

**(SLADS)**  
**SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES**  
**CHUO CHA UKUTUBI NA UHIFADHI NYARAKA**



P.O. BOX 227  
BAGAMOYO  
TANZANIA  
E-Mail: [sladsbagamoyo@yahoo.com](mailto:sladsbagamoyo@yahoo.com)  
Fax: 023 2440333  
Phone: 023-2440101

To: Mr/Mrs/Ms/Miss/

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**JOINING INSTRUCTIONS FOR TECHNICIAN CERTIFICATE IN LIBRARY, RECORDS  
AND INFORMATION STUDIES (NTA LEVEL 5) 2017/2018**

**1.0 Dear applicant,**

We are pleased to inform you that, you have been selected to pursue **Technician Certificate in Library, Records and Information Studies** offered at the School of Library, Archives and Documentation Studies (SLADS), Congratulations. The following instructions are provided for your guidance.

You're supposed to report at the school on 15/10/2018 for registration and other directives. However classes will began on 22/10/2018.It is our hope that you will be serious with your studies.

**1.1. Introduction**

The School is full registered with number REG/PWF/006 by the National Accreditation Council for Technical Education (NACTE).

**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 T.Shs. 1600/= . 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.

### **1.3 TRAVEL COSTS**

Your sponsor will be responsible for your travel costs to and from the school and in connection with holiday travel and fieldwork expenses. (See item 2.0 below for full information on field work attachment).

### **1.4. REGISTRATION**

Registration will take place for one week from 15/10/2018 to 19/10/2018. You're strongly encouraged to register early 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.***

### **1.5. HOSTEL FACILITIES**

For candidates interested to study at Bagamoyo Campus, there are hostels hired by the School. Students are encouraged to live in hostels hired by the school for suitable learning environment and safety. 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 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 a **Government Medical Officer** 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 campus. Tight or hanging trousers (mlegezo), skintight, transparent/backless, excessive slit (mpasuo), min -skirts and earrings for men are not allowed.

### **1.9.0.RESEARCH AND FIELD PRACTICAL WORK ATTACHMENT**

#### **1.9.1.RESEARCH**

Research is compulsory for **NTA 6** students and it forms part of the final Examinations. Sponsors will be responsible for providing financial assistance

at the prevailing rate depending on one's entitlement, plus return travel costs to a destination within Tanzania. Every student should submit his/her budget to the sponsor well in advance so that the agreed fund is available at the right time. Student are required to write a good research on the areas of their studies specifically in Library, Museums, Archives, Records centers and Information.

### 1.9.2. FIELD PRACTICAL WORK ATTACHMENT

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

### 2.0 FEES AND OTHER EXPENSES

The total fees for one academic year is Tshs. **1,260,000/=** for boarders. This amount excludes meal, stationery and medical expenses which are directly payable to the student by the sponsoring institution /parent/guardian.

For day scholars who wish to study at Dar Campus, the fee per year is **960,000/=**.

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

#### 2.1 DIRECTLY PAYABLE TO SCHOOL

		<b>NTA Level 5</b>
Tuition fee	Tshs	880,000/=
Registration fee	"	30,000/=
Caution Money	"	10,000/=
Identity card	"	5,000/=
Accommodation(Bagamoyo Campus)	"	300,000/=
Students' government fee	"	20,000/=
Quality Assurance fee	"	15,000/=
<b>Total</b>		<b>1,260,000/=</b>

#### 2.2 METHOD OF PAYMENT

Tuition fee may be paid fully or in installments at the beginning of the academic year. The first installment is Tshs. **1,060,000/=** for boarders and **760,000/=** for day scholars.

The fees should be paid through Government Electronic payment Gateway. The control number for payment of fees is issued at the school or call school Accountant through number **0714818156**.

The fee once paid **cannot be refunded**.

**Please note that the school does not accept cash but pay-in-slips from the Bank (s)**

Kindly visit the School website [www.slads.ac.tz](http://www.slads.ac.tz) for more information.

Congratulations and welcome to the School.

C.C: Sponsor/Employer

**OTHER SUPPORTING EXPENSES - DIRECTLY PAYABLE TO THE STUDENT BY THE SPONSOR/ EMPLOYER/ PARENT/GARDIAN ARE AS FOLLOWS:-**

<b>Item</b>		<b>NTA Level 4</b>
Meal allowance (for boarders) - 7,500/= x 240 days)	"	1,800,000/=
Stationery	"	100,000/=
Medical capitation (NHIF)	"	50,400/=
<b>Total</b>	"	<b>1,950,000/=</b>

**NB: These are just estimations, Parent/guardian or sponsor are free to pay student depending on the financial ability or office procedures.**

C.C: Sponsor/Employer

**SCHOOL OF LIBRARY, ARCHIVES AND DOCUMENTATION STUDIES  
(SLADS)**

**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

## CHUO CHA UKUTUBI NA UHIFADHI NYARAKA(SLADS)



S.L.P. 227  
BAGAMOYO  
TANZANIA  
E-Mail: [sladsbagamoyo@yahoo.com](mailto:sladsbagamoyo@yahoo.com)  
Fax: 023 2440333  
Phone: 023-2440101

Kwa: Bw/Bi/

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### **1.0 FOMU YA KUJIUNGA NA MAFUNZO KATIKA FANI YA UKUTUBI NA UHIFADHI NYARAKA MWAKA WA MASOMO 2018/2019**

#### **2.0 Ndugu Mwombaji,**

Tunapenda kuchukua nafasi hii kukupongeza na kukutaarifu kwamba umechaguliwa kujiunga na mafunzo katika fani ya Ukutubi na Uhifadhi Nyaraka ngazi ya NTA 5 katika Chuo cha Ukutubi na Uhifadhi Nyaraka ( SLADS) Bagamoyo.

Unatakiwa kuwasili chuoni tarehe 15/10/2018 kwa ajili ya usajili na taratibu zingine. Aidha masomo yataanza rasmi tarehe 22/10/2018.Ni matumaini yetu kuwa utafanya bidii katika masomo yako na utaitumia vyema nafasi hii kwa kuzingatia utaratibu mzima wa utoaji Elimu na nidhamu katika chuo hiki.

#### **1.1 UTANGULIZI**

Chuo cha Ukutubi na Uhifadhi Nyaraka (SLADS) kimesajiliwa na Baraza la Taifa la Elimu ya Ufundi (NACTE) kwa namba ya usajili REG/WPF/006

## **1.2 JINSI YA KUFIKA CHUONI**

### **1.2.1 Kampasi ya Bagamoyo**

Chuo kipo eneo la ukuni barabara kuu ya Dar es salaam –Bagamoyo umbali wa kilometa mbili (2) kutoka stendi kuu ya mabasi Bagamoyo. Kuna magari kila siku yatokayo Dar es salaam kwenda Bagamoyo kwa nauli ya shililingi 1600. Ili uweze kufika chuoni unatakiwa upande magari ya Bagamoyo katika stendi ya Tegeta nyuki.

### **1.2.2 Kampasi ya Dar es salaam**

Kampasi ya Dar es Salaam inapatikana katika jengo la Maktaba Kuu ya Taifa (TLSB) iliyopo barabara ya Bibi Titi Mohamed karibu na Mahakama ya Kisutu

## **1.3 GHARAMA ZA USAFIRI**

Gharama za usafiri wa kuja na kurudi chuoni, nauli wakati wa likizo na mazoezi ya vitendo ( field work ) vyote vitalipwa na mfadhili/ mzazi/mlezi wako.( Angalia kifungu 2.0 chini kwa maelekezo zaidi kuhusiana na mafunzo kwa vitendo).

## **1.4 USAJILI WA WANAFUNZI**

Mwanafunzi akifika chuoni kabla ya utaratibu mwingine wowote ni lazima asajiliwe kwanza. Usajili utafanyika kwa muda wa wiki moja kuanzia tarehe **15/10/2018 hadi tarehe 19/10/2018**, unashauriwa kujisajili mapema ili kuepuka usumbufu. Kila mwanafunzi anatakiwa kuja chuoni na vyeti halisi (kitaaluma na kuzaliwa) pamoja na picha ndogo(passport size) mbili (2).

Mwanafunzi hatapokelewa chuoni bila kuwa na vyeti halisi. Aidha, endapo utakamatwa na cheti cha kughushi utashtakiwa kisheria kwa kutenda kosa la jinai na chuo hakitawajibika kurudisha gharama yoyote ya ada utakayokuwa umelipa.



### **1.5 HUDUMA YA MAKAZI (HOSTEL)**

Kwa mwanafunzi ambaye angependa kusoma katika kampasi ya Bagamoyo, kuna hostel ambazo zimekodishwa na Chuo kwa ajili ya kutoa huduma ya makazi kwa wanafunzi wetu. Aidha wanafunzi wanashauriwa kuishi katika hostel zilizokodishwa na Chuo kwa ajili ya mazingira mazuri ya kujisomea pamoja na usalama wao kwa ujumla.

- Mwanafunzi anatakiwa aje na ndoo, mto, mashuka, chandarua, godoro la 3x6, viatu vya michezo na fulana ya michezo. (Angalia bajeti katika kifungu cha **2.1** chini)
- Wanafunzi wanaruhusiwa kujipikia wenyewe katika sehemu maalumu iliotengwa kama jiko. Hairuhusiwi kupikia chakula chumbani.
- Matumizi ya jiko la gesi katika hostel hayaruhusiwi hivyo ni marufuku kwa mwanafunzi kuja na jiko la gesi.
- Mwanafunzi haruhusiwi kuhifadhi jiko lolote chumbani. Hivyo majiko yote yahifadhiwe sehemu maalum iliotengwa.
- Muda wa kurudi hostel ni saa nne usiku.

### **1.6 HUDUMA ZA AFYA**

Huduma za afya zinapatikana katika hospital ya Wilaya ya Bagamoyo pamoja na hospitali binafsi na zahanati mbalimbali. Mwanafunzi anashauriwa kujisajili na kutumia kadi ya Mfuko wa Taifa wa Bima ya Afya (NHIF) kwa gharama ya Tsh. 50,400/= kwa mwaka.

### **1.7 UPIMAJI AFYA (MEDICAL EXAMINATION)**

Kabla ya kuwasili chuoni hakikisha umepimwa Afya yako na wataalamu wa Afya wa serikali ili kuweza kujua hali ya afya yako kabla ya kuendelea na masomo. Rudisha fomu ya afya ilioambatanishwa humu ikiwa imejazwa kikamilifu wakati unawasili chuoni.

## **1.8 MAVAZI**

Hakuna vazi rasmi la Chuo, lakini mwanafunzi anatakiwa kuvaa mavazi ya heshima wakati wote anapokuwa chuoni na anapokuwa kwenye mafunzo kwa vitendo ( field practical).

- Wanafunzi wa kike hawaruhusiwi kuvaa nguo za kukata mikono, nguo za kubana, nguo laini za mipira, suruali za kubana, sketi fupi, nguo zinazoonyesha maungo ya mwili, skintight, nguo zenye mipasuo mikubwa, pensi, kusuka nywele za rangi na mitindo ya nywele isiyo na maadili
- Wanafuzi wa kiume hawaruhusiwi kuvaa hereni, pensi, suruali za kubana (model/chupa), mlegezo, kuvaa nguo kata mikono, kusuka nywele na kunyoa kiduku/kijogoo.

### **1.9.0. KUFANYA UTAFITI/MAFUNZO KWA VITENDO(FIELD)**

#### **1.9.1. somo la utafiti**

Somo la Utafiti ni la lazima kwa wanafunzi wote wa level 6 na ni sehemu ya mtihani wao wa mwisho. Wanafunzi wanatakiwa wafanye tafiti nzuri katika maeneo ya fani yao hususani kwenye maktaba, makumbusho, nyaraka na habari kwa ujumla.

Mfadhili/mzazi/mlezi anatakiwa amgharamie mwanafunzi ili kufanikisha zoezi hili. Kila mwanafunzi anatakiwa aandae bajeti yake mapema na kuipeleka kwa mfadhili/ mzazi/mlezi ili fedha hiyo iweze kupatikana kwa wakati muafaka.

#### **1.9.2. Mafunzo kwa vitendo**

Mafunzo na mazoezi ya vitendo ni lazima kwa wanafunzi wa **NTA 4 na 5** ni sehemu mojawapo katika mtihani wa mwisho. Wafadhili/wazazi/walezi watalazimika kumchangia mwanafunzi fedha za nauli kwenda na kurudi eneo la mafunzo ya vitendo sehemu yoyote Tanzania pamoja na kutoa fedha ya kujikimu kwa muda wa wiki **SITA (6)**.

## 2.0 ADA NA MICHANGO MINGINE YA CHUO

Jumla ya Ada kwa mwaka ikiwa ni pamoja na makazi ni 1,260,000/=.Kiwango hiki hakijajumuisha pesa ya chakula na vifaa vya kujifunzia ambavyo atapewa moja kwa moja mwanafunzi na mzazi wake,mlezi au mfadhili wake.Wanafunzi wa kutwa ambao hawatahitaji kukaa hostel ikiwa ni pamoja na wanafunzi wa Kampasi ya Dar es Salaam ada kwa mwaka ni **960,000/=**.

### 2.1.Maelekezo ya ada na gharama zingine yameorodheshwa chini

		<b>NTA Level 5</b>
Ada	Tshs	880,000/=
Ada ya usajili	“	30,000/=
Fedha ya tahadhari	“	10,000/=
Fedha ya kitambulisho	“	5,000/=
Fedha ya makazi (kampasi ya Bagamoyo)	“	300,000/=
Ada ya serikali ya wanafunzi	“	20,000/=
Ada ya uhakiki ubora (nacte)	“	15,000/=
<b>Jumla ya ada yote kwa mwaka</b>		<b>1,260,000/=</b>

### 2.2 NJIA ZA MALIPO

Ada inaweza kulipwa yote kwa pamoja au kulipwa kwa awamu kila mwanzo wa muhula unapoanza.

Awamu ya kwanza kwa ngazi ya NTA 5 Ada ni shilingi. **1,060,000/=** kwa wanaokaa hostel na shilingi.**760,000/=** wanaokaa nje ya hostel.

Ada inalipwa kupitia mfumo wa kielektoniki wa serikali(Government Electronic Payment Gateway).Kila mwanafunzi atapatiwa namba maalum(control number)kwaajili ya kufanya malipo. Ikiwa unahitaji kufanya malipo huko ulipo waweza kupiga simu ofisi ya uhasibu ya chuo namba **0714818156**.

Tafadhali zingatia kwamba chuo hakipokei pesa tasilimu bali risiti ya malipo kutoka benki.

Kwa maelezo zaidi tafadhali tembelea tovuti yetu [www.slads.ac.tz](http://www.slads.ac.tz).

[Hongera sana na karibu chuoni kwetu.](#)



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(SLADS)**

**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:

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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