



TEVET STANDARD 4.1
ACCREDITATION OF TRAINERS, ASSESSORS AND EXAMINERS

JUNE 2012

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1. Introduction

In 1996, The Government of the Republic of Zambia formulated a National Policy on technical education and vocational training. The aim of the Policy was to improve the provision of technical education and vocational training in Zambia and link the improvement to the requirements of the employment sector. With the Policy in place, in 1998 the Zambian Government established the Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) through an Act of Parliament. The functions of TEVETA are to regulate, monitor, and coordinate technical, vocational and entrepreneurship training in Zambia in consultation with Industry, employers, workers and other stakeholders.

TEVETA in the provisions of the TEVET Amendment Act No. 11 of 2005 provides for the Accreditation of all the Trainers, Assessors and Examiners in the TEVET Sector. Through the accreditation of Trainers the delivery of quality training will be achieved. In addition, through the accreditation of Assessors and Examiners the conduct of quality examinations and assessments will be achieved. These have therefore been developed as a guide on the accreditation process.

2. Definition of Accreditation

Accreditation of Trainers, Assessors and Examiners is the process of ensuring that the set standards for one to be a Trainer, Assessor and Examiner are being met before one is given the authority to train, assess or examine.

Accreditation will mean the establishment of status, legitimacy or appropriateness of a trainer, assessor and examiner in the TEVET sector. In other words an accredited trainer, assessor and examiner is the one who has TEVETA's assurance or recognition of meeting the standards that has been prescribed for accreditation.

3. Categories of Accreditation

Accreditation will be considered in two main categories, namely Full and Provisional Accreditation.

4. Application Process

4.1. Accreditation Process

Applicants seeking accreditation with TEVETA will undergo the following process:

- 4.1.1 Applicant collects the Registration form from TEVETA Offices or downloads from the TEVETA website
- 4.1.2 Applicant submits the completed Accreditation Form, attaches certified copies of all the documents required together with deposit slip of the applicable non-refundable accreditation fees
- 4.1.3 TEVETA conducts an evaluation on the submitted application
- 4.1.4 TEVETA accredits the applicant who meets the requirements
- 4.1.5 A Certificate of Accreditation is issued which is either valid for a period of 1 Year for the Provisional Accreditation or 3 Years for the Full Accreditation.

4.2 Accreditation standards

The following are the standards against which the accreditation is conducted.

STANDARD	DESCRIPTION	TRAINER/ASSESSOR/ EXAMINER ACCREDITATION LEVEL			
		Trade Test	Craft	Technician	Diploma
Qualification	Accredited Trainer, Assessor or Examiner has appropriate level of Qualification for the course they deliver	Trade Test Level I or Craft Certificate in Appropriate field	Technician Certificate in Appropriate field	Diploma Certificate in Appropriate field	Degree Certificate in Appropriate field
Industry Experience	Accredited Trainer, Assessor or Examiner has appropriate knowledge and adequate work experience in the course they deliver	5 and 4 years, respectively practitioner experience	3 years practitioner experience	2 years practitioner experience	1 year practitioner experience
Training Delivery	Accredited Trainer, Assessor or Examiner is able to deliver training or conduct examinations of acceptable standard. Understands the learning process and can adapt and modify delivery of training to meet learning environment reflective of level of accreditation	Teaching qualification Diploma in Teaching Methodology / Certificate in Teaching Methodology	Teaching qualification Diploma in Teaching Methodology / Certificate in Teaching Methodology	Teaching qualification Diploma in Teaching Methodology / Certificate in Teaching Methodology	Teaching qualification Diploma in Teaching Methodology / Certificate in Teaching Methodology
Evidence	Completed Application Form, Certified Copies of Certificates and Official Transcripts, Curriculum Vitae, Certified Copy of the National Registration Card				

4.3 Requirements for Accreditation

An Applicant seeking for accreditation with TEVETA shall apply to the Director General, on the prescribed accreditation form. In addition, the application will be accompanied by accreditation fees as may be prescribed. The Applicant shall ensure that all the conditions prescribed for accreditation and the instructions issued by TEVETA from time to time are met.

Furthermore, no applicant shall be considered for accreditation unless the applicant has submitted a complete application form with the following details:

4.3.1 Section A: Category for Accreditation

The applicant must specify the category to be considered for accreditation by ticking on the category i.e. Trainer, Assessor and / or Examiner. If the applicant does not specify the category the application will not be processed.

4.3.2 Section B: Personal Details

All fields for Personal Details are compulsory and must be completed.

4.3.3 Section C: Accreditation Details

The applicant should only apply for a maximum of Five (5) subjects. The Subjects should be those in which the applicant is professionally qualified to teach. Evidence of the qualifications should be enclosed together with the application.

4.3.4 Section D: Details of Qualification

All relevant academic qualifications should be recorded in this section. Certified Copies of the qualifications including official transcripts should be attached. The certification must be done by a Commissioner of Oaths.

4.3.5 Section E: Work Experience

Applicants should state their work experience starting with their most recent engagement.

4.3.6 Section F: References

The applicant should enter the details of persons who TEVETA can contact as referees.

4.4 Submission of Applications

Applications for accreditation shall be made to the Director General at anytime of the year and processed every quarter.

4.5 Levels of Accreditation

There are two levels of accreditation, Full and Provisional Accreditation.

4.5.1 Full Accreditation

Full Accreditation status is awarded to applicants who satisfy the minimum requirements. This accreditation status will be awarded for a period of three (03) years after which a renewal can be granted upon receiving an application for renewal within three (3) months before the expiry of the current certificate.

4.5.2 Provisional Accreditation

Provisional Accreditation is awarded under the following conditions as detailed below:

- (a) Provisional Accreditation is awarded to applicants who have been practicing in the field of TEVET training but do not possess a teaching qualification. A one (1) year provisional accreditation is awarded in order to allow the applicants attain the necessary teaching qualification within the given year.

The Provisional Accreditation is not renewable. The applicant can only apply for accreditation once the minimum requirements are met.

- (b) Provisional Accreditation is also awarded to applicants who have completed their training in the relevant core field and possess a teaching qualification but have not yet gained the relevant work experience. Refer to the Table in Section 4.2.

4.5.3 Applying for Full Accreditation

In order to qualify for the award of full accreditation status, the applicants seeking full accreditation will need to make the application three (3) months before the expiry of the Provisional Accreditation Certificate.

4.6 Grant and Refusal of Certification

4.6.1 Grant of Certification

An accredited Trainer, Assessor and Examiner will be issued with a Certificate of Accreditation upon meeting the set requirements. The Certificate will specify the subjects and the period for accreditation.

4.6.2 Refusal of Accreditation

An applicant who is not accredited will be informed giving the reasons for not granting accreditation status.

4.7 Withdrawal of Accreditation

The Certificate of Accreditation will be withdrawn once the Trainer, Assessor or Examiner operates in a manner contrary to the conditions upon which the accreditation was granted.

4.8 Renewal of Accreditation

Applicants must apply for the renewal of the accreditation 3 months prior to the expiry of the running accreditation with TEVETA. The application must be made by filling in the relevant application forms and paying the relevant fees.

4.9 The Appeal Process

An Applicant whose application for accreditation has not been granted can appeal against the decision not to award them the accreditation status. The Appeal process is detailed below:

- 4.9.1 The Applicant submits a written appeal addressed to the Director General within thirty (30) days from the date of issue of the letter;
- 4.9.2 The Director General will constitute a Committee to consider the appeal;
- 4.9.3 The Director General will communicate the decision to the applicant within thirty (30) days from receipt of the appeal letter. The decision of the Director General on the contested application shall be final.

4.0 Benefits of Accrediting with TEVETA

- 4.1 It is a legal requirement that all Trainers, Assessors and Examiners of TEVET in Zambia must accredit with TEVETA. Use of unaccredited trainers, assessors or examiners attracts penalty charges;
- 4.2 Accredited staff enjoy the privilege of being engaged by TEVETA to set, moderate and invigilate TEVET exams;
- 4.3 Accredited Trainers, Assessors and Examiners are also engaged in the review and or development of TEVET curriculum, therefore contributing to the future of TEVET.

