

12<sup>th</sup> January 2024

**CIRCULAR No. 1 OF 2024**

**TO:** Principals  
Training Managers  
Institutional Directors  
Centre Managers  
Registered TEVET Institutions in Zambia

**SUBJECT: USE OF THE TOOLKIT AS A TRAINING AID, USE OF THE TEVETA LOGO, RENEWAL OF REGISTRATION AND ACCREDITATION OF PROGRAMMES, TRAINERS, ASSESSORS AND EXAMINERS**

**1. USE OF THE TOOLKIT AS A TRAINING AID**

In 2018 TEVETA developed Toolkits as training delivery and assessment instruments. They were developed to measure the competences that students would have gained during the training programme and was a means to determine that students were competent or not depending on their performance. To enhance the skills acquisition, TEVETA is encouraging the use of toolkits during training. Therefore, we wish to inform all the institutions that effective 1<sup>st</sup> January 2024, all institutions will be expected to use toolkits as teaching aids. They shall use the toolkits as teaching aids. The Authority has developed a total of Sixteen (16) toolkits and is in the process of developing more Toolkits for other training programmes. The Authority will keep updating the Institutions as the toolkits are developed and ready for use. Kindly refer to Appendix 1 for the list of available toolkits.

**2. USE OF THE TEVETA LOGO**

It has come to the attention of the Authority that some training institutions are abusing the logo of TEVETA on their promotional materials and headed letters. Be informed that with immediate effect, no institution is allowed to use the TEVETA logo on any of their promotional materials be it vehicles, institutional certificates or headed letters, without prior approval from TEVETA. All training institutions that have put our logo on their promotional materials are urged to seek clearance from TEVETA. Any Institution that continues to use the logo without clearance will be in breach of law and shall be penalized

**3. RENEWAL OF REGISTRATION AND ACCREDITATION OF PROGRAMMES, TRAINERS, ASSESSORS AND EXAMINERS**

Institutions whose registration certificates expired on 31<sup>st</sup> December 2023 are reminded that the closing date for renewal is **29<sup>th</sup> February 2024**. The Institutions that will not renew their registration by this date will be de-registered for failure to comply with registration requirements. In addition, should an Institution be found operating without a valid registration certificate from TEVETA, the Institution shall be penalised.

#### **4. ACCREDITATION OF PROGRAMMES**

All Institutions are further reminded to ensure that all the programmes that they offer must be accredited and the accreditation fees paid in full. Training institutions are hereby warned against conducting training in programmes that are not accredited with the Authority, which is against the law.

#### **5. INTRODUCTION OF NEW TRAINING PROGRAMMES**

Training Institutions are urged to ensure that all the training programmes they offer are accredited and as reflected on the flip side of the Certificate of Registration from TEVETA. Therefore, if an Institution intends to offer training in new programmes, it should ensure that the new programme is first accredited with TEVETA before training commences. To facilitate the process, Institutions should apply for Additional Programmes, using an appropriate form. Visit our website for ease of reference or contact the Quality Assurance Unit.

Institutions are further reminded that should training be conducted in courses that have not been accredited, the following shall apply:

1. The institution shall be penalised for illegal training
2. Examinations will not be conducted in the unaccredited programmes
3. The TEVETA registration shall be cancelled if the institution continues to offer training in unaccredited programmes despite being warned.

Institutional Heads are therefore reminded to ensure that only accredited programmes are being offered in the respective institutions.

#### **6. ACCREDITATION OF TRAINERS, AESSORS AND EXAMINERS**

Training Providers should ensure that all their Trainers are accredited with TEVETA. This is in line with the TEVET amendment Act No. 11 of 2005. Be warned that any Institution that will be found wanting in this area will be penalized.

#### **7. AFFILIATING WITH ILLEGAL TRAINING INSTITUTIONS**

We have also noted with concern that some registered institutions affiliate unregistered training institutions under them and register students for unregistered institutions for examinations. We hereby warn all institution against this practice. Any institution that will be found doing so will be penalized for abetting illegality.

#### **8. REGISTRATION AND ACCREDITATION FORMS**

Registration Forms for Institutions and Accreditation Forms for Trainers/ Assessors/Examiners can be accessed on the TEVETA website [www.teveta.org.zm](http://www.teveta.org.zm) or from the TEVETA Offices along Bird Cage Walk in Long acres, Lusaka

#### **9. CLOSING DATE FOR REGISTRATION AND ACCREDITATION**

The closing date for all applications is **29<sup>th</sup> February, 2023**. Payments should be deposited into the TEVETA Account, Zambia National Commercial Bank, Acacia Park Branch, A/C No. 1124889300108.

To complete the application process for renewal of registration or accreditation, Institutions should provide **Proof of Payment** in the form of a deposit slip, and a completed Application Form with the required attachments. Once completed, the forms together with the attachments should be submitted to TEVETA for processing.

#### **10. ONLINE APPLICATION OF REGISTRATION AND ACCREDITATION**

This is to inform you that in the quest to serve you with efficiency and effectiveness, the Authority is encouraging applicants for the accreditation of Trainers, Assessors and Examiners to use the on-line platform when applying. Training Institutions will be informed once the platform is ready for use. The online application link is <https://www.teveta.org.zm/apply/>

Kind regards



**CLEOPHAS TAKAIZA**  
**DIRECTOR GENERAL**  
**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENUERSHIP TRAINING AUTHORITY**

## **APPENDIX 1**

### **LIST OF PROGRAMMES WITH TOOLKITS**

1. Mechanical Fitting
2. Machining
3. Science Laboratory Diploma
4. Art Teachers Diploma
5. Plumbing
6. Metal Fabrication
7. House Keeping
8. General Agriculture
9. Front Office Operations
10. Food and Beverage
11. Entrepreneurship
12. Electrical Engineering
13. Design, Cutting and Tailoring (Fashion Design and Textile Technology)
14. Bricklaying and Plastering
15. Automotive Mechanics
16. Automotive Electrical