



UNITED REPUBLIC OF TANZANIA



MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY

TANZANIA LIBRARY SERVICES

SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES

To: Mr/Mrs/Ms/Miss/

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JOINING INSTRUCTIONS FOR BASIC TECHNICIAN CERTIFICATE IN LIBRARY, RECORDS AND INFORMATION STUDIES (NTA LEVEL 4) 2023/2024

1.0 Dear Applicant,

We are pleased to inform you that, you have been selected to pursue **BASIC TECHNICIAN CERTIFICATE IN LIBRARY, RECORDS AND INFORMATION STUDIES (NTA Level 4)** offered at the School of Library, Archives and Documentation Studies (SLADS), Congratulations. The following instructions are provided for your guidance. Please be informed also that the School will be opened on 09th October, 2023 for registration and other directives. Classes will begin on 23rd October, 2023.

1.1 BACKGROUND

The School of Library, Archives and Documentation Studies (SLADS) is a Government owned Institution under the Ministry of Education, Science and Technology and run by the Tanzania Library Services Board. SLADS is fully registered by the National Council for Technical Education (NACTE) with number REG/PWF/006.

1.2 HOW TO GET TO THE SCHOOL

1.2.1. Bagamoyo Campus

The school is located at UKUNI along the Dar es Salaam - Bagamoyo Road, two kilometers from Bagamoyo Bus Stand.

There are daily public bus services shuttling between Dar es Salaam and Bagamoyo. The current fare is TShs. 2,500/= . To get to Bagamoyo you need to board a bus at Mbezi mwisho Bus stand in Dar es Salaam.

1.2.2. Dar es Salaam Campus

Dar es Salaam Campus is located at National Central Library buildings (Maktaba Kuu ya Taifa) along Bibi Titi Mohamed Road near the Kisutu Court.

1.2.3 TRAVEL COSTS

Your parent/guardian or sponsor will be responsible for your travel costs to and from the School and in connection with holiday travel and fieldwork expenses. (See item 1.9 below for full information on field work attachment).

1.3 REGISTRATION

Registration will take place for two (2) weeks from 09/10/2023 to 20/10/2023. You are strongly encouraged to register within the first week to avoid distress.

Please bring with you original certificates for verification and two (2) passport size photographs for official use. Presentation of false certificates will be treated as a criminal offence.

1.4 HOSTEL FACILITIES

For candidates interested to study at Bagamoyo Campus, there are hostels organized by students organization (SLADSSO). Students are encouraged to live in these hostels for suitable learning environment and safety. For those who will live in hostels you are advised to bring with you the following things for hostel use:-

Bucket, pillow and pillow cases, bed sheets, towels, mosquito net, mattress 3” x 6”, canvas shoes and T-shirts for sports. **(See detailed budget on item 2.2 below)**

1.5 MAINTAINANCE FEE

At the time of reporting you will be required to pay Tshs. 10,000/= as maintainance fee. (Included in item 2.1 below)

1.6 MEDICAL FACILITIES

Medical facilities are available at the Bagamoyo District Hospital and other private hospitals/dispensaries. Students are encouraged to register and use National Health Insurance Fund which cost Tsh. **50,400/=** per year.

1.7 MEDICAL EXAMINATION

You are required to be medically examined by practitioners from a **Government recognized hospital** as to your fitness to undergo the course. Return the enclosed Medical forms duly completed on your arrival.

1.8 DRESS

There is no prescribed uniform. However, students are expected to put on descent clothes while at the School. Tight or hanging trousers (mlegezo), skintight, transparent/backless, excessive slit (mpasuo), min -skirts, earrings and plaintiff for men are not allowed.

1.9 FIELD AND PRACTICAL WORK ATTACHMENT

Field practical work is compulsory for **NTA 4 AND 5** students and it forms part of the final examinations. Parent/guardian or Sponsors will be responsible for providing financial assistance for 6 weeks at the prevailing rate plus return travel costs to a destination within Tanzania. Every student should submit his/her budget to the parent/guardian or sponsor well in advance so that the agreed fund is available at the right time.

2.0 FEES STRUCTURE AND OTHER EXPENSES

The total fees for one academic year is Tshs. **725,400/=**. This amount excludes accommodation, meal and stationery, which are directly payable to the student by the sponsoring institution /parent/guardian or sponsor.

Details of the fees for both programmes and other capitation are as detailed below:-

2.1 FEE DIRECTLY PAYABLE TO SCHOOL

2.1.1 Direct costs			
S/N	Fee Type	Cost Item	Amount(TZS)
1	Direct Costs	Registration fee	30,000.00
2		Maintenance fee	10,000.00
3		Quality Assurance Fee	15,000.00
4		Students' Government Fee	20,000.00
5		Student ID	10,000.00
		Medical capitation	50400.00
Total			135,400.00

2.1.2 Tuition Fee			
S/N	Fee Type	NTA Level	Amount(TZS)
1	Tuition Fee	NTA Level Four (4)	590,000.00

Note:

- i. Accommodation fee is excluded and option to students at Bagamoyo Campus
- ii. For students who got direct selection from TAMISEMI must pay NACTVET verification fee of **TZS 10,000/=**
- iii. Direct costs in **2.1.1** above must be paid in full on the first day when the student report to School.

2.2 OTHER EXPENSES – DIRECTLY PAYABLE TO THE STUDENT BY THE SPONSOR/EMPLOYER ARE AS FOLLOWS:-

S/N	Cost Item	Amount(TZS)
1	Accommodation	300,000/=
1	Meal allowance(7,500/= x 120 days)	900,000/=
2	Books	100,000/=
3	Stationery	100,000/=
4	Transport(Daily (1,000/=x120/=)	120,000/=
	Total	1,520,000/=

Note:

i) Accommodation services are organized by SLADS students organization(SLADSSO) for more information please contact number

ii) 0689 598030

ii) Our estimates are minimal; sponsors are free to pay their employee or sponsored student(s) more than what is estimated per item.

2.3 METHOD OF PAYMENT

Tuition fee may be paid fully or in installments at the beginning of the academic year. The first installment (first semester) is Tshs. **430,400/=**

S/N	Fee Type	Semester 1	Semester 2
1	Tuition Fee	295,000.00	295,000.00
2	Direct Cost	135,400.00	-
	TOTAL	430,400.00	295,000.00

This fee should be paid to the “SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES (SLADS)” through a control number that has to be generated by student on **Online Payment Gateway Portal**.

To get control number visit School website www.slads.ac.tz then click on **Online Payment Gateway**. Payment can be at any NMB Bank Plc branch, NMB

Bank Plc Agent and/or through Mobile Networks Operators (Tigo pesa, M-pesa, Airtel Money, Halo pesa e.tc)

**Any inquiries for assistance please call the following mobile numbers.
0717659015 or 0655558877**

Kindly visit the School website www.slads.ac.tz or use mobile No. **0714 - 259997**
/ 0753 - 643020 / 0744 - 888822 for more information.
Congratulations and welcome to SLADS.



Dkt. A. J. Nchimbi
PRINCIPAL

C.C: Sponsor/Employer



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MEDICAL EXAMINATION FORM

Admission to SLADS is conditional, subject to receipt of a satisfactory medical report from a recognized medical practitioner who will hand it to the applicant in a sealed envelope addressed to:

THE PRINCIPAL

SLADS

P.O. BOX 227

BAGAMOYO

SURNAME: _____

OTHER NAMES: _____

AGE: _____ SEX: _____ MARITAL STATUS: _____

PERSONAL HISTORY

Has the examinee suffered from any of the following? If YES indicate date and diagnosis. If not please write "NO" in appropriate space.

- a) Tuberculosis:_____
- b) Other respiratory diseases:_____
- c) Cardial disease:_____
- d) Gastro-intestinal disease:_____
- e) Emotional disease or Psychosis:_____
- f) Serious injuries:_____
- g) Allergies:_____
- h) Any operations:_____

PHYSICAL EXAMINATION

1. Height:_____ 3. Eye: Conjunctive:_____

Weight:_____ Pupils:_____

Right:_____

2. Skin disease:_____ Left:_____

With Glasses:_____

Please state conditions of:

Ears (if any discharge):_____

Mouth and Throat:_____

4. Cardiovascular system:

Blood Pressure: systolic:_____

Blood Pressure: diastolic_____

5. Heart: Any murmur:_____

6. Arteries and Veins:_____

7. Abdomen:

Any clinical evidence of hyperacidity or gastric duodenal ulcers:

Hernia:_____

Hydrocele:_____

Masses:_____

Spleen:_____

Kidneys:_____

LABORATORY

1. Urine Albumin:_____

Sugar:_____

Leucocytes:_____

2. Blood Examination:

Heamoglobin:_____

Differential count:_____

a) Neutrophils:_____

b) Eusophils:_____

c) Basophiles:_____

- d) Lymphocytes:_____
- e) Monocytes:_____
- f) E.S.R.:_____
- g) White Blood count:_____
- h) Blood Group:_____

CONCLUSION:

I have examined Mr/Mrs/Miss:_____

And consider that He/She is FIT/NOT to be admitted to SLADS for higher studies.

Name:_____ Signature:_____

Title:_____ Qualification:_____

(Official Stamp) Date:_____

* Delete whichever is not applicable