

**UDZUNGWA MOUNTAINS COLLEGE TRUST (UMCTO) FOR HIGHEST STANDARDS OF
EDUCATION & BETTER CUSTOMER SERVICE**

**(Proudly Tanzanian Patriotic College & Tanzania's No. 1 Training Institute for Tour Management,
Tourism Professionals, Hospitality Professionals, Foreign Languages, Tour Directors & Guides)**

COLLEGE HEADQUARTERS (Established since 2008) in Moshi Municipality – The birthplace

Postal College Address / Mailing Address

P. O. BOX 17 MOSHI – KILIMANJARO, TANZANIA – EAST AFRICA

N. S. S. F – Former Building, First Floor, Old Moshi Road Street

Opposite – Idara ya Maji na Wakala wa Misisitu Tanzania (TFS)

**PROSPECTUS FOR PROFESSIONAL PERSONNEL MANAGEMENT/HUMAN RESOURCE
MANAGEMENT TRAINING**

Email: trust@udzungwamountainscollege.com

www.udzungwamountainscollege.com

www.udzungwamountainscollege.ac.tz

Websites: **COLLEGE TOURISM BUSINESS PROJECTS**

www.domestictourismsafaris.co.tz

www.domestictourismsafaris.com

www.tzamaramanitanzania.com

www.watch-theworldmap.co.tz

www.watchtanzanianmap.co.tz

www.watchtanzaniamap.co.tz

www.tzamaramanisayaridunia.co.tz

UDZUNGWA MOUNTAINS COLLEGE STUDENTS CLUB OF ENTREPRENEURSHIP

www.umcsce.co.tz

Cell Phones: + 255 784 815 517 /+ 255 762988 420 /+ 255 659 834 224

Tanzania ... a country of striking differences – geographically and culturally. Nestled between the Indian Ocean and Lake Tanganyika. Tanzania has more to offer to the world than other African countries. Incredible natural beauty. A combination of the old and the new. Like medieval towns and ultra-modern hotels. As well as endless variety of sports, beaches, national parks, wildlife reserves, archaeological sites and festivals. It is unbelievable!

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**PROSPECTUS (CERTIFICATE & DIPLOMA)
2020 – 2025 & BEYOND FOR PROFESSIONAL
PERSONNEL MANAGEMENT/HUMAN
RESOURCE MANAGEMENT TRAINING**

ACADEMIC PROGRAMMES 2020 – 2025 & BEYOND (Certificate & Diploma Programmes) - Professional Personnel Management / Human Resource Management Training (Fees for both Certificate & Diploma Training).

1. CERTIFICATE (S) IN PROFESSIONAL PERSONNEL MANAGEMENT/HUMAN RESOURCE MANAGEMENT

- Total fees (1½ year) – Tshs 2,000,000/=

Payment system/program

1.	Half Training Fee – Tshs 1,000,000/= (When Joining)
2.	Installment Tshs 500,000/= (Every three months)
3.	Full Amount Tshs 2,000,000/=

- Course fees cover – Learning materials, binoculars, uniforms, books, birdsong CD’s, Foreign languages materials, laptops& ipods, counter book & pens and many more as per the particular field of study.

2. DIPLOMA IN PROFESSIONAL PERSONNEL MANAGEMENT /HUMAN RESOURCE MANAGEMENT

- Total fees (2½ years) – Tshs2,800.000/=

3. Payment system/program

1.	Half Training Fee – Tshs 1,400,000/= (When Joining College)
2.	Instalment Tshs 700,000/= (Every three months)
3.	Full Amount Tshs2,800,000/=

- Course fee cover – Learning materials, binoculars, uniforms, books, birdsong CD’s, Foreign languages materials, camera, laptops&ipods, counter book & pens and many more as per the particular field of study.

• HUMAN RESOURCE/PERSONNEL MANAGEMENT TRAINING

⇒ A program designed to promote better WORK RELATIONS FOR THE BENEFIT OF BOTH EMPLOYERS AND EMPLOYEES. No enterprise can today risk using old – fashioned, “hit or miss’ methods of managing the modern workforce. The activities of the trained contemporary human resource/Personnel Manager and his or her

department can ensure the uninterrupted operations of an enterprise and avoid loss of production – and profits – due to industrial action or poor performance by a discontented workforce. This program concentrates on producing modern human resource and personnel managers, providing training on a wide range of the important duties which they must perform (including industrial relations) and their responsibilities in the modern world of commerce and industry and government service.

- **KEY TOPICS/ STUDY UNITS COVERED IN BOTH CERTIFICATE & DIPLOMA IN PROFESSIONAL HUMAN RESOURCE/PERSONNEL MANAGEMENT;**
- 1. HR/Personnel specialists, the HR/Personnel department and its functions. Scientific management, O&M studies and work studies.
- 2. Manpower planning, job analysis, job descriptions, organisation and job structure, work groups. Forecasting, budgeting and control.
- 3. HR/Personnel Policy and Strategy. Recruitment and selection, induction, training & employee development, remuneration policy.
- 4. Effective communication. Safety in the workplace, security, staff welfare, medical facilities. Promotion, resignations and retirements.
- **5. Industrial relations;** trade unions, staff associations, collective bargaining, joint consultation; equal opportunity, flexi time.
- 6. HR/Personnel records and statistics, rate of labour turnover, stability index. Major uses of computers in the HR/Personnel Department.

- **QUALIFICATION:** Certificate & Diploma on Sales Professional Human Resource/Personnel Management.

WARNING! WARNING! WARNING! – TO GENERAL PUBLIC (COLLEGE STUDENTS, GUARDIANS, PARENTS, AND SPONSORS AT LARGE)

The management and staff of the Udzungwa Mountains College Trust (UMCTO) in Moshi Municipality – Kilimanjaro Region, does not receive cash in hand at all and by any means, and instead all payments – including money for registration form, professional courses, study tours, or any assistance of money to support the college projects from our friends and development stakeholders/partners should be paid through college bank facilities, and general public should be aware and understand that the college operates only two bank accounts namely KENYA COMMERCIAL BANK (KCB) & NATIONAL BANK OF COMMERCE (NBC) respectively. Please, bring us your bank slip after making your payments and you will be given the college receipt of your hard - earned money. It is strictly prohibited and illegal

as well as risk taking to pay your money via the personal savings account/M-Pesa. No matter the person in the management of the Udzungwa Mountains College Trust (UMCTO) is Managing Director, College Principal, College Accountant, Public Relations Manager, etc. We are all guided and ruled by the college constitution/Trust Deed. The management and staff of the Udzungwa Mountains College Trust (UMCTO) will not be responsible for any complaints from sponsors, guardians, parents or college students at large regarding this matter.

COLLEGE BANK FACILITIES;

- For those who wish to use the college bank facilities to send their fees they should use the college bank accounts as shown below;

1.KENYA COMMERCIAL BANK MOSHI BRANCH (KCB)

Account No. 061274001350

Account name; UDZUNGWA MOUNTAINS COLLEGE TRUST

2.NATIONAL BANK OF COMMERCE MOSHI BRANCH (NBC)

Account name; UDZUNGWA MOUNTAINS COLLEGE TRUST

Account No. 017101008396.

TERMS AND CONDITIONS;

- 1. The guardians, parents, sponsors, development stakeholders and college students at large - should pay full amount or half of the training fee and the remaining fee should be paid after three months according to terms and conditions.
- 2. The money paid is non-refundable.
- 3. The registration form is Tshs 10,000/=
- 4. Hostel facilities are available fro those college students who are demanding this essential service. Its costs is Tshs 1,000,000 per year – including Food & Accommodation.