

(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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RENEWAL APPLICATION FORM FOR ACCREDITATION OF FOREIGN EXAMINATION BOARDS

INSTRUCTIONS

1. Examination Boards applying for Accreditation to conduct examinations and assessments in Technical Education, Vocational and Entrepreneurship Training (TEVET) shall complete this form in full and forward it to:

The Director General
Training Standards Division
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 <u>all</u> the listed documents with their application. No application will processed if any of the required documents is not provided. Attachments under 3.1 below should only be sent to TEVETA if there are changes.
 - 3.1 Five (05) sets of curricula for each qualification to be accredited
 - 3.2 Examination Papers and answer scripts for the last two (02) sittings
 - 3.3 Copy of Certification from a recognised Quality Assurance Board from the Country of Origin

SECTION A: EXAMINATION BOARD DETAILS

Name of Examination Board:
Physical Address:
T. 11 21 A. 1.1
Full mailing Address
Country of Origin:
Telephone No.:
Fax No.:
E-mail address:
Website details:
Name of contact Person:
Designation of contact Person:
Name and Contact Address of the recognised Quality Assurance Board that the Examination Board is affiliated to in the Country of Origin:
Indicate your accreditation reference number:
Bank Details:

SECTION B: LIST OF INSTUTIONS OFFERING TRAINING OR EXAMINATIONS ON BEHALF OF THE EXAMINATION BOARD

Provide the information for the Institutions accredited by the Exam Board and their status

1. Tuition Centre Only, 2. Tuition and Examination Centre Only and 3. Examination Centre only

Item No.	Name of Centre in Zambia	Levels of Programmes offered	Expiry date of Affiliation Certificates for the Centres	TEVETA Registration Number of the Centre	Affiliation Status		
					1 Tuition only	2 Tuition & examinations	3 Examinations only

Provide separate attachment if space provided is not adequate

SECTION C: LIST OF QUALIFICATION(S)/SKILLS AWARDS AND LEVELS SOUGHT FOR ACCREDITATION

Item No.	Name of Qualification being applied for accreditation e.g. Business Administration	Level of accreditation being sought for i.e. TQF level 6 - Diploma, TQF level 5 - Technician Certificate / Advanced Certificate, TQF level 4 - Certificate, TQF level 3 - Trade test Certificate	Duration of Study

SECTION D: STUDENTS ENROLMENT

Please fill in the total number of students enrolled for each course (s) as listed in the table below during the last accreditation from Zambia

Item	PROGRAMMES	YEAR 1		YEAR 2		YEAR 3		TOTAL
No.	/ COURSES	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	
	TOTAL							
	GRAND TOTAL		1		1		1	

Provide separate attachment if space provided is not adequate

SECTION D: DECLARATION

I hereby declare that the information provided is to the best of my knowledge accurate and complete. I further declare that I shall comply with all the regulations and procedures in relation to the conduct of examinations and assessments in Zambia.

Name (in block capitals):	 	
Designation of the applicant:_		
Signature:	 	
Date:		

FOR OFFICIAL USE ONLY

Accreditation Approved/Not Approved:		
Dates of accreditation: From:	to:	
Accreditation Number:		
Name of Approving Officer:		
Designation:		