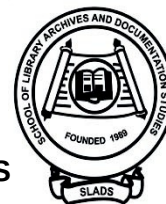




UNITED REPUBLIC OF TANZANIA
MINISTRY OF EDUCATION, SCIENCE AND TECHNOLOGY
SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES



P.O. BOX 227
BAGAMOYO
TANZANIA
E-Mail: admission@slads.ac.tz
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Fax: 023 2440333
Phone: 023-2440501

To: Mr/Mrs/Ms/Miss/

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.....

**PREPARATORY INSTRUCTIONS FOR JOINING TECHNICIAN CERTIFICATE IN LIBRARY,
RECORDS AND INFORMATION STUDIES (NTA LEVEL 5) 2020/2021**

1.0 Dear applicant,

We are pleased to inform you that, based on your passes submitted to the School when applying for **Technician Certificate in Library, Records and Information Studies (NTA Level 5)**, you are eligible candidate. Therefore the following instructions are provided to enable you to make preparations while waiting for NACTE verification process. Please be informed also that the School will be opened on 16th November, 2020 for registration and other directives. Classes will begin on 23rd November, 2020.

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 SLADS

1.2.1. Bagamoyo Campus

The school is located at Ukuni area- Bagamoyo 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 T.Shs. 1,600/=. To get to Bagamoyo you need to board a bus at Tegeta Nyuki 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 . TRAVEL COSTS

Parent/ guardian or sponsor will be responsible for travelling costs to and from the school and in connection with holiday travel and fieldwork expenses. (See item 1.9 for more information on field work attachment).

1.3 REGISTRATION

Registration will take place for one (1) week from **16/11/2020** to **20/11/2020**. You're strongly encouraged to register within the first week to avoid distress.

Please bring with you original certificates for verification and two (2) passport size photograph 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 hired by the School. 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 2.1).**

1.5 MAINTAINANCE FEE

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

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 a practitioner 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 decent 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 Sponsor will be responsible for providing financial assistance for 6 weeks at the prevailing rate plus go and return travelling 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. **1,260,000/=** for boarders and **960,000/=** for day scholars. This amount excludes meal, stationery, and medical expenses 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		NACTE Quality Assurance Fee	15,000.00
4		Students' Government Fee	20,000.00
5		Student ID	5,000.00
Total			80,000.00

2.1.2 Tuition Fee			
S/N	Fee Type	NTA Level	Amount(TZS)
1	Tuition Fee	NTA Level Five (5)	880,000.00

2.1.3 Accommodation Fee			
S/N	Fee Type	NTA Level	Amount(TZS)
1	Accommodation fee	NTA Level Five (5)	300,000.00

Note:

- i. Accommodation fee for Dar es Salaam Campus is excluded and option to students at Bagamoyo Campus.
- ii. Direct costs in **2.1.1** above must be paid in full on the first day when the student report at the School.

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

S/N	Cost Item	Amount(TZS)
1	Meal allowance(7,500/= x 90 days)	675,000/=
2	Books	100,000/=
3	Stationery	100,000/=
4	Medical capitation	50400/=
5	Transport(Daily (1,000/=x90/=)	90,000/=
	Total	1,015,400/=

NB: Our estimates are minimal; parent/guardian or sponsor is free to provide the student more than what is estimated per item.

2.2 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. **670,000/=**for boarders and **520,000/=** for day scholars

2.2.1 Installment Payment Summary					
		Borders		Day Scholars	
S/N	Fee Type	Semester 1	Semester 2	Semester 1	Semester 2
1	Tuition Fee	440,000	440,000	440,000	440,000
2	Direct Cost	80,000	-	80,000	-
3	Accommodation Fee	150,000	150,000	-	-
	TOTAL	670,000	590,000.00	520,000	440,000

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 done 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. 0714818156 or 0655691791

Kindly visit the School website www.slads.ac.tz or use mobile Nos. **0766 -220405 / 0714 - 259997 / 0753 - 643020 / 0718 – 432102** for more information.

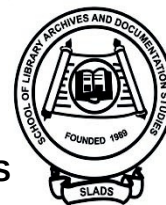
Congratulations and welcome to the School.



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: _____ Weight: _____
- 2. Skin disease: _____ With Glasses: _____
- 3. Eye: Conjunctive: _____ Pupils: _____
- Right: _____ Left: _____
- 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:

Haemoglobin: _____

Differential count: _____

a) Neutrophils: _____

b) Eosophils: _____

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