



MINISTRY OF GENDER, LABOUR AND SOCIAL DEVELOPMENT

NATIONAL APPRENTICESHIP PROGRAMME

HOST INSTITUTION GUIDE TO A-MIS

A Step-by-Step Guide for Host Institutions / Employers Registration on the A-MIS

1 Accessing A-MIS

- Go to the Ministry website under Opportunities and follow the NAP link.
- Or go direct to agvp.mglsd.go.ug.

2 Creating an Account

- Register as a Host Institution and fill in the digital form.
- Set a password, submit, and get a confirmation link via email.

3 Logging In

- Use the confirmation link, then enter your email and password to log in.
- Your dashboard opens once logged in.

4 Institution Form

- Fill in all fields: name, email, website, TIN, URSB, location, sector, employees & years of operation.
- Add contact persons, then save your profile.

5 Creating Offers

- On the dashboard, click Create Offer for Apprentices or Graduate Volunteers.
- Include roles and duration, then monitor allocations.

6 Candidate Allocation & Interviews

- View shortlisted candidates and check their CVs and attached documents.
- Accept or reject and schedule interviews within 14 days; submit feedback for Ministry approval.

7 Placement & Onboarding

- Appointment letters are received via A-MIS; download and confirm.
- Proceed with orientation, role assignment and supervisor allocation.

8 Feedback & Monitoring

- Submit updates on attendance, skills and behaviour; apprentices give feedback too.
- Reports are consolidated in A-MIS by the NAP Secretariat.

New on A-MIS

Absenteeism Alerts • Dashboard Analytics • Exportable Reports • Ministry Follow-Up Flags — all built into your dashboard, no separate reporting needed.

TEL

**CONTACT NAP
SECRETARIAT**

apprenticeshiptraining@mglsd.go.ug
+256 788 839 580

Visit the A-MIS Portal
agvp.mglsd.go.ug