



## TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY



# ANNUAL REPORT 2017



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# 1 Vision, Mission Statement and Values

## VISION

A World-class Technical Education, Vocational and Entrepreneurship Training (TEVET) system that drives skills empowerment for sustainable development

## MISSION

To ensure supply of internationally competitive skilled persons through:

- Regulation;
- Coordination;
- Monitoring and
- Evaluation

of Technical Education, Vocational and Entrepreneurship Training (TEVET) service delivery

## VALUES

TEVETA upholds the following core values:

Ethical leadership and integrity

Innovation and excellence

Accountability and transparency

Team Work and mutual respect





## 2 Registered Office

### **The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA)**

Plot No. 4751  
Birdcage Walk, Longacres  
Private Bag RW16X  
Lusaka  
ZAMBIA

#### **Bankers:**

##### **1. Citibank Zambia Limited**

Citibank House  
Cha Cha Cha Road  
Lusaka  
Zambia

##### **2. Stanbic Bank Zambia Limited**

Woodgate House  
Cairo Road  
Lusaka  
Zambia

##### **3. Zambia National Commercial Bank Limited**

Civic Centre Branch Independence  
Avenue  
Lusaka  
Zambia

#### **Auditors**

Newton Lungu & Associates

TEVETA  
Technical Education, Vocational and  
Entrepreneurship Training Authority

# 3 Committees of the Board

## Technical Committee

<b>Mrs. Peggy Mlewa</b> <b>Chairperson</b>	-	Ministry of Labour and Social Security
Dr. Roy Chileshe	-	Copperbelt University
Mr. Francis Mulimbika	-	Chamber of Mines of Zambia
Mr. Alex M.K. Simumba	-	Ministry of Higher Education
Mrs. Cecilia Sakala	-	Ministry of General Education
Mr. Daniel Bowasi	-	Zambia Association of Chambers of Commerce and Industry
Dr. Liane M. Imakando	-	Minister's Nominee
Mr. Moto Ng'ambi	-	Zambia Chamber of Small and Medium Business Association
Dr. Alfred J. Sumani	-	National Science and Technical Council

### Secretary (1)

Mr. Cleophas Takaiza	-	Technical Educational, Vocational and Entrepreneurship Training Authority
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### Secretary (2)

Mrs. Catherine M. Kanyensha	-	Technical Educational, Vocational and Entrepreneurship Training Authority
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### Secretary (3)

Mr. Orphan A. Hachinene	-	Technical Educational, Vocational and Entrepreneurship Training Authority
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## Finance and Administration Committee

<b>Dr. Henry M. Mwenda</b> <b>Chairperson</b>	-	University of Zambia
Ms. Joyce M. Mwansa	-	Institute of Directors
Mr. Peterson Mumbuluma	-	Zambia Institute of Chartered Accountants
Mr. Barnaby B. Mulenga	-	Permanent Secretary Ministry of Labour and Social Security
Mrs. Annie C. Chimota	-	Bankers Association of Zambia
Mr. Owen Mgemezulu	-	Permanent Secretary Ministry of Higher Education
Mr. Elaston Njovu	-	Zambia Congress of Trade Unions

### Secretary

Mr. Phillip Mubanga	-	Technical Educational, Vocational and Entrepreneurship Training Authority
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## Audit Committee

<b>Mr. Harrison Chibanda</b> <b>Chairperson</b>	-	Zambia Federation of Employers
Br. Dr. Charles.S. Kabeta	-	Catholic Secretariat
Mr. Alex M.K. Simumba	-	Ministry of Higher Education
Mr. Pritchard Haboongo	-	Examinations Council of Zambia
Mr. Jones J. Kalyongwe	-	Zambia Institute of Purchasing & Supply

### Secretary

Mr. Clive Nyemba	-	Technical Education, Vocational and Entrepreneurship Training Authority
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## Registration & Accreditation Sub-Committee

Dr. Liane M. Imakando  
**Chairperson**

-

Minister's Nominee

Mrs. Mirriam M. Mutati  
Mr. Patrick Mwela  
Dr. Dominic Nyambe  
Prof. Stephen Simukanga  
Mr. Ernest Nshindano  
Mrs. Esther S. Mondoloka  
Mrs. Ennie C. Sampa

-

Professional Secretaries Association of Zambia

-

Zambia Institute of Human Resource Management

-

Ministry of General Education

-

Higher Education Authority

-

National Council for Construction

-

Ministry of Higher Education

-

Health Professionals Council of Zambia

### Secretary

Mr. Cleophas Takaiza

-

Technical Educational, Vocational and Entrepreneurship Training Authority

## Occupational Standards, Curriculum & Training Systems Development Sub-Committee

Mr. Moto Ng'ambi  
**Chairperson**

-

Zambia Chamber Small and Medium Business Association

Dr. Roy Chileshe  
Ms. Precious Lisulo  
Mr. Hassan Banda  
Ms. Banji Ng'andu  
Mr. Newton Zulu  
Mrs. Cecilia Sakala

-

National Council for Construction

-

Ministry of Higher Education

-

Ministry of Labour & Social Security

-

Ministry of Commerce, Trade & Industry

-

Engineering Institute of Zambia

-

Ministry of General Education

### Secretary

Mr. Orphan A. Hachinene

-

Technical Educational, Vocational and Entrepreneurship Training Authority

## Assessments & Qualifications Sub-Committee

Dr. Alfred J. Sumani  
**Chairperson**

-

National Science and Technical Council

Ms. Precious Lisulo  
Dr. James Phiri  
Mrs. Sherlyn Musonda Hanene  
Mr. Mapesa Musongole  
Dr. Michael Chilala

-

Ministry of Higher Education

-

University of Zambia

-

Zambia Institute of Chartered Accountants

-

Zambia Institute of Marketing

-

Examinations Council of Zambia

### Secretary

Mrs. Catherine M. Kanyensha

-

Technical Educational, Vocational and Entrepreneurship Training Authority

# 4 Board Members



**DR. FRANCIS M. NDILILA**  
(Retired 7th May 2017)  
Zambia Association of Chambers  
of Commerce and Industry (ZACCI)

**Chairperson**



**DR. HENRY MWENDA**  
(Retired 7th May 2017)  
University of Zambia

**Vice Chairperson**



**BR. DR. CHARLES S. KABETA**  
(Retired 7th May 2017)  
Catholic Secretariat

**Member**



**MRS PEGGY MLEWA**  
(Retired 7th May 2017)  
Ministry of Labour and  
Social Security

**Member**



**DR. LIANE MOSHO IMAKANDO**  
(Retired 7th May 2017)  
Minister's Nominee

**Member**



**MR. HARRINGTON CHIBANDA**  
(Retired 7th May 2017)  
Zambia Federation of Employers

**Member**



**MR. ELASTON NJOVU**  
(Retired 7th May 2017)  
Zambia Congress of Trade Unions  
(ZCTU)

**Member**



**MR. OWEN MGEMEZULU**  
(Retired 7th May 2017)  
Permanent Secretary  
Ministry of Higher Education

**Member**



**DR. ALFRED SUMANI**  
(Retired 7th May 2017)  
National Science  
& Technology Council

**Member**



**MR. MOTO NG'AMBI**  
(Retired 7th May 2017)  
Zambia Chamber of Small and  
Medium Business  
Associations (ZCSMBA)

**Member**



**MR. DAVID C. CHAKONTA**  
Director General (Separated  
20th Sept 2017)  
TEVETA

**Secretary**

# 5 TEVETA Senior Management



**Mr. David C. Chakonta**  
(Separated 20th Sept 2017)  
TEVETA

**Director General**



**Mr. Cleophas Takaiza**  
(Appointed 20<sup>th</sup> Sept. 2017)

**Acting Director General**



**Mr. Cleophas Takaiza**  
(Separated 10th July 2017)

**Director**  
Training Standards Division



**Mr. Phillip Mubanga**

**Director**  
Finance & Administration Division



**Mrs. Catherine Kanyensha**

**Director**  
Assessments & Qualifications Division



**Mr. Orphan Hachinene**

**Director**  
Development Division

## 6 EXECUTIVE SUMMARY

At the close of 2017, a total of 284 training institutions were on the register of TEVETA. Four provinces along the line of rail; namely Copperbelt, Central, Lusaka and Southern accounted for 81.3% of the total number of registered institutions. The concentration of training providers along the line of rail was a sign of continued TEVET access challenges for the rural population. Measures designed to develop and promote new training systems or learning pathways were implemented to reverse the pattern and to foster inclusive and sustainable national development. The training systems included On-The-Job Training systems, Secondary School Vocational Education and Training (SSVET), and Recognition of Prior Learning (RPL) Assessments. The largest number of institutions in the year under review were in Grade three (3), which means most of the institutions barely met training standards due to weaknesses in management systems, quality of administrative staff, inadequacy of workshops, safety, tools and equipment and classrooms.

The introduction of the Skills Development Fund (SDF) under the Skills Development Levy Act Number 46 of 2016, as a long term TEVET financing strategy, is expected to lead to improved infrastructure, recapitalised machinery and equipment, qualified and motivated personnel and enhanced participation of industry in training. The SDF is managed by the Ministry of Higher Education with accounts maintained at TEVETA. The Fund provides for equal access to training funds on a competitive basis with due reference to national development priorities.

The Skills Development Fund is a strategic component of ensuring quality and relevant TEVET that increases employability, productivity and efficiency by ensuring up-to-date curriculum, relevant training equipment and improved information management system for efficiency and effectiveness in management and administration of learner data. In the 2017, a total of K5.6 million from the Skills Development Fund and the African Development Bank through Support to Science and Technology Education Project (SSTEP) was disbursed towards curriculum development and reviews. A further K2 million from Skills Development Fund went towards the TEVET information management system improvements. TEVETA used part of the K5.6 million to develop 43 new curricula and reviewing 25 existing ones. The Authority also started decentralising the management and administration of learner data to institutions, students and key stakeholders. When the information management system is fully operational, it is envisaged that student enrolments, examination registration, and processing of Continuous Assessments (CA) will be done by institutions to minimise errors in capturing of data and reduce cost of doing business.

During the year, the TEVET Fund continued to play its role as an economic incentive based regulatory tool for achieving particular Government policy goals and objectives. A total of K7, 663,500.00 was disbursed. Twenty six (26) training programmes were financed. A total of Forty One (41) TEVET Institutions benefited from the funding. Successful stories were recorded, which include one Senior Chief Mwamba's area where Lukashya Trades Training Institute undertook training to villagers in fish farming and poultry management who later started their own projects in line with the training.

In terms of assessments, a total of 33,274 candidates sat for 2017 TEVET assessments and examinations (12,628 ZQF Levels 4-6 Programmes, 19,759 Trade Test Programmes [which includes 7,707 Secondary VET] and 887 Skills Awards). Trade Test Programmes recorded an increase in the number of candidates assessed from 11,510 in 2016 to 19,759 in 2017. From a total of 12,623 candidates who registered to sit for ZQF Levels 4-6 Programmes: 8,781 males passed, 376 males failed, 3,193 females passed, 159 females failed and 114 candidates were absent. This brought the overall pass rate to 95.72%.

Following the dissolution of the Board of TEVETA on 7th May 2017, the Authority has been reporting to the Ministry of Higher Education through the office of the Permanent Secretary.

TEVETA remains grateful to the Government of the Republic of Zambia and other stakeholders, who have continued to support the work and programmes of the Authority.



# 7 Operational Review by the Director General

## 7.1 Mandate of TEVETA

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is an institution created under the Technical Education, Vocational and Entrepreneurship Training Act (No. 13 of 1998), read together with the Technical Education, Vocational and Entrepreneurship Training (Amendment) Act No. 11 of 2005. Its general function is to regulate, coordinate and monitor Technical Education, Vocational and Entrepreneurship Training in consultation with industry, employers, employees and other stakeholders. The specific functions are that TEVETA shall:

- a) administer and manage the Technical Education, Vocational and Entrepreneurship Training Fund;
- b) advise the Minister on the development quality of the human resources in Zambia through the 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

## 7.2 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

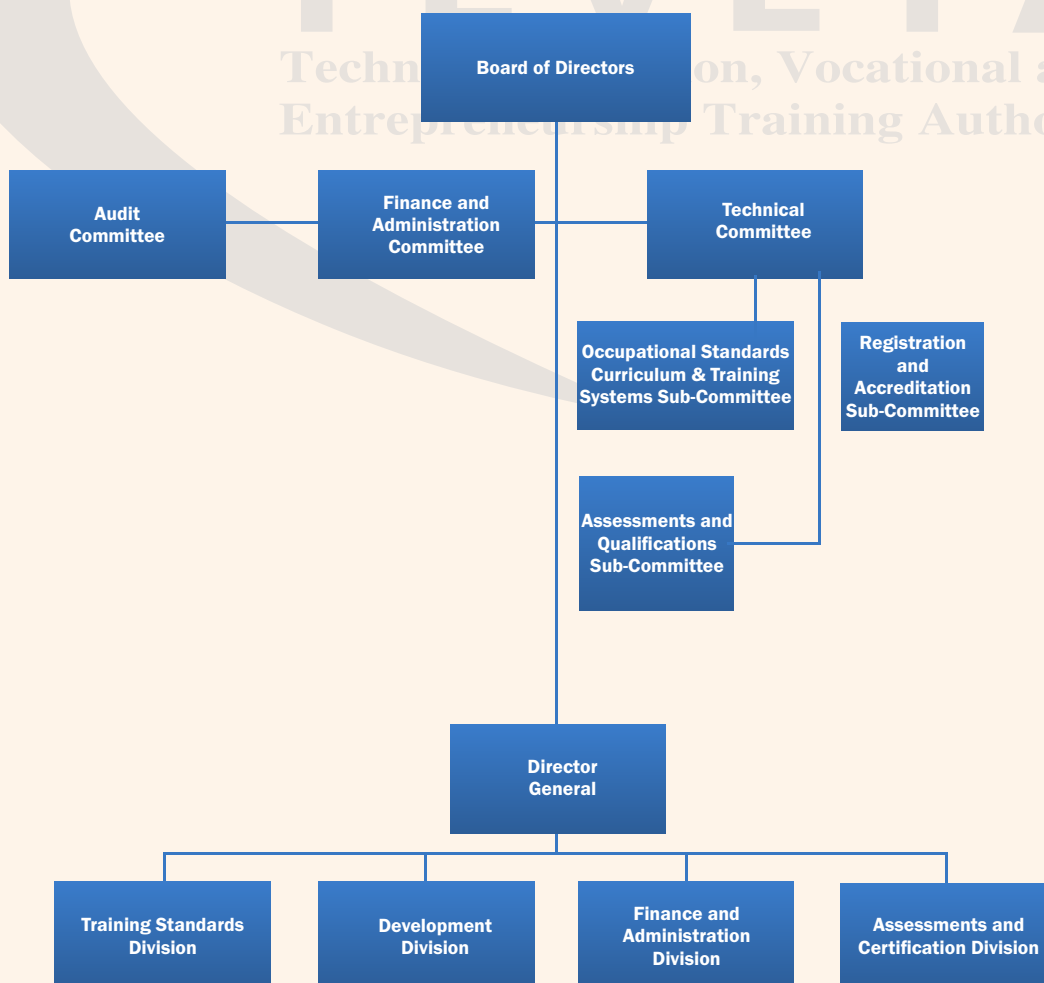
The members elect a Chairperson and a Vice Chairperson from among their number

Figure 1: shows the governance structure for the Authority



Audit Committee

FIGURE 1: STRUCTURE OF TEVETA



### 7.3 THE ROLE OF TEVETA

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) is organised around four Divisions. These are: Training Standards Division, Development Division, Assessments and Qualifications Division, and Finance and Administration Division. The divisions are under the supervision of the Director General. Each Division is further structured into specialised operational Units.

The report covers the activities carried out by the Authority in the course of implementing the Annual Work Plan and Budget approved by the Board for the period 1st January to 31st December 2017.

#### 7.3.1 TRAINING STANDARDS DIVISION

The Training Standards Division is responsible for the monitoring and enforcing of the set quality standards in the provision of Technical, Vocational and Entrepreneurship Training (TEVET) in line with the provisions of the TEVET Act number 13 of 1998 read together with the TEVET Amendment Act number 11 of 2005. The Strategic Plan objectives that guided the activities of the Training Standards Division in 2017 were:

- a) Development and continuous improvement of the Training Quality Assurance Systems and Procedures in the TEVET Institutions;
- b) Provision of support to Training Providers in order to contribute to the enhancement of the efficiency and effectiveness of TEVET delivery.

The monitoring and enforcement of training standards was done through:

- a) Inspections and Registration of training providers
- b) Accreditation of Programmes, Trainers, Examiners and Assessors
- c) Provision of Training Provider Support Services and
- d) Promotion of Entrepreneurship training

##### I) Inspection and Registration of Training Institutions

The Division conducted training quality assurance inspections for purposes of registration of new training institutions and also to ensure compliance with training standards amongst registered training institutions. During the year under review, twenty eight (28) applications were received from institutions seeking registration to offer training in accordance with the provisions of the technical education, vocational and entrepreneurship training (TEVET) Act number 13 of 1998. Thirteen (13) institutions met the minimum training standards and were permitted to provide TEVET services. On the other hand, twenty one (21) institutions had their certificates of registration cancelled for failing to comply with the minimum training standards. As at 31st December 2017, there were two hundred and eighty four (284) institutions on the TEVET register.

TEVET has a system of grading training institutions according to their capability to offer quality training against the set Minimum Training Standards. There are 3 grades namely Grade 1, Grade 2 and Grade 3. These grades show the level of capability of the training institutions to offer quality training as measured against the set minimum standards.

A Grade One (1) training institution is a very good training Institution with well-established procedures in terms of management systems, management staff having the requisite qualifications and experience, trainers being accredited with TEVETA, appropriately equipped workshops, safety, enough classroom space, adequate reference materials for teaching and learning, information technology communication (ICT) facilities and equipment and adequate sanitary facilities. On the other hand, a Grade Two (2) institution is also a good Institution that met most basic requirements as stipulated in the Minimum Training Standards guide. However, the Institution may have some areas that needed to be improved upon for example, in the area of prescribed management systems, staffing, workshops, safety, tools and equipment, and classrooms.

A Grade Three (3) institution was one that barely met the minimum training standards to conduct training but may have some strengths and weaknesses in the areas of management systems, quality of administrative staff, inadequacy of workshops, safety, tools and equipment, and classrooms. Such an institution would be allowed to operate with a strong recommendation to improve in the identified areas coupled with follow-up inspections. Over-enrolment was one reason that also negatively affected the grades of some institutions largely due to lack of equitable investment in training.

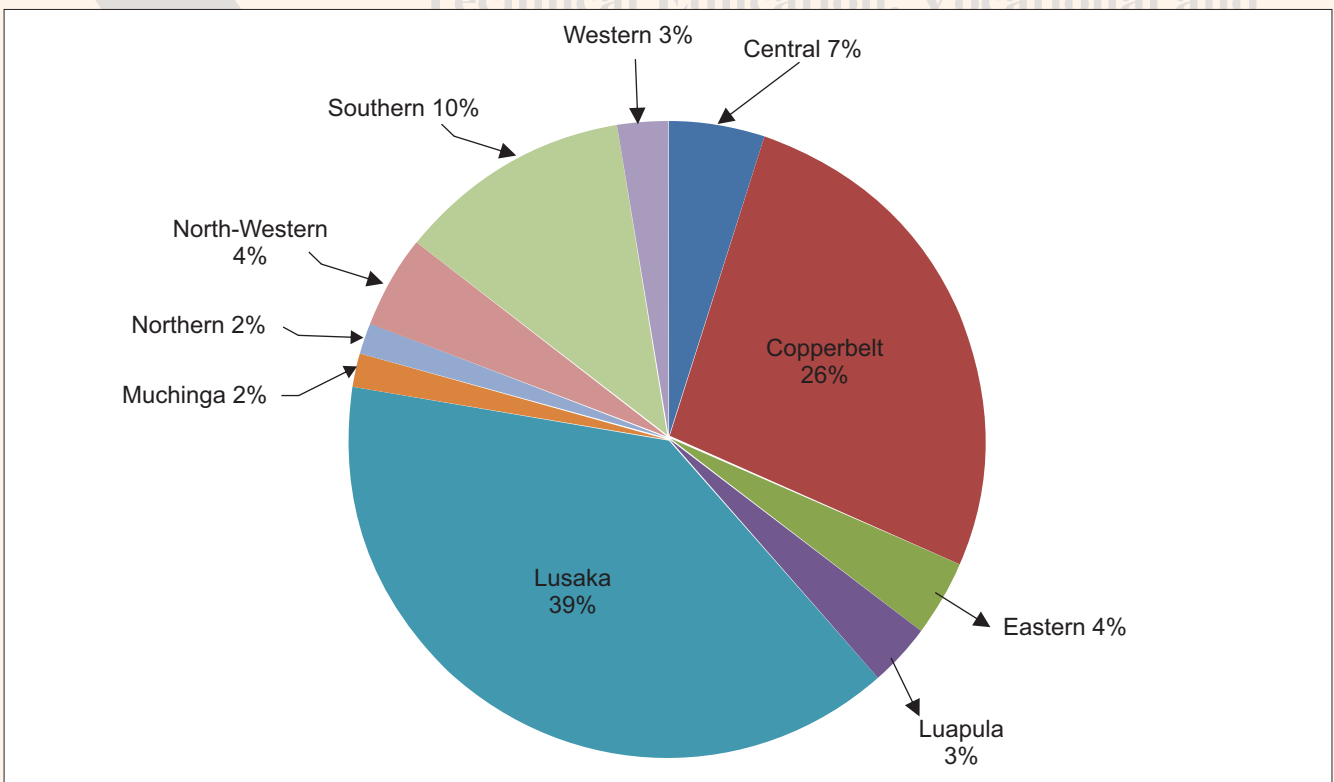
Table 1 below presents the distribution of registered institutions as at 31st December 2017 by province and grade while Table 2 presents institutions by province and ownership.

**Table 1: Distribution of Institutions according to Grades as at 31<sup>st</sup> December 2017**

PROVINCE	GRADE			TOTAL	%
	1	2	3		
Central	1	7	11	19	6.7%
Copperbelt	12	25	36	73	25.6%
Eastern	0	4	8	12	4.2%
Luapula	0	5	5	10	3.5%
Lusaka	16	37	57	110	38.6%
Muchinga	0	2	2	4	1.8%
Northern	0	2	5	7	2.5%
North-Western	2	6	4	12	4.2%
Southern	6	10	13	29	10.2%
Western	0	6	2	8	2.8%
<b>Total</b>	<b>37</b>	<b>104</b>	<b>143</b>	<b>284</b>	<b>100.0%</b>
<b>%</b>	<b>13.0%</b>	<b>36.5%</b>	<b>50.5%</b>	<b>100%</b>	

The largest number of institutions in the year under review were in Grade 3. This was an area of concern for the Authority as it had a bearing on the quality of training offered. **Figure 1** below also shows that most training institutions registered with TEVETA tend to be concentrated along the line of rail with Lusaka Province having the largest share of registered Institutions

**Figure1: Distribution of Institutions**



**Table 2: TEVET Institutions by ownership as at 31<sup>st</sup> December, 2017**

Name of Province	Type of Ownership							Total
	Public / Government	Private	Church/Faith	Community	Trust	Company	NGO	
Lusaka	21	53	18	3	6	5	4	<b>110</b>
Copperbelt	23	16	14	3	1	13	3	<b>73</b>
Southern	11	4	11	0	0	3	0	<b>29</b>
North -Western	6	0	1	1	0	4	0	<b>12</b>
Luapula	5	0	4	1	0	0	0	<b>10</b>
Central	10	5	2	0	0	0	2	<b>19</b>
Eastern	8	3	1	0	0	0	0	<b>12</b>
Western	4	0	3	0	0	0	1	<b>8</b>
Northern	5	1	1	0	0	0	0	<b>7</b>
Muchinga	2	0	0	0	0	1	1	<b>4</b>
<b>Total</b>	<b>95</b>	<b>82</b>	<b>55</b>	<b>8</b>	<b>7</b>	<b>26</b>	<b>11</b>	<b>284</b>
<b>%</b>	<b>33.7%</b>	<b>28.8%</b>	<b>19.3%</b>	<b>2.8%</b>	<b>2.5%</b>	<b>9.1%</b>	<b>3.9%</b>	<b>100%</b>

**Table 3: Distribution of institutions according to level of qualifications by province as at 31<sup>st</sup> December, 2017**

PROVINCE	Level of Training						Total
	Short Courses	Level 3 Certificate	Level 4 Certificate	Level 5 Certificate	Diploma (Tech)	Diploma (Mgt)	
Central	4	7	5	0	1	2	<b>19</b>
Copperbelt	12	30	11	3	4	13	<b>73</b>
Eastern	1	6	4	0	0	1	<b>12</b>
Luapula	0	8	2	0	0	0	<b>10</b>
Lusaka	34	29	11	4	7	25	<b>110</b>
Muchinga	0	3	1	0	0	0	<b>4</b>
Northern	0	5	1	0	0	1	<b>7</b>
North-Western	1	7	4	0	0	0	<b>12</b>
Southern	4	15	7	0	1	2	<b>29</b>
Western	0	5	3	0	0	0	<b>8</b>
<b>Total</b>	<b>56</b>	<b>115</b>	<b>49</b>	<b>7</b>	<b>13</b>	<b>44</b>	<b>284</b>
<b>%</b>	<b>19.7%</b>	<b>40.5%</b>	<b>17.3%</b>	<b>2.5%</b>	<b>4.6%</b>	<b>15.5%</b>	<b>100%</b>

## II) Capacity Building

Following the high number of the training providers in Grade 3, focus for the coming year for the Authority through Training Provider Support Services will be to build capacity for institutions to address their limitations to migrate to upper grades. A curriculum to enhance quality assurance in training institutions will be developed to capacitate training institutions on quality training. Capacity building is a long term measure to improve management abilities among heads of training institutions. It is envisaged that building individual management capacity for institution heads would impact on teams throughout their institutions and beyond.

### **III) Accreditation of Trainers, Examiners and Assessors**

In the overall context of promoting quality; trainers, assessors and examiners that conduct any activity related to technical education, vocational and entrepreneurship training were required to seek accreditation with TEVETA. In this regard, one thousand, one hundred and ninety one (1,191) applications were received for accreditation either as trainers, assessors or examiners during the year. One thousand, and sixty three (1,063) of the applicants were successfully awarded accreditation.

### **IV) Training Provider Support Services**

The Division provided support services to registered training institutions through the promotion of quality assurance systems, and the facilitation of effective and innovative delivery of entrepreneurship training in TEVET.

In an effort to ensure improvements in the quality of training, the Authority provided support to twenty (20) training institutions targeting some of the areas of deficiency that were observed during inspections. It is expected that these support initiatives to the training providers will eventually result in the improvement of the quality of training being offered in the sector.

### **V) Enhancing Collaboration with other Quality Assurance Bodies.**

TEVETA has been collaborating with other regulatory agencies in the sector. Collaborations among the regulatory agencies seek to harmonise quality assurance matters and sharing experiences on issues of common interest and streamline operations to avoid conflict of interest in the execution of mandates.

The institutions that the Authority has collaborated with include the Zambia Qualifications Authority (ZAQA), Higher Education Authority (HEA), Engineering Institute of Zambia (EIZ), General Nursing Council (GNC), Health Professions Council of Zambia (HPCZ), Teaching Council of Zambia (TCZ), and Examinations Council of Zambia (ECZ).

## **7.3.2. DEVELOPMENT DIVISION**

The Development Division is responsible for the development of learning programmes, setting standards and providing guidelines for the implementation of different modes of teaching and learning. The strategic objectives of the Development Division during the year under review were as follows:

- i. To develop and continuously review curricula to ensure relevant and responsive to national demands.
- ii. To develop and promote innovative training systems in order to increase access to TEVET through a variety of learning pathways.

### **I) CURRICULUM DEVELOPMENT AND REVIEW**

During the year under review, the Authority developed 43 new curricula and reviewed 25 existing ones. As at the 31st December 2017, there were 164 curricula due for review. The Division trained five (5) Training Providers in the development of teaching and learning materials.

### **II) TRAINING SYSTEMS DEVELOPMENT**

To develop and promote different modes of learning, the Development Division worked closely with the Ministry of Higher Education, International Labour Organisation, Industry organisations and other key stakeholders to develop a National Framework for Work Based Learning. The draft is expected to be launched in 2018.

TEVETA undertook a bench marking activity to learn best practices in Skills Development and participated at the World Skills Abu Dhabi in October 2017. This provided an opportunity to compare TEVET in Zambia to what is prevailing around the world. TEVETA also hosted two workshops for TEVETA accredited assessors that were facilitated by international experts secured through the World Skills forum.

The Development Division coordinated the implementation of a dual learning pathway which involved Skills Training and Literacy development at the Bridge Africa project in Nega-Nega area of Mazabuka which was financed by the Republic of South Korea through UNESCO. This provided an opportunity for 32 adults to access skills training as well as adult literacy education. The Division also anchored the implementation of the Better Education for Africa's Rise (BEAR) project which facilitated the implementation of a Cluster System in skills development in Mazabuka. A cluster is a grouping of schools within the same geographical location aiming to improve or promote collaboration, reflection, sharing and learning. Through this initiative, the project supported the construction and equipping of training workshops at the Mazabuka School for Continuing Education which are now accessible by other Secondary Schools around it to promote skills training in line with the revised school curriculum in the school system.

## **7.3.3. ASSESSMENTS AND CERTIFICATION DIVISION**

The Assessments and Certifications Division is responsible for the conduct and administration of TEVET Examinations and Assessments to learners in institutions registered with TEVETA. The Strategic Plan objective of the Division during the period



under review was to develop and implement a TEVET Assessment and Certification system that caters for all training systems in the context of the Zambia Qualifications Framework. During this period, the Division successfully conducted four (4) examination sessions according to schedule. The TEVET Examination sessions are: April-May, July-August, September-October and November-December.

A total of 69 institutions presented candidates in Regular Programmes (Certificate to Diploma –ZQF Levels 4-6), 232 institutions presented candidates for Trade Tests and 12 institutions presented candidates for Skills Award examinations. Copperbelt and Lusaka provinces recorded the highest number of institutions presenting candidates in the 2017 examinations sessions with 76 institutions each. The least number of institutions were recorded in Eastern (7) followed by Northern (13). Figure 1 and Table 1 shows this distribution:

Figure 2: Institutions that participated in the examinations

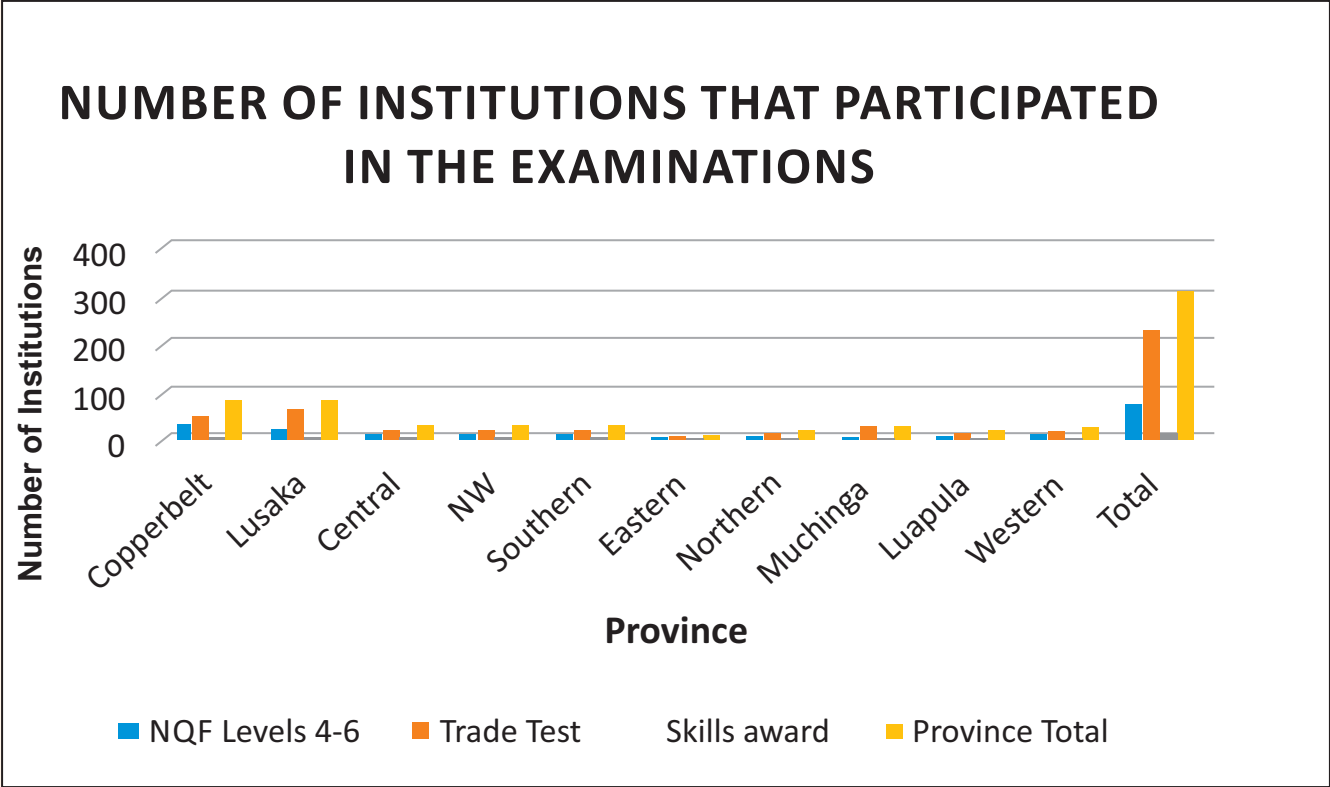


Table 1: Institutions that participated in examination sessions in 2017

	Copperbelt	Lusaka	Central	NW	Southern	Eastern	Northern	Muchinga	Luapula	Western	Total
<b>NQF Levels 4-6</b>	25	17	6	2	5	4	1	1	4	4	69
<b>Trade Test</b>	50	59	18	22	23	2	12	19	11	16	232
<b>Skills award</b>	1	0	1	3	2	1	0	1	1	2	12
<b>Province Total</b>	76	76	25	27	30	7	13	21	16	22	313

### I) EXAMINATION ENTRIES PER PROVINCE

Lusaka province recorded the highest number of examination entries at 40,316. This was broken down as: 34,629 entries for ZQF Levels 4-6 (Certificate to Diploma) Programmes and 5,687 entries for Trade Test Programmes. The Copperbelt Province came in the second position with 35,991 entries, broken down as: 32,634 ZQF Levels 4-6 Programmes; 2,350 Trade Test Programmes (ZQF Level 3); and 30 Skills Awards. The least number of examination entries were recorded in Muchinga at 1,085. Refer to Figure 2 and Table 2:

Figure 3: Examination entries per province

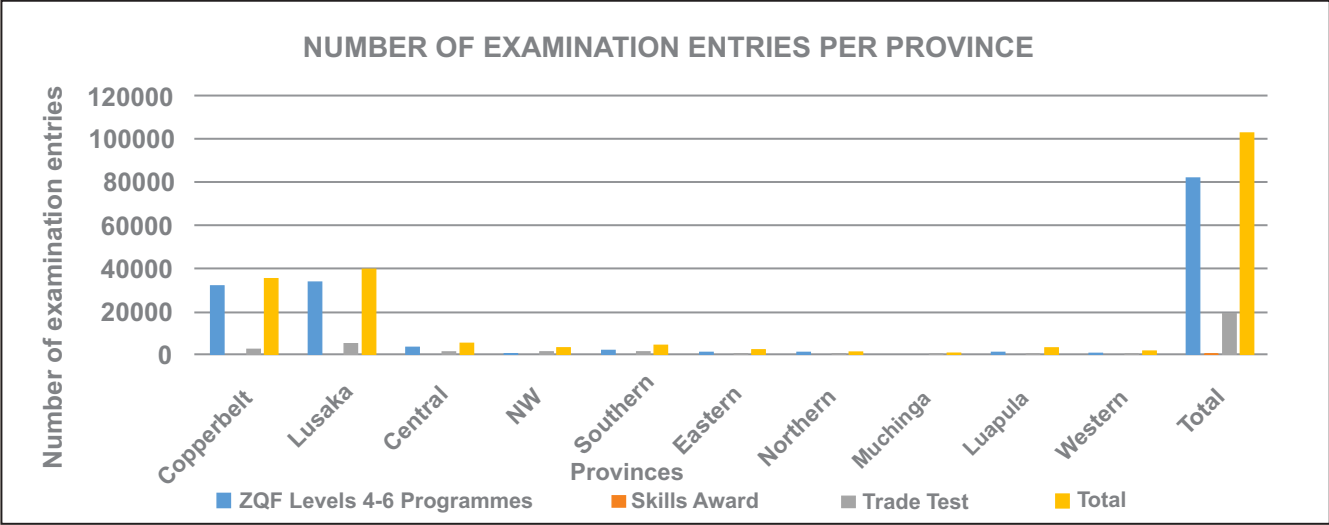


Table 2: Examination entries per province

	Copperbelt	Lusaka	Central	NW	Southern	Eastern	Northern	Muchinga	Luapula	Western	Total
ZQF Levels 4-6 Programmes	32634	34629	4019	1334	2805	1897	1767	80	1922	1211	82298
Skills Award	30	0	48	418	72	155	27	0	364	43	1157
Trade Test	3327	5687	1682	1813	2086	1174	1010	1005	1225	1170	20179
Total	35991	40316	5749	3565	4963	3226	2804	1085	3511	2424	103634

## II) CANDIDATURE

A total of 33,274 candidates sat for 2017 TEVET assessments and examinations (12,628 ZQF Levels 4-6 Programmes, 19,759 Trade Test Programmes [which includes 7,707 Secondary VET] and 887 Skills Awards). Trade Test Programmes recorded an increase in the number of candidates assessed from 11,510 in 2016 to 19,759 in 2017. Refer to Figure 3 and Table 3.

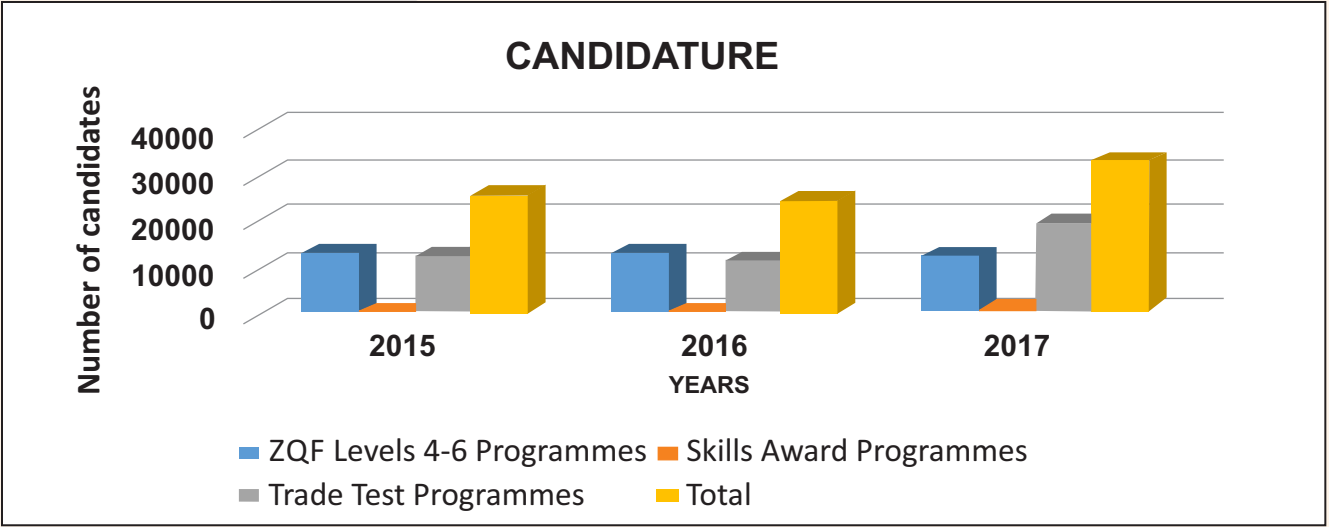


Table 3: Candidature

	2015	2016	2017
<b>ZQF Levels 4- 6 Programmes</b>	12979	13441	12,628
<b>Skills Award Programmes</b>	0	0	887
<b>Trade Test Programmes</b>	12,697	11,510	19,759
<b>Total</b>	<b>25,676</b>	<b>24,951</b>	<b>33,274</b>

**III) NUMBER OF PROGRAMMES EXAMINED**

A total of 207 courses and assessments were conducted in 2017. These were: 96 programmes at ZQF Levels 4-6, 70 Trade Test Programmes and 41 Skills Awards. Refer to Table 4.

Table 4: Number of programmes examined

	2015	2016	2017
<b>ZQF Levels 4-6 Programmes</b>	90	88	96
<b>Skills Award</b>	0	0	41
<b>Trade Test Programmes</b>	68	67	70
<b>Total</b>			

**IV) NUMBER OF SUBJECTS EXAMINED**

A total of 1,301 subjects were examined in 2017 examinations. The number of subjects examined increased from 1,215 in 2016 to 1,301 in 2017 representing a percentage growth of 7.08%. Refer to Figure 4 and Table 5.

Figure 5: Number of subjects examined

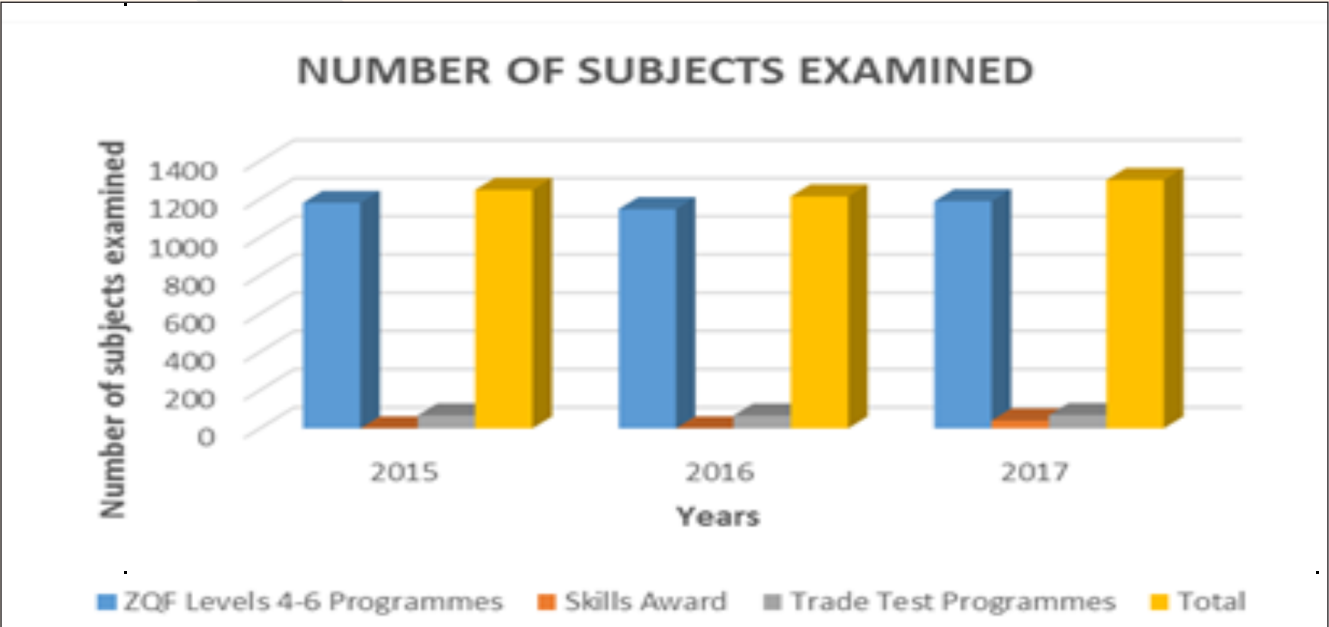


Table 5: Number of subjects examined

	2015	2016	2017
<b>ZQF Levels 4-6 Programmes</b>	1181	1148	1190
<b>Skills Award</b>	0	0	41
<b>Trade Test Programmes</b>	68	67	70
<b>Total</b>	1,249	1,215	1,301

**V) OVERALL PERFORMANCE – ZQF LEVELS 4-6 PROGRAMMES**

From a total of 12,623 candidates who registered to sit for ZQF Levels 4-6 Programmes: 8,781 males passed, 376 males failed, 3,193 females passed, 159 females failed and 114 candidates were absent. This brought the overall pass rate to 95.72%. Table 6 indicates this distribution.

Table 6: Overall Performance – Regular Programmes

Registered	Sat	Absent	Male Passed	Male Failed	Female Passed	Female Failed
12,623	12,509	114	8,781	376	3,193	159

The pass rates for males and females were 95.89% and 95.26% respectively (Refer to Figure 5 and Figure 6).

Figure 6: Male Performance - Regular Programmes

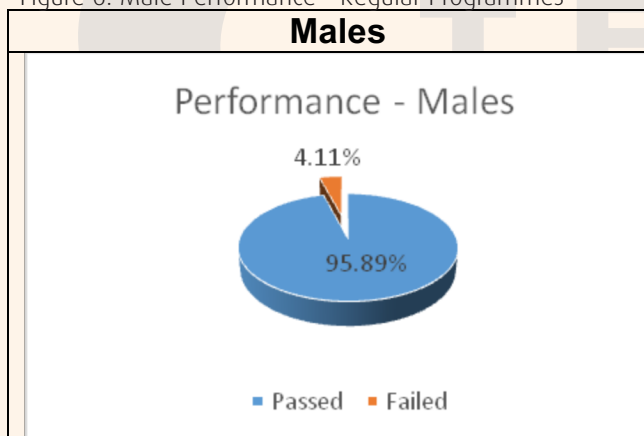
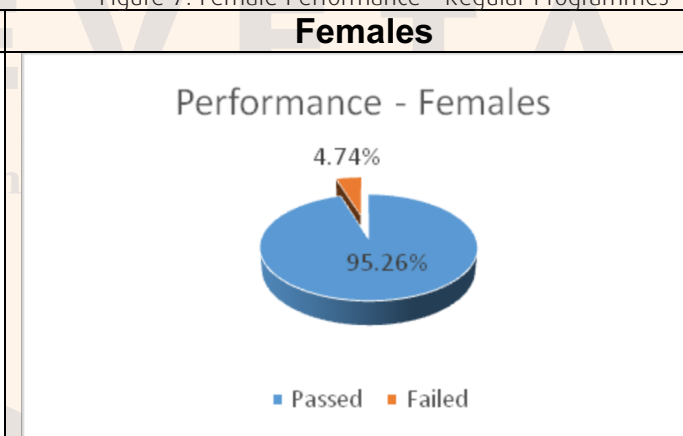


Figure 7: Female Performance - Regular Programmes

**VI) OVERALL PERFORMANCE – TRADE TEST PROGRAMMES**

From a total of 12,038 candidates who registered to sit for Trade Test programmes: 7,277 males passed, 568 males failed, 3,634 female passed, 246 females failed and 309 candidates were absent. The overall pass rate stood at 93.06%. Refer to Table 7.

Table 7: Overall Performance – Trade Test Programmes

Registered	Sat	Absent	Male Passed	Male Failed	Female Passed	Female Failed
12,038	11,725	309	7,277	568	3,634	246

The pass rates for males and females were 92.76% and 93.66% respectively. The pie charts in Figure 7 and 8 shows this breakdown:

Figure 8: Male Performance -Trade Test Programmes

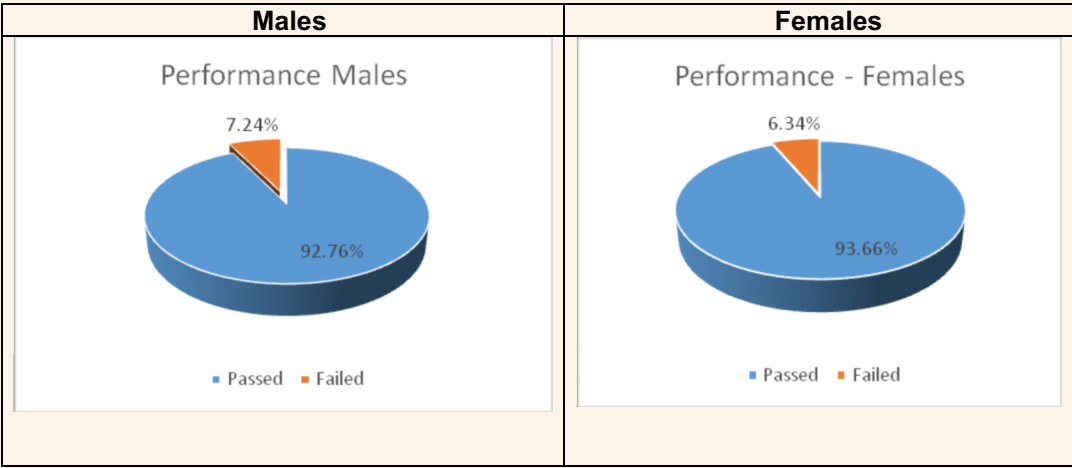
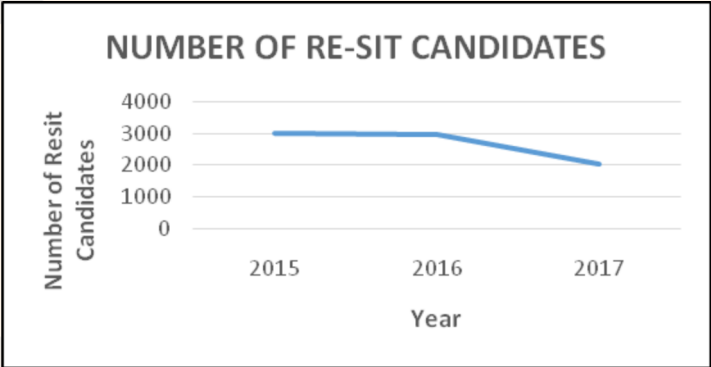


Figure 9: Female Performance -Trade Test Programmes

VII) RESIT CANDIDATES

The number of Re-sit candidates dropped from 2,969 in 2016 to 2,045 in 2017 representing a 31.12% decrease. The highest number of re-sit candidates were recorded in 2015 which was at 3,005 and lowest in 2017 which was at 2,045. Refer to Figure 9 and Table 8.

Table 8: Re-sit Candidates



VIII) RESIT SUBJECTS

The number of subjects that were re-sat dropped from 651 in 2016 to 609 in 2017 representing a 6.45% decrease. The highest number of resit subjects were recorded in 2016 which was at 651, whilst the lowest was in 2015 which was at 606. Refer to Figure 10 and Table 9.

Figure 10: Re-sit Subjects

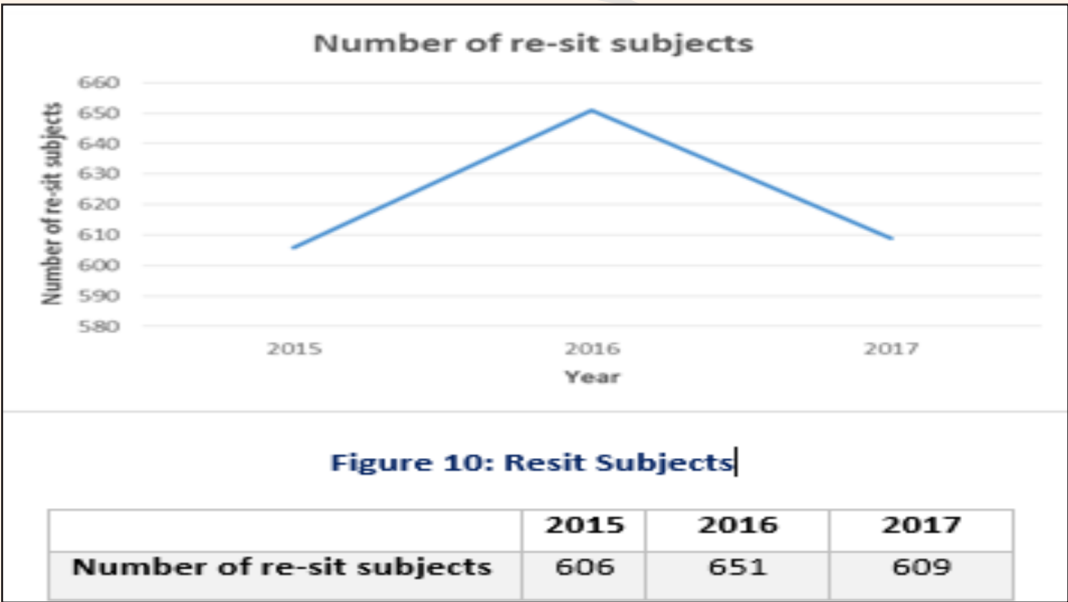


Table 9: Re-sit Subjects

	2015	2016	2017
Number of re-sit subjects	606	651	609

**IX) CANDIDATURE – Secondary School Vocational Education and Training (SSVET)**

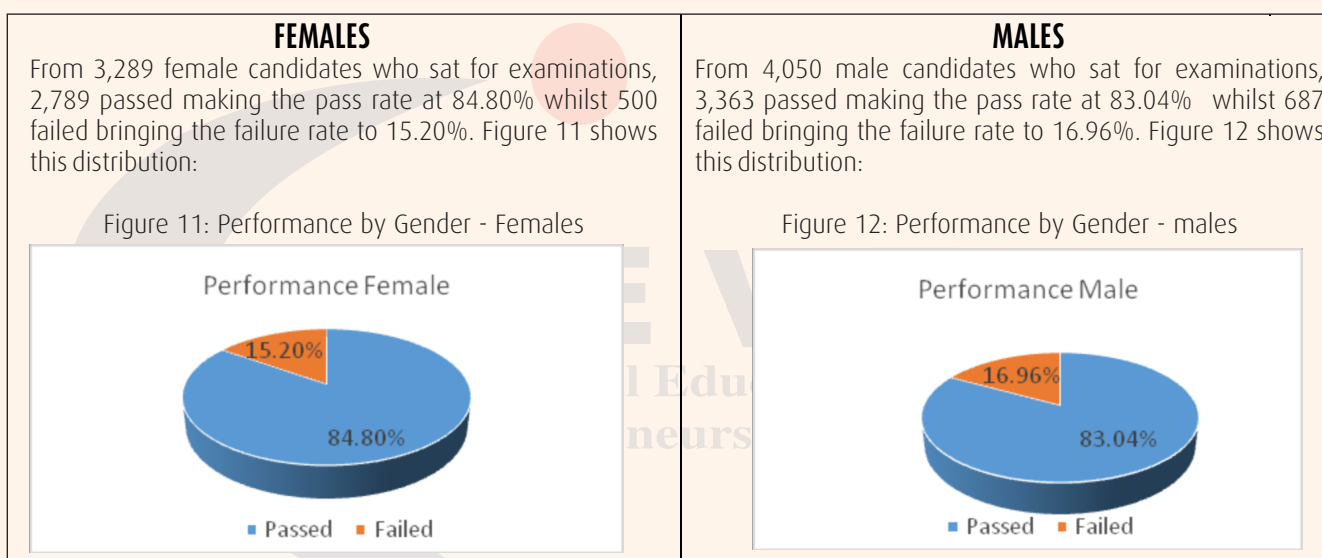
A total of 7,707 candidates registered to sit for September – October, 2017 SSVET examinations. From these, 4,050 were male whilst 3,289 females, representing, a percentage of 55.18% and 44.82% respectively (Refer to Table 10).

**Table 10: Candidature- SSVET**

Registered	Sat	Absent	Male Passed	Male Failed	Female Passed	Female Failed
7707	7339	372	3363	687	2789	500

**X) PERFORMANCE - SSVET**

From a total of 7,339 candidates who sat for examinations, 6,152 passed representing an overall pass rate of 83.83%. The performance by gender was as follows:

**XI) ENHANCEMENTS**

Learner Data Management System (LDMS) development started in the year under review, which would enable institutions and students to do online registrations and enrolments via the internet. This will result into the decentralization of management of examination and administration of Learner data.

**7.5.0 FINANCE AND ADMINISTRATION DIVISION**

The Finance and Administration Division is responsible for the overall financial management of the Authority. Under the Finance and Administration Division, there are four units namely; Technical Education, Vocational and Entrepreneurship Training (TEVET) Fund, Human Resources and Administration, Information Technology and Finance.

**I) Skills Development Fund**

The Skills Development Fund (SDF) is financed by the Skills Development Levy which was imposed by the enactment of the Skills Development Levy Act No. 46 of 2016. The Fund is managed and administered by the Ministry of Higher Education. However, the bank accounts are maintained at TEVETA. During the period under review K73,545,840 was released by the Ministry of Finance to finance skills development activities ranging from informal sector/SME support, infrastructure maintenance to capacity building in TEVET institutions. A detailed analysis of the SDF is included in the financial statements for 2017.

**II) TEVET Fund**

The Technical Education, Vocational, and Entrepreneurship Training Authority (TEVETA) was established under the Technical Education, Vocational and Entrepreneurship Training, TEVET Act No. 13 of 1998 and the TEVET Amendment Act No. 11 of 2005. Among the responsibilities of TEVETA, is the management of the Technical Education, Vocational and Entrepreneurship Training



(TEVET) Fund. The TEVET Fund is expected to play an important role in assisting the Government of the Republic of Zambia (GRZ) develop a high quality, sustainable, demand-driven, and equitable TEVET system.

During the year 2017, invitations for Bids to finance training in support of SME and Informal Sector training under Window 3 were sent to all training institutions registered by TEVETA. The training bids were financed in two (2) phases; the first one was financed by TEVET Fund while the second was financed by the Africa Development Bank (ADB) through Support to Science and Technology Project (SSTEP). The first bids were received and evaluated in January, 2017, and the second bids were received and evaluated in May 2017.

### **PERFORMANCE AND PROGRESS OF TRAINING PROGRAMMES FINANCED THROUGH THE TEVET FUND**

During the year under review, twenty six training programmes were financed as detailed below:

1. Auto Body Repair
2. Automotive Electrical
3. Automotive Mechanics
4. Beekeeping
5. Bricklaying & Plastering
6. Camp Building
7. Carpentry & Joinery
8. Design, Cutting & Tailoring
9. Diesel Mechanics - Hydraulic and Pneumatic Maintenance and Repair
10. Driving Class C1
11. Driving Wildlife Safari Guide and Transfer Guiding
12. Fish Farming
13. Food Production
14. Gas Welding
15. General Agriculture
16. Goat Production
17. Horticulture
18. Metal Fabrication & Welding
19. Pig Production
20. Plumbing & Sheet Metal
21. Poultry Production
22. Power Electrical
23. Refrigeration & Air Conditioning Installation, Repair and Maintenance
24. Walking Safari Guide and Transfer Guiding
25. Welding Technology
26. Wildlife Canoe Guiding and Transfer Guiding

**TEVETA**  
Technical Education, Vocational and  
Entrepreneurship Training Authority

A total of Forty One (41) TEVET Institutions were funded as listed below:

1. Chinsali Youth Resource Centre
2. Chipata Skills Training Centre
3. Chipata Trades Training Institute
4. Chisangwa Youth Resource Centre
5. Chiyota Youth Resource Centre
6. Chodort Skills Training Centre
7. Choma Trades Training Institute
8. Chunga Training Centre
9. Dzithandizeni Trust Trades School
10. Kalomo Youth Resource Centre
11. Kamwala Youth Skills Training Centre
12. Kaputa Skills Training Centre
13. Kasiya Business and Secretarial College
14. King George VI Youth College
15. Kitwe Trades School
16. Kitwe Vocational Training Centre
17. Kwilimuna Youth Resource Centre
18. Livingstone Institute of Business and Engineering Studies
19. Livingstone Skills Training Centre
20. Lukashya Trades Training Centre
21. Lusaka Vocational Training Centre
22. Lusaka Youth Resource Centre
23. Luwingu Youth Resource Centre

24. Mandevu Youth Project
25. Mansa Trades Training Institute
26. Mansa Skills Training Centre
27. Manyinga Youth Resource Centre
28. Mpika Youth Resource Centre
29. Mufumbwe Youth Resource Centre
30. Mumbwa Youth Resource Centre
31. Mwinilunga Trades Training Institute
32. Ngungu Youth Resource Centre
33. Northern Technical College
34. Nyamaluma Training Centre
35. Samfya Youth Resource Centre
36. Solwezi Skills Training Institute
37. St. Paul's Skills Training Centre
38. Thornpark Construction Training Centre
39. Ukwimi Trades Training Institute
40. Zambia Institute of Business Studies and Industrial Practice
41. Zgangani Kachinga Youth Resource Centre

### TRAINING OUTCOMES AND IMPLICATIONS ON THE PRIORITY SECTORS IN RELATION TO THE SEVENTH NATIONAL DEVELOPMENT PLAN (7NDP)

The broad goals of the TEVET Sector according to the 7NDP are to increase equitable access to quality education and skills training to enhance human capacity for sustainable national development.

It is in response to this goal that the TEVET Fund provided resources to encourage institutions to adequately offer the skills demanded by the labour market in both the formal and informal sector.

### PROGRAMMES, OBJECTIVES AND STRATEGIES

Below is a matrix of the programmes, objectives and strategies as they appear in Seventh National Development Plan. The TEVET Fund intervention column is added to state the corresponding output to address the issues raised in the 7NDP.

No.	Programmes	Objectives	Strategies	TEVET Fund Intervention
1	<b>Curriculum Development</b>	To review the curriculum at all levels to make it relevant and responsive to national aspirations and education needs.	Review Curriculum, teaching and learning materials in formal and informal curricula.	Funds were made available for review of TEVET national curriculum, teaching and learning materials was funded under the Skills Development Fund to undertake the activity.
2	<b>Teacher Education</b>	To increase the number of qualified and competent teachers in schools/ TEVET institutions.	Expand alternative modes of teacher education. Increase training opportunities for teachers at all levels and more especially in various subjects especially mathematics, science and technology.	No Lecturers, Instructors and institutional managers were sponsored for further training under TEVET Fund due to non-availability of funds for the activity.
3	<b>Infrastructure Development</b>	To expand and improve infrastructure.	Establish and rehabilitate infrastructure in educational institutions.  Provide school furniture and equipment.  Improve facilities for learners with special education needs.	No infrastructure was rehabilitated under the TEVET Fund due to non-availability of funds for the activity.  No Training equipment was purchased for the training institutions under the TEVET Fund due to non-availability of funds for the activity.

No.	Programmes	Objectives	Strategies	TEVET Fund Intervention
5	<b>Adult Literacy</b>	To increase Adult literacy levels.	Link adult literacy programmes to higher education and skills development programmes.	The TEVET Fund is not facilitating for the linkage of adult literacy to skills development centres due to non-availability of funds for the activity.
6	<b>Basic Skills Education and TEVET</b>	To increase efficiency and equitable access to quality basic skills and TEVET.	<p>Provide alternative modes of basic skills and TEVET delivery including ICT.</p> <p>Promote the participation of non - public training providers in the delivery of TEVET.</p> <p>Promote participation of women especially in technical programmes.</p> <p>Promote participation of Learners with special education needs in vocational skills training.</p> <p>Integrate entrepreneurship and medium and small enterprise development (MSME) into basic skills and TEVET.</p> <p>Promote collaboration with private sector as a way of improving link between training and labour market requirements.</p>	<p>Skills Development Fund (SDF) provided financing for training of Youth SMEs and those out of school in Basic Skills.</p> <p>TEVET Fund is accessed by all registered TEVET Training Providers.</p> <p>There is participation of women in the programs supported.</p> <p>There was participation of Learners with special needs in vocational skills training.</p> <p>Entrepreneurship training and medium and small enterprise development (MSME) was integrated into the curriculum for all programmes, the targeted beneficiaries were SMEs.</p> <p>There is evidence of collaboration with private (Informal) sector as a way of improving links between training and labour market skills requirements, in the training needs analysis conducted by the training Providers.</p>

## HIGHLIGHTS OF THE ACHIEVEMENTS

### A) Section B – Financial Report

The following is a summary of the disbursements made by the TEVET Fund for the period from 1st January 2017 to 31st December, 2017.

Description of Window	Area of Intervention	Training Program	Target Enrolment 2017	Actual Enrolment 2017
Window 3: Training for the Micro and Small Enterprises and the Informal Sector	Skills Training	Auto Body Repair	45	48
		Automotive Electrical	45	27
		Automotive Mechanics	20	20
		Beekeeping	45	48
		Bricklaying & Plastering	360	416
		Camp Building	50	50
		Carpentry & Joinery	435	410
		Design, Cutting & Tailoring	385	365
		Diesel Mechanics -Hydraulic and Pneumatic Maintenance and Repair	45	42
		Driving Class C 1	20	20
		Driving Wildlife Safari Guide and Transfer Guiding	50	50
		Fish Farming	90	66
		Food Production	235	190
		Gas Welding	20	22
		General Agriculture	115	145
		Goat Production	100	110
		Horticulture	45	44
		Metal Fabrication & Welding	290	255
		Pig Production	65	64
		Plumbing & Sheet Metal	140	152
		Poultry Production	250	320
		Power Electrical	260	290
		Refrigeration & Air Conditioning Installation, Repair and Maintenance	45	46
		Walking Safari Guide and Transfer Guiding	50	45
		Welding Technology	50	46
		Wildlife Canoe Guiding and Transfer Guiding	25	25
		<b>Total</b>	<b>3, 280</b>	<b>3, 316</b>

### B. Summary of Disbursements for Window 3

S/n	Funding Window	Source of Funding	Disbursements per Service Level Agreement	Actual Disbursements	Variance	Reasons for Variances
1	SME/Informal Sector training Window 3	Tevet Fund	2,468,000.00	1,851, 000.00	617,000.00	Contractual obligations withheld to be paid on successful completion of training.
2	SME/Informal Sector training Window 3	SSTEP	5,195,500.00	3,896,625.00	1,298,875.00	Contractual obligations withheld to be paid on successful completion of training.
<b>TOTAL</b>			<b>7,663,500.00</b>	<b>5,747,625.00</b>	<b>1,915,875.00</b>	

### C. Summary of Disbursements per Institution for Window 3 - January 2017

No.	Name of Institution	Name of Proposed Training Program	Target Group	Number of Trainees	Duration	Proposed Budget
1	Lusaka Vocational Training Centre	Automotive Electrical	Out of school and Unemployed youths	20	12 weeks	50 000
2	Lusaka Vocational Training Centre	Carpentry and Joinery	Out of school and Unemployed youths	20	12 weeks	46 000
3	Lusaka Vocational Training Centre	Plumbing and Sheet Metal	Out of school and Unemployed youths	20	12 weeks	50 000
4	Lusaka Vocational Training Centre	Welding and metal fabrication	Out of school and Unemployed youths	20	12 weeks	50 000
5	Mansa Trades Training Institute	Poultry Farming	Out of school, Unemployed and youths Entrepreneurs needing re-skilling	20	12 weeks	46 000
6	Chipata Trades Training Institute	Layers + Broilers - Poultry farming	Out of school and Unemployed youths	20	12 weeks	46 000
7	Chipata Trades Training Institute	Bricklaying and Plastering	Out of school and Unemployed youths	20	12 weeks	40 000
8	Chipata Trades Training Institute	General Agriculture at trade test level 3	Out of school and Un employed youths	20	12 weeks	46 000

No.	Name of Institution	Name of Proposed Training Program	Target Group	Number of Trainees	Duration	Proposed Budget
9	Mansa Trades Training Institute	Horticulture and Vegetable production	Out of school and Unemployed youths	20	12 weeks	46 000
10	Lukashya Trades Training Institute	Fish Farming	Out of school, Unemployed and youths Entrepreneurs	20	12 weeks	46 000
11	Mansa Trades Training Institute	Piggery production	Out of school and Unemployed youths	20	12 weeks	46 000
12	Lukashya Trades Training Institute	Poultry Farming	Out of school and Unemployed youths	20	12 weeks	46 000
13	Northern Technical College	Diesel Mechanics + Financial Management skills	Out of school and Unemployed youths	20	12 weeks	50 000
14	Choma Trades Training Institute	Bee Keeping	Out of school and Unemployed youths	20	12 weeks	50 000
15	Zambia Institute of Business and Industrial Practice	Food Production	Out of school and Unemployed youths	20	12 weeks	46 000
16	Lukashya Trades Training Institute	Vehicle Body maintenance and refinishing	Entrepreneurs, Out of school and Unemployed youths	20	12 weeks	50 000
17	Kasiya College	Goat Farming	Entrepreneurs needing up or re-skilling	20	12 weeks	46 000
18	King George National College	Piggery production	Entrepreneurs needing up or re-skilling	20	12 weeks	46 000
19	Mumbwa Youth Resource Centre	Carpentry and Joinery	Out of school and Unemployed youths	20	2 weeks	46 000
20	Lukashya Trades Training Institute	Driving	Out of school and Unemployed youths	20	12 weeks	46 000
21	Choma Trades Training Institute	Design Cutting and Tailoring	Out of school and Unemployed youths	20	12 weeks	46 000
22	Choma Trades Training Institute	Bricklaying and Plastering	Out of school and Unemployed youths in Mansa	20	12 weeks	40 000
23	Mansa Trades Training Institute	Carpentry and Joinery	Out of school and Unemployed youths	20	2 weeks	46 000
24	Choma Trades Training Institute	Carpentry and Joinery	Youths Entrepreneurs needing up or re-skilling	20	12 weeks	46 000
25	Solwezi Skills Training Centre	Metal Fabrication	Youths Entrepreneurs needing up or re-skilling	20	12 weeks	50 000
26	Mumbwa Youth Resource Centre	Bricklaying and Plastering	Out of school and Unemployed youths in Mansa	20	12 weeks	40 000
27	Kansenshi Skills Training Centre	Metal Fabrication	Skilling of inmates	50	12 weeks	100 000
28	Solwezi Skills Training Centre	Electrical at Trade test level 3	Out of school and Unemployed youths	20	3 weeks	50 000
29	Solwezi Skills Training Centre	Bricklaying and Plastering	Out of school and Unemployed youths	20	3 weeks	40 000
30	King George National College	Fish Farming	Youths Entrepreneurs needing up or re-skilling	20	4 weeks	46 000



No.	Name of Institution	Name of Proposed Training Program	Target Group	Number of Trainees	Duration	Proposed Budget
31	King George National College	Gardening and Crop production	Youths Entrepreneurs needing up or re-skilling	20	12 weeks	46 000
32	King George National College	Integrated Poultry Farming	Youths Entrepreneurs needing up or re-skilling	20	12 weeks	46 000
33	St Pauls Skills Training Centre	Metal Fabrication	Out of school and Unemployed youths	20	12 weeks	50 000
34	Mwinilunga Trades Training Institute	Bricklaying and Plastering	Out of school and Unemployed youths	20	12 weeks	40 000
35	Ukwimi Trades Training Institute	Piggery production	Youths Entrepreneurs needing up or re-skilling	20	12 weeks	46 000
36	Northern Technical College	Domestic Refrigeration	Out of school and Unemployed youths	20	12 weeks	50 000
37	Northern Technical College	Welding and Metal Fabrication	Out of school and Unemployed youths	20	12 weeks	50 000
38	Kitwe Vocational Training Centre	Metal Fabrication	Out of school and Unemployed youths	20	12 weeks	50 000
39	Ukwimi Trades Training Institute	Plumbing and Sheet Metal	Out of school and Unemployed youths	20	12 weeks	50 000
40	Kasiya College	Poultry Farming	Youths Entrepreneurs needing up or re-skilling	20	12 weeks	46 000
41	Ukwimi Trades Training Institute	House Wiring	Out of school and Unemployed youths	20	12 weeks	50 000
42	Dzithandizeni Trades School	Food Production	Out of school and Unemployed youths	20	12 weeks	46 000
43	St Pauls Skills Training Centre	Electrical at Trade test level 3	Out of school and Unemployed youths	20	12 weeks	50 000
44	Dzithandizeni Trades School	Carpentry and Joinery	Out of school and Unemployed youths	20	12 weeks	46 000
45	Kitwe Vocational Training Centre	Oxy-acetylene gas Welding	Out of school and Unemployed youths	20	12 weeks	50 000
46	ZganganiKachinga Youth Resource Centre	Design Cutting and Tailoring	Out of school and Unemployed youths	20	12 weeks	46 000
47	Chipata Skills Training Centre	Carpentry and Joinery	Out of school and Unemployed youths	20	12 weeks	46 000
48	Ukwimi Trades Training Institute	Feed Formulation and Poultry Farming	Out of school and Unemployed youths	20	12 weeks	46 000
49	Mufumbwe Youth Resource Centre	General Agriculture	Out of school and Unemployed youths	20	12 weeks	46 000
50	Mufumbwe Youth Resource Centre	Bricklaying and Plastering	Out of school and Unemployed youths	20	12 weeks	40 000
51	Chipata Skills Training Centre	Automotive Mechanics	Out of school and Unemployed youths	20	12 weeks	46 000
52	Chiyota Youth Resource Centre	Bricklaying and Plastering	Out of school and Unemployed youths	20	12 weeks	40 000
<b>GRAND TOTAL</b>				1 070		2 468 000

## D. Summary of Disbursements per Institution for Window 3- June 2017

No.	Name of Institution	Name of Proposed Training Program	Target Group	Number of Trainees	Duration	Contract Amount ZMW	75% Down Payment ZMW	25% Retention Fee ZMW
1	Chipata Skills Training Centre	Carpentry and Joinery	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
2	Chinsali Youth Resource Centre	Bricklaying and Plastering	Out of school and Unemployed youths	25	12 weeks	50 000	37 500.00	12 500.00
3	Chisangwa Youth Resource Centre	General Agriculture	Out of school and Unemployed youths	50	12 weeks	115 000	86 250.00	28 750.00
4	Chiyota Youth Resource Centre	Design, Cutting & Tailoring	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
5	Chiyota Youth Resource Centre	Bricklaying and Plastering	Out of school and Unemployed youths	25	12 weeks	50 000	37 500.00	12 500.00
6	Chiyota Youth Resource Centre	Carpentry and Joinery	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
7	Chodort Training Centre	Food Production	Out of school and Unemployed youths	20	12 weeks	46 000	34 500.00	11 500.00
8	Chodort Training Centre	Design, Cutting and Tailoring	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
9	Chodort Training Centre	Carpentry and Joinery	Entrepreneurs needing up or re-skilling	15	12 weeks	34 500	25 875.00	8 625.00
10	Chunga Training School	Camp Building	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	57 500	43 125.00	14 375.00
11	Chunga Training School	Wildlife Canoe Guiding + Transfer Guiding	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	57 500	43 125.00	14 375.00

No.	Name of Institution	Name of Proposed Training Program	Target Group	Number of Trainees	Duration	Contract Amount ZMW	75% Down Payment ZMW	25% Retention Fee ZMW
12	Chunga Training School	Walking Safari Guide + Transfer Guiding	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	62 500	46 875.00	15 625.00
13	Chunga Training School	Driving Wildlife Safari Guide + Transfer Guiding	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	57 500	43 125.00	14 375.00
14	Dzithandizeni Trades School	Design, Cutting & Tailoring	Youths Entrepreneurs needing up or re-skilling	25	4 weeks	57 500	43 125.00	14 375.00
15	Kalomo Youth Resource Centre	Poultry Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
16	Kamwala Skills Training Centre	Design, Cutting & Tailoring	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
17	Kamwala Skills Training Centre	Food Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
18	Kaputa Skills Training Centre	Bricklaying and Plastering	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	50 000	37 500.00	12 500.00
19	Kaputa Skills Training Centre	Design, Cutting & Tailoring	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	57 500	43 125.00	14 375.00
20	Kaputa Skills Training Centre	Food Production	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	57 500	43 125.00	14 375.00
21	Kaputa Skills Training Centre	Metal Fabrication	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
22	Kaputa Skills Training Centre	Carpentry and Joinery	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
23	Kasiya College	Goat Production	Out of school and Unemployed youths	50	12 weeks	115 000	86 250.00	28 750.00
24	Kasiya College	Poultry Production	Out of school and Unemployed youths	50	12 weeks	115 000	86 250.00	28 750.00

No.	Name of Institution	Name of Proposed Training Program	Target Group	Number of Trainees	Duration	Contract Amount ZMW	75% Down Payment ZMW	25% Retention Fee ZMW
25	Kitwe Trades School	Power Electrical	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
26	Kitwe Trades School	Auto Electrical	Youths Entrepreneurs needing up or re-skilling	25	2 weeks	57 500	43 125.00	14 375.00
27	Kitwe Trades School	Welding Technology	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	57 500	43 125.00	14 375.00
28	Kwilimuna Youth Resource Centre	Poultry Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
29	LIBES	Power Electrical	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
30	LIBES	Carpentry and Joinery	Out of school and Unemployed youths	50	12 weeks	115 000	86 250.00	28 750.00
31	LIBES	Plumbing and Sheet Metal	Youths Entrepreneurs needing up or re-skilling	50	12 weeks	115 000	86 250.00	28 750.00
32	LIBES	Food Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
33	LIBES	Design, Cutting & Tailoring + Tire and Dye	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
34	Livingstone Skills Training Centre	Carpentry and Joinery	Out of school and Unemployed youths	40	12 weeks	80 000	60 000.00	20 000.00
35	Livingstone Skills Training Centre	Metal Fabrication	Out of school and Unemployed youths	40	12 weeks	80 000	60 000.00	20 000.00
36	Lusaka Youth Resource Centre	Food Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
37	Lusaka Youth Resource Centre	Design, Cutting & Tailoring	Entrepreneurs needing up or re-skilling	25	12 weeks	57 500	43 125.00	14 375.00
38	Lusaka Youth Resource Centre	Metal Fabrication	Out of school and	25	12 weeks	57 500	43 125.00	14 375.00

No.	Name of Institution	Name of Proposed Training Program	Target Group	Number of Trainees	Duration	Contract Amount ZMW	75% Down Payment ZMW	25% Retention Fee ZMW
			Unemployed youths					
39	Lusaka Youth Resource Centre	Power Electrical	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
40	Luwingu Youth Resource Centre	Bricklaying	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	50 000	37 500.00	12 500.00
41	Luwingu Youth Resource Centre	Carpentry and Joinery	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
42	Project	Carpentry and Joinery	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
43	Mansa Skills Training Centre	Bricklaying and Plastering	Out of school and Unemployed youths	25	12 weeks	50 000	37 500.00	12 500.00
44	Mansa Skills Training Centre	Design, Cutting & Tailoring	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
45	Mansa Skills Training Centre	Food Production	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	57 500	43 125.00	14 375.00
46	Mansa Skills Training Centre	Carpentry and Joinery	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
47	Mansa Skills Training Centre	Auto Body	Out of school and Unemployed youths	25	2 weeks	57 500	43 125.00	14 375.00
48	Mansa Trades Training Institute	Poultry Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
49	Mansa Trades Training Institute	Horticulture	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
50	Mansa Trades Training Institute	Pig Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
51	Mansa Trades Training Institute	Goat Production	Out of school and Unemployed	25	12 weeks	57 500	43 125.00	14 375.00

No.	Name of Institution	Name of Proposed Training Program	Target Group	Number of Trainees	Duration	Contract Amount ZMW	75% Down Payment ZMW	25% Retention Fee ZMW
			youths					
52	Mansa Trades Training Institute	Fish Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
53	Mansa Trades Training Institute	Plumbing and Sheet Metal	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	57 500	43 125.00	14 375.00
54	Manyinga Youth Resource Centre	Metal Fabrication	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
55	Manyinga Youth Resource Centre	Carpentry and Joinery	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
56	Mbabala Youth Resource Centre	Metal Fabrication	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
57	Mpika Youth Resource Centre	Design, Cutting & Tailoring	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
58	Mpika Youth Resource Centre	Carpentry and Joinery	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
59	Mpika Youth Resource Centre	Bricklaying and Plastering	Out of school and Unemployed youths	25	12 weeks	50 000	37 500.00	12 500.00
60	Mufumbwe Youth Resource Centre	Bee Keeping	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
61	Mufumbwe Youth Resource Centre	Power Electrical	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
62	Mufumbwe Youth Resource Centre	Fish Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
63	Mumbwa Youth Resource Centre	General Agriculture	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
64	Mumbwa Youth Resource Centre	Design, Cutting & Tailoring	Out of school and Unemployed	25	12 weeks	57 500	43 125.00	14 375.00

No.	Name of Institution	Name of Proposed Training Program	Target Group	Number of Trainees	Duration	Contract Amount ZMW	75% Down Payment ZMW	25% Retention Fee ZMW
			youths					
65	Mwinilunga Trades Training Institute	Power Electrical	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
66	Ngungu Youth Resource Centre	Design, Cutting & Tailoring	Out of school, Unemployed and youths Entrepreneurs needing re skilling	25	12 weeks	57 500	43 125.00	14 375.00
67	Ngungu Youth Resource Centre	Power Electrical	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
68	Ngungu Youth Resource Centre	Food Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
69	Northern Technical College	Diesel Mechanics	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
70	Northern Technical College	WeldingTechnology	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
71	Northern Technical College	Refrigeration	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
72	Nyamaluma Training School	Camp Building + Transfer Guiding	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
73	Nyamaluma Training School	Wildlife Safari Guide Driving + Transfer Guiding	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
74	Nyamaluma Training School	Wildlife Safari Guide Walking + Transfer Guiding	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
75	Samfya Youth Resource Centre	Bricklaying and Plastering	Out of school and Unemployed youths	25	12 weeks	50 000	37 500.00	12 500.00
76	Samfya Youth Resource Centre	Food Production	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00

No.	Name of Institution	Name of Proposed Training Program	Target Group	Number of Trainees	Duration	Contract Amount ZMW	75% Down Payment ZMW	25% Retention Fee ZMW
77	Samfya Youth Resource Centre	Design, Cutting & Tailoring	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
78	St Paul's Training Centre	Metal Fabrication	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
79	St Paul's Training Centre	Power Electrical	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
80	Thornpark Training School	Power Electrical	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
81	Thornpark Training School	Bricklaying and Plastering	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
82	Thornpark Training School	Plumbing and Sheet Metal	Out of school, Unemployed and youths Entrepreneurs needing re skilling	25	12 weeks	57 500	43 125.00	14 375.00
83	Thornpark Training School	Carpentry and Joinery	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
84	Zgangani Kachinga Youth Resource	Design, Cutting & Tailoring	Youths Entrepreneurs needing up or re-skilling	25	12 weeks	57 500	43 125.00	14 375.00
85	Zgangani Kachinga Youth Resource	Carpentry and Joinery	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
86	Zgangani Kachinga Youth Resource	Metal Fabrication	Out of school and Unemployed youths	25	12 weeks	57 500	43 125.00	14 375.00
	<b>GRAND TOTAL</b>			2 290		5 195 500	3 896 625	1 298 875

## I) HUMAN RESOURCES AND ADMINISTRATION ANNUAL REPORT SUMMARY

### Staffing Position

The total actual staff strength as at the end of year stood at 63 out of an authorised staff strength of 85. There were 18 staff recruited (3 on five year contracts and 15 on short-term contracts) during the period. Four (4) staff separated with TEVETA during the period under review.

The industrial relations climate was generally good. Staff welfare programmes were carried out satisfactorily. Staff received performance related awards during the period.



Twenty (20) staff were sponsored to attend various capacity building training programmes locally and abroad.

## **II) INFORMATION TECHNOLOGY**

The Information Technology Unit developed the Learner Data Management System (LDMS) to bring efficiency and effectiveness in management and administration of learner data. The LDMS enables TEVETA to decentralise the management and administration of Learner data to training institutions, students and key stakeholders. Student enrolments, examination registration, and processing of Continuous Assessments (CA) can be done by institutions. This reduces errors in capturing of data, reduces cost of doing business and most importantly institutions or students can rectify them without TEVETA's involvement. The LDMS further provides for the downloading of examination results, slips and examination registers than institutions couriering them to TEVETA as it was done before.

The Information Technology Unit further developed an online system for Accreditation of Assessors, Examiners and Trainers. Assessors, Trainers and Examiners can be accredited by TEVETA via the internet by applying using the Online Accreditation System (OAS).

In order to reach out to the public and respond to queries on time, the Information Technology Unit has developed an online Helpdesk System, which enables the public to interact and push in queries and requests to TEVETA via the internet.

## **FUTURE PLANS**

- a. Development of the Question Bank System for storage of examination questions and automatic setting of examination papers and assessments tool kits.
- b. Establishment of Online Examinations and Assessments – to enable students sit for examinations and be assessed via the internet.
- c. Establishment of the online payment system.

## **8.0 Outlook for 2018**

Zambia's agenda 2030 include improving per capital income, reducing poverty and inequalities, value addition to raw materials and promoting self-employment through entrepreneurial undertakings. The achievement of these goals requires skilled human capital to drive them. Technical Education, Vocational and Entrepreneurship Training (TEVET) is a strategic sector in skills development to ensure the country's human capital possesses industry-responsive skillsets.

TEVET relates to inclusivity by providing spaces for those who exit the school system at different levels to acquire skills. The investment of the Skills Development Levy towards curriculum enhancement, modernising workshops and equipment, improving training, assessment and learner data management systems augment quality TEVET provision.

The Learner Data Management System (LDMS) will be enhanced in 2018 to introduce a conducive and well-structured information exchange environment amongst stakeholders in the sector. The LDMS further provides several capabilities for learner-related operations including online enrolment of learners in the various courses; registration of learners for examinations; and handling records of examinations, assessments, marks, grades and academic progression. It also provides examination transcripts and statistical reports. Priority areas of the LDMS will be capturing learner enrollments, learner demographics, learner progression rate, and learner graduation quantities and failure rates in the TEVET system.

It will also focus on tracer studies/learner employability analysis, assess relevance of the training, and staff demographics, ratio [in relation to learners], and shortfalls. Such insightful data is valuable in improving quality of TEVET, decision and policy making and sector financing to narrow skills gaps and mismatches. The LDMS is a robust information system that provides necessary information and feedback from stakeholders to ensure relevance of curriculum, proactive training systems development and industry responsive training.

# 9 Financial Statements

Financial Statements  
For the year ended 31<sup>st</sup> December 2017

TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING  
AUTHORITY (TEVETA)

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## TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

### MANAGEMENT AND CORPORATE DATA

#### Board of Directors

Name	Position	Institution	
Dr Francis M. Ndilila	Chairperson	ZACCI	Retired 7 <sup>th</sup> May 2017
Dr Henry M. Mwenda	Vice Chairperson	UNZA	Retired 7 <sup>th</sup> May 2017
Mr Harrington Chibanda	Member	ZFE	Retired 7 <sup>th</sup> May 2017
Dr Liane M.Imakando	Member	Other	Retired 7 <sup>th</sup> May 2017
Br Dr Charles S.Kabeta	Member	Catholic Secretariat	Retired 7 <sup>th</sup> May 2017
Mr Elaston Njovu	Member	ZCTU	Retired 7 <sup>th</sup> May 2017
Ms Patience Sakuringwa	Member	ZACSMBA	Retired 28 <sup>th</sup> Mar 2017
Mr Moto Ngambi	Member	ZACSMBA	Retired 7 <sup>th</sup> May 2017
Mrs Peggy Mlewa	Member	MoLSS	Retired 7 <sup>th</sup> May 2017
Dr Alfred Sumani	Member	NSTC	Retired 7 <sup>th</sup> May 2017
Permanent Secretary	Member	MoHE	Retired 7 <sup>th</sup> May 2017
Permanent Secretary	Member	MoGE	Retired 7 <sup>th</sup> May 2017
Mr David C Chakonta	Board Secretary	TEVETA	Separated 20 <sup>th</sup> Sept 2017

#### Senior Management

Mr Cleophas Takaiza	Acting Director General
Mr Phillip Mubanga	Director Finance and Administration
Mr OrphanHachinene	Director Development
Mrs Rudo M Banda	Acting Director Training Standards
Mrs Catherine MKanyenshya	Director Assessments and Qualifications

#### Bankers

Citi Bank Zambia Limited  
 StanbicBank Zambia Limited  
 Zambia National Commercial Bank Plc  
 Banc ABC Zambia Limited

#### Auditors

Newton Lungu and Associates, Chartered Accountants

#### Registered Office

Plot 4751, Birdcage Walk Longacres Private Bag RW 16X,LUSAKA

## TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

### STATEMENT OF RESPONSIBILITIES OF THE DIRECTORS


The Technical Education, Vocational and Entrepreneurship Training Act No. 13 of 1998 requires the directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Authority and of the surplus or deficit for the year.

In the opinion of the directors:-

- (a) The Statement of Comprehensive Income is drawn up so as to give a true and fair view of the surplus for the year ended 31<sup>st</sup> December 2017;
- (b) The Statement of Financial Position is drawn up so as to give a true and fair view of the state of affairs of the Authority as at 31<sup>st</sup> December 2017;
- (c) At the date of these statements, there were reasonable grounds to believe that the Authority will be able to pay its debts as and when they fall due; and
- (d) The financial statements have been prepared in accordance with the International Financial Reporting Standards and are in compliance with the Technical Education, Vocational and Entrepreneurship Training Act No. 13 of 1998, the TEVET (Amendment) Act No. 11 of 2005 and Public Finance Act of 2004.

The financial statements on pages 6 to 21 were approved by the Board at the meeting held on.....26<sup>th</sup> June, 2018.....and signed on its behalf by:

Signature:   
**Board Chairperson**

Signature:   
**Board Secretary**

## **INDEPENDENT AUDITORS' REPORT TO THE DIRECTORS OF THE TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)**

### **OPINION**

We have audited the financial statements of the Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) for the year ended 31<sup>st</sup> December 2017 set out on page 6 to 21. These financial statements comprise the statement of financial position as at 31<sup>st</sup> December 2017, statement of comprehensive income, statement of changes in equity and statement of cash flows for the year ended and a summary of significant accounting policies and other explanatory notes to the financial statements.

In our opinion, the financial statements give a true and fair view of the financial position of the Authority as at 31<sup>st</sup> December 2017 and of its financial performance and its cash flows for the year then ended, in accordance with International Financial Reporting Standards and are in compliance with the Technical Education, Vocational and Entrepreneurship Act No.13 of 1998 and TEVET (Amendment) Act No.11 of 2005 and the Public Finance Act of 2004

### **BASIS FOR OPINION**

We conducted our audit in accordance with the International Standards on Auditing. Our responsibilities under those standards are further described in the Auditors' responsibilities. We are independent of the Authority in accordance with the requirements of the Technical Education, Vocational and Entrepreneurship Act 1997 and Public Finance Act, and we have fulfilled our ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **RESPONSIBILITIES OF THE DIRECTORS**

The directors are responsible for the preparation and fair presentation of financial statements in accordance with the International Financial Reporting Standards and are in compliance with the Technical Education, Vocational and Entrepreneurship Training Act No.13 of 1998. This responsibility includes: designing, implementing and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatements, whether due to fraud or error; selecting and applying appropriate accounting policies; and making accounting estimates that are reasonable in the circumstances.

## AUDITORS' RESPONSIBILITY

Our responsibility is to express an opinion on the financial statements based on our audit. We conducted our audit in accordance with the International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatements.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedure selected depends on the auditors' judgement, including the assessment of risk of material misstatements whether due to fraud or error. In making those risk assessments, the auditors consider internal controls relevant to the Authority's preparation and fair presentation of financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal controls. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of financial statements.

*Newton Lungu & Associates*

**NEWTON LUNGU AND ASSOCIATES**  
**CHARTERED ACCOUNTANTS**

.....  
**Newton A Lungu (AUD/F000031)**  
**Managing Partner**

27<sup>th</sup> June, 2018  
.....

**Date**

**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING  
AUTHORITY (TEVETA)**

**STATEMENT OF COMPREHENSIVE INCOME**

For the year ended 31<sup>st</sup> December, 2017

	Notes	2017 ZMW	2016 ZMW
<b>INCOME</b>	2.3	<u>102,262,342</u>	<u>27,028,060</u>
<b>EXPENDITURE</b>			
Direct Expenses	Appendix I	47,860,663	8,429,392
Administration Expenses	Appendix II	<u>19,032,587</u>	<u>16,020,871</u>
<b>TOTAL Expenditure</b>		<u>66,893,250</u>	<u>24,450,262</u>
<b>Surplus of Income over Expenditure</b>	2.3	<u><u>35,369,093</u></u>	<u><u>2,577,798</u></u>

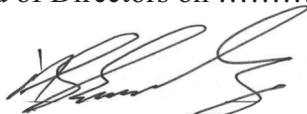
**TEVETA**  
Technical Education, Vocational and  
Entrepreneurship Training Authority




**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING  
AUTHORITY (TEVETA)  
STATEMENT OF FINANCIAL POSITION**  
As at 31<sup>st</sup> December, 2017

		<b>2017</b>	<b>2016</b>
<b>ASSETS</b>	<b>Notes</b>	<b>ZMW</b>	<b>ZMW</b>
<b>Non Current Assets</b>			
Property, Plant and Equipment	5	<u>40,037,698</u>	<u>30,149,149</u>
<b>Current Assets</b>			
Inventories	2.6	353,252	369,393
Receivables	7	4,505,505	2,340,067
Cash and Cash Equivalents	8	<u>39,890,281</u>	<u>5,031,441</u>
		<u>44,749,038</u>	<u>7,740,900</u>
<b>TOTAL ASSETS</b>		<u><u>84,786,736</u></u>	<u><u>37,890,050</u></u>
<b>CAPITAL RESERVES AND LIABILITIES</b>			
<b>Capital and Reserves</b>			
Reserves		39,987,580	4,618,487
Capital Grant	10	<u>36,938,687</u>	<u>27,243,777</u>
<b>Non Current Liabilities</b>		<u>76,926,267</u>	<u>31,862,264</u>
<b>Current Liabilities</b>			
Other Payables and Short Term Provisions	9	<u>7,860,469</u>	<u>6,027,786</u>
<b>TOTAL CAPITAL RESERVES AND LIABILITIES</b>		<u><u>84,786,736</u></u>	<u><u>37,890,050</u></u>

The responsibility of the Authority's directors with regard to the preparation of the financial statements is set out on page 3. The financial statements on pages 6 to 21 were approved by the Board of Directors on ..... 26<sup>th</sup> June, 2018 ..... and were signed on its behalf by:

  
\_\_\_\_\_  
**Board Chairperson**

  
\_\_\_\_\_  
**Board Secretary**



**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING  
AUTHORITY (TEVETA)**

**STATEMENT OF CHANGES IN EQUITY**

For the year ended 31<sup>st</sup> December, 2017

	<b>Reserves</b>	<b>Capital Grant</b>	<b>Total</b>
	<b>ZMW</b>	<b>ZMW</b>	<b>ZMW</b>
<b>As at 1st January 2017</b>	4,618,487	27,243,777	31,862,264
Received During the year	-	9,694,910	9,694,910
Surplus for the year	35,369,093	-	35,369,093
<b>At 31st December 2017</b>	<b>39,987,580</b>	<b>36,938,687</b>	<b>76,926,267</b>



**TEVETA**  
Technical Education, Vocational and  
Entrepreneurship Training Authority

**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING  
AUTHORITY (TEVETA)  
STATEMENT OF CASH FLOWS**  
For the year ended 31<sup>st</sup> December, 2017

	Notes	2017 ZMW	2016 ZMW
<b>CASHFLOW FROM OPERATING ACTIVITIES</b>			
<b>Surplus of Income over Expenditure</b>	2.3	<u>35,369,093</u>	<u>2,577,798</u>
<b>Adjustment for Non Cash items</b>			
Interest Income	2.3	(1,168,846)	(32,934)
Depreciation	5	1,258,891	1,236,279
(Profit)/Loss on Disposal of Non Current Assets	2.3	43,112	(9,225)
		<u>133,157</u>	<u>1,194,121</u>
<b>Changes in Working Capital</b>			
(Increase)/Decrease in Inventories		16,140	74,991
(Increase)/Decrease in Receivables		(2,165,438)	48,911
Increase/(Decrease) in Other Payables		1,832,685	623,368
		<u>(316,613)</u>	<u>747,270</u>
<b>Net Cash Inflows from Operations</b>		<u>35,185,636</u>	<u>4,519,189</u>
<b>CASHFLOW FROM INVESTING ACTIVITIES</b>			
Interest Income	2.3	1,168,846	32,934
Purchase of Property, Plant and Machinery	5	(1,531,673)	(1,708,646)
Proceeds from Disposal of Assets	2.3	36,030	9,225
<b>Net cash Outflows on Investing Activities</b>		<u>(326,797)</u>	<u>(1,666,487)</u>
<b>CASHFLOW FROM FINANCING ACTIVITIES</b>			
Increase in Capital Grant		-	-
<b>Increase in Cash and Cash Equivalents</b>		<u>34,858,840</u>	<u>2,852,701</u>
<b>Analysis of Changes in Cash and Cash Equivalents</b>			
Cash and Cash Equivalents at the beginning of the year		5,031,441	2,178,757
Increase/(Decrease) during the year		34,858,840	2,852,684
<b>Cash and Cash Equivalents at the end of the year</b>		<u>39,890,281</u>	<u>5,031,441</u>

# TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> December, 2017

### 1. Establishment

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) was established under the Technical Education Vocational Entrepreneurship Training (TEVET) Act No. 13 of 1998, as amended by the Technical Education, Vocational and Entrepreneurship Training (Amendment) Act No. 11 of 2005. Its general function is to regulate, co-ordinate and monitor technical education, vocational and entrepreneurship training in consultation with industry, employers, employees and other stakeholders.

### 2. Significant Accounting Policies

#### 2.1 Basis of Accounting

These financial statements of the Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) established with the terms of the Technical Education, Vocational Entrepreneurship Training Authority (TEVET) Act No. 13 of 1998, as amended by the Technical Education, Vocational and Entrepreneurship Training (Amendment) Act No. 11 of 2005 for the period 1<sup>st</sup> January 2017 to 31<sup>st</sup> December, 2017, comply with Generally Accepted Accounting Practices (GAAP) and the requirements of International Financial Reporting Standards (IFRS) and with the Public Finance Act of 2004. The financial statements are prepared under the historic cost convention and have been prepared in accordance with applicable accounting standards.

#### 2.2 Functional and presentation currency

These financial statements are presented in Zambian Kwacha.

#### 2.3 Income

Government grants are recognised as income over the periods necessary to match them with the related costs they are intended to compensate on a systematic basis. Government grants related to assets, including non-monetary grants at fair value, are presented in the statement of financial position by setting up the grant as deferred income, which is recognised as income on a systematic and rational basis over the useful life of the asset.

The reason for the surplus in the year under review was due to undisbursed Skills Development Funds amounting to ZMW28,369,093.00 and ZMW7,000,000 which was allocated for curriculum review and improvement of management Information System Infrastructure.

# TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> December, 2017

	2017	2016
	ZMW	ZMW
Accreditation Fees	2,766,787	1,505,200
Bank Interest	1,168,846	32,934
Examination Fees	12,460,282	11,315,328
GRZ Grants - Examinations	2,500,000	2,500,000
GRZ Grants - Operations	8,364,638	8,364,638
GRZ Secondary School VET	-	156,800
Other Income	746,534	86,578
Proceeds from Disposal	36,030	9,225
Registration Fees	673,386	932,450
Skills Development Levy	73,545,840	-
TEVET Fund Grant - GRZ	-	2,124,908
<b>Total</b>	<b>102,262,342</b>	<b>27,028,060</b>

### 2.4 Property, plant and equipment and depreciation

Depreciation is provided on a straight-line basis at annual rates estimated to write off the cost of each asset over the period of their expected useful lives at the following annual rates:

Land and Buildings	02%
Motor Vehicles	25%
Furniture and Fittings	20%
Office Equipment	25%
Computer Equipment	25%
Computer Software	25%

### 2.5 Assets impairment

Tangible fixed assets and other assets are reviewed for impairment when events or changes in the economic circumstances indicate that the carrying amount of such assets may not be recoverable by the Authority. An estimate of the future discounted net cash flows of the related asset over the remaining useful life is used to determine whether the assets are recoverable and to measure any impairment by reference to fair value. Fair value is generally estimated using the Authority's expectation of discounted net cashflows.

# TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> December, 2017

### 2.6 Inventories

Inventories consist of consumables. Inventories are stated in the Statement of Financial Position at the lower of cost and netrealisable value. Cost is calculated using the weighted average method and includes those costs that have been incurred in bringing the inventories to their present location and condition. Cost is determined by First in First out method. Netrealisable value takes into account all directly related costs to be incurred in selling the inventories.

	2017	2016
	ZMW	ZMW
Inventory	<u>353,252</u>	<u>369,393</u>

### 2.7 Financial Assets

The Authority's principal financial assets are staff indebtedness and other receivables. These are stated at their nominal value reduced by appropriate allowances for estimated irrecoverable amounts.

### 2.8 Financial liabilities

The Authority's principal financial liabilities are amounts due to employees, trade and other payables. Financial liabilities are classified according to the substance of the contractual agreements entered into. Amounts due to employees, trade and other payables are stated at their nominal value.

#### a) Liquidity risk

The Authority is not believed to be exposed to significant liquidity risk, being inability to sell financial assets quickly at close to their fair value.

#### b) Cash flow risk

The Authority is not exposed to the risk that future cash flows associated with monetary financial instruments will fluctuate in amounts. It has no instruments that include a floating interest rate.

### 2.9 Adoption of new and revised standards

#### IFRS 8 Operating Segments

The IFRS specifies how an entity should report information about its operating segments in annual financial statements and requires an entity to report selected information about its operating segments in interim financial reports. It also sets out requirements for related disclosures about products and services, geographical areas and major customers. All operating segments used by the Authority meet the definition of a reportable segment under IFRS 8.

## TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> December, 2017

This standard is not expected to have an impact on the Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA).

#### IAS 23 Borrowing Costs

Before the Standard was revised entities had the option to recognise or expense borrowing costs relating to qualifying assets. This option is no longer available.

The revised IAS 23 now requires that borrowing costs that are directly attributable to the acquisition, construction or production of a qualifying asset are included in the cost of that asset. Such borrowing costs are recognised as part of the cost of the asset when it is probable that they will result in future economic benefits to the entity and the costs can be measured reliably. The standard was also revised to exclude certain assets as qualifying assets.

#### IAS 1 Presentation of Financial Statements (Revised)

The main changes are as follows:

- Change of the titles of primary statements. The revised Standard replaces the term 'Balance Sheet' with 'Statement of financial position' and 'Cash flow statement' with 'Statement of Cash Flows'.
- Separation of items previously disclosed in the statement of changes in equity between 'other comprehensive income' and 'statement of changes in equity' in order to separate owner and non-owner changes in equity.
- Statement of comprehensive income to include profit or loss for the period (previously the income statement) plus all income and expense items that go directly to equity i.e. items that have by-passed the income statement but have nothing to do with the owners.
- Revised Standard requires dividends recognised as distributions to owners and related amounts per share to be presented in the statement of changes in equity or in the notes. The presentation of such disclosures in the statement of comprehensive income is not permitted.

#### IFRIC 12 Service Concession Arrangements

This interpretation gives guidance on the accounting by operators for public-to-private service concession arrangements.

It applies to public-to-private service concession arrangements if:

## TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> December, 2017

The interpretation does not specify the accounting for infrastructure that was held and recognised as property, plant and equipment by the operator before entering the service arrangement. The recognition requirements of IFRS (set out in IAS 16) apply to such infrastructure. This Interpretation does not specify the accounting by grantors.

This standard is not expected to have any impact on TEVETA.

#### **IFRIC 14 IAS 19 Defined Benefit Asset, Minimum Funding Requirements and their interaction**

This interpretation addresses when refunds or reductions in future contributions should be regarded as available in accordance with paragraph 58 of IAS 19, how a minimum funding requirement might affect the availability of reductions in future contributions and when a minimum funding requirement might affect the availability of reductions in future contributions and when a minimum funding requirement might give rise to a liability.

This standard is not expected to have any impact on TEVETA.

#### **2.10 Provisions**

Provisions are recognised when the Authority has a present legal and constructive obligation as a result of past events, for which it is probable that an outflow of resources embodying economic benefits will be required to settle the obligation, and a reliable estimate of the amount of the obligation can be made.

#### **2.11 Revaluation reserve**

The surplus arising from the revaluation of tangible assets is credited to a non distributable Capital Reserve.

#### **2.12 Capital grants**

Capital grants represent the value of assets vested in the Authority by foreign agencies or grants from government without charge to the Authority. Capital grants are deferred and credited to the income and expenditure statement in equal installments over the expected useful lives of the related assets.

#### **2.13 Transaction of foreign currencies**

Transactions denominated in foreign currencies are translated into Zambian Kwacha at the rates of exchange ruling on the date of the transaction.

## TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

### NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> December, 2017

Assets and liabilities denominated in foreign currencies are translated in Zambian Kwacha at the rates of exchange ruling at the Statement of Financial Position date. Gains and losses arising on translation are included in the income and expenditure statement in the year in which they arise.

#### 2.14 Gratuity Earnings

On 1 February 2000, the National Pension Scheme Authority (NAPSA) came into effect. Membership, with exception of expatriate employees, is compulsory and monthly contributions by both employer and employees are made.

The Authority's employees are entitled to end of contract gratuity. Provision is made for past service on the basis of past conditions and earnings.

#### 3. Surplus of income over expenditure for the year

Surplus of income over expenditure for the year is stated after charging:

	2017 ZMW	2016 ZMW
Audit Fees	97,003	73,100
Gratuities	2,157,581	1,922,989
Leave	438,511	419,236
Depreciation	1,248,657	1,236,279
Bad Debts (Written Off)	-	286,107
General Expenses (Banc ABC Write Off)	-	-
Board Fees and Expenses	218,219	812,271
<b>TOTAL</b>	<b>4,159,971</b>	<b>4,749,982</b>

#### 4. Taxation

The Technical Education, Vocational and Entrepreneurship Training Authority is a statutory body exempt from corporate tax.



TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> December, 2017

	5. Property, Plant and Equipment				COMPUTER SOFTWARE	CAPITAL WORK IN	TOTAL
	LAND AND BUILDINGS	MOTOR VEHICLES	OFFICE EQUIPMENT	FURNITURE AND FITTINGS	COMPUTER EQUIPMENT		
	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW	ZMW
<b>COST</b>							
Balance at 01.01.2016	321,106	3,382,089	1,369,633	816,035	729,929	27,098,998	34,163,925
Additions	-	971,129	223,463	99,110	309,654	-	1,708,662
Disposals	-	(120,000)	-	-	-	-	(120,000)
<b>Balance at 31.12.2016</b>	<b>321,106</b>	<b>4,233,218</b>	<b>1,593,096</b>	<b>915,145</b>	<b>1,039,583</b>	<b>27,098,998</b>	<b>35,752,587</b>
<b>DEPRECIATION</b>							
Balance at 01.01.2016	24,353	1,926,919	956,666	594,149	620,190	-	4,487,159
Charges for the Year	6,422	692,176	252,626	93,897	140,064	-	1,236,279
Depreciation on disposal		(120,000)					(120,000)
<b>Balance at 31.12.2016</b>	<b>30,775</b>	<b>2,499,095</b>	<b>1,209,292</b>	<b>688,046</b>	<b>760,254</b>	<b>-</b>	<b>5,603,438</b>
<b>NET BOOK VALUE</b>							
<b>Balance at 31.12.2016</b>	<b>290,331</b>	<b>1,734,124</b>	<b>383,804</b>	<b>227,099</b>	<b>279,329</b>	<b>27,098,998</b>	<b>30,149,149</b>
Balance at 31.12.2015	296,753	1,455,169	412,967	221,886	109,739	27,098,998	29,676,765

**NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31<sup>st</sup> December, 2017

<b>5. Property, Plant and Equipment</b>									
	<b>LAND AND BUILDINGS</b>	<b>MOTOR VEHICLES</b>	<b>OFFICE EQUIPMENT</b>	<b>FURNITURE AND FITTINGS</b>	<b>COMPUTER EQUIPMENT</b>	<b>COMPUTER SOFTWARE</b>	<b>CAPITAL WORK IN PROGRESS</b>	<b>TOTAL</b>	
<b>COST</b>	<b>ZMW</b>	<b>ZMW</b>	<b>ZMW</b>	<b>ZMW</b>	<b>ZMW</b>	<b>ZMW</b>	<b>ZMW</b>	<b>ZMW</b>	
Balance at 01.01.2017	321,106	4,233,218	1,593,096	915,145	1,039,583	551,441	27,098,998	35,752,587	
Additions	-	583,071	674,572	57,575	173,129	43,326	9,694,910	11,226,583	
Disposals	-	(491,263)	-	-	(7,500)	-	-	(498,763)	
<b>Balance at 31.12.2017</b>	<b>321,106</b>	<b>4,325,026</b>	<b>2,267,668</b>	<b>972,720</b>	<b>1,205,212</b>	<b>594,767</b>	<b>36,793,908</b>	<b>46,480,407</b>	
<b>DEPRECIATION</b>									
Balance at 01.01.2017	30,775	2,499,095	1,209,292	688,046	760,254	415,976	-	5,603,438	
Charges for the Year	6,422	751,951	212,560	98,809	130,919	58,230	-	1,258,891	
Depreciation on disposal	-	(419,620)	-	-	-	-	-	(419,620)	
<b>Balance at 31.12.2017</b>	<b>37,197</b>	<b>2,831,426</b>	<b>1,421,852</b>	<b>786,855</b>	<b>891,173</b>	<b>474,206</b>	<b>-</b>	<b>6,442,709</b>	
<b>NET BOOK VALUE</b>									
<b>Balance at 31.12.2017</b>	<b>283,909</b>	<b>1,493,600</b>	<b>845,817</b>	<b>185,865</b>	<b>314,039</b>	<b>120,561</b>	<b>36,793,908</b>	<b>40,037,698</b>	
Balance at 31.12.2016	290,331	1,734,122	383,804	227,099	279,329	135,465	27,098,998	30,149,149	

# TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 31<sup>st</sup> December, 2017

### 6. Capital Commitments

The Authority had the following capital commitments as at 31<sup>st</sup> December 2017:

#### 6.1 Annex Examination Building Construction

Work in progress on the Annex Examinations Building Construction, had an outstanding certificate valued at K1,021,969.21, in favour of Shanhai Construction.

#### 6.2 Back Up System

There was a commitment of K489,750 to Next Solution Limited for the installation of Power Back Up System.

### 7. Receivables

Receivables principally comprise amounts receivable in respect of employee advances, miscellaneous receivables and prepaid amounts.

The directors consider that the carrying amount of receivables approximates their fair value.

The makeup of the receivables at the statement of financial position date was as follows:

	2017	2016
	ZMW	ZMW
Trade Receivables	2,917,251	1,177,029
Revenue Grant Receivables	1,113,720	905,387
Staff Receivables	474,534	257,651
<b>TOTAL</b>	<b>4,505,505</b>	<b>2,340,067</b>

### Employees' loans and advances

Employee advances are considered to be non-derivative financial assets as they have fixed and determinable conditions attached to repayment, and are not quoted in an active market. No interest is charged on advances.

**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP  
TRAINING AUTHORITY (TEVETA)  
NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31<sup>st</sup> December, 2017

**8. Cash and Cash Equivalents**

	<b>2017</b>	<b>2016</b>
	<b>ZMW</b>	<b>ZMW</b>
Citi Bank -Main Account	<b>3,356,064</b>	293,674
Citi Bank -Construction Account	<b>111,510</b>	111,510
Citi Bank -Examinations	<b>862,959</b>	172,250
Stanbic - TEVET Fund	<b>32,386,984</b>	256,170
Stanbic - Fixed Deposit	-	2,300,000
ZANACO - Revenue Account	<b>2,534,435</b>	158,412
ZANACO - Fixed Deposit	-	1,500,000
Petty Cash	<b>2,442</b>	3,209
Banc ABC Examinations	<b>635,886</b>	236,216
<b>TOTAL</b>	<b>39,890,281</b>	<b>5,031,441</b>

The Stanbic TEVET Fund of ZMW32,386,984 comprises of undisbursed TEVET Funds of ZMW525,260 and Skills Development Funds of ZMW31,861,724

**9. Other Payables and Short Term Provisions**

Other payables principally comprise amounts outstanding in respect of employee related accruals, purchases and ongoing costs, as well as amounts accrued in respect of operating costs. The directors consider that the carrying amount of other payables approximates their fair value.

Deferred income is in respect of a grant from government for the construction of Examination Annex which commenced in 2014.

The makeup of the other payables at the statement of financial position date was as follows:

	<b>2017</b>	<b>2016</b>
	<b>ZMW</b>	<b>ZMW</b>
Employee related Accruals	<b>3,893,535</b>	3,599,577
Local Suppliers	<b>1,424,497</b>	725,236
Sundry Payables and Accrued Expenses	<b>1,726,081</b>	1,377,286
TEVET FUND Payables	<b>589,080</b>	-
Deferred Income	<b>227,277</b>	325,687
<b>TOTAL</b>	<b>7,860,470</b>	<b>6,027,786</b>

**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP  
TRAINING AUTHORITY (TEVETA)**

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 31<sup>st</sup> December 2017

The break down of employee related accruals at the statement of financial position date was as follows:

	2017	2016
	ZMW	ZMW
Leave Pay	364,486	496,929
Gratuity	1,140,626	1,248,691
Medical Fees - Employee Contribution	-	44,554
Goldman Insurance	-	170
PAYE	230,081	219,286
NAPSA	58,766	-
NAPSA-Penalty	217,524	217,524
PAYE-Penalty	-	1,372,423
Salary Arrears -Provision	1,881,413	-
Sundry Creditors	640	-
<b>TOTAL</b>	<b>3,893,535</b>	<b>3,599,577</b>

**10. Capital Grant**

Amounts recognised in the financial statements are determined as follows:

	2017	2016
	ZMW	ZMW
At beginning of Year	27,243,777	27,243,777
Received during the Year	9,694,910	-
At end of Year	<u>36,938,687</u>	<u>27,243,777</u>

**11. Related party transactions**

In the context of the Authority, related party transactions include any transactions made by any of the following:

- The Government of the Republic of Zambia
- The Board of Directors of the Authority
- Government ministries and parastatals.

**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP  
TRAINING AUTHORITY (TEVETA)  
NOTES TO THE FINANCIAL STATEMENTS**  
For the year ended 31<sup>st</sup> December, 2017

The transactions to be reported are those that affect the Authority in making financial and operating decisions.

Examples of such transactions include:

- Funding
- Investment
- Financial (loans)
- Procurement and investment contracts; and
- Disposal of assets

The Authority undertakes to disclose the nature of related party relationships, types of transactions necessary for the understanding of the annual financial statements.

**Transactions**

The effects of related party transactions on the results for the year are as follows:

	2017 ZMW	2016 ZMW
Government Funds Received During the year	8,364,638	8,364,638

**Compensation of key management**

The remuneration of the Authority is determined by the directors, having regard to the Government funding received and market trends.

**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP  
TRAINING AUTHORITY (TEVETA)**

**TEVET FUND RECEIPTS AND PAYMENTS**

For the year ended 31<sup>st</sup> December, 2017

Appendix I

	2017	2016
	ZMW	ZMW
<b>RECEIPTS</b>		
Opening Balance 01.01.2017	2,556,170	852,649
TEVET Fund Grant - GRZ	-	1,703,521
<b>Total Amount of Income</b>	<b>2,556,170</b>	<b>2,556,170</b>
<b>PAYMENTS</b>		
<b>Direct Expenses</b>		
Window 3 : Investment and Development	-	-
Window 3 : Disbursements	2,030,910	-
<b>Total Direct Expenses</b>	<b>2,030,910</b>	<b>-</b>
<b>Administrative Expenses</b>		
Monitoring and Evaluation	-	-
<b>Total Expenses</b>	<b>2,030,910</b>	<b>-</b>
<b>Closing Balance as at 31.12.2017</b>	<b>525,260</b>	<b>2,556,170</b>

**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP  
TRAINING AUTHORITY (TEVETA)**

**TEVETA-DETAILED STATEMENT OF COMPREHENSIVE INCOME**

For the year ended 31<sup>st</sup> December, 2017

Appendix II

	2017	2016
	ZMW	ZMW
<b>INCOME</b>		
Accreditation Fees	2,766,787	1,505,200
Bank Interest	1,168,846	32,934
Examination Fees	12,460,282	11,315,328
GRZ Grants - Examinations	2,500,000	2,500,000
GRZ Grants - Operations	8,364,638	8,364,638
GRZ Secondary School VET	-	156,800
Other Income	746,534	86,578
Proceeds from Disposal	36,030	9,225
Registration Fees	673,386	932,450
Skills Development Levy	73,545,840	-
TEVET Fund Grant - GRZ	-	2,124,908
<b>TOTAL</b>	<b>102,262,342</b>	<b>27,028,060</b>
<b>EXPENDITURE</b>		
<b>Direct Expenses</b>		
Conduct and Administer Exams	5,526,990	3,349,639
Develop and Promote Synergies	-	154,631
Develop and Revision of Occupation Profile	5,107,968	883,371
Human Resource Development Plan	-	1,096,353
Improve Operational Efficiency of TEVETA	2,147,659	1,082,758
Improve Trade Testing Systems	722,513	1,092,454
Operationalise TEVET Fund	33,393,282	93,760
Promote and Implement IEC Strategy	569,286	375,824
TEVET Institutions Registered	326,203	213,628
Implement TQF to Improve TAQS	66,762	48,567
Training System Development	-	38,407
<b>Total Direct Expenditure</b>	<b>47,860,663</b>	<b>8,429,392</b>



**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP  
TRAINING AUTHORITY (TEVETA)**

**TEVETA-COMPREHENSIVE INCOME**

For the year ended 31<sup>st</sup> December, 2017

Appendix II

	2017	2016
	ZMW	ZMW
<b>Administrative Expenses</b>		
Bad Debts Written Off	-	286,107
Bank Charges	76,796	47,818
Casual Wages	-	-
Cleaning Expenses	63,074	44,313
Computer Expenses	9,240	702
Depreciation	1,248,657	1,236,279
Electricity	43,832	50,250
General Expenses	524,591	268,945
Group Life Assurance	446,675	-
Insurance and Licenses	67,747	590,264
Internet Charges	109,174	60,123
Leave and Gratuity	2,596,092	2,296,135
Medical Expenses	78,009	-
Motor Vehicles	816,155	489,251
Office Expenses	58,728	40,172
Other Expenses	-	2,600
Personal Emoluments	10,886,444	9,278,152
Postage	24,207	27,797
Printing Expenses	300	-
Repairs and Maintenance - General	61,723	130,772
Repairs and Maintenance - Office Equipment	676,322	88,168
Security	100,224	108,576
Settling Allowance	9,058	14,542
Staff Relocation Costs	-	219
Stationery and Consumables	839,836	706,277
Stock Variance/Count Variance	205	1,362
Subscriptions	-	14,262
Telephone	252,386	237,785
Loss on Disposal of Asset	43,112	-
<b>Total Administrative Expenses</b>	<b>19,032,587</b>	<b>16,020,871</b>
<b>TOTAL EXPENDITURE</b>	<b>66,893,249</b>	<b>24,450,262</b>
<b>SURPLUS</b>	<b>35,369,093</b>	<b>2,577,798</b>

**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP  
TRAINING AUTHORITY (TEVETA)**

**SKILLS DEVELOPMENT FUND**

For the year ended 31<sup>st</sup> December, 2017

Appendix III

	2017	2016
	ZMW	ZMW
<b>RECEIPTS</b>		
Opening Balance 01.01.2017	-	-
Skills Development Fund - GRZ	73,545,840	-
<b>Total Amount of Income</b>	<u>73,545,840</u>	<u>-</u>
<b>PAYMENTS</b>		
<b>Direct Expenses</b>		
Proposal Adverts and Evaluations	475,124	-
Disbursements to TEVETA	11,137,274	-
Disbursements to Institutions	29,986,676	-
<b>Total Direct Expenses</b>	<u>41,599,074</u>	<u>-</u>
<b>Administrative Expenses</b>		
Monitoring and Evaluation	85,042	-
<b>Total Expenses</b>	<u>41,684,116</u>	<u>-</u>
<b>Closing Balance as at 31.12.2017</b>	<u><u>31,861,724</u></u>	<u><u>-</u></u>

The Closing Balance of Skills Development Fund includes the committed ZMW10,000,000 undisbursed funds for the training of 5,000 youths. This is because of the pending authorization and approval of the proposals.



