TACOA INSTITUTE

Tanzania Counsellors Associates | Branding Personalities

PROSPECTUS

2026 / 2027

ONLINE AND DISTANCE LEARNING PROGRAMMES

Flexible learning | Career-focused programmes | Practical skills

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This prospectus is editable. Programme availability, fees, dates and regulatory details should be confirmed by TACOA administration before public release.

Welcome to TACOA Institute

A practical, flexible and student-centred learning environment.

TACOA Institute provides career-focused training designed to help learners build relevant knowledge, practical skills and professional confidence. Our programmes are structured for learners who need flexible study options while balancing work, family, business or other responsibilities.

OUR LEARNING PROMISE

Affordable and flexible learning, practical course content, clear assessment pathways, career-focused training and structured learner support.

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1. About TACOA Institute

Institutional Profile

TACOA Institute is a training institution operating under the Tanzania Counsellors Associates (TACOA) identity and the “Branding Personalities” philosophy. The Institute develops and delivers programmes for learners seeking practical skills, professional development and accessible learning opportunities.

The academic model combines structured curriculum content with online learning, downloadable resources, instructor support, assessments, practical activities and field-based learning where appropriate. Course access and progression are managed through the TACOA Learning Management System (LMS).

Vision

To be a trusted provider of flexible, practical and career-focused learning that empowers individuals to develop relevant competencies for work, enterprise and community service.

Mission

To provide accessible training through modern learning methods, industry-relevant content, guided practice, responsible assessment and learner support.

Core Values

Practicality Learning should connect directly to real tasks, workplace expectations and professional practice.	**Flexibility** Learners should be able to study through structured online and distance learning arrangements.
Integrity Assessment, certification and student records should be handled responsibly and transparently.	**Learner Support** Students should have clear access to guidance, instructors, resources and administrative support.
Professionalism Communication, conduct, presentation and service delivery should reflect professional standards.	**Continuous Improvement** Courses and systems should evolve with learner needs, industry practice and technology.

2. Why Study with TACOA

Study Anywhere Access course materials through the LMS from a suitable internet-enabled device.	**Flexible Schedule** Learning is structured to accommodate working learners and other responsibilities.
Instructor Support Learners can receive guidance, feedback and academic support throughout the course.	**Career-Focused Programmes** Courses emphasise knowledge and competencies relevant to employment, self-employment and professional growth.
Student Dashboard Students access courses, progress, assessments, downloads, field documents, certificates and transcripts from one dashboard.	**Practical Learning** Activities, assignments, field attachment and practical assessment are used where relevant.

Learning Model

- Online and Distance Learning Programmes as the primary delivery model.
- Module → Unit → Lesson / Topic → Subtopic → Quiz curriculum structure in the LMS.
- Sequential content access and progress tracking where enabled.
- Downloadable student learning resources and forms.
- Instructor-managed assessment and final evaluation.
- Field placement, logbook and supervisor assessment for programmes that require practical exposure.

Who Can Apply?

- School leavers seeking entry-level professional skills.
- Employed persons who want to improve or formalise workplace skills.
- Job seekers preparing for specific occupational roles.
- Entrepreneurs and self-employed learners who need practical business or technical knowledge.
- Professionals seeking continuing learning or short-course upskilling.
- Learners who require flexible online and distance study arrangements.

3. Programme Portfolio

Programme availability may vary by intake. Confirm current offerings before application.

Social Science, Counselling & Community Programmes

No.	Programme / Course	Award	Typical Mode
1	Proficiency Certificate in Counselling Psychology	Proficiency Certificate	Online / Distance
2	Short Course in Counselling Skills	Certificate of Completion	Online
3	Social Work	Proficiency / Short Course	Online / Blended
4	Mental Health & Psychosocial Support (MHPSS)	Short Course	Online
5	Community Development	Proficiency / Short Course	Online / Distance
6	Peer Education	Short Course	Online / Blended

Business, Office & Employability Programmes

No.	Programme / Course	Award	Typical Mode
1	Office Management and Secretarial Practice	Proficiency Certificate	Online / Distance
2	Banking / Bank Teller Skills	Short Course	Online
3	Logistics and Transport Management	Short Course	Online / Distance
4	Sales and Marketing	Short Course	Online
5	Business Operations / Administration	Proficiency / Short Course	Online / Distance

3. Programme Portfolio — Continued

Hospitality & Tourism Programmes

No.	Programme / Course	Award	Typical Mode
1	Proficiency Certificate in Front Office Operations in Hospitality	Proficiency Certificate	Online / Distance
2	Tourism and Hospitality Management	Proficiency / Short Course	Online / Distance
3	Front Office Management	Short Course	Online
4	Guest Reception and Customer Care	Short Course	Online

Mining & Extractive Industry Programmes

No.	Programme / Course	Award	Typical Mode
1	Drilling and Blasting	Proficiency / Short Course	Online + Practical
2	Mining Technology	Proficiency Certificate	Online + Practical
3	Mining Geology	Proficiency / Short Course	Online + Practical
4	Mineral Processing	Proficiency / Short Course	Online + Practical

Laboratory, Agriculture & Other Skills Programmes

No.	Programme / Course	Award	Typical Mode
1	Industrial Laboratory Technology / Laboratory Assistant	Proficiency Certificate	Online + Practical
2	Agriculture and Animal Husbandry	Short Course	Online + Practical
3	Early Childhood Education	Proficiency / Short Course	Online / Distance

IMPORTANT

Programme titles, award types, course duration, practical requirements and intake status should be confirmed on the TACOA website or by the Admissions Office before payment.

4. Admission & Application

General Entry Approach

TACOA programmes are designed to accommodate learners from different educational and professional backgrounds. Specific entry requirements may differ by programme, especially for technical or occupational training.

- Ability to read and understand the language of instruction used in the selected course.
- Basic digital literacy for programmes delivered through the LMS.
- Access to a smartphone, tablet or computer and a reliable internet connection for online study.
- Any programme-specific academic or workplace requirements stated on the course page.
- Commitment to participate in practical or field attachment requirements where applicable.

Application Procedure

1. Visit the TACOA website and review the available programme information.
2. Open Apply Online and complete the application form accurately.
3. Select the preferred programme and provide the requested personal and academic information.
4. Submit supporting documents if requested for the selected programme.
5. Wait for admission review and communication from TACOA administration.
6. After approval, follow the payment and enrolment instructions provided.
7. Use the Student Login to access My Dashboard once access has been activated.

Acceptance & Joining Information

Accepted learners may receive an acceptance letter and joining instructions. The documents may include programme information, study expectations, payment guidance, field requirements and other responsibilities that the learner is expected to observe.

5. Fees, Payment & Enrolment

Fee Structure

Fees may differ by programme, duration, practical requirements and payment option. TACOA may allow full-course payment or payment by module where the course configuration supports it.

Item	Amount (TZS)	Payment Timing	Notes
Application / Registration	[Insert]	At application / admission	If applicable
Tuition - Full Course	[Insert]	Before or during enrolment	Programme specific
Tuition - Per Module	[Insert]	Before module access	Where enabled
Practical / Field Fee	[Insert]	Before practical period	Where applicable
Certificate / Transcript	[Insert]	As approved	If charged separately

Payment Methods

- Mobile payment methods configured by TACOA, where available.
- Bank transfer or other approved institutional payment channel.
- Offline/manual payment confirmation where administration grants course access after verification.

PAYMENT SAFETY

Students should use only payment instructions published by TACOA or provided through official TACOA communication channels. Keep proof of payment until enrolment is confirmed.

Enrolment & Access

Course access is activated after the applicable admission and payment conditions are met. Students then use the Student Login to access My Dashboard, enrolled courses, learning progress and student resources.

6. Learning, Assessment & Progression

Course Structure

TACOA courses may be organised into modules, units, lessons/topics, subtopics and quizzes. Course pages provide overview information, curriculum, instructor details, learning materials and other programme-specific information.

Assessment Model

Assessment methods depend on the programme. The LMS supports quizzes, practical activities, final assessment and field attachment assessment. A typical competency-oriented weighting may be applied where appropriate.

Assessment Component	Illustrative Weight	Purpose
Practical Activities	20%	Application of skills
Quizzes / Continuous Assessment	20%	Knowledge checks and progress
Final Assessment	20%	Overall course achievement
Field Attachment	40%	Workplace / practical competence, where applicable

The actual weighting, pass mark and assessment requirements are set at course level. Programmes without field attachment may use a different distribution. Students should follow the assessment information shown in their enrolled course.

Progression & Content Access

- Modules or learning items may be released sequentially through content-drip settings.
- Some content may remain locked until enrolment or payment is confirmed.
- Instructors may open selected items for preview before full course access.
- Student progress is recorded in the LMS and may be used to guide completion decisions.

7. Field Attachment & Practical Training

Field Placement

Programmes that require workplace exposure may include a structured field attachment. The student is expected to provide placement information, supervisor details and field dates through the LMS where this feature is enabled.

Field Documents

Field Placement Request Letter A formal letter a student may use when requesting placement from a host organisation.	**Student Logbook** A downloadable record for activities, learning evidence, supervisor comments and field progress.
Supervisor Assessment Form A form that may be downloaded for manual completion or completed through an authorised online supervisor process.	**Field Report Guidance** Instructions for preparing and submitting the required field report or evidence of practical learning.

Supervisor & Student Responsibilities

- The student should provide accurate placement and supervisor information.
- The student should observe host organisation rules, professional conduct and safety requirements.
- The supervisor should assess the learner fairly using the approved criteria.
- Online supervisor submissions should be made using the authorised link or process provided by TACOA.
- Field documents should be submitted within the timelines communicated for the course.

FIELD ASSESSMENT

Where the programme uses field attachment as part of the final grade, field approval and assessment may be required before a certificate can be issued.

8. Certificates, Transcripts & Verification

Certificate Types

Certificate of Completion Issued where a learner has successfully completed the defined course requirements.	**Certificate of Competency** Used for programmes where competence has been demonstrated against the required standard.
Certificate of Participation Suitable for workshops, seminars or learning activities based mainly on participation.	**Certificate of Achievement** May be used to recognise a defined level of successful academic or skills achievement.

Automatic Certificate Features

- Unique certificate serial number.
- Verification code and QR code linked to a certificate verification process.
- Dynamic student name, course title and date of issue.
- Dynamic signatories based on active staff positions such as Principal and Academic Director.
- Editable certificate wording and signatory configuration by administration.

Academic Transcript

The LMS supports academic transcript generation with student biodata, passport photo, programme details, module results, marks, grades, GPA/classification where applicable, signatories, institutional seal, serial number, verification code and QR code.

Indicative Grading Scale

A	B+	B	C	D	E
70-100%	60-69%	50-59%	40-49%	35-39%	0-34%

9. Student Services & Digital Learning

My Dashboard

After login, enrolled students access a personalised dashboard. The exact items shown depend on the student's enrolments and enabled LMS features.

My Courses Open enrolled courses, view learning content and track progression.	**Assessments** Complete quizzes and review assessment information where available.
Student Downloads Access approved learner forms, course documents and resources.	**Student Logbook** Download field logbooks for enrolled courses that require field attachment.
Field Placement Submit placement and supervisor information and access field-related documents.	**Certificates & Transcript** Download issued certificates and academic transcripts and access verification options.
Announcements Read institute or course-related notices and updates.	**Payments / Orders** Review available payment or order information where the module is enabled.

Student Login & Account Security

- Keep your login details private and use a secure password.
- Do not share assessment access or course materials in violation of course rules.
- Use the official student login page and verify that you are on the TACOA website.
- Contact TACOA support if you cannot access an enrolled course after confirmed payment.

Student Support

Support may include academic guidance, administrative assistance, course access support, payment confirmation, field documentation assistance and help with certificates or transcripts. Response channels and operating hours may be announced separately.

10. Policies, Contacts & Publication Notes

Student Responsibilities

- Provide accurate information during application and enrolment.
- Pay approved fees through authorised channels and keep payment records.
- Participate actively in learning and complete assessments independently.
- Observe academic integrity and professional conduct.
- Follow field placement, workplace safety and supervisor instructions where applicable.
- Keep personal profile information updated for certificates and transcripts.
- Read LMS announcements and official communication regularly.

Important Institutional Policies

TACOA may maintain separate policies covering admissions, fees and refunds, academic integrity, assessment, re-assessment, student conduct, field attachment, data privacy, certification, complaints and appeals. Students should consult the latest approved policy version where a detailed rule is required.

Contact TACOA

Institution	TACOA Institute / Tanzania Counsellors Associates
Postal Address	P.O. Box 415, Kahama, Shinyanga, Tanzania
Telephone	+255 622 559 606
Email	admin@tacoa.ac.tz
Website	www.tacoa.ac.tz

Before Public Release

ADMINISTRATIVE CHECKLIST

Confirm the intake dates, current fees, official registration/accreditation information, active programme list, approved course durations, current contact/location details and any policy links before publishing this prospectus to students.

Apply & Start Learning

1. Explore Courses

Review the available programme and course information on the TACOA website.

2. Apply Online

Complete the online application form with accurate personal and academic details.

3. Receive Admission Guidance

Wait for application review, acceptance information and payment instructions.

4. Make Approved Payment

Use an authorised payment method and keep proof of payment.

5. Student Login

Sign in after access is activated and open My Dashboard.

6. Begin Your Course

Follow the curriculum, complete assessments and use student resources as required.

START YOUR LEARNING JOURNEY WITH TACOA

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