



**Technical Education, Vocational &  
Entrepreneurship  
Training Authority  
(TEVETA)  
Profile**

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## 1.0 Mandate of TEVETA

Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is an institution established under the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998, read together with the Technical Education, Vocational and Entrepreneurship Training (Amendment) Act No. 11 of 2005.

The general function of TEVETA is to regulate, coordinate and monitor Technical Education, Vocational and Entrepreneurship Training (TEVET) in consultation with industry, employers, employees and other stakeholders. The specific functions are to:

- a) administer and manage the Technical Education, Vocational and Entrepreneurship Training (TEVET) Fund;
- b) advise the Minister on the development of quality of human resources in Zambia through technical education, vocational and entrepreneurship training;
- c) regulate and advise institutions established or registered under this Act;
- d) regulate and coordinate apprenticeship and trade testing systems;
- e) facilitate the provision of technical consultancy to institutions established or registered under this Act;
- f) facilitate the development of technical capacity in institutions established or registered under this Act;
- g) develop national curricula in consultation with stakeholders;
- h) set minimum standards and qualifications for any occupation, skill, technology or trade in accordance with trends in the industry;
- i) provide guidelines for the development of institutional curricula;
- j) accredit local and foreign examinations to be taken by persons attending courses at an institution established or registered under this Act;
- k) regulate and conduct national examinations and assessments relating to technical education vocational and entrepreneurship training;
- l) charge and collect fees in respect of examinations, assessments undertaken under this Act;
- m) award certificates to persons who succeeded in examinations and assessments undertaken under this Act;
- n) approve curricula and standards of certificates in institutions established or registered under this Act;
- o) register institutions;
- p) cancel registration of an institution established under this Act;
- q) collect, manage and disseminate labour market information relating to technical education, vocational and entrepreneurship training;
- r) initiate, monitor and evaluate development programmes for continued advancement of technical, vocational and entrepreneurship training;
- s) determine the equivalences of local and foreign examinations;
- t) accredit and register trainers, examiners and assessors;
- u) in conjunction with the Minister:
  - i. determine priority skills areas of technical education, vocational and entrepreneurship training for the purpose of enhancing social and economic development in Zambia; and

- ii. mobilise financial and material resources for the provision of technical education, vocational and entrepreneurship training; and
- v) do all such things connected to or incidental to the functions of the Authority under this Act

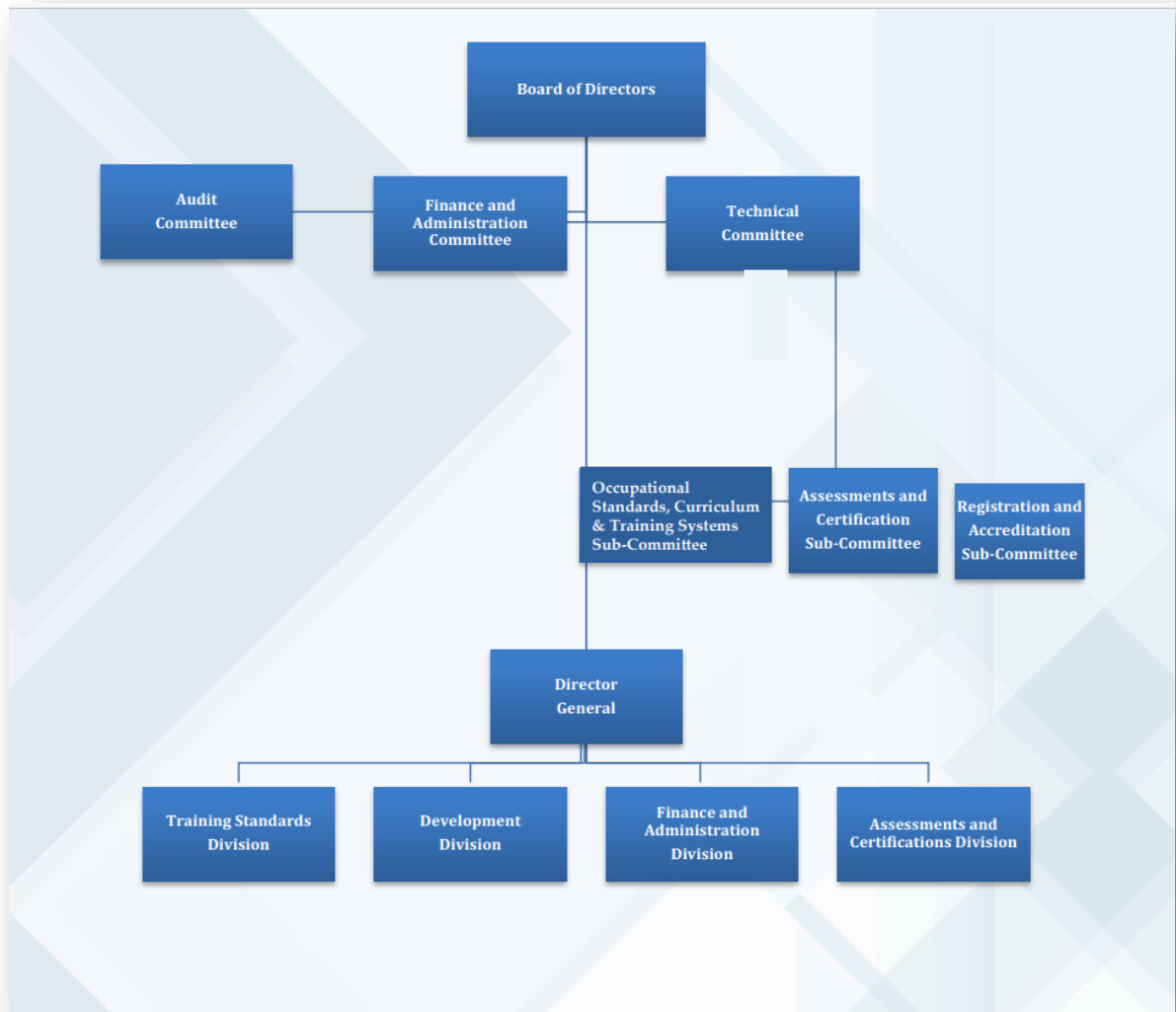
## GOVERNANCE

TEVETA is governed by a Board of Directors appointed by the Minister, in accordance with Section 6(1) of the Technical Education, Vocational and Entrepreneurship Training (Amendment) Act No. 11 of 2005. The Board consists of representation from the following:

- 1) a representative of a federation of trade unions;
- 2) a representative of the Zambia Association of Chambers of Commerce and Industry;
- 3) one representative from the university established under the University Act;
- 4) one representative from a federation of employers' organisations;
- 5) a representative of the Zambia Chamber of Small and Medium Business Associations;
- 6) a representative of a research and development institution established under the Science and Technology Act;
- 7) a representative of a religious organisation involved in providing technical education, vocational and entrepreneurship training;
- 8) a representative of the Ministry responsible for technical education, vocational and entrepreneurship training;
- 9) a representative of the Ministry responsible for labour;
- 10) a representative of the Ministry responsible for education; and
- 11) one other person

The members elect a Chairperson and a Vice Chairperson from among their number.

## GOVERNANCE STRUCTURE OF TEVETA



## TEVETA'S VISION, MISSION & VALUES

### 1.1.1 Vision

A dynamic, credible and reliable regulator for technical education, vocational and entrepreneurship training

### 1.1.2 Mission Statement

To regulate, monitor and coordinate Technical Education, Vocational and Entrepreneurship Training to ensure sustainable supply of quality skilled labour force

### 1.1.3. Values

<b>Core Values TEVETA upholds:</b>	Integrity	We are honest and ethical in the execution of our duties
	Innovation	We are creative and embrace new ideas for effective service delivery
	Accountability	We are responsible for all our actions and transparent in the execution of our duties
	Equality	We treat all our clients fairly in the execution of our regulatory role
	Teamwork	We value collaboration with stakeholders for the achievement of the common goal

## THE ROLES OF TEVETA

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is organised around four Divisions, which are Training Standards, Development, Assessments and Certifications, and Finance and Administration. Divisions are headed by Divisional Directors who report to the Director General. Each Division is further structured into specialised operational Units.

The Authority's strategic direction is shaped by the 2021 – 2026 Strategic Plan whose strategic thematic results are:

- a) operational excellence to achieve effective and efficient service delivery,
- b) stakeholder collaboration for satisfied stakeholders and effective programme implementation, and
- c) TEVET regulatory service excellence to have adequate and skilled labour force.

### A. Training Standards Division

The Division achieves its mandate through its two (2) Units namely Training Provider Support Services Unit (TPSSU) and the Training Quality Assurance Unit (TQAU). The responsibility of the Training Standards Division is to ensure compliance to the set quality standards in learning processes and environments. The functions of division include:

- Inspecting and registering of training institutions;
- Accrediting Trainers, Examiners, Assessors;
- Providing training provider support services for continuous improvement in training institutions;
- Facilitating continuous professional development of the personnel in the TEVET sector; and

- Promoting of entrepreneurship training in the TEVET sector.

## **B. Development Division**

The Division has two (2) units, namely, Training Systems Development Unit (TSDU) and Curriculum Development Unit (CDU). The responsibilities of the division include:

- developing learning programmes,
- setting standards and providing guidelines for the implementation of different modes of teaching and learning
- Coordinating curriculum development and review
- Developing and promoting innovative training systems to increase access to TEVET
- Developing and implementing a TEVET Research, Innovation and Knowledge management system,
- Promoting various modes of training

## **C. Assessments & Certifications Division**

The Assessments and Certifications Division has four (4) specialised units. These are Engineering and Science, Trade Testing and RPL, Business and Hospitality and Assessments Administration and Certification. The responsibilities of the division include:

- Conducting and administering TEVET Assessments and Examinations
- Regulating and conducting national assessments and examinations
- Regulating and coordinating apprenticeship and trade testing
- Conducting Recognition of Prior Learning (RPL) assessments
- Awarding qualifications

## **D. Finance & Administration Division**

The Finance and Administration Division has four (4) specialised units. These are Finance, Human Resources and Administration, Information Technology and TEVET Fund. Its specific functions include:

- Financial management
- Human resources and administration management
- Managing the TEVET Fund
- Monitoring and Evaluation of the TEVET Fund activities
- Developing and managing management information systems (MIS)

For more information Visit

Website: [www.teveta.org.zm](http://www.teveta.org.zm)

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