



REGISTRATION OF TEVET INSTITUTIONS

MINIMUM TRAINING STANDARDS GUIDE

Quality has a direct impact on the standing of any product or service, and the provision of technical education and vocational training is no exception. The concept of quality is closely related to the excellence of a service and in the case of Technical Education and Vocational Training (TEVET), it relates to the relevance of curriculum, the efficiency and effectiveness of course delivery and student management, the provision of required equipment and resources, quality of lecturers or trainers and the training environment. Training standards, therefore, play a key role in the quality of trainees in the TEVET system.

This Minimum Training Standards Guide covers the following areas:

1. Minimum qualifications of Management Staff, Lecturers and Instructors.
2. Ratio of Teaching Staff to number of Students.
3. Maximum teaching/workshop hours per day.
4. Physical (built) environment and surroundings.
5. Minimum equipment and tools.
6. Furniture
7. Syllabi
8. Examination Facilities
9. Documents for management systems

1. MINIMUM QUALIFICATION OF THE MANAGEMENT STAFF

1.1.A DIRECTOR/PRINCIPAL FOR TRAINING INSTITUTIONS OFFERING LEVELS 5 TO 6 OF TRAINING ON THE ZTQF

- 1.1.1 Bachelors degree in any relevant field plus relevant Post Graduate Qualifications
- 1.1.2 Knowledge and experience in Human Resources Management
- 1.1.3 Financial Management knowledge and experience
- 1.1.4 Five years minimum management experience
- 1.1.5 Post-graduate Diploma in Education Management and 5 years teaching experience
- 1.1.6 At least 35 years old

1.1.B DIRECTOR/PRINCIPAL FOR TRAINING INSTITUTIONS OFFERING LEVELS 4 OF TRAINING ON THE ZTQF

- 1.1.1 Diploma Certificate in a relevant field
- 1.1.2 Knowledge and experience in Human Resources Management
- 1.1.3 Basic Financial Management knowledge and experience
- 1.1.4 Three years minimum management experience
- 1.1.5 Diploma in Education Management and 5 years teaching experience
- 1.1.6 At least 35 years old.

1.1.C DIRECTOR/PRINCIPAL FOR TRAINING INSTITUTIONS OFFERING LEVELS 4 OF TRAINING ON THE ZTQF

- 1.1.1 Technician Certificate in a relevant field
- 1.1.2 Knowledge and experience in Human Resources Management
- 1.1.3 Basic Financial Management knowledge and experience
- 1.1.4 Five years minimum management experience
- 1.1.5 Diploma in Education Management and 5 years teaching experience
- 1.1.6 At least 35 years old.

1.2 MINIMUM QUALIFICATION OF LECTURERS AND INSTRUCTORS

- 1.2.1 A Theory Lecturer should have a qualification of a higher level than the class s(he) is handling.
- 1.2.2 A workshop Instructor can teach or handle a class of the same level as his/her qualification with relevant industrial experience and works under the supervision of an Instructor/Lecturer with a higher qualification.
- 1.2.3 Instructors and lecturers must have a teaching qualification such as the Technical and Vocational Teachers' Diploma.
- 1.2.4 The Trainer should be accredited with TEVETA
- 1.2.5 Minimum industrial experience as follows:
 - Degree and Diploma holders – 3 years
 - Certificate holders – 5 years

2. RATIO OF TEACHING STAFF TO NUMBER OF STUDENTS

For quality training, the recommended staff to student ratio is; 1: 40 for theory subjects.

3. MAXIMUM TEACHING / WORKSHOP HOURS PER DAY

- 3.1 For Theory Lecturers, s(he) should not exceed 05 hours per day .
- 3.2 For Practical Instructors, s(he) should not exceed 06 hours per day .

4. NUMBER OF PART-TIME AND FULL-TIME INSTRUCTORS

60% of the lecturing staff of a given program should be full-time.

5. MINIMUM BUILT ENVIRONMENT STANDARDS

5.1 CLASSROOMS

- 5.1.1 All classrooms should be cross-ventilated.
- 5.1.2 Each class room must have at least one chalkboard or whiteboard

- 5.1.3 Minimum area per student is 1.25m²
- 5.1.4 Each intake of a given program must have its own classroom
- 5.1.5 Approved documents from the Buildings Department or Local Authority
- 5.1.6 Buildings Inspector Report
- 5.1.7 The class room area should have a provision of toilet facilities with the ratio of one toilet per 11 students with provision for hand washing

5.2 WORKSHOPS

- 5.2.1 All workshops should be cross-ventilated with opening windows on both long opposite walls.
- 5.2.2 Each workshop must have a chalkboard or a whiteboard
- 5.2.3 Fully stocked first aid kit in each workshop
- 5.2.4 Appropriate workbenches
- 5.2.5 Area per student should be 4.25 m².
- 5.2.6 At least one fire extinguisher per Workshop / Laboratory.
- 5.2.7 Clearly marked gangways in every workshop

5.3 HOSTELS

- 5.3.1 For study bedroom the minimum area per student is 4.67 m²
- 5.3.2 One toilet / shower per 11 students with provision for hand washing
- 5.3.3 Copy of the Public Health Inspectors Report
- 5.3.4 Copy of the Buildings Inspectors Reports
- 5.3.5 Evidence of Change of Use of Premises from Local Authority for Boarding Houses

5.4 LIBRARY

- 5.4.1 Reading area will be 1.25 m² per student.
- 5.4.2 The Library should accommodate atleast 40% of the student population
- 5.4.3 There should be 1 copy of the reference books per 5 students
- 5.4.4 There should be 1 copy of the recommended textbooks per 2 students

5.5 DINING

- 5.5.1 In the case where the Institution is offering catering services to the students:
 - 5.5.1.1 The Institution shall have the appropriate cooking utensils;
 - 5.5.1.2 a Dining Area will accommodate at least 60% of the student population @ 0.35 m²
- 5.5.2 In the case where the Institution is providing self-catering services, the Institution shall put in place
 - A designated cooking area
 - A stove with a provision of one plate per student at a given time
 - A wash basin with running water for atleast 11 students per basin
 - Appropriate dining furniture
 - Dining area of 0.35m² per student
 - A copy of the Public Health Report

5.6 LABORATORY

- 5.6.1 Laboratory area will be at least 4 m² per student.
- 5.6.2 Acid resistant work benches

- 5.6.3 Adequate laboratory equipment and apparatus as specified in the curriculum
- 5.6.4 A stool per student in a Laboratory
- 5.6.5 Non corrosive sinks
- 5.6.6 Appropriate laboratory taps
- 5.6.7 Fume Extractor or Hood
- 5.6.8 Fire extinguisher
- 5.6.9 Cross ventilation
- 5.6.10 First Aid Box

5.7 COMPUTER LABORATORY

- 5.7.1 There shall be 1 chair per student
- 5.7.2 There shall be appropriate computer laboratory furniture
- 5.7.3 A computer per student at a given time
- 5.7.4 A fully stocked First Aid Box
- 5.7.5 A serviced Fire extinguisher
- 5.7.6 Appropriate and safe wiring system
- 5.7.7 Cross ventilation and dust free

6 TOOLS AND EQUIPMENT

- 6.1 One tool box for that trade per student or a maximum of 2 students / tool box
- 6.2 Maximum of three students for each power operated tool.
- 6.3 One set of apparatus or utensils per maximum of 2 students
- 6.4 Maximum of two students per computer.
- 6.5 One electronic typewriter per student.
- 6.6 One mechanical typewriter per student.

7 FURNITURE

- 7.1 There shall be an appropriate classroom chair for each student and 1 desk for maximum of 2 Students.
- 7.2 There shall be a bench for every 2 students in the workshop.

8 STORES FACILITIES

- 8.1 Shelves with proper labeling
- 8.2 Storage of items according to materials
- 8.3 Adequate lighting system
- 8.4 Appropriate documentation in place
- 8.5 Fire extinguisher
- 8.6 Clearly marked Gangways

9 SAFETY, HEALTH AND ENVIRONMENT FACILITIES

Every Institution shall have the following safety, health and environment facilities:

- 9.1 Serviced Fire Extinguishers / Sand buckets
- 9.2 Stocked First Aid Boxes
- 9.3 Fire Assembly Point
- 9.4 Fire Blankets
- 9.5 Displayed workshop rules

10 CURRICULUM

Each course shall have the latest approved Curriculum from an accredited Examination Board

11 EXAMINATIONS

Every Institution conducting examinations shall meet the following requirements:

- 11.1 At least one strong room/safe
- 11.2 Strong room should preferably be windowless and if possible up-staired. Access to the strong room/safe shall be restricted to only two (2) key holders
- 11.3 There shall be lockable steel cabinets
- 11.4 If a strong room is on the ground floor and has windows, burglar bars and grill door must be fitted
- 11.5 Enough classrooms, tables and chairs must be available to accommodate all candidates

12 Every TEVET Institution must have the following documents in place:

- a. Organization Chart
- b. Strategic Plan, HRD Plan, Annual Work Plan and Budget
- c. Staff personal files – CVs and qualifications
- d. Staff and student recruitment files
- e. Disciplinary Code of Conduct for staff and students
- f. HIV/Aids Policy
- g. Gender Policy
- h. Disability Policy
- i. Environmental Policy
- j. Bank statements and Audited Reports
- k. Procurement Guidelines
- l. Copies of Staff meeting files
- m. TEVET Act No. 13 of 1998 TEVET (amendment) Act No. 11 Of 2005
- n. Students tracer Records
- o. Fixed Asset Register
- p. Maintenance Policy

13 GOALS AND OBJECTIVES

Every Institution shall have clearly displayed Mission and Vision statements.