



**UGANDA BUSINESS AND TECHNICAL EXAMINATIONS  
BOARD (UBTEB)**

**INFORMATION AND GUIDELINES TO INTENDING  
APPLICANTS FOR RECOGNITION AND EQUATING OF FOREIGN  
TVET QUALIFICATIONS INTO UGANDAN BTVET SYSTEM**

**By**

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## **PART A: Introduction:**

The Uganda Business and Technical Examinations Board (UBTEB) is a statutory national assessment body established by an Act of Parliament; the BTVET Act, 2008 and mandated to streamline, regulate, coordinate and conduct credible national examinations and award Certificates and Diplomas in the Business, Technical and Vocational professions in Uganda by Statutory Instrument No. 9 of 2009. This regulation provides for the promotion and coordination of BTVET; the principles governing BTVET; the establishment of the Institutional framework for the promotion and coordination of BTVET; the establishment of the Uganda Vocational Qualifications framework (UVQF) and the financing of BTVET and for other related matters.

UBTEB started operations to conduct the examinations and award qualifications documents (Transcript and Certificates) in the BTVET Diploma and Certificate programmes in 2011. This was the beginning of the first takeover in a phase manner of the mandate from Uganda National Examinations Board (UNEB).

In the process of exercising its mandate and to offer service to Nationals and non-Ugandans who obtained post primary & Lower Secondary TVET qualifications from outside Uganda, The Board has now put in place mechanisms to equate foreign awarded TVET qualifications to those of Ugandan BTVET qualification systems.

## **PART B: Information for the General Public (*Foreign Students / graduates and Employers within and outside Uganda*):**

**Conscious** of the rapid development of transnational TVET, characterized by those arrangements and partnerships between institutions and organizations in which the students are located in a different country to the one where the institution providing the education is based, and of its impact on higher education globally, but also specifically in the East African Region;

**Conscious** in particular of the challenges posed by transnational education institutions and programmes operating outside of the framework of any national education system;

**Being aware** of the fact that transnational TVET is rapidly expanding, due mainly to the growing and seemingly limitless uses of the new information technologies in providing educational services in a world of borderless higher education;

**Convinced** that national systems of TVET are, and will continue to be, entrusted inter alia to preserve the cultural, social, philosophical, and religious diversity of the East African Region while also being expected to promote various forms of international and global co-operation;

**Attaching great importance** to the academic quality of study programmes and qualifications awarded by TVET institutions engaged in transnational education;

**Considering that**, regardless of the procedures adopted for establishing and providing educational services, TVET institutions should comply with those standards of performance in teaching and learning that are required by the present and future development of knowledge, technology and the labour market;

**Acknowledging that** facilitating the recognition and equating of foreign qualifications awarded through transnational TVET arrangements will contribute to promoting both the mobility of students and workforce between East African Community partner states;

**UBTEB offers** advice and service on the academic recognition and equating of foreign qualifications in the Business, Technical, Vocational and Other Specialized Trainings (TVET / BTVET) in Uganda. **These are Technical and Vocational qualifications obtained post Primary Seven (PLE) and post Lower Secondary School (Ordinary/UCE) levels education ONLY.**

*TVET/ BTVET Qualifications obtained post High School (Advanced Level) education are the responsibilities of The National Council for Higher Education (NCHE).*

**Recognition and equating of academic (non TVET) qualifications to Ugandan Primary Level Education (PLE), Uganda Certificate of Education (Lower Secondary / Ordinary level) and, Uganda Advanced Certificate of Education (High School /Advanced level) education are the responsibility of Uganda National Examinations Board (UNEB).**

If you hold a foreign qualification and wish to have it recognized / equated in Uganda, or if you have been presented with a foreign qualification and wish to understand it in the context of the Ugandan BTVET education / Qualifications system, you can refer to the UBTEB Secretariat for advice.

***In the exercise of its function in respect to recognition and equating of foreign TVET qualifications, the Board or its any of its employee shall NOT by any means and in any case and at any one time be influenced by the applicant's gender, race, colour, disability, language, religion, political opinion, nationality, ethnic or social origin and status.***

Comparability statement's **application form** for any TVET qualification **obtained immediately after Primary and or after Lower Secondary school** from any country can be downloaded from [www.ubteb.go.ug](http://www.ubteb.go.ug) at your convenience. This comparability statement are designed to help individuals understand their qualification in the context of the Ugandan BTVET education / Qualifications system and may help employers, institutions and other bodies with recognition decisions.

The comparability statement offers advice including a comparable award and level on the Ugandan Vocational Qualifications Framework (UVQF) and a description of the learning outcomes associated with the given level on the UVQF.

**Please note the following:**

- (i). Take time to read and complete the form in full and return it to UBTEB Secretariat with the required copies of documents attached.
- (ii). Be advised that it can take up to 60 working days excluding public holidays for the Board to respond to a request, although where possible, it will respond sooner within 14 days. Once a decision has been reached, an email / phone call will be made to you with a response to your query including assessed fee, where applicable to pay and a bank account details on which to pay for the relevant service(s), before work can be completed on your query/ application.
- (iii). There are a number of regulated professions in Uganda. If you wish to practice in any one of these professions, you must contact the relevant authority.
- (iv). *Recognition advice / Equivalence provided by UBETB do not automatically represent right of access to employment, political office or a regulated profession or education and training.*

*Admission decisions for the purposes of accessing further education and or employment are made by education the respective institutions, professional recognition bodies and employers.*

### **Criteria for Recognition:**

Our research work and advice is informed by BUT NOT LIMITED TO criteria related to the education and training and qualifications systems of the country of origin and specific details of the relevant foreign qualification including:

- i. National recognition status of the awarding body in the country of origin,*
- ii. Program Access / entry level requirements,*
- iii. Progression opportunities,*
- iv. Purpose for which recognition / equivalence is sought,*
- v. Level on national qualifications framework,*
- vi. Referencing to over-arching qualifications frameworks,*
- vii. Learning outcomes,*
- viii. Credits / Volume of learning,*
- ix. Duration / length of study leading to the qualification award in question,*

***UBTEB shall work with colleagues in other Countries / Organizations to develop the transparency and coherence of these criteria.***

***Applicants are therefore warned in advance to desist from presenting falsified documents to the Board for equation.***

### **PART C: Guidelines for Recognition and Equating of Foreign (Post Primary and Post O-level) TVET Qualifications in Uganda.**

- i. Preamble:** This information is intended to assist the Officer in the Equating Committee to understand foreign qualifications in the context of the Ugandan BTJET education / Qualifications system and may assist them determine if an applicant holds the academic qualifications deemed necessary for an academic / vocational program entry or employment entry requirements in Uganda.
- ii. However, members of the committee shall take note that final recognition decisions for the purposes of accessing further education and or employment are made by the respective education institutions, professional recognition bodies and employers.*
- iii.** The term '**equating**' used interchangeably with '**comparable**' acknowledges that two qualifications may be of the same academic standing, without necessarily having the same aims, curriculum or structure.
- iv.** The information shall relate to **ONLY Formal and Completed Qualifications** where a graduation parchment is issued to attest to successful completion of a program (*rather than*

periods of study where no qualification is awarded; incomplete qualifications; work placements, career enhancement program, etc.)

- v. In the process of exercising the powers entrusted to the committee, close attention shall be paid to the following details of qualifications in question before issuing the “*Instruction to Pay for Recognition and Equating of Foreign Qualifications<sup>1</sup>*” to the applicant.

Important fields to Consider	Description And or Purpose of The Field / Statement
Title of Foreign Qualification Award	This field refers to the title of the qualification in the context of the education system of the country of origin. Eg; <i>National Certificate in Automotive Engineering</i> .
Title of Foreign Qualification Award in English	This field offers an English translation of the title of a foreign qualification where relevant. This refers only to the type of qualification in the context of the education system. UBTEB will <b>NOT</b> provide translations of subjects, disciplines or other details. This shall be the responsibility of the applicant with guidance from UBTEB.
Name of Education or Training Institution	This is the name of the Institution in which the applicant did his/her training and got the qualification mentioned above.
Name of Awarding Body (if different from Education or Training Institution)	This is the name of the Institution which awarded the qualification document mentioned above. Eg. <i>National or Regional or Other Professional Assessment Bodies</i> .
Additional Information	Could be duration and or credit load of the programme, etc
Country of Award	This refers to the country of origin which authorizes the awarding of the foreign qualification or grants recognition to the awarding body/institution.
Type of Education	This refers to the relevant sector or part of the education system of the country of origin. The types referred to are <i>School Education, Further (Vocational) Education, and Higher Education</i> . <b>Professional Education is also included for awards that carry some form of professional recognition but are not recognized for academic purposes.</b>
National Recorgnised Status of the Awarding Education Institutions	Ascertain if the Awarding institutions of the foreign qualification is nationally recorgnised by the relevant authority in the country of origin.
Credit Type	This refers to the credit system used in the country of origin. Eg. CGPA.
Credit Value /Graduation / Course load	This refers to the typical credit associated with the foreign qualification in the country of origin. This may give an indication of the typical work load associated with the qualification.
Mode of Course Delivery	This could be Full time, Part time /Correspondence /Online
Assessment /Examination Body	Ascertain whether the qualification in question was assessed by a national, regional or own institutional examining body in the country of origin.

<sup>1</sup> See Specimen1

National Qualifications Framework level in Country of origin	This refers to the level of the foreign qualification on the qualifications framework in the country of origin.
Applicant's Identity	This field verifies the authenticity of the identity details ( <i>Name, Gender, Nationality, Date of Birth, Photo, etc.</i> ) of the applicant with the details indicated on the foreign qualifications award document
<b>Equivalent Qualifications Framework Level</b>	<b>This field gives information on how the qualifications framework of the country of origin has been referenced to the Uganda Vocational Qualifications Framework (UVQF).</b>
Country Education Profile/System	This field examines the detailed profile of the education system of the country of origin; <i>the cascading ladders</i> . Eg, 7,4,2,3 or 6,4,3,3, etc years in the different stages of education from Primary to University.
Foreign Qualifications Award Document	An original award document is provided to give information on the layout of the graduation parchment that should be presented as evidence of the awarding of the foreign Qualification. <b><i>The authenticity of this document MUST be verified.</i></b>
Award Profile	This field offers a summary of the purpose of the foreign qualification including typical access requirements and progression opportunities.
UVQF Award Type	Each foreign qualification is compared, where possible, to a level and award on the Uganda Vocational Qualifications Framework (UVQF). By using the UVQF as a reference the foreign qualification is placed within the context of the Ugandan BT/VET education / Qualifications system.
<b>Award Purpose</b>	<b>This field states in detail the purpose for which the award has been recognized, equated and issued to the applicant.</b>
<b>Award address</b>	<b>This field states the exact address of the person/organization for which the foreign qualification shall be equated and issued to.</b>

Once the committee is convinced that the information in the table above is *authentic* and *attainable*, it can then issue the applicant with ***“Instruction to Pay for Recognition and Equating of Foreign Qualifications”***.

The applicant shall pay the initial **US\$ 50,000 (Fifty Thousand Shillings)** when submitting application form, and later additional **US\$ 100,000 (One Hundred Thousand Shillings)** when collecting the Equated Qualifications Certificate.

***All payment shall be made in the Bank on the UBTEB accounts details obtained from the Secretariat.***

Information on the prescribed service fee approved by the Board and bank account details shall be clearly indicated on the instruction sheet.

***The Accounts office shall issue written confirmation of acknowledge of receipt of payment above to the chairperson of the Equating committee before the committee can sit and equate the documents.***