

THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF NATURAL RESOURCES AND TOURISM

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Forestry Training Institute Olmotonyi,

P. O. Box 943,

ARUSHA.

To: Mr./Mrs.....

Address:

Re: STUDENT'S INSTRUCTIONS TO JOIN A PILOTING PHASE OF THE VOCATIONAL EDUCATION AND TRAINING (VET) AT THE FORESTRY TRAINING INSTITUTE (FTI) - OLMOTONYI OR AT THE FOREST INDUSTRIES TRAINING INSTITUTE (FITI) - MOSHI

FTI and FITI are pleased to inform you that, you have been selected to join a piloting phase of the **Vocational Educational and Training (VET) level 1** either at the Forestry Training Institute (FTI) - Olmotonyi or Forest Industries Training Institute (FITI) - Moshi. The piloted VET courses in forestry and wood processing will be a two year course, with four semesters, leading to a Forest Attendant or Wood Processing Attendant Certificates. In order to qualify to any of the two courses you are required to fulfil the set qualification criteria set by the Tanzanian Vocational Education and Training Authority and the two institutions.

You will begin your VET education from the level 1. From level 1 you can proceed to level 2 and 3, if you have passed the level 1 as required. From level 2 you can proceed to level 3 when you have passed level 2

as required. Details of your VET curriculum and studies will be provided after you have registered at the Training Institute of your VET course and you have signed a Scholarship Agreement with the Private Forestry Programme (PFP), which provides financing for students' scholarships and VET piloting in FTI and FITI. Upon arrival, you will be issued with the Institutes rules and regulations which will govern your stay at the Institute concerned.

Your studies and the first semester and level 1 of the VET piloting course will begin at FTI or FITI on 5th June 2017 ending on 30th November 2017. FWITC is situated about 2km from the tarmac road on the way to Madibila. You will see the signboard on your left-hand side. PFP will arrange a bus to pick you at CF hall. To enable this, you are informed that your **VET studies and travel to FTI or FITI will begin** by meeting Private Forestry Programme's (PFP) staff **at the Forestry and Wood Industries Training Centre (FWITC) in Mafinga, on Friday, June 2nd at 3pm. Please come to the CF Hall in Mafinga by 2:00pm for transportation to FWITC.** Be on time in Mafinga CF Hall, because late arrivals will have to find their own mode of transport to PFP's training centre.

Note that **all your ORIGINAL CERTIFICATES ARE REQUIRED FOR CHECKING AT THIS TIME**, and later at your respective institute. Bring your ORIGINAL Form IV and birth certificates with you. **In addition to original certificate checking, you will be required to sign a Scholarship contract with PFP**, in which you commit to the training and the PFP's Scholarship conditions.

These instructions are provided to you as a guidance to prepare yourself for the upcoming two-year VET education at FTI or FITI. Please read the sent Instruction Letter carefully, understand what has been instructed and follow the instructions respectively. **In any further requests or clarification** of these instructions please **communicate with the Training Expert of PFP Mr. Julius Sonoko**, who can be contacted by **phone 0784461644 or email julius.sonoko@privateforestry.or.tz** .

GENERAL INSTRUCTIONS

1. Transport to FTI Olmotonyi and FITI Moshi

All qualified applicants will be provided joint transport to FTI Olmotonyi and FITI Moshi. PFP will provide the transport as part of the PFP Scholarship.

Transport to FTI and FITI will leave from Mafinga in the morning of 3rd of June 2017, arriving to particular institutes during the same day. You will be informed the exact time and place of departure during your reporting and registration at the PFP Mafinga centre on 3rd June.

Travelling from applicant's home to Mafinga will be provided by PFP. Cost of travel will be paid in accordance with the travelling tickets so all applicants are required to submit official bus tickets for the payment. Note that only bus tickets (against receipts or ticket stubs that show the amount) will be compensated. No private car etc. transportation will be covered.

2. Registration

Applicants registration will be done in two stages. Firstly, applicant will be required to register in Mafinga at the FWITC. Secondly applicant will be required to register officially with the institute's **Registrar Office** he/she will be studying. This registration will take place at FTI and FITI on Monday, 5th of June 2017.

For both registration purposes, the applicant must bring the following two documents:

- 2.1. Original O-level certificate (form IV)**
- 2.2. Original Birth Certificate or any other official/original Tanzanian Identity Card (ID) that shows applicant's date of birth or age.**

Apart from the above two certificates the applicant must submit the following documents for the institute's registration:

- 2.3. Two recent passport size photographs**
- 2.4. Certificate of Health Insurance if available**
- 2.5. Original copy of PFP's Scholarship Agreement to certify that applicant has been granted a scholarship.**

Failure to provide any of the above requested original certificates and documents will result in cancellation of the PFP Scholarship and an admission to the Institute.

Please note that presentation of forged certificates will result into cancellation of admission and legal measures will be taken.

3. Orientation Week

Orientation of students will be done from 5th to 9th June 2017 at both of the two institutes, FTI and FITI. All selected students must participate fully in the orientation programme. Further information about this week programme will be given to you on your arrival to the institute. Non-participation in the orientation programme can result in non-registration.

4. Accommodation

At both institutes, there are hostels/dormitories with limited number of rooms. One room can occupy more than one student of same sex. It is the policy of both institutes that students must share a room.

4.1. Bedding

Institutes or PFP do not supply students with bed linen. Therefore, applicants are required to bring the following items with them:

- 1) One (1) pillow
- 2) One (1) blanket
- 3) Two (2) bed sheets
- 4) One (1) mosquito net

N.B: The institutes do not have facilities for students with children/infants.

4.2. Meal services

Both institutes will provide meal through contracted catering service provider. Students shall buy food of their preference and will pay from the PFP Scholarship they are provided. Institutes' food services will be served in the institute's dining hall. Students are not allowed to take any food to their hostels/dormitories. Also, it is strictly forbidden for students to cook in their rooms or any other areas of hostels/dormitories. Any student breaching any rules will be punished according to student by-laws and can result in expulsion from the studies and the PFP Scholarship, respectively.

4.3. Other recommended personal items to be brought

Further both of the institutes encourage the applicant that the following personal items should be brought to facilitate better learning results:

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|-------------------|-----------------------------------|
| 1) Rain coat | 4) Scientific calculator (fx.991) |
| 2) An umbrella | 5) Sports clothes and |
| 3) Plastic bucket | 6) Shoes |

5. Student costs

Students are required to pay some of the student costs directly to FTI and FITI. These costs will be specified and covered in the PFP's Scholarship agreement that will be made between the PFP and the qualifying applicant. The Scholarship Agreement will state first the Scholarship payment procedures and secondly the amounts to be paid through the Scholarship Agreement.

Herewith, the applicants are informed that each of the PFP Scholarship student must open a bank account in the CRDB Bank PLC. Forestry students (FTI student) should open their bank account in the CRDB Arusha branch and Wood Processing students (FITI student) in CRDB Moshi branch.

The Scholarship payment will be made directly from the PFP office Iringa to student's account in the CRDB Bank PLC. Payment and transfer of the Scholarship will be made in three (3) months period, which will be done prior to the period. However, the first three months' instalment will only be made after opening the bank accounts and when PFP Iringa office has received the banking details. No other mean of Scholarship payment is accepted.

After each of the three months' payment period PFP will request students' performance report from FTI and FITI to assess Scholarship holders' performance. In semester basis, this report must include a copy of the VET Transcript to show the student's performance. Acceptable student's performance, in accordance with VET criteria, is the only assurance to have continuous Scholarship. If student's performance does not meet the VET performance criteria the scholarship payment and studies can be terminated with a certified Transcript from the institute.

6. Students Government

All students of FTI and FITI are automatic members of the Institute Students organizations. Through this organization, students communicate to the Institute authority matters affecting their welfare. PFP's Scholarship will cover the membership fee to be paid for the organization.

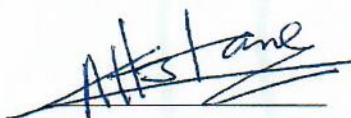
7. Medical treatments

Students are encouraged to bring their individual Health Insurance cards so the institutes can direct them to the Hospital, clinic or other medical services that provide authorized medical services nearby the institutes.

8. General

Everything related to studies or day-to-day living in the institute is not mentioned in this letter. More information about the Institute and their procedures will be given during the orientation week at the institute.

Forestry Training Institute (FTI) - Olmotonyi and Forest Industries Training Institute (FITI) - Moshi welcomes you to this new VET piloting programme that will be provided in collaboration with the Private Forestry Programme (PFP).



Mr. Christognus Haule
Principal
FTI



Ms. Hanne Vaarala
Capacity Building and
Communication Advisor
PFP

**STUDENT/ PARENT / GUARDIAN ACCEPTANCE TO JOIN VET LEVEL TRAINING AT
FORESTRY TRAINING INSTITUTE (FTI)**

OR

FOREST INDUSTRIES TRAINING INSTITUTE

1. I

Following my nomination by the VET Selection Committee I would like to confirm my full commitment to join Forestry Training Institute (FTI) Olmotonyi or Forest Industries Training Institute (FITI) Moshi (*please underline not applicable*), to study VET education level 1, 2 and 3 on forestry or wood processing respectively. By signing this Guardian Acceptance, I confirm to join the studies as stipulated in this Instruction Letter sent to me in advance.

Name of student

Signature

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