



UNITED REPUBLIC OF TANZANIA
MINISTRY OF NATURAL RESOURCES AND TOURISM
FORESTRY AND WOOD INDUSTRIES TRAINING CENTRE
(FWITC)



To

P.O. Box.....

**RE: JOINING INSTRUCTIONS FOR FOREST AND WOOD PROCESSING ATTENDANT
OCCUPATIONS FOR THE ACADEMIC YEAR 2025/2026**

I am glad to inform you that, you have been selected to join **Forest/Wood processing attendant** occupations at Forestry and Wood Industries Training Centre (FWITC). Both Forest attendant and Wood processing attendant under Vocational Education and Training (VET) - Level I, II and III will be offered for two years. These occupations will commence on 21st July 2025. The following instructions are provided for your guidance, and you are requested to read them very carefully before you come to the Centre. Upon arrival, you will be issued with the Centre rules and regulations which will govern your stay at the Centre.

GENERAL INSTRUCTIONS

1. Location and Transport to Forestry and Wood Industries Training Centre

Forestry and Wood Industries Training Centre (FWITC) is located at Mafinga – Kinyanambo ward, 2.4 km from Njia Panda ya Madibila, opposite Mkaa endelevu company limited.

Transport Options:

- Registered taxi from Mafinga Bus Stand: Tshs. 8,000/= to Tshs. 10,000/=
- Motorbike (Bodaboda): Tshs. 4,000/= from Mafinga Bus Stand; Tshs. 2,000/= from Madibila junction.

2. Arrival

You should arrive at FWITC on 21st July 2025. Please make your travel arrangements to enable you to travel to Mafinga. You are required to meet all travel expenses on your own and there will be no refund/reimbursement.

3. Registration

You will be required to register yourself officially with the Centre at the **Training Coordinator's Office**. The registration will take place on 21st – 25th July 2025 during working hours from 08:00 AM to 04:30 Pm and after this date, there will be no registration.

For registration purposes, you are required to bring the following:

- a. Original certificate for form four (O-level)
- b. Original Birth certificate
- c. Joining instruction
- d. Bank paying slip for the following.
 - i. At least one-quarter of the training fee, i.e. **Tshs. 235,000/= for Level I and Tsh 217,500/ for Level III**
 - ii. Tshs 50,400/= for Health insurance fee (If one hasn't health insurance card)
 - iii. Tsh 15,000/= for student T-shirt

Failure to adhere to a - d above, will result in cancellation of admission to the Centre. **Please also note that the presentation of forged certificates will result in the cancellation of admission and legal measures taken against the culprits.** No student will be registered after two weeks from the date of the opening of the Centre.

4. Orientation Week

Orientation of students will be conducted from 24th – 25th July 2025. All students are required to participate fully in the orientation programme.

5. Accommodation

Centre secured a hostel for ladies' students, through which four (4) students will stay in one (1) room. The hostel fee is 240,000/= per year, which can be paid in two (2) instalments, i.e. 120,000/= per instalment. Males will have to accommodate themselves at their own cost. Hiring houses/rooms in Mafinga is quite cheap; you need to plan early.

6. Meal services

The Centre will provide breakfast at 10:00 am and lunch at 01.00 pm to all students (there will be no student cost for this meal service).

7. Fee structure and other requirements

Part A. Training fee (Tshs) payable to the Centre

S/n	Item	Level I & II	Level III
1	Training fee (Tshs)	940,000/=	870,000/=

All payments in **part A** above should be made directly to the following account: Account

Number: **60210059379**, Account name: **Forestry and Wood Industries Training Centre**,

Bank Name: **NMB**, Branch name: **Mafinga**

Part B. Other requirements

S/n	Item	Forest attendant	Wood processing attendant
1	Class uniforms	2 dark blue trousers esteem- 22,000/= @ two white shirts, long sleeve – @ 10,000/= dark blue Sweta - 10,000/= 1 T-shirt – 15,000/= Black shoes with string	2 dark blue trousers esteem - 22,000/= @ two white shirts, long sleeve – @ 10,000/= dark blue Sweta – 10,000/= 1 T-shirt – 15,000/= Black shoes with string
2	Practical dressing; Personal protective equipment (PPE)	Overall army green – 60,000/= Gloves – 5,000/= Safety boot – 45,000/= Helmet – 10,000/= Rainboot – 10,000/= Eye protector – 5,000/= Ear protector – 5,000/=	Overall army green – 60,000/= Gloves – 5,000/= Safety boot – 45,000/= Helmet – 10,000/= Rainboot – 10,000/= Eye protector – 5,000/= Ear protector – 5,000/=
3	Requirements for hostel students	Mattress – 3'x6' – 1pc Heavy blanket At least 2 bed sheets 1 pillow and 2 pillowcases 1 bucket Towels Open shoes/sandals and canvas for a casual stay	Mattress – 3'x6' – 1pc Heavy blanket At least 2 bed sheets 1 pillow and 2 pillowcases 1 bucket Towels Open shoes/sandals and canvas for a casual stay
4	Stationery	100,000/=	100,000/=
5	Health Insurance	50,400/=	50,400/=
6	Scientific calculator (fx.991)	45,000/=	45,000/=
7	Field attachment for level III students (8 weeks)	600,000/=	600,000/=

NB: For class uniforms and working clothes, students must come with money as shown on the table so that they will be directed to the specified tailor.

Furthermore, we encourage the following items should be bought by every student to facilitate learning at the Centre:

- a. Raincoat/heavy jacket
- b. An umbrella
- c. Sports clothes and shoes

8. FWITC Students' government

All students of FWITC are automatic members of the FWITC Students' Organization (FWITCSO). Through this organization, students communicate to the Centre management all matters affecting their welfare.

9. Library and learning resources

The Centre library has books related to the modules taught at the Centre. Students can borrow them and can surf learning materials in the computer laboratory.

10. Medical treatment

All students will be treated using their Health insurance cards at various hospitals accepting these cards. Therefore, we encourage all students with Health Insurance cards to come with their cards.

11. General

For obvious reasons, not everything can be mentioned in this letter. Other issues about the Centre will be known to you during the orientation week and the Welcoming meeting.

We warmly welcome you to the Forestry and Wood Industries Training Centre (FWITC)

– Mafinga.



Ms. Berthan Paul
Principal