



**THE UNITED REPUBLIC OF TANZANIA
TANZANIA PORTS AUTHORITY
BANDARI COLLEGE DAR ES SALAAM**



INDUSTRIAL PRACTICAL TRAINING REGULATIONS, 2021

NOVEMBER, 2024

(Rev. 1)

ACRONYMS

BACOSO	Bandari College Students Organisation
BCD	Bandari College Dar es Salaam
DP-ARC	Deputy Principal Academic and Research Consultancy
HoDs	Heads of Academic Departments
ILO	Industrial Liaison Officer
IPT	Industrial Practical Training
NACTE	National Council for Technical Education
NACTVET	National Council for Technical and Vocational Education and Training
THA	Tanzania Harbours Authority
TPA	Tanzania Ports Authority

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 Tanzania Ports Authority	IPT Regulations	Doc. No.	TPA/BD/R/*
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REGULATIONS SUMMARY

DESCRIPTION	DETAILS
Prepared By:	BCD
Regulations Development Date	November, 2021
Regulations Review Date	October, 2024
Title of the Regulations	Industrial Practical Training (IPT) Regulations.
Regulations Version Number	2
Recommending Authority	PBC
Approving Authority	BOG

	PART I: ESTABLISHMENT, VALUES AND RATIONALE	
1.	Bandari College Dar es Salaam (BCD) is a technical institution registered by NACTVET (then NACTE) in 2004 with registration number REG/EOS/018. Since 2017, the programmes offered by the BCD are accredited by NACTVET. The College is owned by Tanzania Ports Authority (TPA). Its history can be traced to the defunct East Africa Harbours Corporation which had a subsidiary company called East Africa Cargo Handling Services Ltd which was charged with conducting port training activities among others. After the breakup of the East African Community in 1977, Tanzania Harbours Authority Act, 1977 was enacted and passed by the Parliament of the United Republic of Tanzania which established the Tanzania Harbours Authority (THA) mandated among other to control and manage seaports in mainland Tanzania. THA Act was repealed and replaced by the Ports Act, Cap.166 as amended, which is the governing law to-date. The functions of the College as a training institution was general preserved. Whereby under section 12(k) of the Act, the College is mandated to provide technical and operations training, research and consultancy in the field of marine, port and port related services and facilities. BCD offers competence based curricula in its programmes in line with NACTVET standards with a flexible mode of delivery and assessments at National Technical Award Level 4, 5 and 6 (Basic Technician	Establishment

	Certificates, Technician Certificates and Ordinary Diploma). The programmes offered at BCD are in line with its statutory mandate which among other is to provide technical and operations training in the field of marine, port and port related services and facilities. BCD currently offers programmes in Shipping and Port Operations Management, Maritime Transport and Logistics, Freight Clearing Forwarding and Shipping Management, Mechanical Engineering and Fire and Safety Management.	
2.	To be the Centre of excellence in training, research and consultancy in port management and maritime logistics in Sub-Saharan Africa.	Vision
3.	To offer competence-based training, undertake applied research, and provide consultancy services in port management and maritime logistics to respond to current and future needs of the maritime transport subsector.	Mission
4.	The building of a consistent and binding culture is a fundamental prerequisite for the sustainable development of the College and its core values are: ➤ Integrity ➤ Dynamism ➤ Customer Care ➤ Teamwork ➤ Excellence	Core Values
5.	The Industrial Practical Training (IPT) module as stipulated in College's curricula constitutes a vital	Rationale

	component in the drive to strengthen the key competencies required to impart students with knowledge, skills, and ability. IPT is therefore an essential integral part of all training programmes offered at the BCD. Through IPT, students will be provided with actual working environment to gain relevant practical experience, skills and a positive attitude that allows them to be competitive in the job market. As competency-based training institution, BCD is aware of the importance attached to IPT and is committed to ensure implementation of these Regulations which will ensure maximum benefits to the students. IPT will be provided under supervision within a specified timeframe that will be carried out either in government organizations or private entities. These Regulations therefore provide a framework of rules governing processes of conducting IPT while stipulating the rights and responsibilities of all the parties in the exercise.	
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	PART II: PRELIMINARY PROVISIONS	
6. (1)	These Regulations may be cited as Industrial Practical Training Regulations, 2021 (as amended).	Citation and Commencement
(2)	These Regulations shall become effective upon approval by the Board of Governors.	
7.	These Regulations shall apply to all students, staff and organs of BCD dealing with matters relating to the conduct of IPT.	Application of these Regulations
8.	In these Regulations, the following words unless the context otherwise requires shall have the following meaning: “College” means Bandari College Dar es Salaam and include its associated campuses. “Discontinuation” means a declaration by the Board that a particular candidate is no longer qualified to continue with his studies following a failure by such candidate in any cumulative number of modules as stated in the Examinations Regulations or upon failing in a repeat module more than the limit required or upon being found guilty of any examination offences whose penalty is discontinuation from studies or any other BCD Regulations whose penalty is discontinuation. “Grade Point Average (GPA)” means a numerical representation of a student's overall academic performance, calculated by averaging the grade points earned in all modules or courses completed over a specific period, such as a semester or an entire program.	Interpretation

	“Industrial Liaison Officer” means any employed officer of the College appointed to perform the duties and responsibilities of an Industrial Liaison Officer. “Industry” means any public or private entity relevant to the student’s programme where such students may be placed to undertake IPT training. “Instructor” means a teacher or tutor at the College with required academic qualifications. “Mark” means a numerical value by which the examining entity assesses the performance of a candidate. “Module” means an independent package of learning related to a programme studied by a student for a fixed number of hours during a semester that can be credited towards the final award at any given level. “Semester” means an academic period in which one set of programme modules in each discipline is offered and examined. There will be only two semesters in an academic year, each having seventeen (17) weeks. “Student” means any person duly registered for any course or programme at the College in the specific semester. “Board” means the College’s Board of Governors and its respective committees. “Programme” means a course of study leading to award qualification.	
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	PART III: OBJECTIVES OF IPT	
9.	The main objective of IPT is to provide an opportunity to students to merge theory and industrial practical experience. IPT provides an opportunity for learners to interact and gain hands on industrial experience from the working world, which will make graduates more aware and acquainted of the expectations from the industry.	Main Objective of IPT
10.	IPT specific objectives are summarized as follows: (i) To give students the opportunity to apply the knowledge and skills they have acquired on campus in a real-life work situation. (ii) To boost and improve students' competencies to keep abreast with the changing demand of labour market and technological advancement. (iii) To provide students with opportunities for practical, hands-on learning from practitioners in the students' areas of specialization. (iv) To expose students to a work environment, common practices, and work ethics in their relevant field. (v) To enable graduates to meet challenges of the job market and think positively towards self-employment undertakings. (vi) Enable BCD to receive feedback from the industry to identify and bridge the gaps in its curricula.	Specific Objectives of IPT

	PART IV: IPT SUPERVISION	
11.	The Principal shall appoint in writing a College Industrial Liaison Officer (ILO).	Appointment of College Industrial Liaison Officer
12.	ILO shall also be responsible for: (i) Soliciting appropriate IPT placements for all students. (ii) Allocating IPT places to students. (iii) Conducting orientation to Instructors appointed for supervision of Industrial training. (iv) Conducting orientation to students on IPT regulations before they report to the field placements and guide them on the use of logbooks, adherence to professional code of conduct, importance of industrial training exercise and preparation of the final IPT reports. (v) Arranging and coordinating marking of IPT reports and logbooks. (vi) Compiling final IPT results and submit to the respective Heads of Departments. (vii) Compiling and submitting IPT Report from group leaders to the College Academics Committee. (viii) Developing an alumnus network. (ix) Coordinating internship opportunities for BCD graduates with other organizations/institutions. (x) Developing and fostering relationships with stakeholders and other entities. (xi) Facilitate communication with industry members and serve as the point of contact of the College.	Responsibilities of ILO

13.	The Principal shall appoint in writing IPT supervisors and group leaders from among the BCD Instructors or other staff.	Appointment of IPT Supervisors and Group Leaders
14.(1)	The IPT supervisor shall be responsible for: (i) Visiting IPT places to assess student's performance at least once during IPT session. The assessment to be done using IPT assessment BCD-IPT Form No. 1 in the format appearing in these Regulations. (ii) Liaising with the management of the placement industry on the challenges facing students in the field. (iii) Submitting reports to ILO on the information gathered from visit to student placement area. (iv) Providing guidance to students on filling logbooks, when necessary.	Obligations of IPT Supervisor
(2)	IPT group leaders shall compile report on the feedback/observations from IPT Supervisors of his group obtained from Organizations' Supervisors. The compiled report which may also contain his observations and/or recommendations shall be submitted to ILO.	Responsibilities of IPT Group Leaders
(3)	During placement visit, the IPT Supervisor shall carry the following: (i) Official introduction letter from the Principal together with his/her issued TPA identity card. (ii) List of students containing students' information such as telephone contacts, programmes, name of the industry placement and location. (iii) BCD IPT Form No. 1.	

	(iv) Any other relevant materials.	
15.	During the whole period of IPT session, Students are required to: (i) Report for training and be punctual for work assigned daily by the organization's supervisor. (ii) Keep all daily records of tasks undertaken and prepare weekly reports to be submitted to the organization supervisor. (iii) Adhere to all safety precautions and professional code of conduct at the place of training. (iv) Inform the organization supervisor or the officer in charge as directed in the event of unavoidable absence as soon as possible. (v) Be obedient, respectful and follow the respective industrial rules, regulations, and procedures. (vi) Dress in a decent manner as stipulated in Student's Regulations or as directed otherwise by the industry policy if there are special/professional dressing required. (vii) Submit IPT Supervisor Assessment BCD-IPT Form No. 2 in the format appearing in these Regulations to be filled by his IPT Supervisor. (viii) Carry student ID card issued by College during IPT session. (ix) Prepare and submit to ILO within five (5) working days after completion of the IPT session, the final report for the IPT together with the logbooks. The format of the logbook is as appearing in Appendix 1. (x) Perform work place skills as stipulated in the relevant curricula of the specific program.	Students Obligations

16.	The College Academics Committee shall receive and deliberate on the compiled IPT Reports from ILO.	Deliberation of IPT Reports
17.	The College is not be responsible for Student's accommodation, meals, or any allowance during the period of IPT session.	Accommodation, Meals and Transport
18.	All students shall maintain confidentiality of any organization information and work materials they encounter during the IPT session.	Confidentiality of Organization Information
19.	Students will be under the guidance of an IPT Supervisor who will be responsible for: (i) Assigning tasks to students in line with organization capabilities and the practical training regulations. (ii) Assessing, guiding, monitoring, and supervising the task assigned to the trainees on daily basis. (iii) Inspecting and signing logbooks on weekly basis. (iv) Providing trainees with identification tags as it deems necessary.	IPT Supervisor
	PART V: MARKING OF IPT REPORTS AND RESULTS APPROVAL	
20.(1)	The IPT reports and logbooks for NTA Level 4 will be collected by the College IPT Supervisor for marking within two weeks after completion of IPT as indicated on the College Almanac. IPT reports and logbooks for NTA level 5 will be collected after four weeks after the beginning of semester one of NTA level 6. . The College IPT Supervisor in marking the IPT Report shall follow the IPT Marking Checklist appearing in Appendix 2 .	Marking
(2)	The College IPT Supervisor will submit IPT results to ILO for compilation and liaise with Registrar and Heads	

	of Departments (HoDs) for uploading IPT results into the System. IPT Supervisor will fill and submit results using BCD-IPT Form No. 3 in the format appearing in these Regulations.	
21.	Approval of results for IPT shall follow similar procedures as other modules' results as indicated in the College Examinations Regulation, 2021(as amended).	Approval of IPT Results
	PART VI: PLACEMENT AND DURATION OF IPT	
22.(1)	The College shall have the responsibility of liaising with the relevant industry to secure IPT places for students.	Placement of Students
(2)	The College shall put in place an inventory of confirmed industries for student's placements. The students may choose the appropriate industry advertised by the College.	
(3)	Students are allowed to select IPT placements of their choice by submitting to ILO the name, address, contact and location of the industry. The College shall be responsible for contacting and confirming placements of such students.	
(4)	Neither changing nor swapping of placement after confirmation is allowed without prior approval from the Principal.	
(5)	All students undertaking IPT shall be required to obtain prior written approval from the Principal before departing from IPT placement during IPT session.	
23.(1)	IPT shall be carried out during the end of the second semester of studies for a minimum period of eight (8) weeks or any other period set by NACTVET.	Duration of IPT

(2)	IPT for NTA Level 5 shall be conducted after the second semester. However, students' results for that level will be processed in the first semester of NTA level 6. This will ensure a proper IPT period, supervision of IPT and report writing. PROVIDED THAT where a student at NTA level 5 wishes not to continue with NTA level 6, his IPT results shall be processed and awarded at NTA level 5.	
	PART VII: GENERAL IPT GUIDELINES	
24.	There shall be mandatory IPT for NTA levels 4 and 5 as specified in the curricula.	Mandatory IPT
25.(1)	IPT assessment shall count towards the final GPA except for NTA level 5.	Marking
(2)	Distribution of marks for IPT shall be as per IPT Assessment Results Form BCD-IPT Form No. 3.	
(3)	Marks for IPT reports for NTA level 4 may involve the use of dummy mark with grade letter "A" to facilitate timely release of examination results. When marking is completed, the actual awarded mark after assessment of IPT will be uploaded in the SIMS. When this is done, students should be informed in advance.	Use of Dummy marks
26.(1)	A student who does not report or complete IPT without written reasons to be accepted by the Principal shall be considered to have absconded and be discontinued from studies.	Non Attendance of IPT
(2)	A student who fails to attend IPT by 75% without any prior valid reasons in writing shall be required to repeat	

	the IPT during the next academic year. Such a student shall be assigned an Incomplete Grade (IN) for IPT.	
27.	A student who, for no genuine reasons, fails to submit the logbook, IPT reports and IPT Supervisor's Assessment Form within the prescribed period shall be awarded a zero mark for the component not submitted.	Failure to submit Documents
28.	A student who scores a total mark below 50 in IPT shall be required to repeat the training in the next academic year.	Failure to obtain 50% Score Mark
	PART VIII. FORMAT OF IPT REPORT AND LOGBOOK	
29.	A student shall be required to record their daily activities in the IPT Logbook in the format detailed in Appendix 1 .	Logbook for IPT
30.	The IPT report shall include the following component: (i) Title page (ii) Acknowledgement (iii) List of acronyms (iv) Table of contents (v) Brief historical background of the organization (vi) Organization structure and management of the firm (vii) Work done and lessons learnt (viii) Conclusions and Recommendations	Format of IPT Report

BCD-IPT Form No.1: College IPT Supervisor's Assessment Form



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BANDARI COLLEGE DAR ES SALAAM

COLLEGE IPT SUPERVISOR'S ASSESSMENT FORM

1. STUDENT'S NAME:

2. REGISTRATION NO:

3. NTA LEVEL:

4. ACADEMIC YEAR:

5. INDUSTRY:

6. ORGANIZATION'S NAME:

7. CONTACT PERSON:

POSITION/TITLE:

TEL/MOBILE PHONE:

This is to certify that the above-mentioned student has attended practical industrial training (IPT) with the above-named firm for a period ofweeks i.e., from to where he has been working under the supervision of.....

S/N	ASSESMENT CRITERIA	MAXIMUM MARKS	AWARDED MARKS	REMARKS
1.	Attendance	4		
2.	Dress Code and P.P.E (If Applicable)	3		
3.	Punctuality on recording assigned duties	3		
4.	Acquired competencies as stipulated in the programme curricula. (To be extracted from relevant curriculum by respective HoD)	10		
	TOTAL	20		

8. General Comment

.....
.....
.....

Name of College IPT Supervisor:

Position:

Signature:

Date:

BCD-IPT Form No. 2: IPT Supervisor's Assessment Form



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BANDARI COLLEGE DAR ES SALAAM

IPT SUPERVISOR'S ASSESSMENT FORM

1. ORGANIZATION'S NAME.....
2. STUDENT'S NAME.....
3. PROGRAMME.....
4. NTA LEVEL.....
5. ACADEMIC YEAR.....

SN	Performance Assessment Criteria	Max. Score @ Item	Score to be Granted	Remarks
A	General Performance Assessment Criteria			
(i)	Readiness and willingness to accept guidance	1		
(ii)	Capability to perform assigned tasks/duties	2		
(iii)	Consistency of performance in relation to program plans/tasks given.	1		
(iv)	Level of cooperation and working relation with other employees in the organization	1		
(v)	Discipline - ability to adhere to regulations (e.g., punctuality, dress codes, etc.)	1		
(vi)	Ability to work independently	1		
(vii)	Creativity and capability to learn new skills	1		
(viii)	Communication skills (oral and written)	1		
(ix)	Contribution of the student to the organization during IPT.	1		
B	Specific Performance Assessment Criteria			
(i)	Ten criteria to be extracted from relevant programme curriculum by respective Head of Department	10		
	TOTAL MARKS	20		

6. General Comments.....
.....
.....

Name of IPT Supervisor:

Signature.....

Date.....

BCD-IPT Form No. 3: IPT Assessment Results Form



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BANDARI COLLEGE DAR ES SALAAM

IPT ASSESSMENT RESULT FORM

1. **Programme:**.....
2. **NTA Level:**
3. **Academic Year:**

S/N	STUDENT NAME	REG No.	ORGANIZATION'S SUPERVISOR'S REPORT	COLLEGE SUPERVISOR'S REPORT	IPT REPORT	LOGBOOK		TOTAL
			20%	20%	IPT REPORT	DAILY SUMMARY	WEEKLY SUMMARY	

4. College IPT Supervisor

Name

Position:

Signature:

APPENDIX 1: Industrial Practical Training Logbook



TANZANIA PORTS AUTHORITY BANDARI COLLEGE DAR ES SALAAM

INDUSTRIAL PRACTICAL TRAINING LOGBOOK

STUDENT'S NAME

REGISTRATION NUMBER

DEPARTMENT

NTA LEVEL ACADEMIC YEAR

FROM (DATE) TO

INDUSTRY/FIRM

IPT LOG BOOK

Weekly Activities Log

Name of Student: _____

Name of Organization: _____

Day of the Week	Date	Activities
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

Endorsement by the Supervisor:

The above is a true record of activities taken by the trainee in the captioned week.

Name of IPT Supervisor: _____

Signature: _____ Date: _____

Name of College's IPT Supervisor _____

Signature: _____ Date: _____

Weekly Summary¹

[illegible]

¹ At the end of IPT period the student is required to write the “**Hands on Activity Report**” and the “**Technical Report**”. Hands on activity will be the task/assignment given to individual student from respective department.

Weekly Summary

[illegible]

APPENDIX 2: IPT Report Marking Checklist



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Programme:

NTA Level:

Name of Student:

Registration Number: **Academic Year:**

S/N	ITEM	MAXIMUM MARKS	MARKS AWARDED	REMARKS
1.	Title Page - Name and logo of TPA - Name of the college - Department - Course/Program - Purpose of the IPT report - Place/Name of Organization - Name of Student and Reg. Number - Name of Supervisor	2		
2.	Acknowledgement	1		
3.	List of Acronyms	1		
4.	Table of Contents	2		
5.	Historical Background	3		
6.	Organization Structure and Management	3		
7.	Actual Work Done	10		
8.	Lesson Learnt	5		
9.	Conclusion and Recommendations	4		
10.	Document Format (font type, style, size, line spacing, para spacing, indentation, etc.)	3		
11.	Language Clarity	4		
12.	Reference	2		
TOTAL MARKS		40		

Name of Instructor: **Signature:**

Date: