



CENTRE FOR APPROPRIATE TECHNOLOGY & DEVELOPMENT

Registered with the Fiji Higher Education Commission under the Higher Education Act 2008. Registration number: RGN 005/11



APPLICATION – SEMESTER 02, 2026

LONG TERM TECHNICAL TRAINING (11 months duration)

The Eligible Applicant Should:

- Have served 2 years or more doing community works with evidence provided,
- Be between 18 to 35 years of age,
- Have sat for the Fiji Junior Certificate Examination/passed or attempted year 10 with evidence.

Please do not attach any original document to this application form

A.

PERSONAL INFORMATION:

Full Name (birth certificate): _____

Date of Birth: ____/____/____

BRN: _____

Gender: Male Female

TIN: _____

Marital Status: Single Married

VKB registration No.: _____

Home Address: _____

Postal Address: _____

E-mail: _____ **Phone:** _____

Koro: _____ **Tikina:** _____ **Yasana:** _____

Yavusa: _____ **Mataqali:** _____ **Tokatoka:** _____

Tutu vakavanua: (Tick one)

Turaga Sauturaga Matanivanua Bati Mataisau Gonedau Bete

Ika: _____ **Manumanu:** _____ **Kau:** _____

Mpaise/MyCash No.: _____ (must be registered to the applicant)

Bank account Name: _____

Bank Account No.: _____ **Bank:** (Circle one) ANZ/BSP/WBC/HFC/Bred

Father's Name: _____ **Phone:** _____

Mother's Name: _____ **Phone:** _____

Next of Kin: _____ **Relationship:** _____ **Phone:** _____

Do you have any criminal record: (Circle one) Yes or No

If yes, please explain: _____

B. EDUCATIONAL BACKGROUND

(attach photocopies of school reports or examination certificate)

Name of School	Class / Level (eg. Y10, Y12)	Year (eg. 2025)	Exam Attempted	Marks Achieved
PRIMARY SCHOOL				
SECONDARY SCHOOL				
TERTIARY OR VOCATIONAL INSTITUTION				

FEMIS ID or Index Number: _____

C. CHOICE OF PROGRAMME

Courses offered at CATD- Nadave Campus.

Please indicate your first (1st) and second (2nd) choice programme:

	National Certificate III – Automotive Mechanic <i>(includes FNU Motor Vehicle Mechanic Class III Certificate)</i>
	National Certificate III – Welding & Fabrication <i>(includes FNU Welding Class III Certificate)</i>
	National Certificate III – Plumbing & Sheetmetal <i>(includes FNU Plumber General Class III Certificate)</i>
	National Certificate III – Carpenter General <i>(includes FNU Carpenter General Class III Certificate)</i>
	National Certificate III – Electrical Fitter Mechanic <i>(includes FNU Electrician Class III Certificate)</i>
	National Certificate III – Cabinet-Making and Joinery <i>(includes FNU Cabinet-Making and Joinery Class III Certificate)</i>

PREFERRED ADMISSION:

Do you intend to be admitted as a Boarder or Day Scholar?

Boarder Day Scholar

PREFERRED METHOD OF PAYMENT FOR TUITION AND FEES

Please indicate your intended method of payment for tuition and related fees.

Select **one** primary option:

1. Private Payment: I will pay my fees privately.

I intend to use FNPF Education Withdrawal

I will pay through personal or family contribution

2. TSLS: I intend to apply for TSLS Scholarship

Were you previously sponsored by TSLS? **YES** **NO** (Tick one)

If YES, would you be willing to consider Private Payment or Other

Scholarship, if the need arises? **YES** **NO** (Tick one)

3. Provincial Council Scholarship: I will be funded through a Provincial Councill Scholarship. Please specify: _____

D. ENDORSEMENT:

The following Officers will vet and endorse the Personal Information [in page 2] about the Applicant that is provided in this Application Form.

1. Father /Guardian

(Name): _____ Signature: _____ Date: ___/___/20___

2. Turaga ni Koro (Village Headman)

(Name): _____ Signature: _____ Date: ___/___/20___

3. Roko Tui / Roko Veivuke ni Yasana (Witnessing Officer)

(Name): _____ Signature: _____ Date: ___/___/20___

E. GUIDELINE FOR SELECTION

The Long-Term Technical Training Programme (LTTTP) consists of 11-month course aimed at the selection of i-Taukei & rotuman youths from the 14 provinces and Rotuma to undergo training geared towards providing them with the necessary basic technical skills and leadership qualities necessary to improve their own livelihood as well as that of their community development.

The applicant must meet the following Criteria for Selection:

1. Applicant should be 18 to 35 years of age.
2. Has no criminal record.
3. Minimum Qualification attained is Year 10 and sat for Fiji Junior Certificate Examination.
4. Is capable of reading and writing in English language
5. Is a bonafide member of the Koro and Tikina of residence and have their full support.
6. All Application Forms should be received and stamped by the Roko Tui of the Province of residence of the Applicant.

F. HEALTH ISSUES:

Please write down any medical or health problems that you are suffering from, including allergies, asthma, heart problems, muscular, nerve problems and disabilities etc. _____

G. DECLARATION:

(To be signed by the Applicant and his/her Parent/Guardian.)

I, _____ child of _____ do hereby declare that all information(s) provided by me and my parent/ guardian in this Application Form is true. We shall be legally responsible for any misleading or false information provided.

I also declare and agree that my child above will abide by the Discipline Policy of the CATD at all times for as long as he remains a Trainee of CATD.

Trainee Signature: _____ Date: _____

Parent/ Guardian Signature: _____ Date: _____

Contact: 1. _____ 2. _____ 3. _____

H. REQUIRED DOCUMENTS CHECK LIST:

All documents should be attached with this Application Form. Applicants will be required to sit an Aptitude test upon submission of your documents.

- Birth Certificate - copy only
- Joint Card – copy only
- School Report/ Examination Certificate (with FEMIS number)
- 6 current passport photos (lab originals)
- 2 Payslips or 2 Statutory declarations (if parent/guardian is unemployed)
- Mpaisa or MyCash Statement or Bank Statement
- Curriculum Vitae (CV)

I. SUBMISSION:

All complete applications can be sent via the following methods:

1. By Email: applications@catdnadave.ac.fj
2. By Post: CATD Long Term Technical Training Application
Private Mail Bag,
Nausori.
3. In person: CATD, off Ratu Kadavulevu Road, Nadave, Bau,
Tailevu

For any queries about this application or the requirements, please contact the following staff:

Mr Opeti Ritova	777 4129 or 934 3013
Ms Miliakere Silatolu	7774134
Ms Unaisi Gadai	7774151
Ms Luisa Moceiwai	7774177

APPLICATIONS CLOSE 1st MAY 2026

Application Guide: CATD Long Term Technical Training (Semester 2, 2026)

Here is a comprehensive and easy-to-understand guide to help you fill out the CATD Application Form for Semester 2, 2026.

1. Are You Eligible?

Before filling out the form, ensure you meet these four main requirements:

- **Age:** You must be between **18 to 35 years old**.
- **Education:** You must have sat for the Fiji Junior Certificate or attempted/passed **Year 10**.
- **Service:** You must have done at least **2 years of community work**.
- **Record:** You must have a clean criminal record.

2. How to Fill the Form (Step-by-Step)

Section A: Personal Information

- **Bio Data:** Fill in your full name (as on your birth certificate), date of birth, and contact details.
- **Traditional Ties:** Because CATD serves the 14 provinces, you must list your **Koro** (Village), **Tikina** (District), **Yasana** (Province), **Yavusa**, **Mataqali**, **Tokatoka**.
- **Tutu Vakavanua:** Tick your traditional role/status in the village (e.g., Sauturaga, Matanivanua, etc.) and list your totem details (Ika, Manumanu, Kau).
- **Banking:** You must provide your valid Mpaisa/MyCash number or Bank Account details. This must be registered in **your own name**.

Section B: Educational Background

- Fill in the table with your Primary, Secondary, and any Tertiary education details.
- **Important:** You must attach photocopies of your school report or exam certificate to prove this. **Your school report or Examination Certificate must note your FEMIS number.**

Section C: Choice of Programme

- **Select Courses:** Choose your **1st** and **2nd** preference from the 5 available trades:
 1. Automotive Mechanic
 2. Welding & Fabrication
 3. Plumbing & Sheetmetal
 4. Carpenter General
 5. Electrical Fitter Mechanic
- **Accommodation:** Tick whether you want to be a **Boarder** (stay on campus) or a **Day Scholar** (commute daily).
- **Payment:** Indicate how you will pay (Private/Family, FNPF, TSLs Scholarship or Provincial Scholarship)

Section D: Endorsements (Very Important)

This section proves you are supported by your community. You must get signatures from:

1. **Father/Guardian**
 2. **Turaga ni Koro** (Village Headman)
 3. **Roko Tui / Roko Veivuke** (Provincial Office)
- Note: The Roko Tui stamp acts as the final verification of your residence in your province

Section F & G: Health & Declaration

- **Health:** Be honest about any medical issues (Asthma, allergies, etc.) so the school can prepare for your safety
- **Signatures:** Both you and your parent/guardian must sign to confirm the information is true and that you agree to the discipline policy

3. Required Documents Checklist

You must attach the following documents. Here is why each one is required:

Birth Certificate (Copy)	To verify your exact age (must be 18-35) and legal identity
Joint Card / TIN Letter	Required for student administration and potential allowance processing
School Report / Exam Certificate	To prove you have completed Year 10 (Forms 3/4) and are academically ready for the technical theory
6 Passport Photos	Used for your Student ID card and official student records
2 Payslips OR 2 Statutory Declaration	To verify household income. If your parents are employed , attach their recent payslip. If your parents are unemployed , a Statutory Declaration is needed to support funding applications (like TSLs)
Mpisa Statement OR MyCash Statement OR Bank Statement	To verify the account number provided in Section A is active and belongs to you
Curriculum Vitae (CV)	To show your history of community work (the 2-year requirement) and any previous experience

4. Submission Instructions

Once your form is filled and documents are attached, submit via one of these methods:

1. **Email:** Scan and send to applications@catdnadave.ac.fj
2. **Post:** Mail to [CATD Long Term Technical Training Application, Private Mail Bag, Nausori](#)
3. **In-Person:** Drop it off at [CATD, off Ratu Kadavulevu Road, Nadave, Bau, Tailevu](#)

Important Note: You will be required to sit an **Aptitude Test** after submitting your documents

Applications close 1st May 2026.

STATUTORY DECLARATION

I, _____
[Full Name of Parent/Guardian],

of _____
[Residential Address], do solemnly and sincerely declare as follows:

1. Relationship to Applicant

I am the **[father/mother/legal guardian]** of

[Full Name of Applicant], who has applied for admission to the Centre for
Appropriate Technology and Development (CATD).

2. Employment Status

I hereby declare that I am currently:

Employed. My total monthly income is approximately **FJD \$** _____
[amount]

Self-employed. My total monthly income is approximately **FJD \$** _____
[amount]

Unemployed. I declare that I do not have any formal source of income and rely on

**[state support sources if any, e.g., family support, subsistence farming, social
welfare, etc.].**

3. Financial Responsibility

I confirm that the information provided above reflects my current financial situation
and will be used to support the assessment of my child's application and any financial
assistance considerations.

4. Declaration of Truth

I make this solemn declaration conscientiously believing the same to be true and
correct, and by virtue of the Statutory Declarations Ordinance, 1970.

Declared at _____ this
_____ day of _____, 20____
before me and I certify that the declaration was
read over in the _____ language
to the declarant who appeared fully to
understand the meaning thereof.

**Signature of Declarant
(Parent/Guardian)**

(Office held or Nature of Appointment)

EXPLANATORY NOTE

A statutory declaration made in Fiji for use in Fiji shall be in the form prescribed in the Schedule to the Statutory Declarations Ordinance, 1970, and shall be made before :-

- (a) the Chief Registrar, Deputy or Assistant Registrar of the Supreme Court ;
- (b) a magistrate ;
- (c) the Registrar-General or any Assistant Registrar-General ;
- (d) a notary public or Commissioner for Oaths ;
- (e) a Registrar of Magistrates' Courts ;
- (f) a barrister and solicitor ;
- (g) a justice of the peace ;
- (h) a district officer ; or
- (i) any fit and proper person appointed by the Minister charged with responsibility for the Ordinance

Nai Tukutuku Bubului taki Kacivaki—Statutory declarations e sa rawa me caka ki na dua vei ira oqo:—

- (a) na Chief Registrar, Deputy se Assistant Registrar ni Mataveilewai Levu ;
- (b) dua na turaganilewa ;
- (c) Registrar-General se dua na Vukevuke ni Registrar-General ;
- (d) dua na notary public se Commissioner ni Bubului ;
- (e) dua na Registrar ni Mataveilewai e Ra ;
- (f) dua na barrister se solicitor ;
- (g) dua na justice of the peace ;
- (h) dua na district officer ; se
- (i) e dua qa e digitaki mai vua na Minista ka qarava na Taba ni Lawa Levu oqo.

स्टेट्यूटरी डिक्लेरेशन्स निम्न लोगों में से किसी एक के सामने किये जा सकते हैं:—

- (१) सूप्रीम कोर्ट का चीफ़ रेजिस्ट्रार, डेपुटी या असिस्टन्ट रेजिस्ट्रार ;
- (२) कोई मेजिस्ट्रेट ;
- (३) रेजिस्ट्रार-जनरल या कोई भी असिस्टन्ट रेजिस्ट्रार-जनरल ;
- (४) कोई नोटारी पब्लिक या कमिश्नर फ़ोर ओथ्स ;
- (५) मेजिस्ट्रेट्स कोर्ट्स का रेजिस्ट्रार ;
- (६) कोई वकील ;
- (७) कोई जस्टिस ऑफ़ दी पीस ;
- (८) कोई डिस्ट्रिक्ट ऑफिसर, या
- (९) मिनिस्टर द्वारा नियुक्त कोई भी व्यक्ति ।

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- (२) कोई मेजिस्ट्रेट ;
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- (४) कोई नोटारी पब्लिक या कमिश्नर फ़ोर ओथ्स ;
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- (७) कोई जस्टिस ऑफ़ दी पीस ;
- (८) कोई डिस्ट्रिक्ट ऑफिसर, या
- (९) मिनिस्टर द्वारा नियुक्त कोई भी व्यक्ति ।

Curriculum Vitae

Name:	
Street Address, City:	
Telephone:	
Email:	
Date of birth:	

Work Experience

If you have any work experience, this is the place for a brief summary of your key responsibilities and accomplishments.

	Employer#1	Employer#2
Company name		
Location		
Start date		
End date		
Position		
Responsibilities		

Education

<i>Exam: Annual or Fiji Junior Certificate</i>	
School name	
Mark	
Year (eg. 2020)	

<i>Exam: Fiji School Leaving Certificate</i>	
School name	
Mark	
Year (eg. 2020)	

<i>Exam: Fiji Seventh Form Examination</i>	
School name	
Mark	
Year (eg. 2020)	

Sports Involvement

Include any participation in sports activities

Sport	School or Club	Year (eg. 2020)

Other Achievements

You delivered that big presentation to rave reviews. This is the place to showcase your skills.