



MINISTRY OF EDUCATION AND SPORTS

**VOCATIONAL TRAINING INSTITUTES (VTIs) APPLICATION FORM
UNDER
UGANDA SKILLS DEVELOPMENT PROJECT (USDP)**

VOCATIONAL TRAINING INSTITUTES (VTIs) APPLICATION FORM (*Applicable to Only Government Aided Institutions*)

Instruction: *The Application Form Must Be Submitted to the Project Coordination Unit at Rwenzori Courts floor 1, Lumumba Avenue Plot 1, Kampala, in both Hard and soft Copies.*

1. INFORMATION ON INSTITUTION	
a) <i>NAME OF THE INSTITUTION IN FULL</i>	
b) <i>REGION</i> (indicate either western, southern central, eastern or northern Uganda)	
c) <i>DISTRICT</i> (indicate the district but not the local government)	
d) <i>SUB COUNTY</i>	
e) <i>PARISH</i>	
f) <i>ESTIMATED DISTANCE OF THE INSTITUTE FROM THE DISTRICT HEADQUARTERS IN KMS</i>	
g) <i>POSTAL ADDRESS</i>	
h) <i>EMAIL ADDRESS</i>	
i) <i>PHONE CONTACT</i>	
j) <i>VISION OF THE INSTITUTION</i>	
k) <i>MISSION STATEMENT</i>	
l) <i>CORE VALUES OF THE INSTITUTION</i>	

2. OWNERSHIP OF THE INSTITUTION	
a) <i>FOUNDING BODY</i> (Indicate either, Church of Uganda, roman catholic, Islamic, community or others specify)	
b) <i>DATE OF ESTABLISHMENT</i> (Indicate, day/month/year))	
c) <i>TOTAL ACRES OF LAND THAT BELONGS TO THE INSTITUTION</i> (As Annex 1: attach either a land title or proof of ownership of the land and annex 1.2- attach a small map indicating the land in use)	

3. BOARD OF GOVERNORS AT THE INSTITUTION	
a) <i>DATE OF APPOINTMENT OF THE CURRENT BOARD OF GOVERNORS</i> (As Annex 2: attach the list of board members by Name, sex, representation/constituency and their appointment letters	
b) <i>DATE OF THE LAST BOARD MEETING FOR THE ACADEMIC YEAR 2015</i> (As Annex 3.attach copies of a dully signed minutes for the meetings held in academics year 2015	
c) <i>INDICATE THE FREQUENCY OF BOARD OF GOVERNORS MEETINGS</i>	
d) <i>NUMBER OF SUBCOMMITTEES OF THE BOARD</i>	
e) <i>% OF EMPLOYER REPRESENTATION ON BOARD</i>	
f) <i>DOES THE INSTITUTION HAVE ORGANISATION CHART</i> (Yes or No)- As Annex 4: attach organigram of the institution indicating the reporting lines)	

4. ENROLMENT AT THE INSTITUTION IN, 2013, 2014 AND 2015				
a) TOTAL ENROLMENT OF STUDENTS DURING THE ACADEMIC YEAR 2013	<i>FEMALE</i>	<i>MALE</i>	<i>TOTAL</i>	
b) TOTAL ENROLMENT OF STUDENTS DURING THE ACADEMIC YEAR 2014	<i>FEMALE</i>	<i>MALE</i>	<i>TOTAL</i>	
c) TOTAL ENROLMENT OF STUDENTS DURING THE ACADEMIC YEAR 2015	<i>FEMALE</i>	<i>MALE</i>	<i>TOTAL</i>	
d) <i>TOTAL ENROLMENT OF STUDENTS WITH DISABILITY IN 2013</i>	<i>FEMALE</i>	<i>MALE</i>	<i>TOTAL</i>	
e) <i>TOTAL ENROLMENT OF STUDENTS WITH DISABILITY IN 2014</i>	<i>FEMALE</i>	<i>MALE</i>	<i>TOTAL</i>	
f) <i>TOTAL ENROLMENT OF STUDENTS WITH DISABILITY IN 2015</i>	<i>FEMALE</i>	<i>MALE</i>	<i>TOTAL</i>	
g) <i>TOTAL ENROLMENT OF STUDENTS AT ARTISAN LEVEL DURING ACADEMIC YEAR 2015</i>	<i>FEMALE</i>	<i>MALE</i>	<i>TOTAL</i>	

5. COURSES OFFERED AT THE INSTITUTION				
a) a) <i>SPECIFIC SECTOR OF SPECIALIZATION OF THE INSTITUTION (indicate either agriculture, manufacturing, building construction, tailoring, tourism etc)</i>				
b) NUMBER OF COURSES OFFERED AT THE INSTITUTION (<i>annex 5. Attach a list of the courses offered with enrollment and completion 2013-2015</i>)	<i>ARTISAN LEVEL</i>	<i>TECHNICIAN</i>	<i>TOTAL</i>	

6. TRAINING MODALITY AND TRAINING PRGRAMES				
		not used	used	often used
TRAINING MODALITY				
Classroom-Based Instruction (<i>as a part of the institutional programme of instruction</i>)		1	2	3

Laboratory/Workshop-Based Instruction (<i>as a part of the institutional programme of instruction</i>)	1	2	3
Internships in Private Sector (<i>may also be known as on-the-job training</i>)	1	2	3
Apprenticeships (formal, with training contract) (<i>an alternative to institutional training but may include pre-apprenticeship training at the institution</i>)	1	2	3
School-Based Production (<i>for income generation or work experience</i>)	1	2	3
TRAINING PROGRAMES			
Short-Term Classes (<i>for requesting firms or special training needs of trainees</i>)	1	2	3
Adult Evening Courses (<i>for employed workers in business and industry</i>)	1	2	3
On-line Modules/Courses (<i>as part of a course if it is a module or a stand-alone course</i>)	1	2	3

7. STAFF AT THE TRAINING INSTITUTION				
a) INDICATE THE STAFF CEILING FOR THE INSTITUTION				
b) NUMBER OF TEACHING STAFF ON GOVERNMENT PAYROLL	FEMALE	MALE	TOTAL	
c) INDICATE NUMBER OF VACANCIES FILLED				
d) NUMBER OF POSTS NOT FILLED (TEACHING STAFFING GAP AT THE INSTITUTION -indicate the difference between the established ceiling and the available teaching staff on the payroll-)				
e) NUMBER OF TEACHING STAFF NOT ON GOVERNMENT PAY ROLL (indicate teaching staff paid by the institution or board of governors)	FEMALE	MALE	TOTAL	
f) NUMBER OF NON TEACHING STAFF ON GOVERNMENT PAYROLL	FEMALE	MALE	TOTAL	
g) NUMBER OF NON TEACHING STAFF NOT ON THE GOVERNMENT PAYROLL BUT PAID BY THE BOARD OF GOVERNORS)	FEMALE	MALE	TOTAL	
h) ANNEX 6. ATTACH THE LIST INDICATING THE ESTABLISHED CEILING, VS FILLED)				

8. QUALIFICATIONS/COMPETENCIES OF TRAINING AND MANAGEMENT STAFF									
a) QUALIFICATION OF THE TEACHING		PH	MASTER	DEGREE	DIPLOM	CERTI	Number	Number of	

<p><i>STAFF</i> (annex 7: attach a detailed list indicating the qualifications of the teaching staff)</p>		<i>D</i>	<i>S</i>		<i>A</i>	<i>FICAT E</i>	<i>of staff with industry experience</i>	academic staff trained in the new CBT curriculum
	<i>FEMALE</i>							
	<i>MALE</i>							
	<i>TOTAL</i>							
<p>b) <i>DOES THE INSTITUTION HAVE A SUBSTANTIVE PRINCIPAL?</i></p>	<p><i>NAME:</i> <i>SEX</i>..... <i>DATE OF APPOINTMENT</i>..... <i>QUALIFICATION</i>..... <i>PREVIOUS WORK PLACE</i>.....</p>							
<p>c) <i>DOES THE INSTITUTION HAVE A SUBSTANTIVE DEPUTY PRINCIPAL?</i></p>	<p><i>NAME:</i> <i>SEX</i>..... <i>DATE OF APPOINTMENT</i>..... <i>QUALIFICATION</i>..... <i>PREVIOUS WORK PLACE</i></p>							
<p>d) <i>FINANCIAL MANAGEMENT PERSON/ BURSAR AT THE INSTITUTION</i></p>	<p><i>NAME:</i> <i>SEX</i>..... <i>DATE OF APPOINTMENT</i>..... <i>QUALIFICATION</i>..... <i>PREVIOUS WORK PLACE</i>.....</p>							
<p>e) <i>INDUSTRIAL TRAINING OFFICER</i></p>	<p><i>NAME:</i> <i>SEX</i>..... <i>DATE OF APPOINTMENT</i>..... <i>QUALIFICATION</i>..... <i>PREVIOUS WORK PLACE</i></p>							
<p>f) <i>DOES THE INSTITUTION HAVE STAFF CAPACITY BUILDING PROGRAM?</i></p>								
<p>g) <i>WHAT IS THE COLLEGE'S STAFF MOTIVATION PROGRAM (if any)</i></p>								

9. GRADUATE FOLLOW UP				
a) DOES THE INSTITUTION TRACE ITS GRADUATES? If yes please specify how students are traced and also answer the questions below.) Yes/No				
b) NUMBER OF GRADUATES OF 2014 EMPLOYED IN FORMAL SECTOR	FEMALE	MALE	TOTAL	
c) NUMBER OF GRADUATES OF 2014 THAT ARE SELF EMPLOYED	FEMALE	MALE	TOTAL	
d) NUMBER OF GRADUATES OF 2014 THAT ARE NOT EMPLOYED	FEMALE	MALE	TOTAL	
e) DOES THE INSTITUTION HAVE INTERNSHIP PROGRAM? (i.e. a program that guides the students in finding internship and employment) Yes/No (if yes – what is the program)				
f) DOES THE INSTITUTION HAVE FOLLOW UP REPORTS FROM THE EMPLOYERS ON ITS GRADUATES?				

10. LINKAGES WITH EMPLOYERS	
a) DOES INSTITUTION CARRY OUT DUAL TRAINING PROGRAMS? I.E. TRAINING BEING PROVIDED PARTLY AT THE COMPANY/INDUSTRY VENUE AND PARTLY AT THE VOCATIONAL INSTITUTE (if yes, name at least 3 companies where training is carried out. please note this is not internship)	
b) If YES, HOW MANY COLLABORATION AGREEMENTS DO YOUR INSTITUTION HAVE WITH ENTERPRISES?	
c) DOES THE INSTITUTION HAVE LECTURERS FROM COMPANIES/AGRICULTURAL FARMS WHO TEACH AT THE INSTITUTION (if yes, name the companies and the lecturers)	
d) WHAT IS THE SURROUNDING WORKING ENVIRONMENT AT THE INSTITUTE (is it near a market, a town, industry, company, agricultural farm etc? if yes please name the industry or company/farm?)	

11. SPECIALISED TRAINING WORKSHOPS AND OTHER FACILITIES	
a) NUMBER OF FUNCTIONAL/PRACTICUM SITES/ WORKSHOPS/TRAINING FACILITIES IN PLACE (SPECIFY THE TRADE?)	
b) NUMBER OF FUNCTIONAL EQUIPMENT IN PLACE (specify the trade)	

c)	<i>TYPE OF INSTRUCTIONAL MATERIALS AND TOOLS</i>	
d)	<i>DOES THE INSTITUTION HAVE EQUIPMENT, INFRASTRUCTURE AND TOOLS MAINTENANCE AND STORAGE PROGRAMME?</i> (annex 8: if yes attach the maintenance framework);	
e)	<i>ANNEX 9: INDICATING THE AVAILABLE INFRASTRUCTURE WITH CAPACITY</i>	

12. GENDER AND EQUITY ARRANGEMENTS		
a)	<i>ATTRACTING AND RETAINING STUDENTS IN YOUR TRAINING INSTITUTION</i> (annex 10: please attach a one page proposal)	
b)	<i>ATTRACTING AND RETAINING FEMALE STUDENTS IN YOUR TRAINING INSTITUTION</i> (annex 11: please attach a one paged proposal)	
c)	<i>ATTRACTING AND RETAINING DISADVANTAGED STUDENTS TO JOIN THE TRAINING INSTITUTION</i> ((annex 12: please attach one paged proposal)	

13. INSTITUTION DEVELOPMENT NEEDS		
a)	<i>NUMBER OF WORKSHOPS NEEDED</i> (specify the kind of workshops needed)	
b)	<i>OTHER INFRASTRUCTURE REQUIREMENTS NEEDED</i> (please be specific)	
c)	<i>EQUIPMENT NEEDED</i> specify the kind of equipment needed	
d)	<i>TRAINING MATERIALS NEEDED</i> specify the kind of training materials needed	
e)	<i>STAFF TRAININGNEEDS</i> specify the kind of training needed and the number of staff to be trained	
f)	<i>OTHER REQUIREMENTS NEEDED TO SUPPORT THE INSTITUTION DELIVER/ IMPART THE DEMANDED SKILLS</i> (be specific)	

14. NAME OF THE INSTITUTION TO PARTNER WITH (TICK APPROPRIATELY)			
	<i>NAME OF THE INSTITUTION</i>	<i>AREA OF SPECIALISATION</i>	<i>TICK</i>
1.	<i>UTC ELGON</i>	<i>CIVIL WORKS AND BUILDING TECHNOLOGY</i>	
2.	<i>UTC LIRA</i>	<i>HIGHWAYS, DRAINAGE, BRIDGES AND</i>	

		ROAD CONSTRUCTION	
3.	UTC BUSHENYI	STEEL MANUFACTURING AND FOOD PROCESSING EQUIPMENT	
4.	BUKALASA AGRI. COLLEGE	CROP AND ANIMAL HUSBANDRY	

15. CO-CURRICULAR ACTIVITIES AT THE INSTITUTION

	PLEASE INDICATE THE CO-CURRICULAR ACTIVITIES PROVIDED BY THE INSTITUTION	TICK	INDICATE ANY POSITION HELD EITHER AT DISTRICT, REGIONAL OR NATIONAL, LEVEL
1.	MUSIC DANCE AND DRAMA		
2.	SPORTS (specify)		
3.	OTHERS (specify)		

16. FINANCIAL MANAGEMENT AND SUSTAINABILITY

	DESCRIPTION	TOTAL BUDGET EXECUTED IN 2013(UGX)	TOTAL BUDGET EXECUTED IN 2014 (UGX)	TOTAL BUEGET EXECUTED IN 2015 (UGX)
	CAPITATION GRANT FROM GOVERNMENT			
	TUITION FEES FROM PRIVATE STUDENTS			
	ANY OTHER INCOME (specify the source)			
	TOTAL SOURCES			
	EXPENDITURE BY CATEGORY			
	TEACHER SALARIES			
	ADMINISTRATIVE STAFF			
	PURCHASE OF GOODS (including learning materials and equipment)			
	UTILITIES			
	SUPPLIES			
	STAFF TRAINING			
	MAINTENANCE AND REPAIRS			

	TRANSPORTATION			
	OTHER (<i>specify</i>)			
	TOTAL EXPENDITURES			

17. CHALLENGES AND PROSPECTS OF THE INSTITUTION (WRITE ONE PAGE and ANSWER THE QUESTIONS BELOW)			
	INDICATE THE STRENGTHS AND WEAKNESSES OF THE INSTITUTES		
	WHAT ARE THE MAJOR CONSTRAINTS OF THE INSTITUTION IN DESCENDING ORDER		
	WHAT ARE THE INSTITUTIONS' OBJECTIVES AND GOALS for THE NEXT FIVE YEARS?		
	INDICATE THE KIND OF SUPPORT THE INSTITUTION REQUIRES		

(a) Quality Assurance and New Program Development

Is there a quality Assurance Council /committee in the institution?	1=Yes 2=No	<input type="checkbox"/>
Is there a designated staff in charge of quality in the institution?	1=Yes 2=No	<input type="checkbox"/>
How many new training courses have been introduced from 2014-2016?		<input type="checkbox"/>
How many of the new courses introduced are Competency-Based courses?		<input type="checkbox"/>
How many new Competency-Based Training courses have been developed and approved in 2016?		<input type="checkbox"/>
How many new Competency-Based Training course have been launched in 2016?		<input type="checkbox"/>
How many months does it take on average to develop a new course?		<input type="checkbox"/>
How many months does it take on average to develop a new programme?		<input type="checkbox"/>
Who makes decision on creating a new course? 1=Academic Committee, 2=Governing Board, 3=Head of Institution, 4=Trainer/Instructor		<input type="checkbox"/>
How much does it cost on average to develop a new program? 1=UGX ... 2= UGX ... 3=UGX ... 4= UGX ... 5=More		<input type="checkbox"/>

LIST OF ANNEXES to the application form

Annex 1: Land title or proof of ownership

Annex 2: Current board of governors

Annex 3: Copies of the signed minutes for the last academic year

Annex 4: Organigram of the institution

Annex 5: Enrolment by course and completion since 2013

Annex 6: Government Positions Established and filled for both teaching and non-teaching staff

Annex 7: List indicating the qualifications of the teaching staff at the institution

Annex 8: Institution maintenance framework

Annex 9: Infrastructure by capacity a, area and current condition

Annex 10: Proposal to attract and retain more students in the institution

Annex 11: Proposal to attract retain and female students in the institution

Annex 12: Proposal to attract retain disadvantaged/ special needs students in the institution

Annex 13: Partnership and Relationship with other Bodies

Annex 14: Cost of Training

Annex 15: Governance and Management

Annex 1: Land title or Proof of Land Ownership

ANNEX 2: list of current Board of Governor

SN	NAME	Gender	DESIGNATION	CONSISTUENCY
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

Annex 3: Copies of the signed minutes for the last academic year

Annex 4: Organigram of the institution

ANNEX 5: ENROLMENT BY COURSE AND COMPLETION FOR ACADEMIC YEARS 2013-2015

Tables 1: Enrolment and completion under the short courses, certificate courses and diploma courses.

Definition of each of these courses should be provided.

SN	NAME OF THE COURSE	Qualification (Certificate or Diploma)	EXISTING TRAINING CAPACITY	DATE OF ADMISSION	ENROLMENT			COURSE DURATION	DATE OF COMPLETION	NUMBER OF STUDENTS THAT COMPLETED		
					FEMALE	MALE	TOTAL			FEMALE	MALE	TOTAL
Short Courses												
1.												
2.												
3.												
4.												
5.												
6.												
Certificate Courses												
1												
2												
3												
4												

5												
6												
Diploma Courses												
1												
2												
3												
4												
5												
6												

ANNEX 6: GOVERNMENT POSITIONS ESTABLISHED AND FILLED FOR BOTH TEACHING AND NON TEACHING STAFF

SN	POSITION ESTABLISHED BY GOVERNMENT	POSITIONS FILLED BY GOVERNMENT (Tick as appropriate <input type="checkbox"/>)	POSITION NOT FILLED (Cross as appropriate X)
TEACHING STAFF			
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
NON TEACHING STAFF			
1.			
2.			
3.			
4.			
5.			
6.			
7.			

ANNEX 7: LIST OF ALL TEACHING STAFF BY QUALIFICATION AND COURSES

Sn	Name Of The Teaching Staff	Sex	Qualifications	Relevant Industry Experience	Course Being Taught/ Responsibility At The Institution	Previous Work Place	On Government Payroll (Tick)	Not On Payroll (Cross)
1.								
2.								
3.								
4.								
5.								
6.								
7.								

8.								
9.								
10.								
11.								
12.								
13.								

Annex 8: Institution Maintenance Framework

ANNEX 9: (a) AVAILABLE INFRASTRUCTURE BY CAPACITY, AREA AND CONDITION

Sn	BASIC INFRASTRUCTURE (<i>include all the infrastructure including; workshops, dormitories, offices, classrooms, staff houses, kitchen, dining hall, multipurpose, latrines, laboratories libraries, sports facilities</i>)	NUMBER	PLANNED CAPACITY	CURRENT CAPACITY	OCCUPIED AREA (M ²)	DATE OF ESTABLISHMENT	CURRENT CONDITION/STATE OF THE INFRASTRUCTURE (In good conditions, needs major renovation dilapidated etc.)	ANY REMARKS
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
13.								
14.								

15.								
16.								
17.								
18.								
19.								
20.								
21.								
22.								

Annex 9(b): Buildings and Equipment

(b) Workshops, Laboratories, Specialized Rooms and Classroom

Type of Building	How Many	No. of Seats or Work Stations	Permanent Building		Temporary Building	
			Good Condition	Poor Condition	Good Condition	Poor Condition
Ordinary Classrooms						
Specialized Classrooms						
Workshops / Laboratories						
Multimedia Resource Unit						
Offices (buildings)						
Library						
Student Dormitory						
Staff Accommodation						
Others						

9 (c) Information on Other Equipment and Facilities

Does the institution have an operational electric power connection?	1=Yes	<input type="checkbox"/>
---	-------	--------------------------

2=No		
Does the Institution have alternative power sources 2=No		1=Yes
If Yes to the above, please specify.....		
Does the institution have computers in working condition? 2=No		1=Yes _
	a) If the answer is yes, specify the number:	_ _
Does the institution have operating computers for trainers? 2=No		1=Yes _
	a) If the answer is yes, specify the number :	_ _
	b) If the answer is yes, are trainers trained in the use of computers? 2=No	1=Yes _
Does the institution have operating computers for learners? 2=No		1=Yes _
	a) If the answer is yes, specify the number :	_ _
	b) If the answer is yes, are learners trained in the use of computers? 2=No	1=Yes _
Does the institution have toilet rooms? 2=No		1=Yes _
Do female trainees have separate toilet rooms from males? 2=No		1= Yes _
Is the training institution fenced? 2=No		1=Yes _
Does the institution have a medicine cabinet provided with first aid materials? 2=No		1=Yes _

Annex 10: Proposal to attract and retain more students in the institution

Annex 11: Proposal to attract retain and female students in the institution

Annex 12: Proposal to attract retain disadvantaged/ special needs students in the institution

Annex 13: Partnership and Relationship with other Bodies

Does the institution have a relationship with any professional association? 2=No	1=Yes	__
a) If yes, specify the type of relationship 2=Informal	1=Formal <i>(based on an existing agreement)</i>	__
If yes to above, and it is formal agreement, how many of such agreement does your institution have?		
b) Specify the type of partners involved : <ul style="list-style-type: none"> <input type="checkbox"/> Public institutions <input type="checkbox"/> Private companies <input type="checkbox"/> SMEs <input type="checkbox"/> Professional organizations <input type="checkbox"/> Civil society (NGO) <input type="checkbox"/> Others 		
c) Specify the purpose of the partnership: <ul style="list-style-type: none"> <input type="checkbox"/> Financial assistance <input type="checkbox"/> Work-study programme <input type="checkbox"/> Seminar/conference <input type="checkbox"/> On-going training of company personnel <input type="checkbox"/> capacity building <input type="checkbox"/> Company visit <input type="checkbox"/> Supply of equipment <input type="checkbox"/> Internship <input type="checkbox"/> Technical projects with companies <input type="checkbox"/> Professionals in the management committee <input type="checkbox"/> Others, specify 		

d) Has your institution received any financial assistance in the following nature in 2015,:

Apprenticeship Tax Deduction 1=Yes 2=No
|__|

Donations 1=Yes 2=No
|__|

Grants 1=Yes 2=No
|__|

Internship fees..... 1=Yes 2=No
|__|

Government Subsidy..... 1=Yes 2=No
|__|

Scholarships... 1=Yes 2=No
|__|

Others _____

Annex 14. Cost of Training

Programme Title	Duration of Training (month)	No. of Trainees	Tuition Fee	Registration Fee	No. of Trainers	Average Trainers' Monthly Salary

Annex 15: Governance and Management

Does the institution have a governing board? 1=Yes 2=No	1__1
a) If yes, how many people on the Board, and how many of them come from industries?	1__1__1 1__1__1
b) If yes, can the Board make independent decisions for the institution? 1=Yes 2=No	1__1
Does the institution have a management team? 1=Yes 2=No	1__1
a) If yes, how many staff on this team, and how many of them are females?	1__1__
b) If yes, can this team make independent decisions on personnel and academic affairs? 1=Yes 2=No	1__1
Is there an established feedback mechanism to get training market information for updating the training programmes and content? 1=Yes 2=No	1__1

Statement of the Vocational Institute demonstrating its readiness for cooperation:-

- (i) commitment to assign available competent staff and to take active part in elaboration of an institutional development plan and its implementation in cooperation with the CoE and twinning institution;
- (ii) readiness to assign teaching and management personnel to take part in training and advisory activities;
- (iii) readiness to establish links with the private sector within occupational/training area selected for support;
- (iv) commitment to promote the gender balance of the new courses to be developed;
- (v) openness to monitoring and evaluation and reporting requirements of the project;
- (vi) Commitment to publicize the project's activities and results through the local media and commit to disseminating the results to other communities and regions.

Name of the legal representative of the institution

Date: _____ 2017