



# NTINDA VOCATIONAL TRAINING INSTITUTE

Plot, 3-9, 11-17, 23-27, Martyrs Way, Ntinda  
P.O Box 24660, Kampala  
Email:ntindavti@gmail.com



Ref: NTVTI/ADM/001/009

**15<sup>th</sup> October 2020**

## **REOPENING OF NTINDA VTI FOR THE FINALISTS FOR TERM II 2020**

On behalf of Board of Governors (BOG), Administration, Staff and trainees, I hereby convey warm greetings from the entire Ntinda Vocational Training Institute Community. We give glory to the Almighty God who has enabled us live safely during this pandemic period. Management still urges all of you to continue keeping and staying safe.

### **TERM II ACTIVITIES**

A number of activities have been planned for Term II. We shall send circulars from time to time to inform you about what will be taking place. However, key issues to note are the following:

- The Term starts today the 15<sup>th</sup> October 2020 to 18<sup>th</sup> December 2020.
- Training starts on 19<sup>th</sup> October 2020.
- The mode of training has changed and we are to implement blended training where contact hours at the institute has changed. Trainees will also be engaged in self-study at home with assignments and take home activities.
  - Day Training at the institute starts at 8.00 am to 1.00 pm
  - Afternoon Training starts at 2.00pm to 6.00pm (formerly Evening Training programme)
- Training shall be carried out from Monday to Friday.
- Trainees shall not move out of the institute until lessons end.
- There shall be no congregational gatherings e.g. fellowships, prayers.
- Guild Meetings shall be so minimal and held only when necessary.
- There is an institute COVID 19 task force waiting to orient trainees on COVID 19 management and prevention during the first week.
- Trainees are encouraged to make inquiries via WhatsApp to avoid overcrowding in offices
  - Dean of Students 0788- 161 516
  - Academic Registrar 0773- 094 908
- There shall be taking of daily temperatures of all trainees.
- Wearing of masks is a **must** at all times.
- Parents are encouraged to buy 5 masks for their son/daughter such that he/she wears each mask per day. The masks should be labelled with the name of the trainee. No trainee shall be allowed in with a dirty mask.
- Trainees with respiratory diseases should contact the school nurse on their first day of reporting. Parents are advised to buy face shields for such category of trainees.
- Trainees with flu symptoms, cough, body weaknesses, chest pains shall be encouraged to stay at home until they get well.

### **FEES AND OTHER REQUIREMENTS FOR SECOND TERM**

There has been adjustment in the fees structure specific to support your daughter/son and the institute management in enforcing COVID 19 Standard Operating Procedures as follows;

- Feeding fees have been removed. There shall be no break tea and no lunch provided to trainees to avoid overcrowding. Trainees are advised to pack a snack for break.
- Parents will contribute an amount of 75,000shs towards disinfectants.
- Term II Institute Fees is therefore summarized as below;

		Termly Fees	1 Ream of paper	Contribution to disinfectants	Total
1	Day Trainees	410,000=	20,000=	75,000=	<b>505,000=</b>
2	Evening Trainees	560,000=	20,000=	75,000=	<b>655,000=</b>
3	UPOLET	40,000=	20,000=	75,000=	<b>135,000=</b>

#### External Assessment Fees

		Modules Fees (shs)		Practical Exam materials (shs)	Examination Handling Fees (shs)	Total
1	All Private Trainees	UBTEB	112,000=	100,000=	20,000=	<b>232,000=</b>
2	All Private Trainees	DIT	100,000=	100,000=	20,000=	<b>220,000=</b>
3	UPOLET	UBTEB	<b>N/A</b>	100,000=	20,000=	<b>120,000=</b>
4	UPOLET	DIT	100,000=	100,000=	20,000=	<b>220,000=</b>

Note:

- Every Retake paper shall cost an additional fee of 8,000shs.
- All fees are received through the online system of **school pay**.
- There is an extra charge of 20,000shs for payments using cheques.
- **Term I Fees balances should be cleared. All Term I Expenses were incurred and all training content must be completed during this Term.**
- All students are to report on **19<sup>th</sup> October** without fail to start training.

Yours In-service

  
**PRINCIPAL**  
 NTINDA VOCATIONAL TRAINING INSTITUTE  
 (NTVTI)  
 15 OCT 2020  
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