			
2	CYU 07102	Social Welfare Services	√			
3	CYU 07103	Children and Youth Rights	√			
4	CYU 07104	Communication Skills	√			
5	CYU 07105	Development Studies	√			
6	CYU 07106	Information and Communication Technology	√			
7	CYU 07207	Child and Youth care Interventions		√		
8	CYU 07208	Early Childhood Development		√		

9	CYU 07209	Developmental Psychology for Children and Youth		√		
10	CYU 07210	Community Development		√		
11	CYU 07211	Personal and Professional Development		√		
12	CYU 07212	Sociology		√		
13	CYU 07313	Group work in Child and Youth care			√	
14	CYU 07314	Child Protection			√	
15	CYU 07315	Ethics in Community Work with Children and Youth			√	
16	CYU 07316	Community Work and Law			√	
17	CYU 07317	Behaviour Management for Children and Youth			√	
18	CYU 07318	Social Policies for Children Youth and Family			√	
19	CYU 07419	Field Instruction Practice				√
20	CYU 07420	Child and Youth Engagement and Participation				√
21	CYU 07421	Guidance and Counseling				√
22	CYU 07422	Community Psychology				√
23	CYU 07423	Social Science Research Methods				√
24	CYU 07424	Block Fieldwork				√

4.2.10 Bachelor Degree in Community Work with Children and Youth (BCCY)

The Bachelor's Degree in Community Work with Children and Youth Programme consists of twelve (12) modules, covering a minimum of 145 credits over a duration of two semesters, 17 weeks each. Curriculum details are provided in Table 4.62, and a summary of all modules taught is shown in Tables 4.63-4.67.

Table 4.62: Curriculum Details for Bachelor Degree in Community Work with Children and Youth (BCCY)

1.	Title of the Qualification	Bachelor Degree in Community Work with Children and Youth
2.	Purpose (s) of Qualification	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
3.	NTA Level	8
4.	Competence Level Descriptor	The holder of this qualification will be able to apply skills and knowledge in a 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	-
7.	Overall Credits	120
8.	Entry Qualification	Holder of Higher Diploma Certificate (NTA 7) in Community Work with Children and Youth
9.	Date of the Qualification Standard Developed	December, 2023

Table 4.63: The Core Modules in The BCCY Programme

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
CYU 08101	Diversity and inclusion in working with children and youth	2	2	2	1	11
CYU 08102	Care and support of children and youth at risk	2	2	1	2	11
CYU 08104	Advocacy in child and youth services	2	2	1	2	11
CYU 08202	Gender and development	2	2	1	2	11
CYU 08205	Contemporary issues in Youth and community work	2	2	1	2	11
CYU 08206	Research paper	-	-	-	-	11
Sub Total						**66**

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

Table 4.64: The Fundamental Modules in the BCCY Programme

Code	Module Name	Distribution of Hours per Week				
		L	T	P	AS	Credit
CYU 08103	Social entrepreneurship and project management	2	2	1	1	9
CYU 08105	Psychology of mental health	2	1	1	2	9
CYU 08106	Welfare economics	2	2	0	2	9
CYU 08201	Financial management	2	2	1	1	9

CYU 08203	Community health	2	2	1	1	9
CYU 08204	Disaster management	2	1	2	1	9
Sub- Total						54

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

Table 4.66: Summary of all the modules taught in the BCCY Programme:

S/N	Code	Module Name	Semester	
			1	2
1	CYU 08101	Diversity and inclusion in working with children and youth	√	
2	CYU 08102	Care and support of children and youth at risk	√	
3	CYU 08103	Social entrepreneurship and project management	√	
4	CYU 08104	Advocacy in child and youth services	√	
5	CYU 08105	Psychology of mental health and illness	√	
6	CYU 08106	Welfare economics	√	
7	CYU 08201	Financial management		√
8	CYU 08202	Gender and development		√
9	CYU 08203	Community health		√
10	CYU 08204	Disaster management		√
11	CYU 08205	Contemporary issues in Youth and community work		√

12	CYU 08206	Research paper		√

4.2.11 Basic Technician Certificate in Early Childhood Care and Development (BTCECCD)

The Basic Technical Certificate in Early Childhood Care and Development programme consists of twelve (12) modules with a minimum number of 120 credits to be delivered in two semesters. Six core modules will be covered in semester one at a duration of seventeen (17) weeks, including a field practicum, which will be accomplished after the first semester examination to give students an opportunity to transform the theoretical knowledge learned into a real work situation and will take eight weeks (equivalent to 60 days). The remaining six fundamental modules will be covered in semester two as the students return from fieldwork. Curriculum details are provided in Table 4.67, and a summary of all modules taught is shown in Tables 4.69-4.71.

Table 4:67 Curriculum Details

2.1	Title of the Qualification	Basic Technician Certificate in Early Childhood Care and Development
2.2	Purpose (s) of Qualification	This qualification is intended to prepare assistant care workers, who, under the supervision of a qualified care worker, can apply psychosocial support, creative arts, positive parenting and nutrition skills in providing services to young children
2.3	NTA Level	4
2.4	Competence Level Descriptor	The holder of the qualification will be able to apply knowledge and skills at a routine level
2.5	Total Credits at this Level	120
2.6	Number of Credits	0

	from Low level	
2.7	Entry Qualification	Form IV with at least four (4) passes, and National Vocational Award (NVA) level 3 with Form IV qualification with at least two passes
2.8	Date of the Qualification Standard Developed	November, 2022

Table 4.68: Scheme of Study for Semester 1

Code	Module Name	Scheme of Study (Hours per Week)				
		L	T	P	AS	Credits
ECT04101	Creative Arts in ECCD	2	1	2	1	9
ECT04102	Child Psychology	1	1	2	1	8
ECT 04103	Pre-numeracy and Literacy in ECCD	1	1	2	1	8
ECT 04104	Parenting skills	1	1	2	1	7
ECT 04105	Special Needs in ECCD	1	1	2	1	8
ECT 04106	Health and Nutrition	2	1	2	1	9
ECT 04107	Personal and Professional Development	1	1	2	1	8
Sub Total						57

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

Table 4. 69: Scheme of Study for Semester 2

Code	Module Name	Scheme of Study (Hours per

		Week				
		L	**T**	**P**	**AS**	**Credits**
ECT 04208	Coping and Stress Management	1	1	2	1	8
ECT 04209	Safeguarding and Child Protection	1	1	2	1	8
ECT 04210	Safe and Secure Environment	2	1	1	1	8
ECT 04211	Life Skills	1	1	2	1	8
ECT 04212	ICT	2	1	2	1	9
ECT 04213	Block fieldwork (Creative Arts)	-	-	-	-	11
ECT 04214	Block fieldwork (Child Protection)	-	-	-	-	11
Sub Total						63

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

Table 4.70 Summary of all the Modules taught in the BTCECCD programme

S/N	**Code**	**Module Name**	**Semester**	
			1	2
1.	ECT 04101	Creative Arts in ECCD	√	
2.	ECT 04102	Child Psychology	√	
3.	ECT 04103	Pre-numeracy and Literacy in ECCD	√	
4.	ECT 04104	Parenting Skills	√	
5.	ECT 04105	Special needs in ECCD	√	
6	ECT 04106	Health and Nutrition	√	

7	ECT 04107	Personal and Professional Development	√	
8	ECT 04208	Coping and Stress Management		√
9	ECT 04209	Safeguarding and Child Protection		√
10	ECT 04210	Safe and Secure Environment		√
11	ECT 04211	Life Skills		√
12	ECT 04212	ICT		√
13	ECT 04213	Block fieldwork (Creative Arts)		√
14	ECT 04214	Block fieldwork (Child Protection)		√

4.2.12 Technician Certificate in Early Childhood Care and Development (TCECCD)

The distribution of modules across semesters provides for module codes and names, with each module classified as either "C" for Core or "F" for Fundamental, as indicated in Tables 1.3 and 1.4 below. Additionally, the tables include credits for each module. A summary of all models taught at NTA Level 5, Semesters 1 and 2, is shown in Table 4:71-.4:75.

Table 4:71 Module Distributions for Semester 1

Code	Module Title	Classification	Credits
ECT 05101	Early Childhood Development	C	8
ECT 05102	First Aid Provision in ECCD	C	9
ECT 05103	Research in ECCD	F	8
ECT 05104	ECCD Ethics	C	8
ECT 05105	Civic and Moral Education	C	6
ECT 05106	Communication Skills	F	8
ECT 05107	Social Psychology	F	6

Sub-total		**53**

Table 4:72 Module Distribution for Semester 2

Code	Module Title	Classification	Credits
ECT 05201	Introduction to Community Engagement	F	6
ECT 05202	Culture and Child Rights in ECCD	F	6
ECT 05203	Sociology in ECCD	F	6
ECT 05204	Mental Health	F	8
ECT 05205	Play development in ECCD	C	9
ECT 05206	Developmental Health	C	8
ECT 05207	Block Fieldwork 1 (Play Development)	C	10
ECT 05208	Block Fieldwork 2 (Community Engagement)	C	14
Sub-total			**67**

Table 4:73 Scheme of Study for Semester 1

Code	Module Name	(Distribution of Hours per Week)				
		L	T	P	AS	Credit
ECT 05101	Early Childhood Development	1	2	1	1	8
ECT 05102	First Aid Provision in ECCD	1	2	2	1	9
ECT 05103	Research in ECCD	2	1	1	1	8

ECT 05104	ECCD Ethics	2	1	1	1	8
ECT 05105	Civic and moral education	1	1	1	1	6
ECT 05106	Communication Skills	2	1	1	1	8
ECT 05107	Social Psychology	1	1	1	1	6
Sub Total						**53**

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

Table 4:74: Scheme of Study for Semester 2

Code	Module Name	(Distribution of Hours per Week)				
		L	**T**	**P**	**AS**	**Credit**
ECT 05201	Community Engagement	1	1	1	1	6
ECT 05202	Culture and Child Rights	1	1	1	1	6
ECT 05203	Sociology in ECCD	1	1	1	1	6
ECT 05204	Mental health	2	1	1	1	8
ECT 05205	Play development in ECCD	1	1	2	2	9
ECT 05206	Developmental Health	1	2	1	1	8

ECT 05207	Block Fieldwork 1 (Play Development)	-	-	7	-	10
ECT 05208	Block Fieldwork 2 (Community Engagement)	-	-	9	-	14
Sub Total						**67**

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

Table 4:75: Summary of all the modules taught in the TCCY programme

S/N	Code	Module Name	Semester	
			1	2
1	ECT 05101	Early Childhood Development	√	
2	ECT 05102	First Aid Provision in ECCD	√	
3	ECT 05103	Research in ECCD	√	
4	ECT 05104	ECCD Ethics	√	
5	ECT 05105	Civic and moral education	√	
6	ECT 05106	Communication Skills	√	
7	ECT 05107	Social psychology	√	
8	ECT 05201	Community Engagement		√
9	ECT 05202	Culture and child rights in ECCD		√
10	ECT 05203	Sociology in ECCD		√

11	ECT 05204	Mental health		√
12	ECT 05205	Play development in ECCD		√
13	ECT 05206	Developmental Health		√
14	ECT 05207	Block Fieldwork 1 (Play Development)		√
15	ECT 05208	Block Fieldwork 2 (Community Engagement)		√

4.2.13 Ordinary Diploma in Early Child Care and Development (ODECCD)

The Ordinary Diploma in Early Child Care and Development Programme consists of twelve (12) modules, covering a minimum of 120 credits over a duration of two semesters, 17 weeks each. Block fieldwork will be conducted after the completion of TCECCD, enabling students to apply the theoretical knowledge they have learned in a real work situation, spanning eight weeks (60 days).

The distribution of modules across semesters provides for module codes and names, with each module classified as either "C" for Core or "F" for Fundamental, as indicated in Tables 1.3 and 1.4 below. Additionally, the tables include credits for each module. A summary of all modules taught at NTA Level 6, Semesters 1 and 2, is shown in Table 4:76-4: 80.

Table 4:76: Module Distribution for Semester 1

Code	Module Title	Classification	Credits
ECT 06101	Social Entrepreneurship in Early Child Care and Development	F	8

ECT 06102	Administration of Early Child Care and Development Centers	C	11
ECT 06103	Violence against Children	C	9
ECT 06104	Project Management in Early Child Care and Development	C	11
ECT 06105	Bio-ecology of Children	C	9
ECT 06106	Community Health in ECCD	C	9
TOTAL CREDITS			**57**

Table 4: 77: Module Distribution for Semester 2

Code	Module Title	Classification	Credits
ECT 06201	Child Needs and Risk Assessment	C	11
ECT 06202	Child Law	F	08
ECT 06203	Development Studies	F	09
ECT 06204	Guidance and Counseling to Children	F	09
ECT 06205	Child Development Policy	C	08
ECT 06206	Project Paper	F	18
TOTAL CREDITS			**63**
TOTAL CREDITS FOR TWO SEMESTERS			**120**

Table 4: 78: Scheme of Study for Semester 1

Code	Module Name	(Distribution of Hours per Week)				
		L	T	P	AS	Credit

ECT 06101	Social entrepreneurship in Early Child Care and Development	2	1	2	1	09
ECT 06102	Administration of Early Child Care and Development Centers	2	2	1	2	11
ECT 06103	Violence against Children	2	1	2	1	09
ECT 06104	Project Management in Early Child Care and Development	2	2	1	2	11
ECT 06105	Bio-ecology of Children	2	1	1	2	09
ECT 06106	Community Health in ECCD	2	2	0	2	09
	Sub Total	12	10	7	10	58

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

Table 4:79: Scheme of Study for Semester 2

Code	**Module Name**	**(Distribution of Hours per Week)**				
		L	**T**	**P**	**AS**	**Credit**
ECT 06201	Child Needs and Risk Assessment	2	2	2	1	11
ECT 06202	Child Law	**2**	**2**	0	1	08
ECT 06203	Development Studies	2	1	1	1	08
ECT 06204	Guidance and Counseling to Children	2	1	2	1	09
ECT 06205	Child Development Policy	2	2	0	1	08
ECT 06206	Project Paper	-	-	-	-	18
	Sub Total	10	8	5	5	62

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

Table 4:80: Summary of all the Modules taught in the ODECCD Programme:

S/N	Code	Module Name	Semester	
			1	2
1	ECT 06101	Social Entrepreneurship in Early Child Care and Development	√	
2	ECT 06102	Administration of Early Child Care and Development Centers	√	
3	ECT 06103	Violence against Children	√	
4	ECT 06104	Project Management in Early Child Care and Development	√	
5	ECT 06105	Bio-ecology of Children	√	
6	ECT 06106	Development studies	√	
7	ECT 06201	Child Needs and Risk Assessment		√
8	ECT 06202	Child Law		√
9	ECT 06203	Community Health in ECCD		√
10	ECT 06204	Guidance and Counseling to Children		√
11	ECT 06205	Child Development Policy		√
12	ECT 06206	Project Paper		√

PART FIVE: COURSES OFFERED BY THE DEPARTMENT OF LABOUR STUDIES

5.1. Introduction

The Department of Labour Studies offers two academic programmes: Labour Relations and Public Management, and Conflict Management and Alternative Dispute Resolution. The Labour Relations and Public Management programme equips graduates with the skills, knowledge, and competencies required to manage organizations and employment relations (employers, employees, and government). Career opportunities for graduates include roles such as Labour Officer, Mediator/Arbitrator, Labour Administrator, Administrative Officer, Human Resource Officer/Manager, Occupational Health and Safety Officer, Trade Union Officer, and Consultant in Labour Administration and Labour Laws.

In contrast, the Conflict Management and Alternative Dispute Resolution programme prepares graduates to effectively resolve socio-economic conflicts in areas such as labour, land, marriage, Religion, Politics, business, and more. Graduates of this programme are qualified to manage organizational affairs, mediate disputes, educate the public, and undertake administrative roles in both public and private sectors.

5.2. Training Programmes offered by the Department of Labour Studies

The Department of Labour Studies Offeres training programmes in different levels which include: Basic Technician Certificate in Labour Relations and PublicManagement (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).

The department also offers Basic Technician Certificate in Conflict Management and Altenative Dispute Resolution (NTA Level 4), Technician Certificate in Conflict Management and Altenative Dispute Resolution (NTA Level 5), Ordinary Diploma in Conflict Management and Altenative Dispute Resolution (NTA Level 6), Higher Diploma in Conflict Management and Altenative Dispute Resolution (NTA Level 7), Bachelor Degree in Conflict Management and Altenative Dispute Resolution (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, covering a minimum of 120 credits over a duration of two semesters. Six modules are covered in each semester for a duration of seventeen (17) weeks. Fieldwork Practice is done for a duration of eight (8) weeks at the end of semester two (2) to enable students to transform the theoretical knowledge learned into an 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 that provide essential knowledge and skills required to enhance professional practice in Labour relations. Tables 5.1–5.4 provide more details regarding the BTCLRPM programme as well as the 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: Module 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 ofEmployment Relations	2	1	1	1	8
LST04102	Fundamentals of Employers' and Workers' Unions	2	1	1	1	8
LST04203	Basic Occupational Health and Safety	2	1	1	2	7
LST04104	Basic Field Work Theory	1	1	1	1	6
LST04205	Field Work Practice	0	5	13	5	20
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	7

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 Resource Management	2	1	1	1	8
LST04214	Introduction to Alternative Dispute Resolution	2	1	1	1	8
LST04115	Introduction to Public Management	2	1	1	1	8
Total						**120**

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

Table 5.3: Semester 1 Modules

S/N	Code	Module Name	Class	Credits
1	LST04101	Basics of Employment Relations	Core	8
2	LST04102	Fundamentals of Employers' and Workers' Unions	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	Introduction to Public Management	Core	8
Total				52

Table 5.4: Semester II Modules

S/N	Code	Module Name	Class	Credits
1	LST04213	Elementary Human Resource 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	Introduction to 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 numberof 120 credits covered in a duration of two semesters. Six modules will be coveredin Semester One and eight modules in Semester Two, with a duration of seventeen (17) weeks. Fieldwork practicum is done over a duration of ten (10) weeks at the end of semester two to enable students to transform the theoretical knowledge learned into a real work situation.

The modules are divided into two categories: core andfundamental modules. The core modules of this programme are associated with the core studies, which provide the foundation for developing 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 become effective semi – professional personnel rapidly. Core modules provide a range of basic skills, knowledge, and principles appropriate for a graduate with a Technician Certificate in Labour Relations and Public Management as a lifelong career. Fundamental modules refer to those modules that provide essential knowledge and skills required to enhance industrial relations professional practice appropriate for this level. Tables 5.6 and 5.7 show the detailed information about the 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 PublicManagement (NTA Level 5)
1	Purposes of Qualification	This qualification is intended for 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	The holder of this qualification will be able to apply

	Level Descriptor	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	7
LST 05104	Labour Administration and Decent Work	2	1	1	1	8
LST 05205	Labour Welfare and Social Protection	2	1	1	1	7
LST 05206	Organizational Ethics and Procedures	2	1	1	1	8
LST 05207	Fundamentals of Human Capital Management	2	1	1	1	7
LST 05208	Field Work Theory	2	1	0	1	7

LST 05209	Field Work Practice	0	5	13	5	22
LST 05210	Research Methods	2	1	1	1	7
LST 05211	Development Studies	2	1	0	1	7
LST 05212	Information and Communication Technology	2	1	1	1	8
LST 05213	Entrepreneurship Skills	2	1	1	1	7
LST 05114	Communication Skills	2	1	1	1	7
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	Organizational 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	Fundamental	7
	Total			46

Table 5.8: Semester II 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	22
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)

The Ordinary Diploma in Labour Relations and Public Management Programme consists of thirteen (13) modules, covering a total of 120 credits, and is covered over a duration of two semesters. Seven modules will be covered in Semester One and six modules in Semester Two, with a duration of seventeen (17) weeks. The Project Paper will be done concurrently with other modules covered in both semesters (1 and 2)

The modules are divided into two categories: core and fundamental modules. The core modules of this programme are associated with the core studies, which provide 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 become effective semi – professional personnel rapidly. Core modules providea range of basic skills, knowledge, and principles appropriate for a graduate in the Ordinary Diploma in Labour Relations and Public Management as a lifelong career. Fundamental modules refer to those modules that 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 the modules covered in the 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 people who will be able to apply knowledge and skills to assist in the administration of compliance with 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 and knowledge in a broadrange 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	
LST06104	Introduction to Labour Law	2	1	1	2	9
LST06101	Fundamentals of Employees Relations Practice	2	1	1	2	9
LST06102	Introduction to Administrative Process and Ethics	2	1	1	2	9
LST06103	Occupational Health and Safety	2	1	1	1	8
LST 06113	Fundamentals of Labour Inspection	2	1	1	2	9
LST06205	Introduction to Collective Bargaining	2	1	1	2	9
LST06210	Introduction to Public Management	2	1	1	2	9
LST06208	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	
LST 06112	Basics of Gender in Employment	2	1	1	1	8
LST06207	Introduction to Law of Contract	2	1	1	1	8
LST 06209	Workers Participation in Management	2	1	1	1	8
LST06206	Fundamentals of Employees welfare Economics	2	1	1	1	8
LST06211	Introduction to Social Dialogue	2	1	1	1	8
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	LST06104	Labour law	√	
2	LST06207	Introduction to Law of Contract		√
3	LST06102	Administrative Process and Ethics	√	
4	LST06103	Occupational Health and Safety	√	
5	LST06206	Fundamentals of Employees welfare Economics		√
6	LST06101	Employees Relations Practice	√	
7	LST06205	Fundamentals of Collective Bargaining		√
8	LST06109	Workers Participation in Management	√	
9	LST06210	Basics of Public Management		√
10	LST06208	Project Paper		√
11	LST06211	Fundamentals of Social Dialogue		√
12	LST06112	Basics of Gender in Employment	√	
13	LST06113	Fundamentals of Labour Inspection	√	

5.2.4 Higher Diploma in Labour Relations and Public Management (NTA Level7)

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 over a duration of 4 semesters. Core modules refer to those associated with the core studies, which provide 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 become effective Labour Relations and Public Management Officers rapidly. Core modules provide a range of basic skills, knowledge, and principles appropriate for a graduate with a Higher Diploma as a lifelong career. Fundamental and elective modules refer to those modules that 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 in a duration of seventeen (17) weeks for regular sessions. Field Practice is done for 10 weeks at the end of semester 4.

Detailed information about the core and fundamental modules for this NTA level is presented in Tables 5.14 and 5.15.

Table 5.13: Curriculum Details for the NTA Level 7 Programme

S/N	Qualification	Higher Degree in Labour Relations and Public Management (NTA Level 7)
1	Purposes of qualification	This qualification is intended to prepare Labouradministrators and other public management officers who will supervise compliance with Labour Lawsand other National and International Employment standards, handling industrial relations issues, manage labour conflicts, participate in social dialogue, Mediate and Arbitrate Labour disputes, conducting Labour Researches and manage Employee 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 and knowledge in a range of non-routine activities and be able to assume operational responsibilities.
4	Minimum Credits atthis NTA Level	120
5	Maximum Number ofCredits 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
LSU07425	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
LSU07204	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	LSUO7101	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 07425	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 (NTALevel 8)

Bachelor Degree in Labour Relations and Public Management (BLRPM) is a one year programme delivered in two semesters. The BLRPM programme consists of thirteen core and fundamental modules, covering a minimum of 120 credits over a 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 that provide essential knowledge and skills required to enhance industrial relations professional practice appropriate for graduates in Labour Relations and Public Management.

In delivering, six (6) modules are covered in semester one for duration of seventeen (17) weeks. The dissertation is completed over the course of two semesters. Tables 5.17–5.21 provide more details regarding the BLRPM programme, as well as the modules it covers.

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

S/N	Qualification	Bachelor Degree in Labour Relations and Public Management (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) 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	2	2	0	2	9

	Management					
LSU 08213	Administrative Process and Ethics	2	2	0	3	11
Total						**78**

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

Table 5.19: Fundamental Modules in the BLRPM (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	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	√	
7	LSU 08202	Social Dialogue and Decent Work		√
8	LSU 08210	Dissertation		√
9	LSU 08204	Public Policy and Governance		√
10	LSU 08211	Public Fund Management		√
11	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 Basic Technician Certificate in Conflict Management and Alternative Dispute Resolution (NTA Level 4)

The Basic Technician Certificate in Conflict Management and Alternative Dispute Resolution Programme (BTCSMADR) consists of thirteen (13) modules, covering a minimum of 120 credits over a duration of two semesters. Six modules are covered in each semester for a duration of seventeen (17) weeks. Fieldwork Practice is done for a duration of eight (8) weeks at the end of semester two (2) to enable students to transform the theoretical knowledge learned into an actual work situation.

The BTCCMADR 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 activity in the Conflict Management discipline, and their in-depth treatment will enable graduates to become effective semi-conflict and Altenative Dispute Resolution (ADR) professionalpersonnel. Fundamental modules refer to those modules that provide essential knowledge and skills required to enhance Conflict Management and ADR Resolution professional practice. Tables 5.22–5.27 provide more details regarding the BTCCMADR programme as well as the modules covered.

Table 5.22: Curriculum Details for the BTCCMADR Programme

S/N	Qualification	NTA LEVEL 4 -Basic Technician Certificate in Conflict Management and Alternative Dispute Resolution
1	**Purposes of qualification**	This qualification is intended for a person who will be able to apply knowledge and skills in conflict management and dispute resolution to perform routine activities in conflict management including; case filing, allocate case to respective entities, prepare summons notice and letter, prepare simple contracts and maintain case record.
2	**NTA Level**	**4**
3	**Level Descriptor**	The holder of this qualification will be able to apply skills and knowledge at a routine level
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	**Entry Qualification**	Form IV with at least four (4) passes in any subjects or NVA Level 3, except religious subjects.

Table 5.23: Scheme of Study for Semester I

Code	Module Title	Distribution of Hours per week				Credit Per Module
		L	T	P	AS	
CAT 04101	Introduction to ADR	2	1	1	2	9
CAT 04102	Communication Skills	2	1	0	1	6
CAT 04103	Records Management	2	1	0	1	6
CAT 04104	Digital Skills	2	1	2	1	9
CAT 04105	Introduction to Law of Contract	2	1	3	1	11
CAT 04106	Field Work Theory	2	1	1	1	8
Total						**49**

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

Table 5.24: Scheme of Study for Semester II

Code	Module Title	Distribution of Hoursper week				Credit Per Module
		L	T	P	AS	
CAT 04207	Basics of Conflict Managements	2	1	1	1	8
CAT 04208	Entrepreneurship skills	2	1	2	1	9
CAT 04209	Basics of Collective Bargaining	2	1	1	1	8
CAT 04210	Elementary Alternative Dispute Resolution Ethics	2	1	2	1	9
CAT 04211	Basic of law of Evidence	2	1	2	1	9
CAT 04212	Field Work Practice	0	5	15	5	20
CAT 04213	Development Studies	2	1	1	1	8
Total						**71**

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

Table 5.26: Semester I Modules

S/N	Code	Module Name	Class	Credi ts
1	CAT 04101	Introduction to ADR	Core	9
2	CAT 04102	Communication Skills	Fundamental	6
3	CAT 04103	Records Management	Fundame ntal	6
4	CAT 04104	Digital Skills	Fundamental	9
5	CAT 04105	Introduction to Law of Contract	Core	11
6	CAT 04106	Field Work Theory	Fundamental	8
	Total			**49**

Table 5.27 Semester II Modules

S/N	Code	Module Name	Class	Credits
1	CAT 04207	Basics of Conflict Managements	Core	8
2	CAT 04208	Entrepreneurship Skills	Fundamental	9
3	CAT 04209	Basics of Collective bargaining	Core	8
4	CAT04210	Elementary Alternative Dispute Resolution Ethics	Fundamental	9
5	CAT04211	Basic of Law of Evidence	Core	9
6	CAT04212	Field Work Practice	Core	20
7	CAT04213	Development Studies	Fundamental	8
	Total			**71**

5.2.7. Technician Certificate in Conflict Management and Alternative Dispute Resolution (NTA Level 5)

The Technician Certificate in Conflict Management and ADR is a one-year programme that is covered in two semesters(semesters 1 and 2)

NTA Level 5: Technician Certificate in Conflict Management and Alternative Dispute Resolution Programme consists of thirteen (13) modules with a total numberof 120 credits covered in a duration of two semesters. Six modules will be covered in semester one and eight modules in semester two with a duration of seventeen (17) weeks. Fieldwork practicum is done over a duration of ten (10) weeks at the end of semester two to enable students to transform the theoretical knowledge learned into a real work situation.

The modules are divided into two categories: core andfundamental 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 Conflict Management discipline and the in-depth treatment of them will enable graduates to become effective semi – professional personnel rapidly. Core modules provide a range of basic skills, knowledge, and principles that are appropriate for a graduate in the Technician Certificate in Conflict Management and Alternative Dispute Resolution as a lifelong career. Fundamental modules refer to those modules that provide essential knowledge and skills required to enhance conflict management professional practice appropriate for this level. Tables 5.27 and 5.31 show the detailed information about the core and fundamental modules of this NTA level.

Table 5.27: Curriculum Details for the NTA Level 5 Conflict Management and Alternative Dispute Resolution Programme

S/N	Qualification	Technician Certificate in Conflict Management and Alternative Dispute Resolution (NTA Level 5)
1	Purposes of Qualification	This qualification is designed for individuals who will be able to apply their knowledge and skills in Conflict Management and Alternative Dispute Resolution to support the operation of conflict management-related roles, resolving business and social conflicts and disputes, specifically through mediation, arbitration, negotiation, facilitation, collective bargaining and other ADR methodologies, as well as administrative roles in both public and private organizations.
2	NTA Level	**5**
3	Level Descriptor	The holder of this qualification will be able to apply skills and knowledge in a broad 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	Entry Qualification	NTA Level 4 in Conflict Management and Alternative Dispute Resolution, Labour Relations and Public Management, Human Resource Management and other related social sciences, or an Advanced Certificate of Secondary Education with at least one principal pass and one subsidiary pass, excluding religious subjects

Table 5.28: Scheme of Study for Semester I

Code	Module Title	Scheme ofStudy Hours perweek				Credit Per Module
		L	T	P	AS	
CAT05101	Conflict Management	2	1	1	2	9
CAT 05102	Communication skills	2	1	1	1	8
CAT 05103	Digital skills	1	1	3	1	9
CAT05104	Alternative Dispute Resolution	2	1	1	2	9
CAT05105	Introduction to Alternative Dispute Resolution Law	2	1	1	1	8
CAT05110	Development Studies	2	1	1	1	8
Total						51

Table 5.29: Scheme of Study for Semester II

Code	Module Title	Scheme ofStudy Hours perweek				Credit Per Module
		L	T	P	AS	
CAT 05206	Managerial skills	2	1	1	1	8
CAT 05207	Bargaining Skills	2	1	1	1	8
CAT 05208	Business Law	2	1	1	2	9
CAT05209	Field work principles	2	1	1	1	8
CAT05211	Entrepreneurship skills	2	1	1	1	8
CAT 05212	Research	2	1	1	1	8
CAT05213	Field work practice	1	1	18	5	20
Total						69

Table 5.30: Modules for Semester I

S/N	Module Code	Module Title	Class	Credits
1	CAT 05101	Conflict Management	Core	9
2	CAT 05102	Communication skills	Fundamental	8
3	CAT 05103	Digital skills	Fundamental	9
4	CAT05104	Alternative Dispute Resolution	Core	9
5	CAT05105	Introduction to Alternative Dispute Resolution Law	Core	8
6	CAT05110	Development Studies	Fundamental	8
	Total			51

Table 5.31: Modules for Semester II

S/N	Module Code	Module Title	Class	Credits
1	CAT 05206	Managerial skills	Fundamental	8
2	CAT 05207	Bargaining Skills	Core	8
3	CAT 05208	Business Law	Core	9
4	CAT05209	Field work principles	Core	8
5	CAT 05212	Research	Fundamental	8
6	CAT05211	Entrepreneurship skills	Fundamental	8
7	CAT05213	Field work practice	Core	20
	Total			69

5.2.8 Ordinary Diploma in Conflict Management and Alternative Dispute Resolution (NTA Level 6)

The Ordinary Diploma in Conflict Management and Alternative Dispute Resolution (ODLCMADR) is a one-year programme that is covered in two semesters (semesters 1 and 2)

Ordinary Diploma in Conflict Management and Alternative Dispute Resolution Programme consists of ten (10) modules with a total number of 120 credits covered in a duration of two semesters. Five modules will be covered in Semester One and four modules in Semester Two, with a duration of seventeen (17) weeks. The Project Paper will be done concurrently with other modules covered in both semesters (1 and 2)

The modules are divided into two categories: core and fundamental modules. The 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 Conflict Management 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 the Ordinary Diploma in Conflict Management and Alternative Dispute Resolution as a lifelong career. Fundamental modules refer to those modules that provide essential knowledge and skills required to enhance industrial relations professional practice appropriate for this level. Tables 5.32 –5.37 provide more details regarding the modules covered in ODLCMADR (NTA Level 6) programmes.

Table 5.32: Curriculum Details for NTA Level 6 (ODLCMADR) Programme

S/N	Qualification	Ordinary Diploma in Conflict Management and Alternative Dispute Resolution (NTA Level 6)
1	Purposes of qualification	This qualification is intended for people who will be able to apply knowledge and skills in conflict management to supervise the preparation of conflict management sessions, assists in conducting conflict management sessions and preparations of conflict management documents, and assist in performing various managerial activities
2	**NTA Level**	**6**
3	**Level Descriptor**	The holder of this qualification will be able to apply skills and knowledge in a broad range of activities, some of which are non-routine, and be able to assume supervisory responsibilities.
4	Minimum Credits at this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	120
6	Minimum Overall Credits	121
7	Entry Qualification	NTA Level 5 in Conflict Management and Alternative Dispute Resolution

Table 5.33: Modules NTA Level 6 Conflict Management and Alternative Dispute Resolution Modules for Semester I

S/N	Module Code	Module Title	Class	Credits
1	CAT 06101	Fundamentals of Law of Contracts	Core	12
2	CAT 06103	Fundamentals of Administrative Laws	fundamental	11
3	CAT 06107	Basics of Mediation	Core	14
4	CAT 06108	Basics of Arbitration	Core	14

5	CAT 06106	Introduction to Social Dialogue	Fundamental	9
	Total			60

Table 5.34: Modules for Semester II

S/N	Module Code	Module Title	Class	Credits
1	CAT 06202	Principles of Negotiation Skills	Core	12
2	CAT 06204	Basics of Legal drafting	Core	12
3	CAT 06205	International Standards and Alternative Dispute Resolution	Fundamental	11
4	CAT 06209	Ethical Principles in Alternative Dispute Resolution	Fundamental	9
5	CAT 06210	Project Paper	Core	17
	Total			61

Table 5.35: Scheme of Study for Semester I

Code	**Module Title**	**Distribution of Hours per week**				**Credit Per Module**
		L	**T**	**P**	**AS**	
CAT06101	Fundamentals of Law of Contracts	2	1	3	2	12
CAT 06103	Fundamentals of Administrative Laws	2	1	2	2	11
CAT 06106	Introduction to Social Dialogue	2	1	1	2	9
CAT06107	Basics of Mediation	2	1	3	3	14
CAT06108	Basics of Arbitration	2	1	3	3	14
Total						**60**

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

Table 5.36: Scheme of Study for Semester II

Code	**Module Title**	**Distribution of Hours per week**				**Credit Per Module**
		L	**T**	**P**	**AS**	
CAT 06202	Principles of Negotiation Skills	2	1	3	2	12
CAT 06204	Basics of Legal Drafting	2	1	3	2	12
CAT 06205	International Standards and Alternative Dispute Resolution	2	1	2	2	11

Code	Module Title	Distribution of Hours per week				Credit Per Module
		L	T	P	AS	
CAT06209	Ethical principles in Alternative Dispute Resolution	2	1	1	2	9
CAT 06210	Project Paper	2	0	8	1	17
Total						**61**

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

Table 5.37: Summary of Modules for NTA Level 6 in ODLCMADR Programme

S/N	Code	Module Name	Semester	
			1	2
1	CAT06101	Fundamentals of Law of Contracts	v	
2	CAT 06202	Principles of Negotiation Skills		v
3	CAT 06103	Fundamentals of Administrative Laws	v	
4	CAT 06204	Basics of Legal Drafting		v
5	CAT 06205	International Standards and **ADR**		v
6	CAT 06106	Introduction to Social Dialogue	v	
7	CAT06107	Basics of Mediation	v	
8	CAT06108	Basics of Arbitration	v	
9	CAT06209	Ethical principles in **ADR**		v
10	CAT 06210	Project Paper		v

5.2.9 Higher Diploma in Conflict Management and Alternative Dispute Resolution

The Higher Diploma in Conflict Management and Alternative Dispute Resolution (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 twenty-one (21) core and fundamental modules, covering a minimum of 240 credits over a 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 conflict management discipline and the in-depth treatment of them will enable graduates to become effective Conflict Management Officers rapidly. Core modules provide a range of basic skills, knowledge, and principles appropriatefor a graduate in Higher Diploma as a lifelong career. Fundamental and elective modules refer to those modules that provide essential knowledge and skills required to enhance professional practice in conflict management, appropriate for graduates in Conflict Management.

In delivering years 1 and 2, each module is covered in each semester at a duration of seventeen (17) weeks for regular sessions. Field Practice is done for 10 weeks at the end of semester 4. Detailed information about the core and fundamental modules for this NTA level is presented in Tables 5.38 and 5.47.

Table 5.38: Curriculum Details for the NTA Level 7 Programme

S/N	**Qualification**	NTA LEVEL7 (Higher Diploma in Conflict Management and Alternative Dispute Resolution)
1	Purposes of qualification	This qualification is intended for people who will be able to apply knowledge and skills in Conflict Management and Alternative Dispute Resolution to perform all conflict-related tasks in routine and non-routine mediation, arbitration, negotiation, and ADR, as well as conflict management.
2	NTA Level	7
3	Level Descriptor	The holder of this qualification will be

		able to apply knowledge, skills and understanding in a range of complex technical activities, a high degree of personal responsibility and some responsibilities for the work of others
4	Minimum Credits at this NTA Level	240
5	Maximum Number of Credits from the Lowest NTA Level	120
6	Minimum Overall Credits	240
7	Entry Qualification	NTA Level 6 in Conflict Management, Alternative Dispute Resolution, Law, Labour Relations and Public Management, Human Resource Management and other related social sciences, or an Advanced Certificate of Secondary Education with at least one principal pass and one subsidiary pass excluding religious subjects.

Table 5.39: Modules for Semester I

S/N	Module Code	Module Title	Class	Credits
1	CAU 07101	Alternative Dispute Resolution	Core	12
2	CAU 07102	Conflict Management	Core	12
3	CAU 07112	Digital Technologies	Fundamental	11
4	CAU 07114	Communication Skills	Fundamental	9
5	CAU 07115	Development Studies	Fundamental	9
6	CAU 07121	Field Principles	Core	9
	Total			62

Table 5.40: Modules for Semester II

S/N	Module Code	Module Title	Class	Credits
1	CAU 07209	Organizational Psychology	Fundamental	11
2	CAU 07203	Law of Contract	Core	11
3	CAU 07218	Research Methods	Core	11
4	CAU 07210	Negotiation Techniques	Core	11
5	CAU 07216	Altenative Dispute Resolution Ethics	Fundamental	9
	Total			53

Table 5.41: Modules for Semester III

S/N	Module Code	Module Title	Class	Credits
1	CAU 07304	Mediation	Core	14
2	CAU 07305	Arbitration	Core	14
3	CAU 07306	Philosophy	Fundamental	9
4	CAU 07307	Legal Methods	Fundamental	11
5	**Total**			48

Table 5.42: Modules for Semester IV

S/N	Module Code	Module Title	Class	Credits
1	CAU 07417	Occupational Safety and Health	Fundamental	11
2	CAU 07420	Business Management	Fundamental	9
3	CAU 07422	Field Practice	Core	21
4	CAU 07419	Research Practice	Core	14
5	CAU 07411	Law of Evidence	Core	11
6	CAU 07413	Entrepreneurships	Fundamental	11
	Total			77

Table 5.43: Scheme of Study for Semester I

Code	Module Title	Scheme of Study Hours per Week				Credit Per Module
		L	T	P	AS	
CAU 07101	Alternative Dispute Resolution	2	2	2	2	12
CAU07102	Conflict Management	2	1	2	2	11
CAU 07112	Digital technologies	2	1	2	2	11
CAU 07114	Communication Skills	2	1	1	2	9
CAU07115	Development Studies	2	1	1	2	9
CAU 07121	Field Principles	2	1	1	2	9
Total						61

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

Table 5.44: Scheme of Study for Semester II

Code	**Module Title**	**Scheme of study per Week**				**Credits per module**
		L	T	P	AS	
CAU 07203	Law of Contract	2	1	2	2	11
CAU 07209	Organizational Psychology	2	1	2	2	11
CAU 07210	Negotiation Techniques	2	1	2	2	11
CAU 07216	ADR Ethics	2	1	1	2	9
CAU 07218	Research Methods	2	1	2	2	11
Total						53

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

Table 5.45: Scheme of Study for Semester III

Code	Module Title	Scheme of study per Week				Credits per module
		L	T	P	AS	
CAU 07304	Mediation	2	2	3	2	14
CAU 07305	Arbitration	2	2	3	2	14
CAU 07306	Philosophy	2	1	1	2	9
CAU 07307	Legal Methods	2	1	2	2	11
Total						48

Table 5.46: Scheme of Study for Semester IV

Code	Module Title	Scheme of study per Week				Credits per module
		L	T	P	AS	
CAU 07411	Law of Evidence	2	1	2	2	11
CAU 07413	Entrepreneurships	2	1	2	2	11
CAU 07417	Occupational Safety and Health	2	1	2	2	11
CAU 07419	Research Practice	2	2	3	2	14
CAU 07420	Business Management	2	1	1	2	9
CAU 07422	Field Practice					21
Total						77

Table 5.47: Summary of Modules for NTA Level 7

S/N	Code	Module Name	Semester			
			1	2	3	4
1.	CAU 07101	Alternative Dispute Resolution	v			
2.	CAU 07102	Conflict Management	v			
3.	CAU 07203	Law of Contract		v		
4.	CAU 07304	Mediation			v	
5.	CAU 07305	Arbitration			v	
6.	CAU 07306	Philosophy			v	
7.	CAU 07307	Legal Methods			v	
8.	CAU 07209	Organizational Psychology		v		
9.	CAU 07210	Negotiation Techniques		v		
10.	CAU 07411	Law of Evidence				v
11.	CAU 07112	Digital Technologies	v			
12.	CAU 07413	Entrepreneurships				v
13.	CAU 07114	Communication Skills	v			
14.	CAU 07115	Development Studies	v			
15.	CAU 07216	Alternative Dispute Resolution Ethics		v		
16.	CAU 07417	Occupational Safety and Health				v
17.	CAU 07218	Research Methods		v		
18.	CAU 07419	Research Practice				v
19.	CAU 07420	Business Management				v
20.	CAU 07121	Field Principles	v			
21.	CAU 07422	Field Practice				v

5.2.10 Bachelor Degree in Conflict Management and Alternative Dispute Resolution (NTALevel 8)

Bachelor Degree in Conflict Management and Alternative Dispute Resolution (BCMADR) is a one–year programme delivered in two semesters. The programme consists of ten (10) core and fundamental modules with a minimum number of 120 credits to be covered in a 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 conflict management discipline and the in-depth treatment of them will enable graduates to become effective Conflict Management Officers rapidly. Core modules provide a range of basic skills, knowledge, and principles appropriate for a graduate in BCMADR as a lifelong career. Fundamental and elective modules refer to those modules that provide essential knowledge and skills required to enhance conflict management professional practice, appropriate for graduates in Conflict Management and Alternative Dispute Resolution

In delivering, five (5) modules are covered in semester one for durationof seventeen (17) weeks. Dissertation is done throughout the two semesters. Tables 5.48–5.53 provide more details regarding the BCMADR programme as well as the modules covered in the programme.

Table 5.48: Curriculum Details for the BCMADR (NTA Level 8) Programme

S/N	Qualification	Bachelor Degree in Conflict Management, Labour Relations and Public Management (NTA Level 8)
1	Purposes of qualification	This qualification is intended for people who will be able to apply knowledge and skills in Conflict Management and Alternative Dispute Resolution to perform organizational affairs, resolving disputes, educating the public as well as workers and employers associations, and perform administrative roles in both public and private organizations
2	NTA Level	8
3	Level Descriptor	Apply knowledge, skills and understanding in a wide and unpredictable variety of contexts with substantial personal responsibility, 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
7	Entry Qualification	NTA Level 7 in Conflict Management and Alternative Dispute Resolution

TABLE 5.49 Modules for Semester I

S/N	Module Code	Module Title	Class	Credits
1	CAU 08101	Bargaining Techniques	Core	12
2	CAU 08106	Principles of Management	Fundamental	11
3	CAU 08107	Legal Drafting	Core	11
4	CAU 08108	Administrative Law	Fundamental	11
5	CAU 08103	ADR Practices	Core	12
	Total			57

TABLE 5.50 Modules for Semester II

S/N	Module Code	Module Title	Class	Credits
1	CAU 08202	Social Dialogue Principles	Core	12
2	CAU 08204	Public Policy Analysis	Fundamental	11
3	CAU 08205	Strategic Planning	Fundamental	11
4	CAU 08209	Civil Procedures	Core	11
5	CAU 08210	Dissertation	Core	18
	Total			63

Table 5.51 Scheme of Study for Semester I

Code	ModuleTitle	Scheme of Study Hours per Week				Credit Per Module
		L	T	P	AS	
CAU08101	Bargaining Techniques	2	2	2	2	12
CAU 08103	Alternative Dispute Resolution Practices	2	2	2	2	12
CAU 08106	Principles of Management	2	1	2	2	11
CAU08107	Legal Drafting	2	1	2	2	11
CAU 08108	Administrative Law	2	1	2	2	11
Total						57

Table5.52: Scheme of Study per for Semester II

Code	Module Title	Scheme of Study Hours per week				Credit per Module
		L	T	P	AS	
CAU 08202	Social Dialogue Principles	2	2	2	2	12
CAU 08204	Public Policy Analysis	2	1	2	2	11
CAU 08205	Strategic Planning	2	1	2	2	11
CAU08209	Civil Procedures	2	1	2	2	11
CAU 08210	Dissertation	0	0	0	0	18
Total						**63**

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

Table 5.53 Summary of Modules for BCMADR (NTA Level 8)

S/N	Code	Module Name	Semester	
			1	2
1.	CAU08101	Bargaining Techniques	v	
2.	CAU 08202	Social Dialogue Principles		v
3.	CAU 08103	Alternative Dispute Resolution Practices	v	
4.	CAU 08204	Public Policy Analysis		v
5.	CAU 08205	Strategic Planning		v
6.	CAU 08106	Principles of Management	v	
7.	CAU08107	Legal Drafting	v	
8.	CAU 08108	Administrative Law	v	
9.	CAU08209	Civil Procedures		v
10.	CAU 08210	Dissertation		v

5.2.11Postgraduate 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 (12) core and fundamental modules which are delivered in two semesters. During the first semester students are required to take six (6) modules while for the second semester students are required totake six (6) 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 the Post Graduate Diploma in Law, Mediation, and Arbitration. Detailed information about the core and fundamental modules is presented in Tables 5.54 and 5.56.

Table 5.54 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 5.55 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 5.56 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	√	
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		√

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

This is an eighteen month (18) programme designed for Master's students, with the main purpose of preparing them to work as qualified and competent labour administrators, mediators, and arbitrators in Tanzania, as well as regionally and globally. In this view, the programme aims to equip students with practical skills in labour dispute resolution and conflict management through the practices of mediation and arbitration in various work settings. The MLLMA programme consists of thirteen (13) 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 coursework and one semester for practicals/moots and research). However, research activities will start upon the completion and successful passing of the coursework.

Among the modules delivered, nine (9) are considered as core modules while four (4) 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, and 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 principles appropriate for graduates of the Master's in Labour Laws, Mediation and Arbitration. The detailed information about the core and fundamental modules is shown in the following tables:

Table 5.57 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	38
Sub Total						**120**

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

Table 5.58 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 5.59 Summary of Modules for MLLMA

S.N	**CODE**	**MODULE NAME**	**CORE**	**FUND**	**SEMESTER**		
					1	**2**	**3**
1.	LSG 09101	Comparative Labour Relations	√		√		
2.	LSG 09202	Labour Market Dynamics		√	√		
3.	LSG 09103	Human Resource Practices & Systems		√		√	
4.	LSG 09204	Principles of Mediation	√		√		
5.	LSG 09205	Principles of Arbitration	√		√		

6.	LSG 09106	Alternative Dispute Resolution	√			√	
7.	LSG 09207	Law of Evidence and Legal Drafting	√			√	
8.	LSG 09108	Labour Laws	√		√		
9.	LSG 09109	Administrative Law		√		√	
10.	LSG 09210	Advanced Research Methods		√	√		
11.	LSG 09311	Arbitration Moot	√				√
12.	LSG 09312	Mediation Moot	√				√
13.	LSG 09313	Dissertation	√				√

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.

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

The Department of Human Resource Management offeres three training programmes namely; Human Resource Management, Business Administration and Marketing, and entrepreneurship development in different levels. Specifically the programmes offered include; 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), Bachelor Degree in Human Resource Management (NTA Level 8) and Master Degree in Strategic Human Resource Management.

The department also offers BasicTechnician 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). In additional to that, the department also offers Basic Technician Certificate in Marketing and Entrepreneurship Development (NTA Level 4), Technician Certificate in Marketing and Entrepreneurship Development (NTA Level 5), Ordinary Diploma in Marketing and Entrepreneurship Development (NTA Level 6), Marketing and Entrepreneurship Development (NTA Level 7) and Bachelor Degree Marketing and Entrepreneurship Development (NTA Level 8).

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	Basic Human Resource Management	2	1	1	2	10
HRT 04102	Principles of Management	2	1	1	2	10
HRT 04103	Communication Skills	2	2	1	1	9
HRT 04104	Information and Communication Technology	2	1	1	1	8
HRT 04105	Basics Office Management	2	2	1	2	9
HRT 04210	Supervisory Skills	2	2	1	2	10
HRT 04212	Fieldwork Practice	0	0	40	0	24
Sub Total						**80**

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	1	1	8
HRT 04207	Field Work Principles	2	1	1	1	8
HRT 04208	Elementary Business Mathematics	2	1	1	1	8
HRT 04209	Entrepreneurship	2	1	1	1	8
HRT 04210	Supervisory Skills	2	2	1	2	10
HRT 04211	Research Methods	2	1	1	1	8
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 4Programme in Each Semester

S/N	Code	Module Name	Semester	
			1	2
1	HRT 04101	Basic Human Resource Management	√	
2	HRT 04102	Principles of Management	√	
3	HRT 04103	Communication Skills	√	
4	HRT 04104	Information and Communication Technology	√	
5	HRT 04105	Basic 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 aone-year course delivered at NTA level 5. It consists of thirteen (13) modules with a minimum number of 120 credits to be covered in a duration of twosemesters of 17 weeks each. The modules are divided into two categories: core and fundamental modules. Core modules refer to those modulesassociated with the core studies, which provide development of the maintheme in Human Resource Management. They broadly represent the mainareas 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 tothose 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 forthe 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 perWeek)				
		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	Basics 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 a duration of two semesters of 17 weeks each. 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 and 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 (NTAlevel 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 a 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 7 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 of Human Resource Management (BHRM) programme is a one-year course covering two semesters (Semesters 1 and 2). The programme consistsof 13 core and fundamental modules, covering a minimum of 136 credits over a 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 become effective Human Resource Management semi – professional personnel rapidly. Fundamental modules refer to those modules that provide essential knowledge and skills required to enhance professional practice in Human Resource Management.

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. The 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 the 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 resources, 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	ModuleName	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 1and 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 6.21: Summary of Modules in the BHRM-NTA Level 8 Programme (Semesters 1 and 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		√

6.2.6 Master Degree in Strategic Human Resources Management (MSHRM)

The Master's Degree in Strategic Human Resource Management (MSHRM) programme is a two-year course covering four semesters (semesters 1, 2, 3, and 4). The programme consists of 13 core and fundamental modules with a minimum number of 150 credits tobe covered over a 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 become effective Human Resource Management semi – professional personnel rapidly. Fundamental modules refer to those modules that provide essential knowledge and skills required to enhance professional practice in Human Resource Management.

In delivering year 1 modules, five (5) modules are covered in each semester within seventeen (17) weeks. In the second year, three (3) Modules are covered, two (2) modules in semester one, and the third module (dissertation) is covered from the first semester to the second semester. Tables 6.22–6.25 provide more details regarding the MSHRM programme as well as the modules covered.

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

1.0	Qualification	Master Degree in Strategic Human Resource Management
2.0	Purposes of qualification	This qualification is intended for a person who will demonstrate Mastery in analyzing, formulating and executing Human Resource Management Policies to facilitate employee retention and work motivation to achieve organizational goals.
3.0	NTA Level	9
4.0	Competence Descriptors	The holder of this qualification will be able to demonstrate mastery of a complex and specialized area of skills and broader attributes, employing skills and understanding to manage an organization strategically and work autonomously in complex and unpredictable situations.
5.0	Minimum Credits at this level	180
6.0	Cumulative Credits from the lowest level	120
7.0	Entry Qualification	Successful completion of Bachelor Degree/advanced diploma in Human Resource Management or any other social science field (s) of study from any recognized higher learning institutions with a minimum of 2.7 GPA, or possession of unclassified degrees with an average credit of B or above as classified by the Tanzania Commission for Universities (TCU) before being considered for admission.
8.0	Date the Qualification Standard was last developed	March, 2018

Table 6.23: Summary of Core Modules

Code	Module Title	Hours 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	4	2	1	1	8	12
	and Audit						
HRG 09210	Organizational Psychology	4	2	1	1	8	12
HRG 09311	Administrative and Labor Law	4	2	1	1	8	12
HRG 09313	Dissertation	0	0	20	0	20	30
	Total Credits						9**0**

Fundamental Modules

Table 6.24 provides a summary of fundamental modules.

Table 6.24: Summary of Fundamental Modules

Code	Module Title	Hours 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 and 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			√

6.2.7 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 a duration of two semesters, which is equivalent to one academic year. Six (6) modules are covered in each semester, with a duration of seventeen (17) weeks. Field Practice is conducted for a duration of eight (8) weeks at the end of the first semester to enable students to transform the theoretical knowledge learned into an 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 that 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 designed for individuals who will perform routine marketing and entrepreneurial activities to address daily business challenges.
2	NTA Level:	4
3	Competence Descriptors:	The holder of the qualification will be able to apply skills and knowledge at a routine level to facilitate the development of new businesses and start-ups, and promote products or services to potential customers within an organization or community.
4	Minimum Credits for this Level:	120
5	Cumulative Credits from Lowest Level:	NONE
6	Maximum Number of Credits from Lowest Level	120
7	Date of Last Review of the Qualification Standard	June,2024

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

Code	Module Title	Scheme of Study hours/week				CreditPer Module
			T	P	AS	
BAT 04102	Basic Commercial Knowledge	2	1	1	1	7
BAT 04103	Basic Principles of Accounting		1	1	1	8
BAT 04105	Fundamentals of Business Management	2	1	1	1	7
BAT 04106	Basic skills in Computer Applications	2	1	1	1	7
BAT 04107	Elementary Principles of Management	2	1	1	1	8
BAT 04209	Elementary Commercial Arithmetic	2	1	1	1	8
BAT 04210	Basic Innovative Business Development	2	1	1	1	8
BAT 04211	Elementary Business Research Methods	2	1	1	1	**7**
BAT 04213	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 hours/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	BAT 04101	Elementary Business Communication Skills	√	
2	BAT 04102	Basic Commercial Knowledge	√	
3	BAT 04103	Basic Principles of Accounting	√	
4	BAT 04104	Elementary Office Management	√	
5	BAT 04105	Fundamentals of Business Management	√	
6	BAT 04106	Basic skills in Computer Applications	√	
7	BAT 04107	Essentials of Marketing management	√	
8	BAT 04208	Fundamentals of Human Resource Management		√
9	BAT 04209	Elementary Commercial Arithmetic		√
10	BAT04210	Basic Innovative BusinessDevelopment		√
11	BAT 04211	Elementary Business Research Methods		√
12	BAT 04212	Elementary Principles of Management		√
13	BAT 04213	Field Work Practice		√
14	BAT 04214	Field Work Principles		√

6.2.8 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 (11) modules, covering a minimum of 120 credits over a duration of two semesters, 17 weeks each. The modules are divided into two categories: 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 that 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 hours/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 h o u r s /week**				**Credit Per Module**
		L	**T**	**P**	**A S**	
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	√	
2	BAT 05102	Basic Computer Skills	√	
3	BAT 05103	Business Communication Skills	√	
4	BAT 05104	Commercial Arthmetics	√	
5	BAT 05105	Commercial Knowledge	√	
6	BAT 05106	Development Studies	√	
7	BAT 05207	Essentials of Business Environment		√
8	BAT 05208	Public Relations and Customer Service		√
9	BAT 05209	Principles of Management		√
10	BAT 05210	Human Resource Management Functions		√
11	BAT 05211	Essentials of Innovative Business Development		√
12	BAT 05212	Field Work Instructions		√
13	BAT 05213	Field Work Practice		√

6.2.9 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 (11) modules, covering a minimum of 120 credits over a duration of two semesters, 17 weeks each. The modules are divided into two categories: 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 that provide essential knowledge and skills required to enhance Business Administration professional practice.

In this NTA Level 6 programme, the 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 the 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 Hours/week				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 hours/week				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	√	
2	BAT 06102	Essentials of Business Law	√	
3	BAT 06103	Basic Research Methods	√	
4	BAT 06104	Introduction to Business Ethics	√	
5	BAT 06105	Business Safety Environment	√	
6	BAT 06106	Business Administration Information System	√	
7	BAT 06207	Essentials of Production Management		√
8	BAT 06208	Principles of Economics		√
9	BAT 06209	Procurement Procedures		√
10	BAT 06210	Principles of Marketing		√
11	BAT 06211	Business Finance		√
12	BAT 06212	Project paper		√

6.2.10 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

The programme consists of 22 core and fundamental modules, covering a minimum of 240 credits over a 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 become effective Business Administration semi – professional personnel rapidly. Fundamental modules refer to those modules that 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 conducted over an 8-week period at the end of semester 4. This is done to enable students to apply the theoretical knowledge they have learned in real work situations. Tables 6.38– 6.41 provide more details regarding the programme, as well as the modules covered.

Table 6.38: Curriculum details for Higher Diploma in BusinessAdministration - 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 personal responsibility for the work of others.
4	Minimum Credits for this NTA Level:	240
5	Maximum Number of Credits from Lowest NTA Level	120
6	Minimum	240

	Overall Credits	
7	Entry Qualification	Form Six with a minimum of 4.5 points, and in addition, the applicant must have three (3) credits at Certificate of Secondary Education
		Examination or NTA Level 6 with a 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 hours/week				Credit Per Module
		L	T	P	AS	
BAU 07101	Principles of Accounting	2	2	1	2	**10**
BAU 07102	Business Communication	2	2	1	2	9
BAU 07103	Business Management	2	2	1	2	9
BAU 07104	Commercial Mathematics and Statistics	2	2	2	1	**10**
BAU 07207	Human Resource Management	2	2	1	2	**9**
BAU 07208	Principles of Management	2	1	1	2	9
BAU 07209	Principles of Marketing	2	2	1	2	**9**
BAU 07210	Principles of Procurement and Supply	2	2	1	2	**9**
BAU 07211	Principles of Economics	2	2	1	2	**9**
BAU 07212	Business Environment	2	2	2	1	9
BAU 07313	Business Law	2	2	1	2	**9**
BAU 07314	Public Finance and Taxation	2	2	1	2	**9**
BAU 07315	Business Research Methods	2	1	1	2	10
BAU 07317	Quantitative Methods	2	2	2	2	10
BAU 07419	Income Taxation	2	1	2	2	9
BAU 07420	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 hours/week				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	BAU 07101	Principles of Accounting	√			
2	BAU 07102	Business Communication	√			
3	BAU 07103	Business Management	√			
4	BAU 07104	Commercial Mathematics and Statistics	√			
5	BAU 07105	Development Studies	√			
6	BAU 07106	Business Computer Application	√			
7	BAU 07207	Human Resource Management		√		
8	BAU 07208	Principles of Management		√		
9	BAU 07209	Principles of Marketing		√		

10	BAU 07210	Principles of Procurement and Supply		√		
11	BAU 07211	Principles of Economics		√		
12	BAU 07212	Business Environment		√		
13	BAU 07313	Business Law			√	
14	BAU 07314	Public Finance and Taxation			√	
15	BAU 07315	Business Research Methods			√	
16	BAU 07316	Innovative Business Development			√	
17	BAU 07317	Quantitative Methods			√	
18	BAU 07418	International Business			√	
19	BAU 07417	Income Taxation				√
20	BAU 07420	Health and Safety				√
21	BAU 07420	Operations Management				√
22	BAU 07423	Field Work Practice				√

6.2.11 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, covering a minimum of 240 credits over a 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 ofthem will enable graduates to become effective Business Administration semi – professional personnel rapidly. Fundamental modules refer to those modules that provide essential knowledge and skills required to enhance Business Administration professional practice. These refer to the modules that offer a range of basic skills, knowledge, and principles relevant to the course. The program also has elective modules and optionalcourses. Electives are modules associated with specialized studies, while optional modules are modules that can be chosen to add 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 the 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 the 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 ableto apply knowledge, skills and understandingin 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 hours/week				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 hours/week				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	2	1	1	1	7

	Making Techniques					
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	√	
2	BAU 08102	Management Information System	√	
3	BAU 08103	Business Ethics & Corporate Governance	√	
4	BAU 08104	Marketing Research	√	
5	BAU 08105	Managerial Economics	√	
6	BAU 08106	Cost Accounting	√	
7	BAU 08207	Management Accounting		√
8	BAU 08208	Risk Management		√
9	BAU 08209	Financial Management		√
10	BAU 08210	Management Decision Making Techniques		√
11	BAU 08211	Auditing and Assurance Services		√
12	BAU 08212	Organizational Behavior		√
13	BAU 08213	Dissertation		√

6.2.12 Basic Technician Certificate Program: NTA Level 4 in Marketing and Entrepreneurship Development

The Basic Technician Certificate in Marketing and Entrepreneurship Development (BTCME) Programme consists of twelve (12) modules, covering a minimum of 120 credits over a duration of two semesters. Six modules are covered in each semester for a duration of seventeen (17) weeks. Fieldwork Practice is done for a duration of eight (8) weeks at the end of semester two (2) to enable students to transform the theoretical knowledge learned into an actual work situation.

The BTME 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 Marketing and Entrepreneurship discipline and the in-depth treatment of them will enable graduates to become effective Marketing and Entrepreneurship semi-professionals. Fundamental modules refer to those modules that provide essential knowledge and skills required to enhance Marketing and Entrepreneurship professional practice.

Table 6.48: Curriculum Details for the BTCME Programme

S/N	Qualification	Basic Technician Certificate in Marketing and Entrepreneurship
1	Purpose(s) of Qualification:	This qualification is intended for a person who will perform routine marketing and entrepreneurship activities to address daily business challenges.
2	NTA Level:	4
3	Competence Descriptors:	The holder of the qualification will be able to apply skills and knowledge at a routine level to facilitate the development of new businesses and start-ups, and promote products or services to potential customers within an organization or community.
4	Minimum Creditsfor this Level:	120
5	Cumulative Credits fromLowest Level:	NONE
6	Maximum Number of Credits from Lowest Level	120
7	Date of Qualification Standard Developed	June, 2025

Table 6:49 Core Modules in the BTCME NTA Level 4 Programme

Code	Module Title	Scheme of Study hours/week					Credit Per Module
		L	T	P	AS	H/W	
MET 04104	Elements of Marketing	2	1	2	1	6	09
MET 04105	Fundamentals of Business Management	2	2	1	1	6	09
MET 04106	Entrepreneurship and Innovation	1	1	3	1	6	09
MET 04207	Customer Service	2	1	2	1	6	09
MET 04208	Small Business Management	2	1	2	1	6	09
MET 04210	E - Marketing	2	1	2	1	6	09
MET 04212	Field Work Practice	0	0	40	0	40	32
Sub Total							**86**

Key: L: Lecture T: Tutorial P: Practical AS: Assignment H/W: Home Work

Table 6.50: Fundamental Modules in the BTCME NTA Level 4 Programme

Code	Module Title	Scheme of Study hours/week					Credit Per Module
		L	T	P	AS	H/W	
MET 04101	Basic Communication Skills	1	1	2	1	5	07
MET 04102	Information and Communication Technology	1	1	2	1	5	07
MET 04103	Commercial Arithmetic	2	1	0	1	4	06
MET 04209	Book-keeping	1	1	2	1	5	07
MET 04211	Elementary Research Methods	1	1	2	1	5	07
Sub Total							**34**

Key: L: Lecture T: Tutorial P: Practical AS: Assignment H/W: Home Work

Table 6.51: Summary of Modules for NTA Level 4 BTCME Programme

S/N	Code	Module Name	Category	Semester	
				1	2
1	MET 04101	Basic Communication Skills	Fundamental	✓	
2	MET 04102	Information and Communication Technology	Fundamental	✓	
3	MET 04103	Commercial Arithmetic	Fundamental	✓	
4	MET 04104	Elements of Marketing	Core	✓	
5	MET 04105	Fundamentals of Business Management	Core	✓	
6	MET 04106	Entrepreneurship and Innovation	Core	✓	
7	MET 04207	Customer Service	Core		✓
8	MET 04208	Small Business Management	Core		✓
9	MET 04209	Book-keeping	Fundamental		✓
10	MET 04210	E - Marketing	Core		✓
11	MET 04211	Elementary Research Methods	Fundamental		✓
12	MET 04212	Field Work Practice	Core		✓

6.2.13. Technician Certificate in Marketing and Entrepreneurship Development (NTA Level 5)

The Technician Certificate in Marketing and Entrepreneurship (TCME) is a one -year programme delivered at NTA Level 5, which is covered in two semesters (semesters 1 and 2). It consists of twelve (12) modules with a total numberof 120 credits covered in duration of two semesters. Six modules will be covered in semester one and six modules in semester two at duration of seventeen (17) weeks.

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 Marketing and Entrepreneurship 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 Marketing and Entrepreneurship as a lifelong career. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Marketing and Entrepreneurship professional practice appropriate for this level.

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

Table 6.52: Curriculum Details for the NTA Level 5 (TCME) Programme

S/N	Qualification	Technicians Certificate in Marketing and Entrepreneurship Development (NTA Level 5)
1	Purposes of Qualification	This qualification is intended for a person who will perform routine and non-routine task such as product / service sales, marketing, advertising and also creating editorial and content creation calendars for various media platforms and outlets.
2	NTA Level	5
3	Competence Level Descriptor	The holder of the 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 at this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	120
6	Minimum Overall Credits	120
7	Entry Qualification	Direct entry with an average pass and above in NTA level 4 in Marketing and Entrepreneurship Development and equivalent entry with 1.5 points at Advanced Certificate Secondary Education (1 principal pass and 1 subsidiary excluding religious subjects
8	Date of Qualification Standard Developed	June, 2025

Table 6.53: Core Modules for NTA Level 5 in BTCME Programme

Code	Module Title	Scheme of Study hours/week					Credits
		L	T	P	AS	H/W	
MET 05105	E-Marketing	2	2	1	1	6	**8**
MET 05106	Entrepreneurship Skills	2	1	2	1	6	**9**
MET 05201	Principles of Marketing	2	2	1	1	6	**8**
MET 05202	Sales and Negotiation	2	2	1	1	6	**8**
MET 05205	Fundamentals of Business Creativity and innovation	2	2	1	1	6	**8**
MET 05206	Field Work Practice	0	0	40	0	40	**32**
Total							**73**

Table 6.54: Fundamental Modules for NTA Level 5 in BTCME Programme

Code	Module Title	Scheme of Study hours/week					Credits
		L	T	P	AS	H/W	
MET 05101	Business Computer Application	2	2	2	1	7	**10**
MET 05102	Business Communication skills	2	1	2	1	6	**8**
MET 05103	Development Studies	2	1	1	1	5	**7**
MET 05104	Business Mathematics	2	2	1	1	6	**8**
MET 05203	Marketing Communications	2	1	1	1	5	**7**
MET 05204	Office Management	2	1	1	1	5	**7**
Total							**47**

Table 6.55: Summary of Modules NTA Level 5 in BTCME Programme

S/No	Code	Module Title	Category	Semester	
				1	2
1	MET 05101	Business Computer Application	Fundamental	√	
2	MET 05102	Business Communication skills	Fundamental	√	
3	MET 05103	Development Studies	Fundamental	√	
4	MET 05104	Business Mathematics	Fundamental	√	
5	MET 05105	E-Marketing	Core	√	
6	MET 05106	Entrepreneurship Skills	Core	√	
7	MET 05201	Principles of Marketing	Core		√
8	MET 05202	Sales and Negotiation	Core		√
9	MET 05203	Marketing Communications	Fundamental		√
10	MET 05204	Office Management	Fundamental		√
11	MET 05205	Fundamentals of Business Creativity and innovation	Core		√
12	MET 05206	Field Work Practice	Core		√

6.2.14 Ordinary Diploma in Marketing and Entrepreneurship Development (NTA level 6)

The Ordinary Diploma in Marketing and Entrepreneurship (ODME) is a one - year programme which is covered in two semesters (semesters 1 and 2). The 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.

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 practice in Marketing and Entrepreneurship discipline and the in-depth treatment of them will enable graduates to rapidly become effective Marketing and Entrepreneurship semi – professionals. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance Marketing and Entrepreneurship practice.

In this NTA Level 6 programme Project Paper will be done concurrently with other modules covered in semester 2.

Table 6.59: Curriculum Details for NTA Level 6 (ODME) Programme

S/N	Qualification	**Ordinary Diploma in Marketing and Entrepreneurship Development (ODMED)**
2.2	Purpose(s) of Qualification	This qualification is intended for a person who will perform most non-routine in marketing and entrepreneurship development duties including collect and process data for/on organisation operations, assist in planning about sales and innovation preparing budgets at sectional or departmental level, supervise organisation operations and prepare periodic reports.
2.3	NTA Level	6
2.4	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.
2.5	Total Credits from this Level	120

2.6	Maximum Number of Credits from Lowest Level	120
2.7	Entry qualifications	For NTA Level 6 entry requirements shall be NTA Level 5 in Marketing and Entrepreneurship Development.
2.8	Date of Qualification Standard Developed	June, 2025

Table 6.60: Core Modules for NTA Level 6 in ODME Programme

Code	Module Title	Distribution of Hours per Week				Credit Per Module
		L	T	P	AS	
MET 06101	Customer Service	2	1	2	1	9
MET 06103	Small Business Management	2	1	2	1	9
MET 06104	Project Management	2	1	2	1	9
MET 06107	Business Research Methods	2	1	2	1	9
MET 06208	Emotional Intelligence in Entrepreneurship	2	1	2	1	9
MET 06210	Project Paper	2	2	2	2	15
MET 06212	Branding Management	2	1	2	1	9
MET 06213	Business Ethics.	2	1	2	1	9
Sub Total						**78**

Key: L: Lecture T: Tutorial P: Practical AS: Assignment H/W: Home Work

Table 5.61: Fundamental Modules for NTA Level 6 in ODME Programme

Code	Module Title	Distribution of Hours per Week				Credit Per Module
		L	T	P	AS	
MET 06102	Human Capital Management	2	1	2	1	9
MET 06105	Micro Economics	2	1	1	1	8
MET 06106	Business Information System	2	1	2	1	9
MET 06209	Business Law	2	1	1	1	8
MET 06211	Financial Management	2	1	1	1	8
Sub Total						**42**

Key: L: Lecture T: Tutorial P: Practical AS: Assignment H/W: Home Work

Table 6.62: Summary of Modules for NTA Level 6 in ODME programme

S/N	Code	Module Name		Semester	
				1	2
1	MET 06101	Customer Service	Core	✓	
2	MET 06102	Human Capital Management	Fundamental	✓	
3	MET 06103	Small Business Management	Core	✓	
4	MET 06104	Project Management	Core	✓	
5	MET 06105	Micro Economics	Fundamental	✓	
6	MET 06106	Business Information System	Fundamental	✓	
7	MET 06107	Business Research Methods	Core	✓	
8	MET 06208	Emotional Intelligence in Entrepreneurship	Core		✓
8	MET 06209	Business Law	Fundamental		✓
9	MET 06210	Project Paper	Core		✓
10	MET 06211	Financial Management	Fundamental		✓
11	MET 06212	Branding Management	Core		✓
13	MET 06213	Business Ethics.	Core		✓

6.2.15 Higher Diploma in Business Administration (NTA Level 7)

The Higher Diploma in Business Administration programme (NTA level 7) isa two-year 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 marketing and entrepreneurship discipline and the in- depth treatment of them will enable graduates to rapidly become effective entrepreneur's semi – professional personnel. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance marketing and entrepreneurship professional practice.

In delivering year 1 and 2 modules; six (6) to seven (7) 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 4.67– 4.70 provide more details regarding the programme as well as modules covered.

Table 6.63: Module Distribution for Semester 1

S/N	Code	Module Title	Classification	Credits
1	MEU 07101	ICT	Fundamental	8
2	MEU 07102	Business Communication Skills	Fundamental	8
3	MEU 07103	Development Studies	Fundamental	8
4	MEU 07104	Business Mathematics	Fundamental	8
5	MEU 07105	Entrepreneurship Skills	Core	10
6	MEU 07106	Marketing Management	Core	9
Total Credits for Semester 1				**51**

Table 6.64: Module Distribution for Semester 2

S/N	Code	Module Title	Classification	Credits
1	MEU 07207	Human Capital Management	Fundamental	8
2	MEU 07208	Branding Management	Core	10
3	MEU 07209	Consumer Behaviour	Core	9
4	MEU 07210	Retail Marketing	Core	10
5	MEU 07211	Integrated Marketing Communication	Core	9
Total Credits for Semester 2				**46**

Table 6.65: Module Distribution for Semester 3

S/N	Code	Module Title	Classification	Credits
1	MEU 07312	Principles of Economics	Fundamental	9
2	MEU 07313	Sales and Negotiation	Core	9
3	MEU 07314	Marketing Environment	Core	9
4	MEU 07315	Service Marketing	Core	9
5	MEU 07316	Business Law	Fundamental	9
6	MEU 07317	Creativity and Innovation	Core	9
7	MEU 07318	Research Methods	Fundamental	10
Total Credits for Semester 3				**64**

Table 6.66: Module Distribution for Semester 4

S/N	Code	Module Title	Classification	Credits
1	MEU 07419	Customer Service Management	Core	9
2	MEU 07420	Small Business Management	Core	9
3	MEU 07421	Emotional Intelligence in Entrepreneurship	Core	9
4	MEU 07422	Business Finance	Fundamental	10
5	MEU 07423	Healthy and Safety	Fundamental	9
6	MEU 07424	Field Practice	Core	32
Total Credits for Semester 4				**78**

Table 6.67: Summary of Modules in Higher Diploma in Marketing & Entrepreneurship (Semesters1,2,3and4)

S/N	Code	Module Name	Semester			
			1	2	3	4
1	MEU 07101	ICT	✓			
2	MEU 07102	Business Communication Skills	✓			
3	MEU 07103	Development studies	✓			
4	MEU 07104	Business Mathematics	✓			
5	MEU 07105	Entrepreneurship Skills	✓			
6	MEU 07106	Marketing Management	✓			
7	MEU 07207	Human Capital Management		✓		
8	MEU 07208	Brand Management		✓		
9	MEU 07209	Consumer Behaviour		✓		
10	MEU 07210	Retail Marketing		✓		
11	MEU 07211	Integrated Marketing Communication		✓		
12	MEU 07312	Principles of Economics			✓	
13	MEU 07313	Sales and Negotiation			✓	
14	MEU 07314	Marketing Environment			✓	

15	MEU 07315	Service marketing			✓	
16	MEU 07316	Business Law			✓	
17	MEU 07317	Creativity and Innovation			✓	
18	MEU 07318	Research Methods			✓	
19	MEU 07419	Customer Service Management				✓
20	MEU 07420	Small Business Management				✓
21	MEU 07421	Emotional intelligence in entrepreneurship				✓
22	MEU 07422	Business Finance				✓
23	MEU 07423	Health and Safety				✓
24	MEU 07424	Field Practice				✓

Table 6.68: Scheme of Study for Semester 1

S/N	Code	Module Name	Distribution of Hours per Week					
			L	T	P	AS	Total Hours Per Week	Credit
1	MEU 07101	ICT	2	1	2	1	6	8
2	MEU 07102	Business Communication Skills	2	1	2	1	6	8
3	MEU 07103	Development Studies	2	1	1	1	5	8
4	MEU 07104	Business Mathematics	2	1	1	1	5	8
5	MEU 07105	Entrepreneurship Skills	2	1	2	2	7	10
6	MEU 07106	Marketing Management	2	1	2	1	6	9
Total Credits								**51**

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

Table 6.69: Scheme of Study for Semester 2

S/N	Code	Module Name	Distribution of Hours per Week					
			L	T	P	AS	Total Hours Per Week	Credit
1	MEU 07207	Human Capital Management	2	1	1	1	5	8
2	MEU 07208	Brand Management	2	1	2	2	7	10
3	MEU 07209	Consumer Behaviour	2	2	2	1	7	9
4	MEU 07210	Retail Marketing	2	1	2	1	6	9
5	MEU 07211	Integrated Marketing Communication	2	1	2	1	6	9
Total Credits for Semester 2								**45**

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

Table 6:70: Scheme of Study for Semester 3

S/N	Code	Module Name	(Distribution of Hours per Week)					
			L	T	P	AS	Total Hours Per Week	Credit
1	MEU 07312	Principles of Economics	2	1	1	2	6	9
2	MEU 07313	Sales and Negotiation	2	1	1	2	6	9
3	MEU 07314	Marketing and Environment	2	1	1	2	6	9
4	MEU 07315	Service Marketing	2	1	2	1	6	9
5	MEU 07316	Business Law	2	1	2	2	7	10
6	MEU 07317	Creativity and Innovation	2	1	2	1	6	9
7	MEU 07318	Research Methods	2	1	2	2	7	10
		Total Credits for Semester						**65**

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

Table 6:71: Scheme of Study for Semester 4

S/N	Code	Module Name	(Distribution of Hours per Week)					
			L	T	P	AS	Total Hours Per Week	Credit
1	MEU 07419	Principles of Economics	2	1	1	2	6	9
2	MEU 07420	Sales and Negotiation	2	1	1	2	6	9
3	MEU 07421	Marketing and Environment	2	1	1	2	6	9
4	MEU 07422	Service Marketing	2	1	2	1	6	9
5	MEU 07423	Business Law	2	1	2	2	7	10
6	MEU 07424	Creativity and Innovation	2	1	2	1	6	9
7	MEU 07318	Research Methods	2	1	2	2	7	10
Total Credits for Semester 4								**65**

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

6.2.16 Bachelor Degree in Marketing and Entrepreneurship (NTA level 8)

Bachelor Degree in Marketing and Entrepreneurship Development (BMED) is one –year programme delivered in two semesters. The BMED programme consists of 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 marketing and entrepreneurship discipline and the in-depth treatment of them will enable graduates to rapidly become effective entrepreneurs. Core modules provide a range of basic skills, knowledge, and principles appropriate for a graduate in BMED as a lifelong career. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance marketing and entrepreneurship professional practice appropriate for graduates in Marketing and Entrepreneurship Development.

In delivering six modules (6) modules are covered in semester one for durationof seventeen (17) weeks. The dissertation is completed over the course of two semesters. Tables 6.72 – 6.76 provide more details regarding the BMED programme as well as the modules covered in the programme.

Table 6:72: Module Distribution for Semester 1

S/N	Code	Module Title	Classification	Credits
1	MEU 08101	Strategic Marketing Management	Core	10
2	MEU 08102	Supply Chain Management	Fundamental	9
3	MEU 08103	International Marketing	Core	10
4	MEU 08104	Risk Management	Fundamental	7
5	MEU 08105	Business Information System	Fundamental	7
6	MEU 08106	Research Methods	Fundamental	9
Total Credits for Semester 1				**52**

Table 6:73: Module Distribution for Semester 2

S/N	Code	Module Title	Classification	Credits
1	MEU 08207	Corporate Governance	Fundamental	6
2	MEU 08208	Cost Management	Fundamental	7
3	MEU 08209	Marketing Research	Core	10
4	MEU 08210	Digital Marketing	Core	10
5	MEU 08211	Business Intellectual Property Rights	Core	10
6	MEU 08212	Project Management	Fundamental	7
7	MEU 08213	Dissertation	Fundamental	18
Total Credits for Semester 2				**68**

Table 6:74: Summary of Modules NTA Level 8 in Marketing & Entrepreneurship (Semesters 1and 2)

Sn	Code	Module Name	Semester	
			1	2
1	MEU 08101	Strategic Marketing Management	✓	
2	MEU 08102	Supply Chain Management	✓	
3	MEU 08103	International Marketing	✓	
4	MEU 08104	Risk Management	✓	
5	MEU 08105	Business Information System	✓	
6	MEU 08106	Research Methods	✓	
7	MEU 08207	Corporate Governance		✓
8	MEU 08208	Cost Management		✓
9	MEU 08209	Marketing Research		✓
10	MEU 08210	Digital Marketing		✓
11	MEU 08211	Business Intellectual Property Rights		✓
12	MEU 08212	Project Management		✓

Table 6:75: Scheme of Study for Semester 1

S/N	Code	Module Name	Distribution of Hours per Week					
			L	T	P	AS	Total Hours Per Week	Credit
1	MEU 08101	Strategic Marketing Management	2	1	2	2	7	10
2	MEU 08102	Supply Chain Management	2	1	2	1	6	9
3	MEU 08103	International Marketing	2	1	2	2	7	10
4	MEU 08104	Risk Management	2	1	2	2	7	7
5	MEU 08105	Business Information System	2	0	2	1	5	7
6	MEU 08106	Research Methods	2	1	2	1	6	9
		Total Credits						**52**

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

Table 6:76: Scheme of Study for Semester 2

S/N	Code	Module Name	Distribution of Hours per Week					
			L	T	P	AS	Total Hours Per Week	Credit
1	MEU 08207	Corporate Governance	2	1	2	2	7	6
2	MEU 08208	Cost Management	2	1	2	2	7	7
3	MEU 08209	Marketing Research	2	1	2	2	7	10
4	MEU 08210	Digital Marketing	2	1	2	2	7	10
5	MEU 08211	Business Intellectual Property Rights	2	1	2	2	7	10
6	MEU 08212	Project Management	2	0	2	1	5	7
7	MEU 08213	Dissertation	0	0	12	0	12	18
		Total Credits for Semester 2						**68**

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

PART SEVEN: COURSES OFFERED BY THE DEPARTMENT OF PSYCHOLOGY

7.1 Introduction

The Department of Psychology trains psychologists specialized in counselling psychology who can work in communities, at public, private, non-governmental and voluntary organizations and engage in addressing psychological, behavioral, mental health and emotional problems facing children, individual clients, families, groups and communities to enhance their social and psychological wellbeing and functioning capacity. It is envisaged that the training will produce counselling processionals who can actively and innovatively help clients respond to or effectively cope with challenges posed by the newly emerging socio-economic, environmental and developmental challenges.

7.2 Training Programmes Offered by the Department of Psychology

The Department of Psychology runs three (03) training programmes in Counselling Psychology namely, Basic Technician Certificate in Counselling Psychology (NTA Level 4), Technician Certificate in Counselling Psychology (NTA Level 5) and Ordinary Diploma in Counselling Psychology (NTA Level 6), all of which officially commence in theacademic year 2025/2026.

7.2. 1Basic Technician Certificate in Counselling Psychology (NTA Level 4)

The Basic Technician Certificate in Counselling Psychology (BTCCP) Programme consists of twelve (12) modules with a total number of 120 credits to be covered in a duration of two semesters. Six (6) modules will be covered in the first semester and other six (6) in the second semester at duration of seventeen (17) weeks per each semester. Fieldwork practicum will be done after the completion of the second semester. The BTCCP consists of core and fundamental modules. Core modules refer to those which provide a range of basic direct counselling psychology methods, knowledge, skills and principal values appropriate for the graduates of BTCCP programme. Fundamental modules are those that provide essential knowledge and skills required to enhance Counselling Psychology professional practice. Tables 7.1–7.4 provide more details regarding the BTCCP programme as well as modules covered detailing the codes, study hours and credits.

Table 7.1: Curriculum Details for the BTCCP Programme

S/N	Qualification	Basic Technician Certificate in Counselling Psychology
1	Purpose (s) of Qualification	This qualification is intended to enable a candidate to apply the elementary knowledge and skills in psychology, counseling, record keeping and assessment to administer client particularly children and families under supervision of a qualified Counselling Psychologist.
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	Overall Credits	129
7	Entry Qualifications	Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) relevant passes (D grade or higher) including specific subjects based on the course; OR Possession of at least National Technical Vocational Award (NTVA) Level 3 of relevant grade and completed O-level.
8	Date of the Qualification Standard Developed	June, 2024

Table 7.2: Modules Codes, Study Hours per week and Credits per Module: Semester 1

Code	Module Title	Distribution of Hours per week				Total Hours per week	Credit Per Module
		L	T	P	AS		
CPT 04101	Essentials of Psychology	2	2	2	1	**7**	**9**
CPT 04102	Child Psychology	**2**	**1**	**2**	**1**	**6**	**8**
CPT 04103	Communication Skills	**2**	**1**	**1**	**2**	**6**	**6**
CPT 04104	Psychological Disorders	**2**	**1**	**1**	**1**	**5**	**8**
CPT 04105	Guidance and Counselling	**2**	**1**	**2**	**1**	**6**	**9**
CPT 04106	Social Science Research	**1**	**1**	**2**	**1**	**5**	**8**
Sub Total							**48**

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

Table 7.3: Modules Codes, Study Hours per week and Credits per Module : Semester 2

Code	Module Title	Distribution of Hours per week				Total Hours per week	Credit Per Module
		L	T	P	AS		
CPT 04207	Social Psychology	2	1	1	1	**5**	**8**
CPT 04208	Social, Legal and Ethical Issues in Counselling	**2**	**1**	**1**	**1**	**5**	**8**
CPT 04209	Child and Family Counselling	**2**	**1**	**1**	**2**	**6**	**8**
CPT 04210	Field Practical Training	**2**	**1**	**2**	**1**	**6**	**9**
CPT 04211	ICT Skills	**2**	**1**	**1**	**2**	**6**	**7**
CPT 04212	Practicum in Counselling	**-**	**-**	**40**	**-**	**-**	**32**
Sub Total							**72**

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

Table 7.4: Summary of Modules in NTA Level 5 (TCCP) Programme

S/N	Code	Module Name	Semester	
			1	2
1	CPT 04101	Essentials of Psychology	√	
2	CPT 04102	Child Psychology	√	
3	CPT 04103	Communication Skills	√	
4	CPT 04104	Psychological Disorders	√	
5	CPT 04105	Guidance and Counselling	√	
6	CPT 04106	Social Science Research	√	
7	CPT 04207	Social Psychology		√
8	CPT 04208	Social, Legal and Ethical issues in Counselling		√
9	CPT 04209	Child and Family Counselling		√
10	CPT 04210	Field Practical Training		√
11	CPT 04211	ICT Skills		√
12	CPT 04212	Practicum in Counselling		√

7.2.2. Technician Certificate Counselling Psychology (NTA Level 5)

The Technician Certificate in Counselling Psychology (TCCR) is a one -year programme which is covered in two (2) semesters.It consists of ff twelve (12) modules with a minimum number of 120 credits to be covered in duration of two semesters of 17 weeks each.

The modules are divided into two categories, which include core and fundamental modules. Core modules of this programme refer to those which provide a range of basic psychology methods, knowledge, skills and principles appropriate for the graduates of TCCP programme.. Fundamental modules refer to those modules that provide essential knowledge and skills required to enhance Counselling Psychology professional practice. Tables 7.5 to 7, 8 provide the detailed curriculum information,core and fundamental modules of this NTA level taught at Semester 1 and 2.

Table 7.5: Curriculum Details for the NTA Level 5 (TCCP) Programme

S/N	Qualification	Technician Certificate in Counselling Psychology (NTA Level 5)
1	Purposes of Qualification	This qualification is intended to prepare assistant counselling psychologists, who work under the supervision of a qualified psychologists to engage in provision of psycho-social, research and field work services so as to enhance counselling intervention.
2	NTA Level	5
3	Competence	The holder of this qualification will be able to apply skills and knowledge in psycho-social provision programs, counselling intervention, field work and research skills to promote client's psychological well-being.

	Level Descriptor	
4	Minimum Credits at this NTA Level	120
5	Maximum Number of Credits from theLowest NTA Level	129
6	MinimumOverall Credits	120
7	Lowest NTA Level	NTA Level 4
8	Entry Qualification	- Possession of NTA level 4 in Psychology **OR** - Holder of Advanced Certificate of Secondary Education Examination (ACSEE) with at least 1 Principal and Subsidiary pass excluding religious subjects; **OR** - Possession of Basic Technician certificate in Counselling Psychology, Psychology related disciplines including Early Childhood Care and Development, Social Work, Community Development, Nursing, Community Health, Gender, Child Protection, Community Work, Counseling and Law.
9.	Date of the Qualification Standard Developed	June, 2024

Table 7.6: Modules Codes, Study Hours per week and Credits per Module : Semester 1

Code	Module Title	Scheme of Study Hours per week				Total Hours Per Week	Credit Per Module
		L	T	P	AS		
CPT 05101	Personality Psychology	2	2	1	1	6	9
CPT 05102	Contemporary Issues in Community	2	1	1	1	5	8
CPT 05103	Abnormal Psychology	2	1	1	1	6	9
CPT 05104	Counseling Process and Skills	2	1	2	1	6	9
CPT 05105	Introduction to Communication Skills	1	1	1	1	4	6
CPT 05106	Basic Social Science Research	2	1	2	1	6	9
Sub Total							50

Table 7.7: Modules Codes, Study Hours per week and Credits per Module : Semester 2

Code	Module Title	Scheme of Study Hours per week				Total hours	Credit Per Module
		L	T	P	AS		
CPT 05207	Family and Relationship Counseling	2	1	2	1	6	9
CPT 05208	Developmental Psychology	2	1	1	1	5	8
CPT 05209	Development Studies	1	1	1	1	4	6
CPT 05210	Introduction to Fieldwork	1	1	1	1	4	6

Code	Module Title	Scheme of Study Hours per week				Total hours	Credit Per Module
		L	T	P	AS		
CPT 05211	Introduction to Information and Communication Technology	1	1	2	2	6	9
CPT 05212	Field Practicum in Counselling	-	-	-	-	-	32
Sub Total							**50**

Table 7.8: Summary of Modules in NTA Level 5 (TCCP) Programme

S/N	Code	Module Name	Semester	
			1	2
1	CPT 05101	Personality Psychology	√	
2	CPT 05102	Contemporary Issues in Community	√	
3	CPT 05103	Abnormal Psychology	√	
4	CPT 05104	Counseling Process and Skills	√	
5	CPT 05105	Communication Skills	√	
6	CPT 05106	Social Science Research	√	
7	CPT 05207	Family and Relationship Counseling		√
8	CPT 05208	Developmental Psychology		√
9	CPT 05209	Development Studies		√
10	CPT 05210	Introduction to Fieldwork		√
11	CPT 05211	Introduction to Information and Communication Technology		√
12	CPT 05212	Field Practicum in Counselling		√

7.2.3 Ordinary Diploma in Counselling Psychology (NTA Level 6)

The Ordinary Diploma in Counselling Psychology (ODCP is a one -year programme which is covered in two semesters. The Programme consists of consists of eleven (11) taught modules and a project paper, with a minimum number of 130 credits to be covered in duration of two semesters, for fifteen (15) weeks. Project Paper will be done in duration of fifteen (15) 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.

The modules are divided into two categories, which include core and fundamental modules. Core modules of this programme refer to modules which provide a range of basic Counselling Psychology knowledge, skills and principles appropriate for the graduates of NTA 6 programme. Fundamental modules refer to those modules, which provide essential knowledge and skills required to enhance psychological professional practice. Tables 7.9 –7.12 provide more details regarding the curriculum and module covered ODCP (NTA Level 6) programme within the two semesters.

Table 7.9: Curriculum Details for NTA Level 6 (ODCP) Programme

S/N	Qualification	Ordinary Diploma in Counselling Psychology (NTA Level 6)
1	Purposes of qualification	The holder of this qualification will be able to apply skills and knowledge of psychology, counseling intervention and research to address client's psychological 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 at this NTA Level	120
5	Maximum Number of Credits from the Lowest NTA Level	-
6	Minimum Overall Credits	130
7	Entry Qualification	Holder of Technician Certificate (NTA 5) in Counselling Psychology
8	Date of the Qualification Standard Developed	June, 2024

Table 7.10: Modules Codes, Study Hours per week and Credits per Module : Semester 1

Code	Module Name	(Distribution of Hours per Week)				Total Hours per Week	Credits
		L	T	P	AS		
CPT 06101	Counselling in Crisis and Loss	2	2	2	1	7	11
CPT 06102	Counselling Administration and Management	2	2	1	1	6	9
CPT 06103	Group Counselling	2	2	2	1	7	11
CPT 06104	Research Report Writing	2	2	1	1	6	9
CPT 06105	Adolescence Psychology	2	2	1	1	6	9
CPT 06106	School Counselling	2	2	1	1	6	9

Sub Total		**58**

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

Table 7.11: Modules Codes, Study Hours per week and Credits per Module: Semester 2

Code	Module Name	(Distribution of Hours per Week)				Total Hours per Week	Credit
		L	T	P	AS		
CPT 06207	Guidance Skills	2	2	2	1	7	11
CPT 06208	Human Rights	2	2	1	1	6	9
CPT 06209	Counselling People with HV and AIDS and Chronicle Diseases	2	2	2	1	7	11
CPT 06210	Psychology of Exceptionality	2	2	1	1	6	9
CPT 06211	Project Management and Entrepreneurship	2	2	1	1	6	9
CPT 06212	Project Writing	-	-	-	-	-	23
Sub Total							**72**

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

Table 7.8: Summary of Modules in NTA Level 6(ODCP) Programme

S/N	Code	Module Name	Semester	
			1	2
1	CPT 06101	Counselling in Crisis and Loss	√	
2	CPT 06102	Counselling Administration and Management	√	
3	CPT 06103	Group Counselling	√	
4	CPT 06104	Research Report Writing	√	
5	CPT 06105	Adolescence Psychology	√	
6	CPT 06106	School Counselling	√	
7	CPT 06207	Guidance Theories		√

8	CPT 06208	Human Rights		√
9	CPT 06209	Counselling People with HIV and AIDS and Chronicle Diseases		√
10	CPT 06210	Psychology of Exceptionality		√
11	CPT 06211	Project Management and Entrepreneurship		√
12	CPT 06212	Project Writing		√

PART EIGHT: REGULATIONS GOVERNING FIELDWORK PRACTICE

8.1. 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.

8.2 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.

8.3 General Placement Guidelines

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

(viii) Students are free to seek placement in any agency and organization providing social and economic services in the country.

(ix) 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.

(x) The Institute reserves the right to make the final placement decision taking into accounts the students learning needs, objectives and the agency capacity.

(xi) 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.

(xii) 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.

8.4 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.

8.5 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

8.6 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

8.7 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.

8.8 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.

8.9 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 NINE: REGULATIONS AND GUIDELINES GOVERNING DISSERTATIONS AND PROJECT PAPERS

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

9.1 Dissertation Procedures and Guidelines

9.1.1. Meaning

A dissertation is an independent research-based module written and submitted in partial fulfillment of the requirements for the award of a Bachelor Degree, a Postgraduate Diploma, and a Master Degree.

9.1.2 General Dissertation Guidelines

The following are general guidelines for 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 otherhigher 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 the main titles and subtitles of the dissertation. If a list of illustrations, such as tables and figures, is included, it should be on separate pages and 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, 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 programmes, 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.

9.1.3 Supervision and Submission Procedures

9.1.3.1 Students doing research shall ensure that their research titles and subjects align with the Institute's Research Agenda

9.1.3.2 Internal supervisors shall be assigned to supervise candidates with whom they will work from the topic selected, proposal development, to the final stage of the Dissertation. No Dissertation shall be accepted ifthe student has not made adequate contact with his/her supervisor for at least one (3) hours per month.

9.1.3.3 Each candidate shall be assigned to at least one supervisor

9.1.3.4 The candidate, under the guidance of the supervisor, shall select and develop a research topic based on the Institute's research agenda

9.1.3.5 Selection of the research topic and proposal development shall bedone during the first semester of the third year for Bachelor Degree Programs, and first semester of the year of study for Postgraduate Diploma Programs.

9.1.3.6 For Master Degree candidates selection of research topics and writing proposals shall be done during the first semester of the Program.

9.1.3.7 The research proposal shall not exceed twenty pages and shall comply with the format provided for under these regulations.

9.1.3.8 Subject Master Degree candidates must develop and defend their research proposals within the First Semester of the Program.

9.1.3.9 Master Degree Candidates must collect data and write a final dissertation report within the second semester of the Program

9.1.3.10 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.

9.1.3.11 Final submission of dissertations: Bachelor Degree and Postgraduate Diploma students shall submit their dissertations one week before the commencement of the second semester examinations.

9.1.3.12 For Master Degree Program, candidates must defend the results after final report writing.

9.1.3.13 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 Programme. After testing it using anti-plagiarism software, the dissertationshall be submitted one week before the commencement of the Second Semester examinations

9.1.3.14 For graduation purposes and without prejudice to rule 8.1.3 (xii)above, the deadline for submitting a Master Degree dissertation is the end of October of the respective academic year.

9.1.3.15 Both internal and external examiners will mark master degree dissertation reports.

9.1.3.16 For Bachelor's 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 the respective department within ONE WEEKS time after the end of the second semester examinations. The other copy of the dissertation shall be submitted to the 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**.

9.1.3.17 Master Degree dissertations shall be marked as per Guidelines and Procedures for writing dissertations for Master Degree programs.

9.1.3.18 A candidate failing to submit a Dissertation within the time shall be deemed to have failed and shall do a supplementary dissertation.

9.1.3.19 A candidate who, for genuine reasons, fails to complete and submit his dissertation on time may apply for an extension of time. The application for an extension to submit the dissertation shall be made by filling in **Form No**. 2, appended to **these regulations**.

9.1.3.20 Except for medical grounds, extension of time to be granted shall not exceed one academic year. The first three-month extension shallbe free. Subsequent extensions shall be charged TZS. 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.

9.1.3.21 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 redo the Dissertation at new costs and supervision. In this case, the Dissertation shall be treated as a supplementary case.

9.1.3.22 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.

9.1.3.23 **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** after having received final comments from the respective supervisor.

9.1.3.24 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.

9.1.3.25 Bachelor Degree and Postgraduate Diploma dissertations shall be externally moderated under the rules governing external moderation of examinations as provided under Examination regulations

9.1.3.26 A candidate failing the dissertation shall do a supplementary examination, and the regulations guiding supplementary examinations shall apply.

9.1.3.27 A student failing a supplementary in Dissertation shall carry over the module

9.1.3.28 Examination regulations shall apply to dissertations.

9.1.3.29 Master degree students shall be required to fill in Research Progress Report quarterly as provided in Form No. 3.

9.2 Project Paper Procedures and Guidelines

9.2.1 Meaning of Project Paper

A Project Paper is a library-based research. It focuses on the analysis of a 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 a standalone module with its separate marking procedures and guidelines.

9.2.2 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".

9.2.2.1 **The supervisor's certification**: This should be done before initial submission and also before final submission of the dissertation.

9.2.2.2 **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.

9.2.2.3 **Abstract:** The abstract should be concise but comprehensive. It should be 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.

9.2.2.4 **Table of Contents:** The table of contents should refer to specific pages. If a list of illustrations, such as tables and figures, is included, it should be on separate pages and arranged in the same format as the table of contents.

9.2.2.5 **Body of the Work:** The Project Paper report should be well structured. Paragraphs, the flow of ideas, and logical conclusions 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.

9.2.2.6 **Bibliography/References:** All literature cited in the text must bearranged 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).

9.2.2.7 **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.

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

9.2.3 Supervision and Submission Procedures

9.2.3.1 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 ofthree (3) hours per month.

9.2.3.2 Each candidate shall be assigned to one supervisor.

9.2.3.3 Accomplishment of the Project Paper shall take place during the second semester of NTA level 6.

9.2.3.4 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.

9.2.3.5 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.

9.2.3.6 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.

9.2.3.7 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 the Project Paper shall be regarded as a supplementary examination.

9.2.3.8 The project papers shall be submitted typed in 1.5-line spacing on A-4paper and according to other standard regulations as may be prescribed from time to time by the Deputy Rector – Academics, Research and Consultancy.

9.2.3.9 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 beencorrected and **ONE** bound error-free hard copy submitted to the Head of Department by the respective supervisor.

9.2.3.10 Examination regulations shall apply to Project Papers.

9.2.3.11 All Project Papers shall be marked according to the guidelines prescribed in **Form No. 4 attached to these regulations**.

9.2.3.12 Project papers shall be internally moderated under the rules governing the moderation of examinations.

Form 1:

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

Name of the candidate……..
Program of the study of the 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** • To what extent has the candidate 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** • 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 aviable justification for the study.	2 2 2		
3.	**Hypotheses/Research Questions** • Examine whether there is a clear relationship between the variables that the researcher intends to measure.	2 3		

	• The way the hypotheses/research questions are stated. • Examine stated hypotheses/research questions if they are specific, measurable, attainable and realistic.	2		
4.	**Objectives** • 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** Whether the candidate clearly stated what the study would contribute to the research community, policy makers, planners,academicians, etc.	1		
6.	**Literature Review** • Whether the literature review helps to deepen the understanding of the research area. • Whether the review builds on what others have already done and identifies the researchgaps to be filled. • To what extent does the review discuss the key findings in detail and how the pertinent issues are summarized and tied together? • To what extent does the review reflect the most recent literature on the topic and identify 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** • 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 the rationale for using them. • Whether the candidate has appropriately used the theory/conceptual framework adopted to explain	2 3 2		

	the findings.			
8.	**Research Design** • 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** • 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** • 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** • 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** • 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 ……

Form 2:
Marking Guide for Project Paper (NTA Level 6)

Name of the Candidate……
Programme of the Study:…….

T**itle:…….**

	Subject/Item Examined	**Max. Score**	**Internal**	**External**
1.	**Introduction and Background to the Problem** (*The candidate should provide clear and adequate description/background of the selected topic/problem to*) • 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)** (*The candidate should state clearly the main and specific objectives of the project*) • To what extent the	**10**		

	candidate managed to state the main and specific objectives of the project. • How clear, measurable, specific and realistic were the objectives.			
	Significance of the Project *(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)* • 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** *(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*	**15**		

	identify/state what, who and how the project will benefit) • 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.			
4.	**Literature Review** (*The candidate should provide a brief literature review from past and current literature relevant to the Project Paper's topic*) How the candidate managed to relate the respective literature with the topic/problem examined.	**15**		
5.	**Research Methods** *(The candidate should provide a brief description of the method(s) used to execute the project)* • 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	**10**		

	managed to provide reasons for choosing the topic/problem, using the methods, as well as the reasons for selecting the literature).			
6.	**Findings and Lessons Learned** *The candidate should systematically present and draw appropriate lessons from the findings.* • 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** • 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……

PART TEN: RULES AND REGULATIONS FOR CONDUCT OF STUDENTS

SECTION ONE

PART A: PRELIMINARY

PREAMBLE

Whereas the Institute was established by Act No. 26 of 1973 Section 3 and exists for the pursuit of learning

AND

Whereas the Institute's fundamental purpose can be achieved only if its members can work peacefully in conditions which permit freedom of thought and expression within a framework of respect for the rights of other people.

NOW THEREFORE

These By-laws are promulgated, and made to maintain these conditions and protect the Institute from actions which would damage its academic reputation or the standing of the Institute and its members.

SECTION TWO

PART 1: PRELIMINARY

1.1 Citation:

These by-laws shall be cited as the **Institute of Social Work Students' By-Laws (2008)** and shall come into force on such a date as the Board may approve.

1.2 The Board makes these By-Laws of Governors in accordance with the provisions of Section 3 of the Institute of Social Work Act No. 26 of 1973, as amended in the 2002 Miscellaneous Amendment Act, whose objective is to provide for the control, governance, and administration of the Institute.

1.3 Definitions:

In these By-Laws, unless the context otherwise requires:

"**The Act"** means the Institute of Social Work Act No. 26 of 1973, as amended fromtime to time.

"**Appeal" means** the act or process of requesting the review of a decision made.
"Admission Offence" means an act, omission, or conduct that contravenes admission regulations.
"Academic Dishonesty" means an act of dishonesty on academic matters.
"**The Board" means** the Board of Governors of the Institute of Social Work.
"Complaint" means a written and signed statement of dissatisfaction as a result of which proceedings may be instituted.
"Competent Organ" includes such Board, Committee, Office or Officer of the Institute vested with express or implied legal powers to do or to disallow or to order the doing or disallowance of such act or acts as is or are referred to in any of the respective Provisions of these By-Laws.
"Competent Authority" shall have the same meaning as "Competent Organ" with powers to make decisions.
"Dean of Students" means the Officer appointed by the Board of Governors to deal with Students' matters.
"Disciplinary Authority" means any officer or committee of the Institute which is vested with Power to deal with students' discipline.
"**The Disciplinary Appeals Committee**" means the Appeals Committee dealing with reviewing the decision made by a previous committee.
"Disciplinary Offence" shall mean an offence committed by a student as against these regulations which is punishable under these regulations.
"Eviction" means to force a student to vacate the Institute hall.
"Fee" refers to a total amount of payment in terms of cash, money transfer, money order or a cheque made by student to the Institute through the Institute's bank account to cover Registration, Student's identity card, caution money, student handbook, tuition, essential
Lethal weapons" means objects such as knives, guns, spears, arrows, machetes, axes, sticks, etc. that are used for fighting or attacking.
"Natural Justice" shall include the right to be heard by an impartial body; the right to be informed of the specific offence alleged to have been committed and the specified law alleged to have been violated; the right to tender a defence and the right to appeal.
"Proper Notice" means notice given within a specific period of time from the date of commission of a neglect offence or in the case of a continuance of injury or damage within 15 days next to its cessation.
"**Student"** means any person admitted to the Institute as a candidate for a postgraduate diploma, degree, diploma, certificate and other award of the Institute.
"The Students "Organization" means the formally constituted students' government as per their constitution.
"Vehicle" means motor cars, motor scooters, motor cycles, tricycles, bicycles, and other mechanical means of conveyance on land.
"Penalty" means punishment for breaking Institute By-laws.

"Rustication" means removal of a student from the Institute until such acts causing the problem (s) are solved.
"**Stern warning**" means serious and disapproving warning.
"Strike" means refusal to perform scheduled activities.
"Suspension" means removal of a student from the Institute for a period of not more than three (3) weeks.
"Visitor" means somebody who is not a Student or the employee of the Institute.
"Warden" means an officer dealing with management of halls of residence.
"Unlawful act" means any act that is forbidden in these by laws and/or any other laws enforce.
"Criminal Act" Is the same as unlawful act reading texts and Examinations fees.
"Institute" means the Institute of Social Work established by Section 3 of Act no. 26 of 1973.
Initial Order means an order entered by the Disciplinary Authority after conducting hearing on entire dispute.

1.4 Where it appears in these By-Laws a singular, shall include a plural form and vice-versa.

PART 2: GENERAL REGULATIONS

These general regulations are made in accordance with the desire to enable the Institute perform its duties and functions as proclaimed in the establishment act and other instructions and regulations as instructed by Board of Governors from time to time. Among other things, these regulations require unless it is stated otherwise:

2.1 Payment of fees within the prescribed payment schedule shall be a condition for registration to pursue and /or continue with studies at the Institute, provided that the manner of payment shall be in accordance with instructions enunciated from time to time by the Board of Governors.

2.2 Any student who has outstanding debts to the Institute out of either credit loss or damage of property of the Institute shall not be allowed to register for classes or sit for end of Semester examination.

2.3 All official correspondence by students or by officials of the Students' Organization or officials of recognized student societies to Government Ministries, Parastatals, Non-governmental organizations, etc. shall be routed through the Dean of Students, the Deputy Rector - Academics, Research and Consultancy, and Rector as the case may be.

2.4 Application for permission to make general collection of money, within the Institute, other than students' organization subscriptions or entrance fees for film shows and other functions shall be made to the Dean of Students through the students' organization. Collectors shall be required to submit to the Dean of Students a receipt in lieu of the collection, a statement of money received and show how the money has been or is to be expended.

2.5 Every student on enrolment shall be supplied with a copy of these By-Laws or part of the Institute regulations for the time being in force. Acceptance of a place in the Institute is conditional upon agreement by the student to abide by the By-Laws. The operation and application of the By-Laws is without prejudice to the constitution and the general laws of the United Republic of Tanzania.

2.6 Classrooms will be open for use from 7.00 am to 22.00 hours and not otherwise. Any student who will contravene this by-law will be charged and fined to pay not less than fifty thousand Tanzania shillings to subsidize for power bills.

PART 3: RESIDENCE/ACCOMODATION

3.1 At the beginning of the academic year, all students will be required to produce evidence of payment of hostel fee to warden so as to be given hostel's key. Students who fail to do so shall be barred from staying in the hostel. Upon payment, student will be issued with an account (user name and password) in the Student Information Management System (SIMS) to create invoice for hostel payments and get control number. The Institute officials at ICT unit and Account Department will guide students on how to use SIMS account.

3.2 Those allocated rooms shall be required to sign a contract at the beginning of the academic year. The occupants shall be required to sign for all properties found in their room at the beginning of each semester and sign off at the end of a semester. The Occupants shall ensure that they sign off at the end of semester otherwise they will be charged for the property not handed in.

3.3 Occupants are not allowed to remove permanent fittings in the rooms and are responsible for the proper care of all property and any damage to or loss must be reported to the warden immediately.

3.4 Students shall be responsible to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms.

3.5 Cooking is not allowed in the Hostels. Cooking includes: frying, roasting, baking and boiling (except boiling water) by use of any source of energy.

3.6 No electric devices other than reading lamps, table fan, electric iron, electric razor, electric hair dryer, electric kettle, radio, record player or video shall be used in students' rooms or in any other unauthorized place or space.

3.7 Students shall not interfere with or transfer furniture or fittings of any kind from any part of the Institute building without prior written permission from the office of the Dean of Students or Wardens of the Hostel as the case may be.

3.8 Notwithstanding the generality of the above paragraph, any student wishing to install any additional furnishing in his/her room may do so subject to prior knowledge and written permission from the office of the Dean of Students.

3.9 Electric lights MUST be switched off during daytime or when occupants are not in the room.

3.10 Musical appliances and instruments, such as record players, radio set, video and other noise making instruments may be used provided that music shall not be played at noise level that causes nuisance and annoyance to other students in the Hostel.

3.11 For specific official students' functions permission to extend music performance in specified places within the Institute may be granted by the Dean of Students until but not beyond midnight.

3.12 Drunkenness behavior is strictly prohibited. Any student found drunk and if his/her drinking behavior is likely to cause disturbance of peace, drastic disciplinary action will be taken which may include expulsion.

3.13 No student shall be allowed to entertain visitors of either sex in his/her room beyond 12:00 midnight.

3.14 Students shall not be allowed to live with any unauthorized person or fellow student in their rooms, including their children or other relatives.

3.15 Students shall be expected to live peacefully with one another in their allocated rooms; if at all one student is found to be misbehaving towards his/her room- mate the misbehaving student may be ordered out of the room or may be given a probationary period of good behaviour of up to 10 weeks or one semester, whichever is the longer.

3.16 All students shall be required to vacate the Hostel at the end of each semester when the Institute closes for vacation.

3.17 Loss of Keys by students must be reported immediately to the Dean of Student's or the Hostel Warden. The key will be replaced on payment of the cost of a new

key or new lock by the student responsible for its loss or for its safe custody. Keys must be returned to the Warden at the end of each semester. Failure to doso shall involve the paying of full residential charges from the beginning of vacation to the time the key is returned, plus cost of replacement. Each key holder must ensure that he/she signs in the key book when the key is returned to the Dean of Student or Warden.

3.18 Students utilizing the Institute catering system are required to observe cafeteria regulations.
Failure to observe any of the following rules shall constitute a disciplinary offence.

i) The kitchen shall be out of bounds to all students except for student leaders appointed to oversee cafeteria matters.

ii) Smoking is not allowed in the Cafeteria and other public places including the library, classrooms and at any other gathering of more than one person.

iii) Except with the permission of the catering superintendent or his deputy students may not take any equipment such as crockery, glasses, cutlery, etc. from the cafeteria.

iv) Any criticism of or complaint about cafeteria service shall be made through students' organization leaders to the catering superintendent through the Dean of Students

PART 4: STUDENTS' CODE OF CONDUCT

4.1 Students Code of Good Conduct

Admission to the Institute carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe good conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. That responsibility includes, but is not limited to:

i) Practicing high standards of academic and professional honesty and integrity;

ii) Respecting the rights, privileges and property of other members of the academic community and visitors to the campus, and refraining from any conduct that would interfere with Institute functions or endanger the health, welfare or safety of other persons;

iii) Complying with the rules, regulations, procedures, policies, standards of conduct, and orders of the Institute and its directorates and departments

4.2 Misconduct

Specific instances of undesired misconduct include, but are not limited to:

i) Conduct that intentionally and substantially obstructs or disrupts teachingor freedom of movement or other lawful activities on the Institute campus and is notconstitutionally and/or legally protected;

ii) Physical abuse of any person, or conduct intended to threaten imminent bodily harm or to endanger the health or safety of any person on and outside the Institute premises.

iii) Conduct on the Institute campus constituting a sexual offence, whether forcible or no forcible, such as rape, sexual or sexual harassment and other criminal offence amounting to criminal proceedings.

iv) Malicious damage or malicious misuse of Institute property, or the property of any person where such property is located on the Institute premises;

v) Refusal to comply with any lawful order given by relevant authority.

vi) Possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the Institute campus.

vii) Unlawful possession, use distribution or manufacture of alcohol or controlled substances such as drugs on and outside the Institute campus.

viii) Intentionally inciting others to engage in any unlawful activity.

ix) Falsely reporting a violation of the Students' Code of conduct.

x) Engaging in unlawful demonstration

4.3 Powers of Instructors

The instructor has the authority to exclude a student from any class session in which the student is disorderly or disruptive. If the student persists in the disorderly or disruptive conduct, the instructor should report the matter to the Head of the Department for disciplinary measures.

4.4 Dress Code

The Institute of Social Work is preparing professionals who will contribute to the development of public sectors such as Social Work, Industrial Relations and Human Resources Management. These professions do not need the expertise skills only but also the ethical behaviour that portrays good character of public servant. *Students will be required to dress as per guidelines provided under appendix "2".* In this sense, the students of the Institute of Social Work will be governed by the following dress code:

(a) Female students are not required:

(i) To put on tight apparels that portrays or depicts the body alignment or those that are short, transparent and slit.

(ii) To brand tattoos.

(b) Male students:

(i) Are required to put on at least a shirt and trouser.

(ii) Are not allowed to put on female apparels, bangles, necklaces,earrings, etc.

(iii) Are not allowed to plait their hair.

(iv) Are not allowed to brand tattoos.

(c) Interaction between Students

Interactions between male and female students must be kept to the approved minimum (i.e. sharing lecture rooms, library, cafeteria and other approved and supervised academic meetings).

(d) Spiritual/Moral Affairs

Every student must conduct himself/herself in a manner reflecting exemplary moral and spiritual standards. In this respect, every student shall not carry out or participate in any anti- religious activities

(e) Identity cards

At all times when students are at the campus they are required to put on Identity Cards to prove their identities as students of the Institute, failure to comply with this directive will lead to discontinuation from studies.

PART 5: GENERAL PROCEDURES FOR DISCIPLINARY SANCTIONS

5.1 This section describes the general process under the student code of conduct for enforcing the Institute rules, regulations, procedures, policies, standards of good conduct and orders.

In all situations, whether handled formally or informally, basic standards of fairness will be observed in the determination of:

(a) The truth or falsity of the charges against the student;

(b) Whether the alleged misconduct violated this code; and if so,

(c) The sanctions to be imposed, if any.

(i) The criteria for judging student misconduct shall include, but not be limited to, the standards of conduct as stated in these By-Laws. Informal hearings shall use the procedures governing brief adjudicative proceedings. Formal hearings conducted by the Disciplinary Committees shall follow the procedures required for formal adjudicative proceedings. Informal settlements may also beconducted.

(ii) Persons who believe that violation of the student code of conduct has been committed should contact the Dean of Students.

(iii) The Dean of Students may initiate disciplinary proceedings against a student under this code of conduct. The Deans may delegate the authority to initiate disciplinary proceedings to the Students'

Organization Government or may forward the matter to the higher authority as prescribed by these By-laws.

(iv) The initiating officer shall begin a disciplinary proceeding by holding, or directing a member of his or her staff to hold an (informal hearing with the student alleged with misconduct.

Based on this informal disciplinary hearing, the initiating officer shall report the outcome of hearing to the Rector where the final decision such as exoneration, dismissal of the matter, impose an appropriate sanction, and/or refer the matter to the students disciplinary committee. If the initiating officer identifies a potential or existing exceptional circumstance, i.e.

(a) The sanction of dismissal has been recommended; or
(b) The sanction of restitution whose value shall be prescribed from time to time has been recommended; or
(c) Suspension has been recommended, the matter shall be referred directly to the faculty appeal board; or

5.2 Students have the right to appeal against any sanction imposed at an informal hearing to the student's Disciplinary Committee, except that when such sanction identifies an existing or potential exceptional circumstance as defined, the matter shall be referred directly to the Appeals Committee.

5.3 Any decision of the Student's Disciplinary Committee may be appealed to the Appeals Committee. All decisions of the Students Disciplinary Committee identifying existing or potential exceptional circumstances as defined, shall be referred directly to the Appeal Committee. In most cases, the Appeal's Committee shall conduct an administrative review. In certain cases the Appeals Committee shall also conduct a formal hearing.

5.4 Any decision based on a formal hearing conducted by the Appeals Committee may be appealed to the Rector of the Institute or his/her delegate for a final review. All orders of dismissal shall be reviewed by the Rector or his/her delegate. Orders entered by the Rector or the Rector's delegate shall be subject to approval by the Board of Governors.

5.5 The Rector or his/her delegate may take emergency disciplinary action when a student(s) conduct threatens the health, welfare or safety of the Institute community or members thereof and/or damage to property.

5.6 When questions of mental or physical health are raised in misconduct cases, the Deputy Rector – Academics, Research and Consultancy, the Dean of students,

their delegates, the Student Disciplinary Committee, or the appeal Committee may request the student(s) to appear for Examinationsbefore two physician-consultants designated by a medical officer approved by the Institute. If the student agrees, the physician-consultants may call upon the approved Institute health facilities or any other professional assistance they deem necessary. After examining the student, the physician -consultants shall make a recommendation to the Deputy Rector - Academics, Research and Consultancy, , the Dean of students, their delegates, the Students Disciplinary Committee, or the Appeals Committee as to whether the case should be handled as a disciplinary matter or as a case for medical or other treatment. Any decision made based upon the recommendation of the physician – consultants may be appealed in accordance with these provisions.

5.7 The following persons conducting proceedings under these regulations shall have the authority to issue protective orders and subpoenas: Deputy Rector - Academics, Research and Consultancy, , the Dean of Students, the chairperson of the Students Disciplinary Committee, the chairperson of the Appeal Committee and the Rector or his/her delegate.

5.8 In a case involving an allegation based on sexual offence, the criminal act shall be immediately forwarded for criminal prosecution.

5.9 Any final order resulting from a disciplinary proceeding shall become a part of the student's disciplinary record, unless the student is exonerated.

5.10 In accordance with the constitutional rights on privacy, all hearings conducted under these regulations generally shall be held in closed session out of respect for the privacy of all the students involved. However, the students involved may waive this requirement in writing and request a hearing in open session, and the initiating or presiding officer shall conduct the hearing in a room that will accommodate a reasonable number of observers. The initiating or presiding officer may exclude from the hearing room any persons who are disruptive of the proceedings and may limit the number who may attend the hearing in order to afford safety and comfort to the participants and orderliness to the proceedings.

5.11 Informal Disciplinary Hearings

The Deputy Rector - Academics, Research and Consultancy, the Dean of Students or his/her delegate may initiate a disciplinary proceeding by conducting, or directing a member of his/her staff to conduct, an informal hearing with the student accused of misconduct. This informal disciplinary hearing may be nothing more than a face-to-face meeting between the initiatingofficer or staff and the student, and no special notice of the meeting is required. The purpose of this informal disciplinary hearing is to provide an opportunity for the student to respond to allegations of misconduct before disciplinary action is taken, and the student waves any rights to an informal hearing by hisor her failure to attend.

5.12 Informal Disciplinary Hearings

During an informal disciplinary hearing, the student must be provided with the following information.

(a) The alleged misconduct and the reasons for the Institute's belief that the students engaged in the misconduct;
(b) The specific section (s) of the Student Conduct Code allegedly violated; and
(c) The possible sanctions that may be imposed.

5.13 Based on the findings of an informal hearing, the initiating officer shall enter in writing one of the following orders:

a) An order exonerating the student or dismissing the disciplinary proceeding if it appears that there has been no misconduct with a copy to the disciplinary focal point.
b) An initial order imposing a disciplinary sanction;
c) An order referring the matter to the Students Disciplinary Committee; or
d) An order referring the matter directly to the Department Appeals Board in case of exceptional circumstances as prescribed in this by-laws.

5.14 If the order imposes a sanction and exceptional circumstances exist as defined in these regulations, the matter shall be referred directly to the Appeals Committee and the student shall be informed that he/she has the right to request a formal hearing according to the procedures set forth in these By- Laws. If the order imposes a sanction but exceptional circumstances do not exist, then the student must be informed that he or she has two (2) days from the date of the order or five (5) days from the date of notification of the initial order to request a hearing before the students Disciplinary Committee. If the student chooses not to appeal,the order becomes the final order.

5.15 Within five (5) days of the conclusion of the hearing and any associated investigations, the student shall be provided with a written order which shall include a statement of the decision. No unfavourable action may be taken against the student until the student has been given such notice and information.

5.16 The official record of this informal hearing shall consist of all documents prepared or considered by the Heads of Departments or the Dean of Students with regard to the dispute at hand.

5.17 Appeals

(i) Any initial order may be appealed by timely submission of a written petition to the appropriate body. An order only referring a matter from onehearing body to another, not determining in matter on its merits, is not an initial order.

(ii) If a student does not appeal to the appropriate body within two (2) days of the initial order or within five (5) days of the date when the Institute notified the initial order to the student), the right to appeal is waived and the order becomes final.

(a) All initial orders shall be hand delivered or delivered by registered mails;
(b) Any student involved in a disciplinary hearing is required to provide his/her current and accurate address to the Office of the Dean of Students.

5.18 All petitions for appeal shall be made in writing to the appropriate authority (the chairperson of the Students' Disciplinary Committee, the chairperson of the Appeal Committee, or the Rector). The petition shall state the reasons for the appeal and indicate points of disagreement with the initial order and the Appeals Committee shall make any inquiries necessary to ascertain whether the proceeding must be converted to a formal disciplinary hearing.

5.19 After conducting the appropriate review, the appeals body or the Rector may sustain, reduce or vacate the sanction imposed by the initial order, except if that review is in the form of a formal hearing before the Appeals Committee, that the Board of Governors may increase any sanction.

5.20 Only the Rector or his/her delegate may issue a final order of dismissal subject to approval by the Board of Governors.

5.21 Sanctions, if any will be imposed only after an order becomes final.

5.22 stablishment and functions of Student"s Disciplinary Committee

There shall be a Student's Disciplinary Committee that among other things shall be vested with powers to discharge the following functions:

(i) To conduct hearing on disputes presented before the committee.
(ii) To receive and investigate in various allegations as brought before the committee

5.23 Committee"s Tenure of Service

(i) Members of the Students Disciplinary Committee shall begin their terms on the first day of the academic year except that cases in progress shall be continued until a decision is reached.
(ii) The new panels of committee members shall be identified by the outgoing chairperson or by the designate/person through procedures established by the chairperson.

5.24 Composition of Student"s Disciplinary Committee

The Student's Disciplinary Committee shall consist of a non-voting chairperson, five voting Heads of Departments, Dean of students and twovoting student members preferably the Minister responsible for the Constitutionand Legal Affairs and the Prime Minister, and one non-voting academic staff preferably a Lawyer. The committee shall be maintained for the purpose of providing hearing for disciplinary actions that have been initiated by the Dean of Students and Heads of Departments. The committee shall discharge its dutieswith full capacity when it is convened with at least three voting Heads of Department, chairperson and one student member.

5.25 Appointment of Committee Chairperson

The Rector shall designate a member of the Academic Department or Administration Department based on the nature of the dispute to serve as chairperson of the Students Disciplinary Committee.

5.26 Powers and functions of the Chairperson

(i) The chairperson shall ensure that all procedural safeguards and guidelines are properly followed.

(ii) The chairperson shall address all procedural questions that arise in relation to hearings, including ruling on evidence (as defined by this By- Laws) and challenges to the impartiality of committee members.

(iii) The chairperson shall have the discretion to regulate all aspects of the proceedings.

(iv) The Chairperson shall take whatever steps deemed necessary to ensure that hearings are conducted in a safe and orderly manner.

(v) The chairperson may relieve in writing a member of the Students Disciplinary Committee from serving on that committee for a particular case, for a specific period of time based on valid reasons as submitted to the chairperson in writing by any interested parties in a particular dispute.

5.27 Disqualification of Members.

Committee members may be relieved from discharging duties and functions vested on

Committee by submitting a written statement to the committee chairperson stating reasons for the disqualification under the following circumstances:

(i) When there is conflict of interest on subject matter or any other reason which may prevent him/her from serving as an impartial judge of the matter before the committee.

(ii) When there is a written submission challenging the impartiality of a particular committee member and the chairperson is satisfied that the reason submitted is/are fair.

(iii) Any person who has been delegated the authority to initiate disciplinary proceedings is disqualified from serving as a member of the Students' Disciplinary Committee.

5.28 Hearing before the Students' Disciplinary Committee

The purpose of a hearing before the Students' Disciplinary Committee is to provide all parties with an opportunity to present evidence and argument before disciplinary sanctions are imposed on a student. Based on the evidence presented at this hearing, the committee shall determine whether the student has engaged in the alleged misconduct. If there is a finding of misconduct, the committee shall then determine the appropriate sanction to be imposed based on prescribed penalties. Procedures for hearing shall be as follows:

(i) When a hearing is scheduled before the Student's Disciplinary Committee, the chairperson of the committee shall provide the student with writtennotice

on the following information:

(a) The time and place of the hearing;

(b) The allegations of misconduct against the student(s)

(ii) The chairperson of the committee shall adhere to the following procedures at all disciplinary hearings:

(a) The student shall be provided with a reasonable opportunity (at least two days) to gather evidence, contact witnesses and prepare a defence for the hearing.

(b) May be accompanied by an advisor of the student's choice.

(c) The student is entitled to hear all testimony and examine all evidence that is presented at the hearing. In response, the student may present evidence and witnesses on his/her own behalf and may question any of the witnesses.

(iv) If at any time after a matter has been referred to the Students Disciplinary Committee the chairperson determines that the matter should properly be before the Appeals Committee, he/she may refer the matter to the Appeals Committee and shall provide the student with written notice of the referral and of the opportunity to request a formal hearing if exceptional circumstances exist.

(v) If the committee determines that the student has violated the Institute's rules, regulations, procedures, policies, standards of good conduct or orders, the appropriate sanction shall be determined based on adduced evidence and the committee shall evaluate the evidence presented at the hearing against the student's past record of conduct at the Institute

(vi) The chairperson of the Students' Disciplinary Committee shall provide the student with a written statement of the committee's decision within two (2) days of the conclusion of the hearing. This written statement shall include the committee's factual findings, the conclusions that have been drawn from those findings, the reasons for those conclusions and the sanctions, if any, to

be imposed. If sanctions are imposed, the student must also be informed of the appropriate procedures for appealing the committee's decision to the Appeals' Committee.

(vii) This written statement of the committee's decision shall be the committee's initial order. If the student chooses not to appeal, the initial order of the Students Disciplinary Committee becomes the final order at the end of the appeal period set forth in these regulations, except orders of dismissal shall be referred to the Rector.

(viii) An adequate summary of the proceedings will be kept. Such a summary shall include all documents that were considered by the committee and may include audio recording of the testimony and any other documents related to the hearing.

5.29 The Appeals Committee

There shall be an Appeals Committee with powers to discharge the following functions:

(a) To conduct either administrative reviews or formal hearings on appeals as presented by parties.

(b) To conduct an administrative review when exceptional circumstances do not exist or the student has not requested a formal hearing in writing.

(c) The Committee shall enter an initial order which shall be served in writing on the student within fifteen (15) days after conclusion of the hearing or after submission of memos, briefs, or proposed findings, whichever is later, unless the period is waived or extended for a valid reason.

(d) If the student does not appeal against the committee initial order within the time set out in these regulations, the initial order of the Committee shall become the final order, except all orders of dismissal shall be reviewed by the Rector or his/her delegate.

(iv) If at any time after a matter has been referred to the Students Disciplinary Committee the chairperson determines that the matter should properly be before the Appeals Committee, he/she may refer the matter to the Appeals Committee and shall provide the student with written notice of the referral and of the opportunity to request a formal hearing if exceptional circumstances exist.

(v) If the committee determines that the student has violated the Institute's rules, regulations, procedures, policies, standards of good conduct or orders, the appropriate sanction shall be

determined based on adduced evidence and the committee shall evaluate the evidence presented at the hearing against the student's past record of conduct at the Institute

(vi) The chairperson of the Students' Disciplinary Committee shall provide the student with a written statement of the committee's decision within two (2) days of the conclusion of the hearing. This written statement shall include the committee's factual findings, the conclusions that have been drawn from those findings, the reasons for those conclusions and the sanctions, if any, to be imposed. If sanctions are imposed, the student must also be informed of the

appropriate procedures for appealing the committee's decision to the Appeals' Committee.

(vii) This written statement of the committee's decision shall be the committee's initial order. If the student chooses not to appeal, the initial order of the Students Disciplinary Committee becomes the final order at the end of the appeal period set forth in these regulations, except orders of dismissal shall be referred to theRector.

(viii) An adequate summary of the proceedings will be kept. Such a summary shall include all documents that were considered by the committee and may include audio recording of the testimony and any other documents related to the hearing.

PART 6: DISCIPLINARY OFFENCES AND PENALTY

6.1 For the purposes of these By-Laws, upon breach of any of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose penalties including warning, reprimand, fine, compensation, exclusion fromthe hostel, suspension, rustication, and expulsion from the Institute as herein under provided

PART 7: MISCELLANEOUS PROVISION

7.1 When there is an emergency need for operations of security officials or Policemen amidst students, in student compounds, the students' organization will be informed as early as possible of such presence.

7.2 These By-Laws are not exhaustive of rules and regulations governing students conduct at the Institute and do not exclude the application of special regulations applicable in specific organs of the Institute such as the Institute Library, etc.

7.3 For the purpose of minimizing risks and theft, the students are advised to have a bank account for safety of their money.

PART ELEVEN : LIBRARY REGULATIONS

1. Library staffs are authorized to take appropriate action to ensure that all Library users comply with these regulations. Users are required to comply with directions from library staff. Users are required to co-operate fully with any requests made by any member of the Library staff to allow the items in the possession of the user to be inspected, and failure to render such co-operation will be regarded as a serious offence.

2. All staff and students of the Institute are entitled to use library services. Other categories of users may be admitted according to the Institute library policy on external readers. The Institute reserves the right of admission of readers from outside the Institute.

3. All users must have a valid Institute identity card and library card, which must be produced when borrowing library materials, and at any other time on request.

4. A person registered on the ID card or library card is responsible for all material borrowed on the card. ID cards and library cards are not transferable. Lost or stolen cards should be reported immediately to the relevant authority.

5. All materials borrowed from the Library must be returned by the due date and time. Borrowers with overdue material may not be permitted to borrow additional items, or renew other items until such time as all overdue items are returned. Fines may be levied on overdue items.

6. Users are liable for the cost of replacement or repair of all material lost; damaged or defaced by them while in their possession or while on loan to them.

7. Unauthorized removal or attempted removal of any item from the library will be regarded by the Institute as theft and therefore to be reported for prosecution.

8. Library users must refrain from behaviour which would cause a disturbance to other users. The library is a study area and noise must be kept to a minimum.

9. Smoking, eating and drinking in the library are forbidden, and users should not bring food and/or drink into the library.

10. Mobile phones, personal stereos etc., must be switched off and may not be used, within the library.

11. All users of the Institute photocopying equipment are required to comply with the provisions of the copyright laws when making photocopies from material which enjoys copyright protection. Failure to comply may expose the person to potential civil liability and to the Institute's disciplinary procedures.

12. Library Opening Hours shall be as follows: Monday - Fridays from 7.30am - 9.00pm and on Saturdays from 8.00am - 1.00pm. On Sundays and public holidays services are not provided.

PART TWELVE: DISCIPLINARY OFFENCES AND PENALTY

For the purposes of these By-Laws, upon breach of any of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose penalties including warning, reprimand, fine, compensation, exclusion from the hostel, suspension, rustication, and expulsion from the Institute as herein under provided.

S/N	Disciplinary Offence	Penalty
I	Using force or offering violence against or striking a fellow student, an officer or any member of the Institute community.	Suspension one semester
ii	Maliciously damaging, defacing or destroying a wall, gate, fence, notice boards, post or any other item of property of the Institute within or outside the Institute's premises.	Replacement or compensation
iii.	Act or conduct which is likely to obstruct or to frustrate the holding of: a) Any lecture, examination, class sessions, research or other instructional activity authorized by the Institute; b) Any meeting, function or lawful activity authorizedby the Institute.	Suspension one semester
iv	Unauthorized use of, or interference with, any technical, electrical or other service or installation of the Institute/hostel.	Fine not less than 20,000/=
V	Where a student is charged and convicted with criminal offence under the law.	Discontinuation from studies

vi	Unauthorized possession of a key/Institute property.	Discontinuation from studies
vii	Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on behalf of the Rector or under an order from any competent organ of the Institute.	Discontinuation from studies
viii	Use of slanderous, abusive, obscene or threatening language by any student against any other student or against any officer or employee of the Institute.	Suspension one semester
ix	Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, Institute, or any other institution whether in cash or otherwise;	Discontinuation from studies
X	Knowingly inviting or entertaining a student in the Institute whose name appear on the Institute Notice Board as having been barred or otherwise known to have been barred from Institute premises by a competent authority.	Stern warning or reprimand
S/N	**Disciplinary Offence**	**Penalty**
xi	Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent organ of the Institute when summoned to do so by a proper written notice by such authority or organ.	Discontinuation from studies
xii	Willingly obstruction of the work of or proceedings	Suspension for two semesters (i.e.

	conducted by the Disciplinary Authority, Advisory Disciplinary Panel or any other competent organ of the Institute or interference with witnesses in disciplinary proceedings conducted under these By-Laws.	one academic year)
xiii	Refusal or failure to abideby the ruling, decision and/or penalty made or imposed by the Disciplinaryauthority or any other competent authority of the Institute.	Discontinuation from studies
xiv	Unauthorized holding of students election andgeneral meeting	Suspension one semester
xv	Found within the Institute premises without written permission while serving a disciplinary punishment.	Discontinuation from studies
xvi	Inviting outsiders as guest speakers and/or social entertainers without the permission of the Rector.	Suspension based on the discretion of the disciplinary authority.
xvii	Without derogating the right to freedom of expression, willingly writing of defamatory literature and or uttering insults or obscene language by any student or group of students againstany other student or group of students or any employee of the Institute, or against the Institute, government or any civil leader.	Suspension one semester

xviii	Sexual harassment of whatever kind. For avoidance of doubt, sexual harassment may be physical and/or psychological in nature and may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical gesture, sexual advances; or sexually explicitly derogatory statements or sexually discriminatory remarks made by a student of the Institute which are offensive or may be reasonably interpreted as offending to a fellow student (victim) involved; or which cause the student (victim) to feel threatened; humiliated; patronized or harassed or which interfere with the student's smooth and peaceful pursuance of his/her studies or which undermine ones general feeling of security or creates a threatening or intimidating study environment.	Discontinuation from studies
xix	Rape or indecent assault;	Discontinuation from studies
xx	Mismanagement and or embezzlement of student's organization funds and/or of any other recognized student society established under the auspices of the students organization in accordance with the relevant provisions of the students organization's constitution for the time being in force;	Refund/Police referral
xxi	Collecting or charging	Refund/Suspension

	money from students without prior permission of the Dean.	one semester
S/N	**Disciplinary Offence**	**Penalty**
xxii	Unauthorized carrying of lethal weapons within the campus which is likely to jeopardize peace.	Discontinuation from studies
xxiii	Illegal entry into another student' room and illegal accommodation of a fellow student or any other person in a room.	Suspension one semester
xxiv	Nonpayment of : a).Tuition fees at the beginning of each semester. b). Accommodation fees at the beginning of each semester. c) Any other fees as specified by the Board.	Restriction from registration for attending classes and sitting for examinations and also eviction from the hostel room.
xxv	Smoking marijuana and use of other substance (i.e. drug abuse).	Discontinuation from studies
xxvi	Violating dress code and failure to put on ID card	Suspension one semester
xxvii	Use of mobile phones and other multimedia devices during lecture and seminar sessions.	Suspension one semester
xxviii	Writing anything on the question papers in the Examinations room.	Nullification of Examination and carrying forward the respective module.
xxix	Destroying evidence or refusing to be inspected by the invigilator.	Nullification of all Examinations results of the respective semester and discontinuation from studies
xxx	Causing disturbance in Examinations room(s).	Expulsion from the Examinations room; Nullification of

		Examinations results of the respective semester and discontinuation from studies.
xxxi	Communicating in any form (verbal/written or non-verbal)	Discontinuation from study
xxxii	Possession of unauthorized Materials such as papers, cellular or mobile phones, radios or other type of cassette player, computers, food, drinks, bags, smart watches or any other material(s) specifically prohibited from being brought in the examination room.	Nullification of the Examination results of the respective module, and discontinuation from studies.
xxxiii	Exit from the Examination rooms without permission from the invigilator.	Not being allowed to continue with the respective exam/ nullification of results and carrying forward the respective module.
xxxiv	Impersonation in the Examination rooms	Discontinuation from studies

APPENDICES

Appendix 1:

LIST OF ACADEMIC STAFF BY DEPARTMENT

DEPARTMENT OF SOCIAL WORK –MAIN CAMPUS

Head of Department

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).

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. 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).

Lecturers

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. 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. 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).

Dr. Raphael Asantemungu
B.A. Education (University of Dar es Salaam), M.A Philosophy in DevelopmentStudies (Norwegian University of Science and Technology, Norway) PhD in Public Health (University of Dar es salaam).

Dr. Peter Mgawe
B.B.A. (Hons) Education (University of Dar es Salaam), M.A Development Studies (University of Dar es Salaam).PhD in Development Studies (University of Dar es Salaam).

Dr. Venance Ephraim Kalumanga
Bachelor of Science with Education (St. John's University of Tanzania), Masters of Arts in Community Development(St. John's University of Tanzania),Ph.D in Gender and Security (University of Dodoma).

Dr. Minani Ntahosanzwe
Diploma in education (Morogoro Teachers College), Bachelor Degree in Social Work (Institute of Social Work), Master of Arts in Social Work (The Open University of Tanzania), PhD in Social Work (The Open University of Tanzania).

Assistant Lecturers

Zachayo S. Shigongo*
Advanced Diploma in Social Work (Institute of Social Work), Master inInternational 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).

Kanduru H. Ally*
B.A. Finance (Summy State University, Ukraine), Master of Science in Economical Cybernetics (Summy State University, Ukraine).

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

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

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 inSocial 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).

Petro T.Ntemi*
B.A. Education (Mount Meru University) Master of Arts in Sociology (Universityof 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).

Rufina Khumbe
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 Dares Salaam).

Amos Ansigary Msambila
Bachelor of Arts in Community Development (University of Iringa) Master of Arts in Community Economic Development (The Open University of Tanzania)

Mikidadi Mahmoud Mbwana Kingwande
Diploma in Education (Korogwe TC), Bachelor degree in Social Work (Institute of Social

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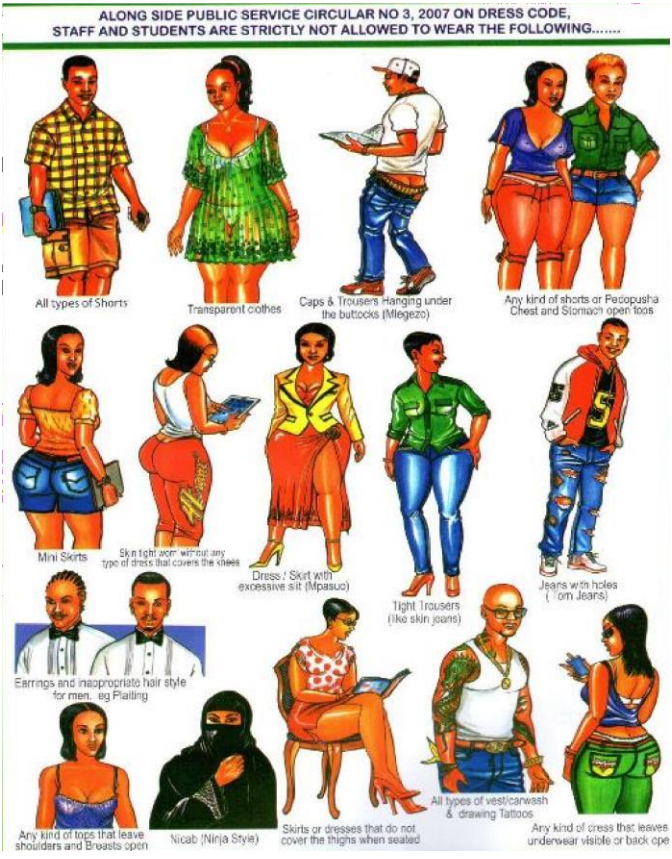
Appendix 2:

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.....
All types of Shorts
Transparent clothes
Caps & Trousers Hanging under the buttocks (Mlegezo)
Any kind of shorts or Pecopusha Chest and Stomach open toos
Mini Skirts
Skin tight worn without any type of dress that covers the knees
Dress / Skirt with excessive slit (Mpasuo)
Tight Trousers (like skin jeans)
Jeans with holes (Torn Jeans)
Earrings and inappropriate hair style for men, eg Plaiting
Any kind of tops that leave shoulders and Breasts open
Nicab (Ninja Style)
Skirts or dresses that do not cover the thighs when seated
All types of vest/carwash & drawing Tattoos
Any kind of cress that leaves underwear visible or back ope