



# TEVETA WEBSITE

USER GUIDE



TECHNICAL EDUCATION VOCATIONAL AND ENTREPRENEURSHIP  
TRAINING AUTHORITY

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## 1. GETTING STARTED

### 1.1. WHO IS TEVETA?

Technical Education Vocational and Entrepreneurship Training Authority (TEVETA) is an institution tasked by the government of the republic of Zambia through the TEVET Act No. 13 of 1998 read together with TEVT (Amendment) Act No. 11 of 2005 to interpret and implement the TEVETA policy.

### 1.2. WHY THIS MANUAL?

This manual is meant to be a quick user guide to the new TEVETA website. It will discuss key features of the site and explain on the services offered by TEVETA's online platforms.

### 1.3. TEVETA WEBSITE

This an easy to access online platform that the public can use to find useful content (Articles, downloads, events, forms, news etc.) about TEVETA. To access this site you need to use a website browser. Type in the address [www.teveta.org.zm](http://www.teveta.org.zm) either using a computer or mobile phone which is connected to the internet and enter to access site.

### 1.4. SERVICES ON WEBSITE

The TEVETA website is the main platform were you will get to find all the online services offered by TEVETA. Through its easy to use navigation you are able to access links to different systems easily without need to having to worry about remembering addresses. All you have to do is go to the TEVETA website and navigate your way to the system you want. Among the services on the website are;

- DIGITAL LIBRARY
- DOWNLOADS
- HELPDESK SYSTEM
- LEARNER DATA MANAGEMENT SYSTEM
- ONLINE ACCREDITATION OF ASSESSORS, EXAMINERS AND TRAINERS
- TRAINING PROVIDERS MONITORING SYSTEM
- TEVETA NEWSLETTER
- NEWS, EVENTS, IEC AND FAQs

## 2. USING THE TEVETA WEBSITE

### 2.1. HOW TO ACCESS THE TEVETA WEBSITE

The first thing you need in order to access the TEVETA website is have a computer or mobile phone that is connected to internet. Next you check if you have a web browser installed on your device. A web browser is a program that is used to access websites and has to be installed on your device. If you do not have a web browser you can download any of your choice (Though we recommend using any latest version of Google Chrome that can run on your device) and install it on your device. After you have accessed a web browser you type in the address [www.teveta.org.zm](http://www.teveta.org.zm) and press enter. This will take you to the main Homepage of the site. The Homepage should look something like the picture below.

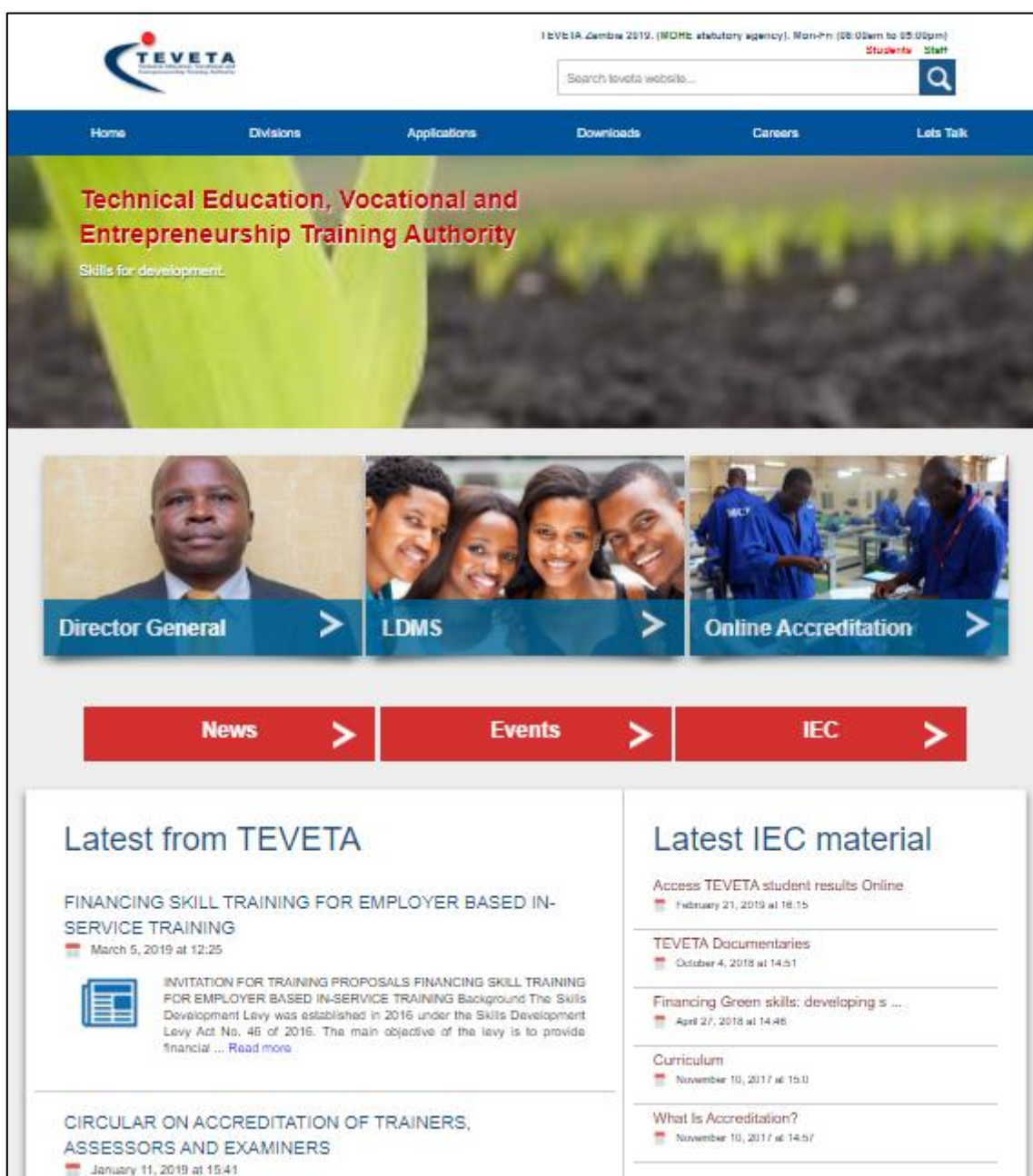


Figure 1 Website Homepage

## 2.2. FEATURES OF THE WEBSITE

Perhaps the best feature of the new TEVETA website is how easy it is to use and navigate on whatever device you choose to use it be a computer or your mobile phone. The website loads very quickly and does not consume a lot of data in the process. The key features can therefore be highlighted as follows.

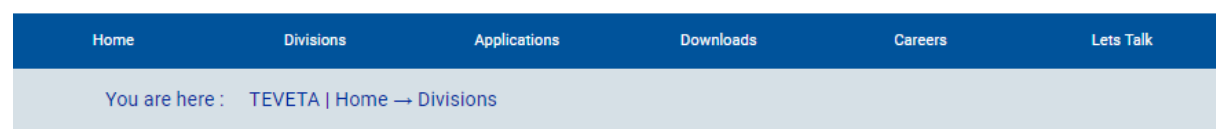
- Fast loading
- Easy to navigate
- Does not consume too much data
- Smoothly runs on different types of devices

## 2.3. HOW TO NAVIGATE SITE

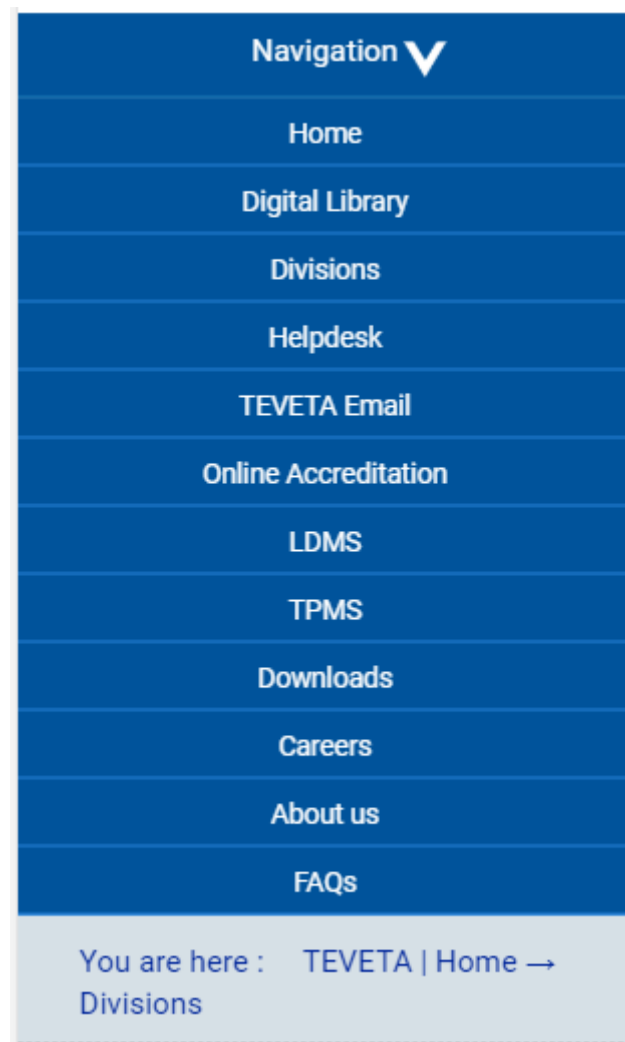
The TEVETA website can be navigated through three main different channels. These are the main menu, the quick access buttons and the footer links. Using the mentioned channels you should be able to move from page to page and access all the services on the site with ease.

### 2.3.1. MAIN MENU

The main menu is the primary navigation of the website. It contains links where people can access the main pages of the website such as downloads, divisions, about TEVETA and the applications drop down menu containing links to the rest of the services listed in chapter 1.4. The main menu will show as a ribbon when using a computer and as a drop down menu when using a mobile phone. This is in order for it to be easy to read on small screened devices. The two images below show both the mobile and the normal menus of the site.



*Figure 2 Navigation ribbon*



*Figure 3 Mobile navigation (Clicked)*

### 2.3.2. QUICK ACCESS BUTTONS

These are the six main options you see below the animated images on the home screen of the website. They will appear different depending on the device you use and sometimes will not show up on other pages. These buttons are used to access very common pages and services on the site including articles, application forms, divisions, events and TEVETA archives. Below is a snapshot of these buttons.

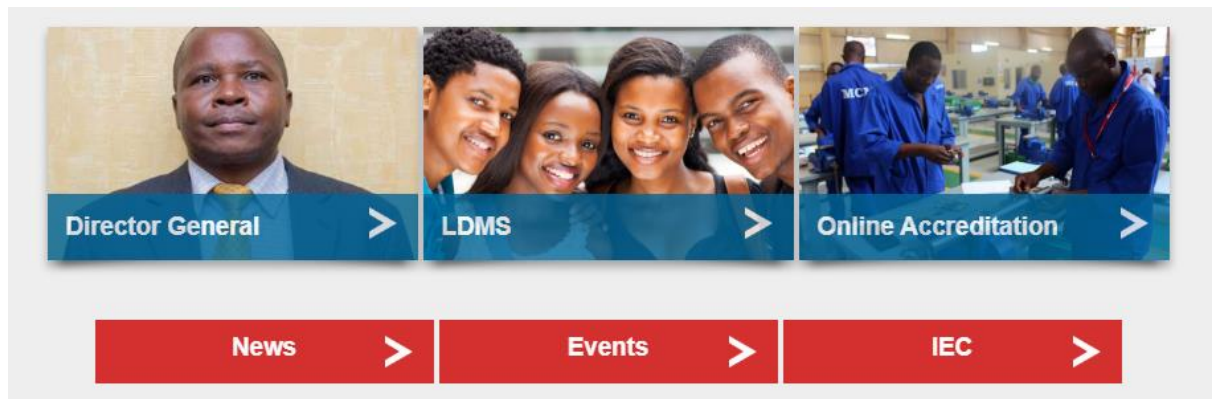


Figure 4 Quick access buttons

### 2.3.3. FOOTER LINKS

The footer located at the bottom of every page on the website contains important links that can help the user understand and get a summary of the whole structure of the website. It also contains a form which you can use to sign up for the newsletter service. The footer looks like the image below.

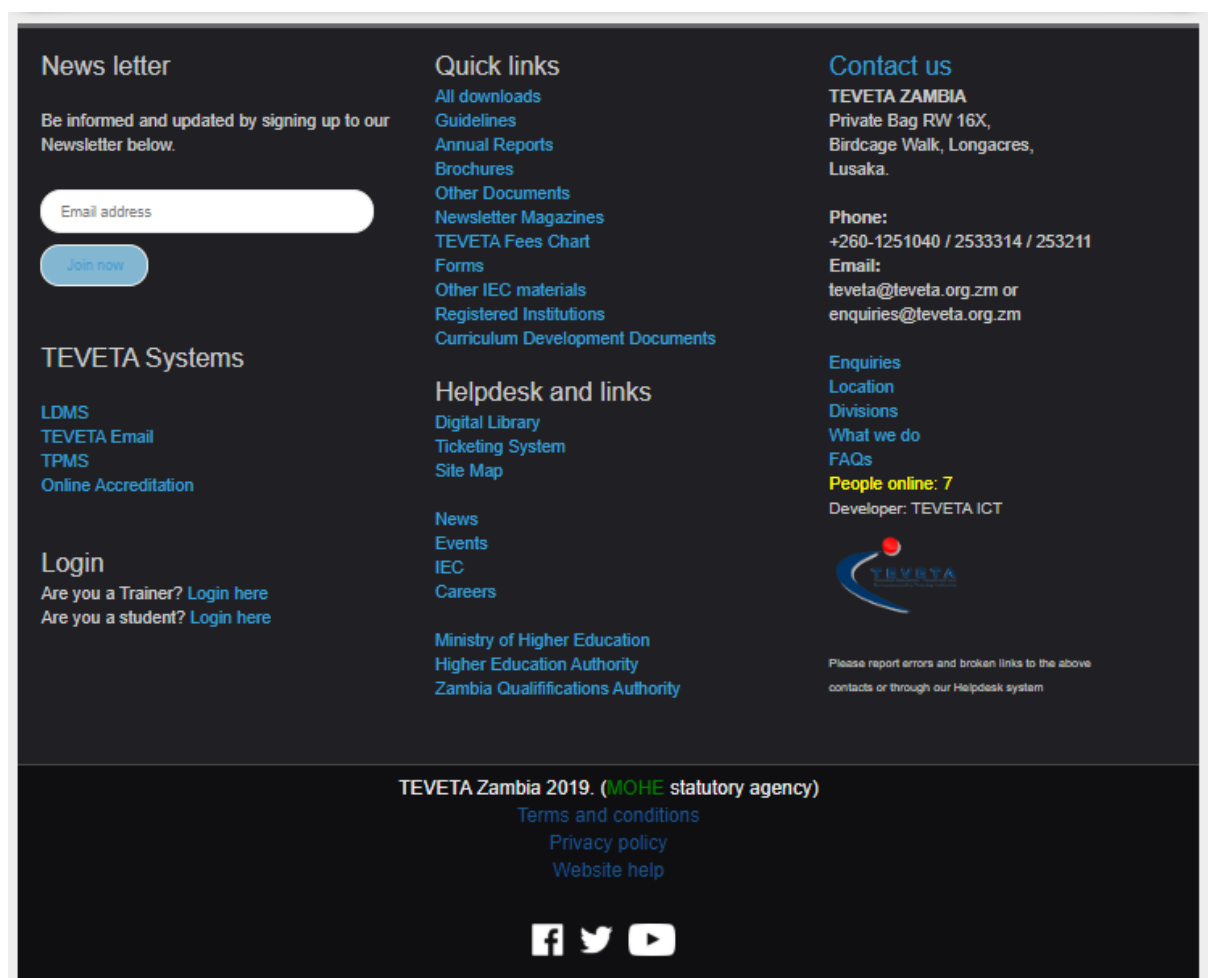


Figure 5 Footer



## 2.4. HOW TO SEARCH FOR CONTENT

Searching is an easy and great way to find content and resources on the website that can be difficult to find using normal navigation methods. To search simply type in a key word for a resource or item you want to find in the search field and press enter. The search field is the field in the header section of the website. On mobile phones it is represented by a search icon which rolls up a search field when clicked.

On the TEVETA website you can search for articles, download files, events and news. The results are shown once you press enter and you can simply navigate through the different categories using the tabs at the top of the results.



Figure 6 Search field in header

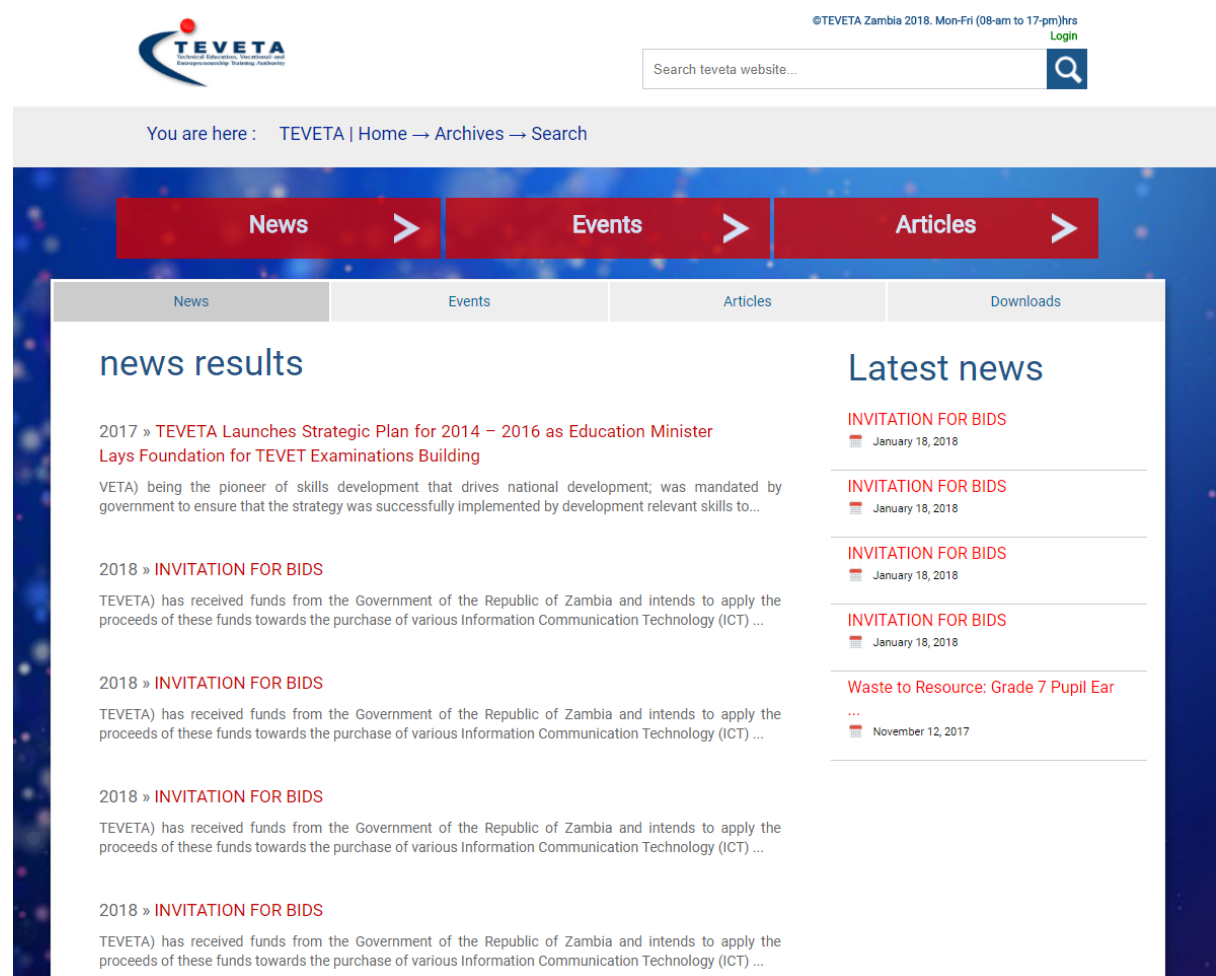


Figure 7 Search results

## 2.5. TEVETA DIGITAL LIBRARY

This is a unique page that was designed to index all the accumulated content that TEVETA gathers through the years. This is in an effort to make it easy to access past content. TEVETA Archives is a mechanism by which all website data is sorted out and stored with indexes according to the year uploaded. You have to first pick a resource you wish to view. Then afterwards years will be loaded which apply to that resource type so that you can pick which one you want to view. All the matching results will then be displayed for you to view. The image below shows this process.

ARCHIVES PAGE [www.teveta.org.zm/archive](http://www.teveta.org.zm/archive)

The screenshot displays the 'TEVETA Digital Library' interface for the years '2017 to 2019'. It includes a search section with a 'Resource' dropdown menu (showing 'E.g article, report etc.') and a 'Done' button. Below this is a summary of resources categorized by type and count:

Category	Count
IEC	7
News feed	11
Events	1
Documents	75

Figure 8 Archives page

News



Events



IEC



## News for 2018

7 results found : showing from 1 to 9

### 2018 » INVITATION FOR BIDS

TEV/01/2018: TENDER FOR THE SUPPLY AND DELIVERY OF ICT REQUIREMENTS The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) has received funds from the Government of the Republic of Zambia and intends to apply the proceeds of these funds towards the purc... [Read more](#)

### 2018 » Ministry of Higher Education cautions parents, industry over fake qualifications

Where demand is high, there is a likelihood of high fraudulence as well. The education sector is one of the sectors facing an increase in the number of individuals presenting different qualifications some of which do not meet the standards set under qualifications frameworks across the... [Read more](#)

### 2018 » Availability of teachers, workshops and cost affect implementation of two-tier system – study

A study shows that availability of teachers, workshops and cost were the key factors that influenced the selection of the vocational subjects (under two-tier system) offered at particular schools. The study by Zambia's Education Sector Support Technical Assistance Facility (ZESSTA) was... [Read more](#)

### 2018 » INVITATION FOR PROPOSALS: FINANCING SKILL TRAINING FOR YOUTH EMPLOYMENT

FINANCING SKILL TRAINING FOR YOUTH EMPLOYMENT Background The Technical Education, Vocational, and Entrepreneurship Training Authority (TEVETA) was established under the Technical Education, Vocational and Entrepreneurship Training Act of No. 13 of 1998. Among the responsibilities... [Read more](#)

## Latest news

### FINANCING SKILL TRAINING FOR EMPLOYE ...

March 5, 2019 at 12:25

### CIRCULAR ON ACCREDITATION OF TRAINER ...

January 11, 2019 at 15:41

### Dialogue towards jobs for youths

December 27, 2018 at 17:11

### Access to justice: Cabinet approves ...

December 27, 2018 at 17:16

### About K10m disbursed for SME/Out-of- ...

July 25, 2018 at 16:29

[View more news ...](#)

Figure 9 News results gotten from archives search

## 2.6. FREQUENTLY ASKED QUESTIONS

This page gathers all the frequently asked questions about TEVETA and its services from Students, Trainers and General public and presents them in a form where they are answered to the best way possible. This helps our users find quick answers to pending questions and prevents waiting time of having to create tickets or send emails.

[www.teveta.org.zm/about/faq.php](http://www.teveta.org.zm/about/faq.php)

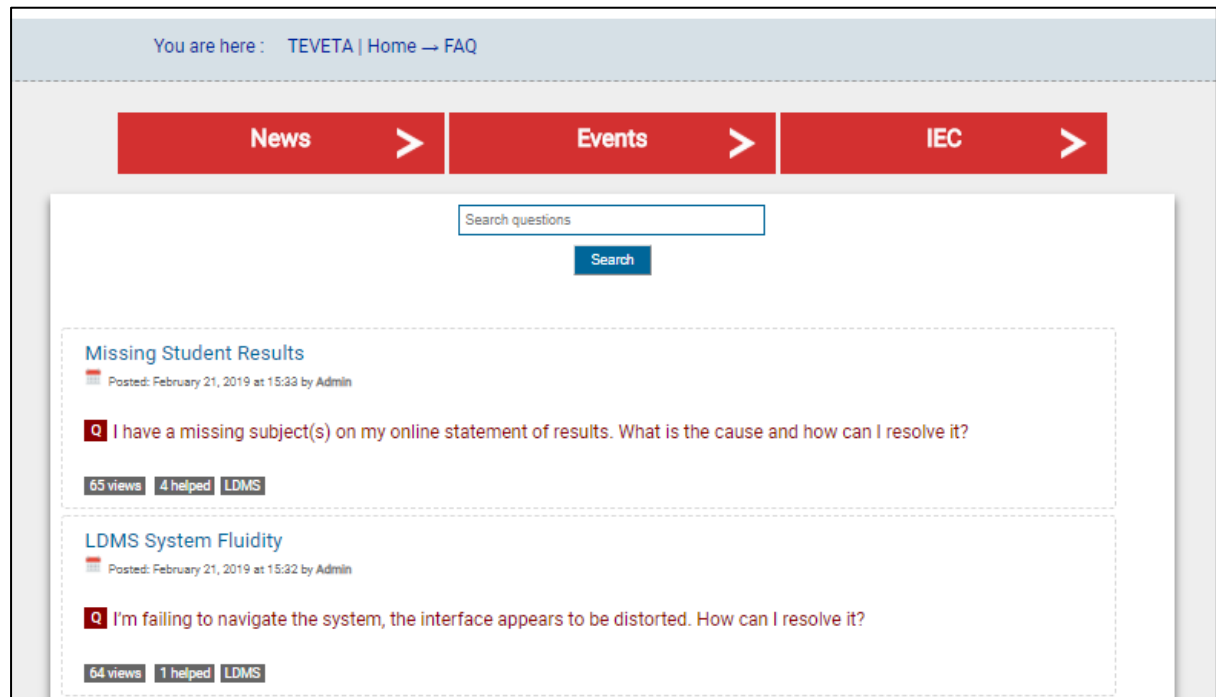


Figure 10 FAQ

## 2.7. DOWNLOADING RESOURCES

You can directly go to the Download page through the main menu or search for content to access resources that are stored on the TEVETA website. Amongst the many resources are forms, tool-kits, fees charts, guidelines, brochures, newsletter magazines, IEC materials and many other documents. Another great route to use to access old data is by using the archives page.

DOWNLOADS PAGE [www.teveta.org.zm/downloads](http://www.teveta.org.zm/downloads)

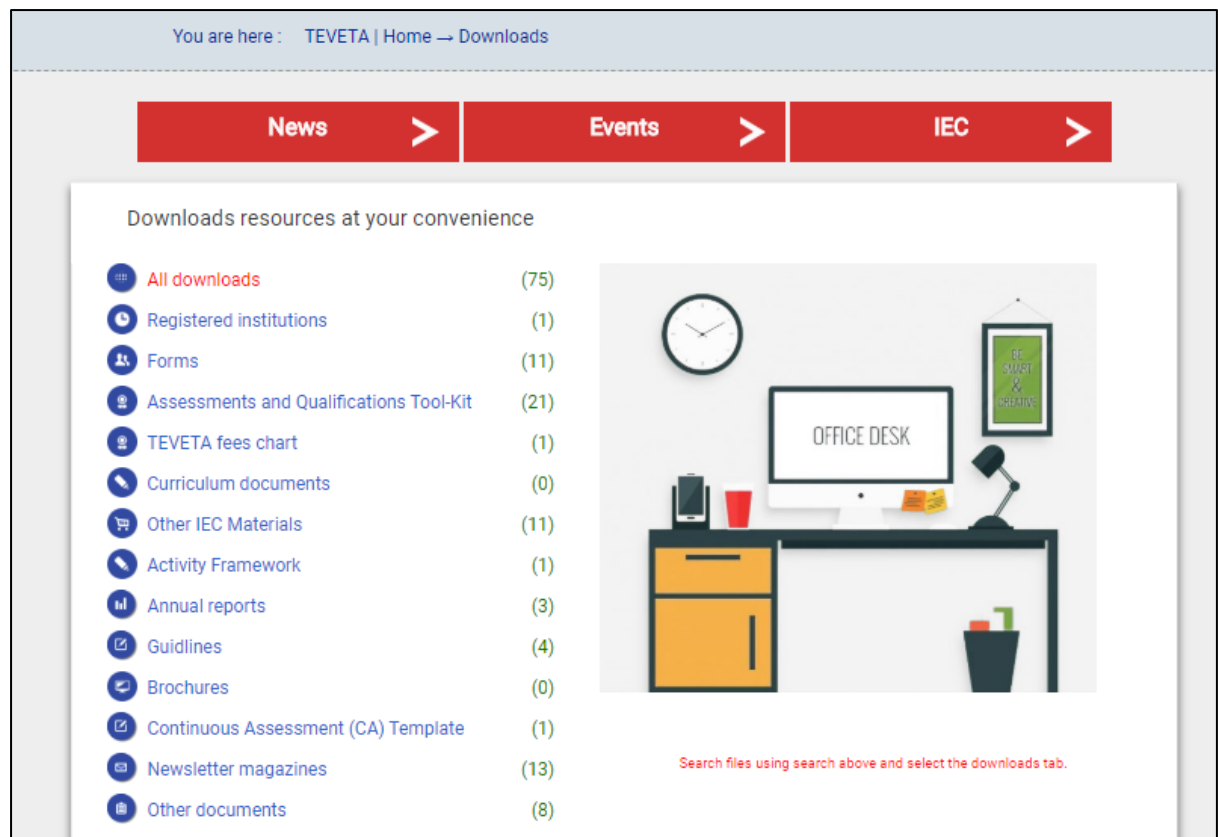


Figure 11 Downloads main page

## 2.8. FIND OUT ABOUT TEVETA INTERNAL STRUCTURE

### 2.8.1. ABOUT TEVETA

This is a special page that specifically introduces TEVETA to a person who has never heard about TEVETA. The page explains what the institution is, how it was formed and its mandate. It also gives a person TEVETA's locational and contact information.

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

### 2.8.2. TEVETA DIVISIONS

This page gives a visitor an in-depth look at the internal structure of TEVETA by showing all the divisions in the institution and explaining what each division does. It also introduces the division directors and the departments under their divisions.

DIVISIONS PAGE [www.teveta.org.zm/divisions](http://www.teveta.org.zm/divisions)

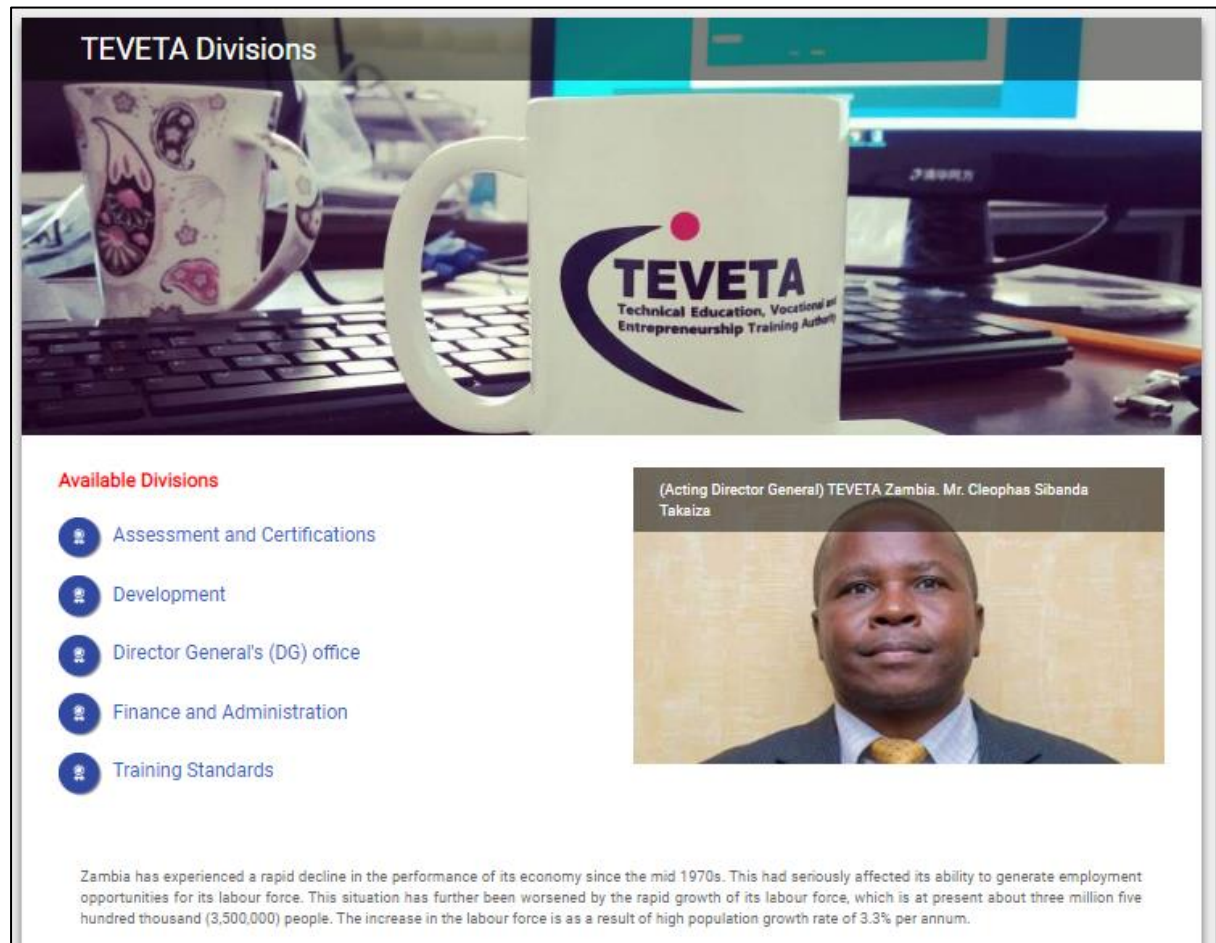


Figure 12 TEVETA Divisions page

### 2.9. ACCESSING IEC MATERIAL, EVENTS AND NEWS

For those interested in exploring TEVETA further you can do so by reading through our IEC and news publications. You can also check out the events posted on the website to see new upcoming things which are going to be happening. You can navigate through articles, events and news using the quick access buttons, search and the archives page.

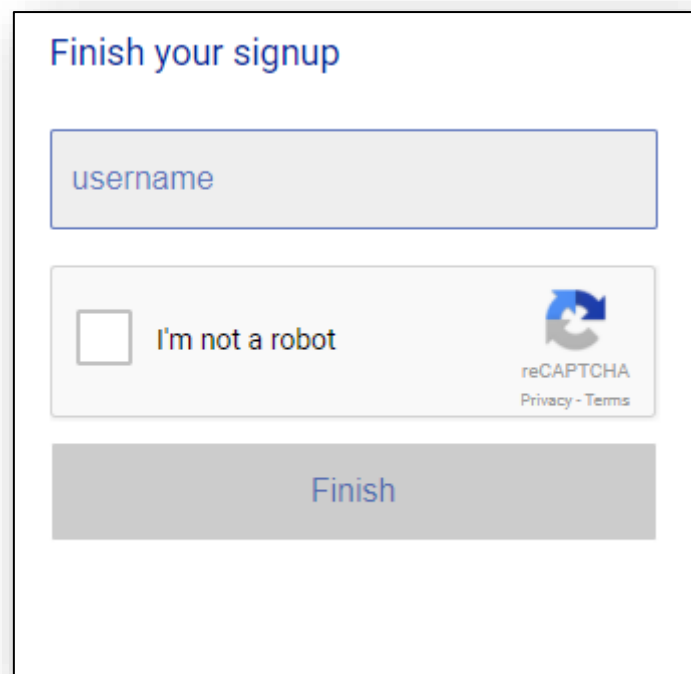
IEC [www.teveta.org.zm/iec](http://www.teveta.org.zm/iec)

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

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

### 2.10. SUBSCRIBING TO TEVETA NEWSLETTER

The TEVETA Newsletter is a service offered to the public interested in receiving newsletter magazines through their provided Email addresses once TEVETA publishes new newsletters. Subscribing to the newsletter is a short process where you just provide your Email and your name by filling in the form in the footer section of the website. Your details will then be saved and you'll be able to receive magazines from TEVETA. A link to unsubscribe is also provided in the case that you no longer wish to receive content.



The image shows a web form titled "Finish your signup". It contains a text input field labeled "username". Below this is a reCAPTCHA section with a checkbox and the text "I'm not a robot". To the right of the checkbox is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". At the bottom of the form is a large grey button labeled "Finish".

*Figure 13 Newsletter subscription form*

### 2.11. REPORTING SITE PROBLEMS

You can report problems and errors you encounter on the TEVETA website through our Helpdesk ticketing system [www.teveta.org.zm/helpdesk/root/html/create-ticket.php](http://www.teveta.org.zm/helpdesk/root/html/create-ticket.php). This will allow our staff to directly communicate with you and it helps TEVETA improve on its service delivery.

END OF TEVETA WEBSITE USER GUIDE

TECHNICAL EDUCATION VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY (TEVETA)  
ZAMBIA

