



(Established under the Technical Education, Vocational and Entrepreneurship Training Act No. 13 of 1998 and the TEVET (Amendment) Act No. 11 of 2005.

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<p style="text-align: center;">RENEWAL APPLICATION FOR ACCREDITATION AS TRAINER / ASSESSOR / EXAMINER</p>
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INSTRUCTIONS

1. *Individuals applying for Accreditation to provide Technical Education, Vocational and Entrepreneurship Training (TEVET), shall complete this form in full and forward it to:*

The Director General
Technical Education, Vocational and Entrepreneurship Training Authority
(TEVETA)
Birdcage Walk, Longacres
Private Bag RW 16X
LUSAKA.

2. This Form must be completed in BLOCK LETTERS.
3. Applicants shall forward **all** the listed documents with the application form. No application will be processed if any of the required documents is not provided.
 - 3.1 *Copy/Copies of the Expiring Accreditation Certificate/s*
 - 3.2 *Certified Copy of Teaching Qualification Certificate for those with Provisional Accreditation Certificates*
 - 3.3 *Certified Copies of relevant Additional Certificates of Professional Qualifications that were not submitted in the previous application for accreditation*
 - 3.4 *In case of Expatriate Lecturers, certified copies of the work or residence permit must be attached together with the relevant page in the passport.*

May 2012

All Sections must be completed and those not applicable must be indicated "NA".

SECTION A: CATEGORY OF ACCREDITATION

Please tick. You may choose more than one category

Category	Trainer	Assessor	Examiner
Please Tick			
Definition	A person who is qualified and registered to deliver training and guide learners through a learning programme.	A person who is qualified and registered to judge competence by assessing the evidence that has been presented.	A person who is qualified and registered to judge competence by examining the evidence that has been presented.

SECTION B: PERSONAL DETAILS

Title: Prof/ Dr / Mr / Mrs / Miss (Please circle as appropriate)

Surname:

First Name:

Other names:

Gender: (Tick the appropriate) Male: Female:.....

Residential Address:

.....

Address of correspondence:

.....

.....

Tel No.: (Office) Mobile No.....

Fax No.: Email:

Nationality: I D No.....

Website:

SECTION C: ACCREDITATION DETAILS

Note that an applicant can only apply for a maximum of Five (05) Subjects

Subjects being applied for:

Name of Subject	Level of Qualification			
	Trade Test	Craft Certificate	Advanced Certificate	Diploma
	TQF3	TQF4	TQF5	TQF6

SECTION D: DETAILS OF ADDITIONAL QUALIFICATIONS

List of the qualifications attained since the last accreditation.

Part 1: Additional Professional Qualifications

Qualification	Awarding Body	Date	
		From	To

Part 2: Teaching Qualifications for those with Provisional Accreditation Certificates

Qualification	Awarding Body	Date	
		From	To

SECTION E: WORK EXPERIENCE

List the employers that you have worked for starting with the current job if in employment if not, then the most recent employer.

Name of Employer	Job title	Main Responsibilities	Date	
			From	To

SECTION F: REFEREES

Kindly insert the names of the referees of whom one should be a previous employer.

Referee 1	Referee 2	Referee 3
Name:	Name:	Name:
Address:	Address:	Address:
.....
.....
Tel:	Tel:	Tel:
Mobile:	Mobile:	Mobile:
Fax:	Fax:	Fax:
Email:	Email:	Email:

SECTION G: DECLARATION

I hereby declare that the information provided above is, to the best of my knowledge, accurate and complete.

Signature: Date:

SECTION H: FOR OFFICIAL USE ONLY

Date application received:

Verifications with the Referees:

COMMENTS

Referee 1:
.....

Referee 2:
.....

Accreditation Granted/Not Granted for the following subjects:

- 1.
- 2.
- 3.
- 4.
- 5.

Category of Accreditation:

Trainer	Assessor	Examiner

Level of Accreditation: Full Accreditation / Provisional Accreditation (*Circle the appropriate*)

Checked by:

Position:

Date: