MADIRELO TRAINING AND TESTING CENTRE

PUBLICATION OF APPRENTICESHIP PROCEDURES

WHAT ARE THE REQUIREMENT FOR APPRENTICESHIP TRAINING?

An applicant must have completed a minimum of junior certificate

An applicant must be medically fit and at least 16 years of age

An applicant must have a sponsoring company that is specializing in the same vocation

An applicant must complete the contract forms and submit them to MTTC for registration

HOW DO YOU GET REGISTERED?

MTTC registers the applicant and provides him/her with a registration number

MTTC acquires a space for Institutional Training (IT) at Technical Colleges on first come first serve basis.

An apprentice goes for institutional training (IT) at Technical College for 3 months and is tested for theory at the end.

An apprentice will then go for Practical Training or ON-THE – JOB-TRAINING for 9 months each year and be assessed on practical.

An apprentice is allowed to progress to the next year when he/she has passed both theory and practice.

At the end of the three or four years of training depending on duration of vocation an apprentice sits for the final National Craft Certificate Examinations.

Industrial attachment may also be arranged during practical training.

HOW DO YOU SIT FOR EXAMINATIONS?

Candidates are to be seated 15 minutes before examinations and complete attendance register.

A candidate must have acquainted him/herself with Examinations guidelines.

Candidate if not satisfied can lodge a written complaint to MTTC within 14 days after the release of results.

A request for a remark form must be completed and endorsed by the head of the institution.

A remark fee of P50.00 per subject should be paid before a remark is instituted.

The MTTC representative will log the complain and cause investigation and or a remark.

The outcome of a remark and or investigation is communicated to the candidate in writing within 14 days from the date of lodging a complaint.

HOW DO YOU QUALIFY FOR A CERTIFICATE?

A candidate has to pass Technology and Practical as a compulsory measure. He/she is allowed to fail one of the other three subjects in order to graduate.

If a candidate fails more than one subject he/she is allowed to re-sit the failed subjects.

If a candidate fails again he/she is allowed to repeat the final year and must write all the subjects in the final examinations. The candidate must extend the contract while re-sitting or repeating.

PROCEDURES FOR TRADE TEST APPLICATION

THE APPLICANT FOR A TRADE TEST HAS TO FULFILL THE FOLLOWING ENTRY REQUIREMENTS

*For grade C, at least three years (3) of industrial experience and on the job training .

- For grade B Additional two (2) years experience and industrial training after obtaining grade C in the same trade

- An applicant has to apply for the trade test through a form that is signed by the employer
- An applicant may be required to attend a four (4) or six (6) weeks course before sitting for the examination.

- An applicant with trade test B certificate may be required to attend a final institutional block at any institution approved by BOTA before writing national craft certificate

WHAT ARE THE EXAMINATIONS FEES?

- Trade test C P25.00
- Trade test B P50.00
- National craft certificate P75.00
- WHAT ARE THE PROCEDURES AND FEES FOR REPLACEMENT OF CERTIFICATES?
  1. Police report
  2. Certified copy of identity/ Omang
- FEES ARE AS FOLLOWS
- Summary report P10.00
- Trade test C certificate P50.00
- Trade test B certificate P50.00
- National craft certificate P50.00
- Testimonial P 50.00

WHAT IS THE PROCESSING TIME FOR TRADE TEST UP TO CERTIFICATE LEVEL?

The duration for trade test and certification takes three months.

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