

(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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## APPLICATION FOR RENEWAL OF REGISTRATION AS A TEVET INSTITUTION

#### **INSTRUCTIONS**

1. Institutions<sup>1</sup> applying for renewal of registration to provide Technical Education, Vocational and Entrepreneurship Training (TEVET) should 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 should attach the following documents if there have been changes since the last application.
  - 3.1 List of Proprietors, Board Members or Directors (stating their contact addresses, dates of birth, nationality, qualifications and work experience);
  - *3.3 Syllabi of all the new programmes to be offered;*
  - 3.4 Name and profile of an official who will be held accountable for training quality assurance;
  - 3.5 Detailed CVs of instructional and administrative staff with copies of qualifications;
  - 3.6 A sworn affidavit/declaration that the proprietor, board members or any member of the instructional staff have never been declared bankrupt or found guilty of any criminal offence;
  - 3.7 *Current Audited Financial Statements, Six months Bank Statement, Twelve-Month projected Income and Expenditure,*
  - 3.8 Three (3) year Strategic Plan
  - 3.9 Lease agreement or proof of ownership of training premises
  - 3.10 Evidence of compliance with National Pension Scheme Authority and Zambia Revenue Authority
  - 3.11 Report or Letter of change of use of premises from the Local Authority if applicable

#### Revised – April 2012

<sup>&</sup>lt;sup>1</sup> "Institution" means any organization or premises by or at which regular instruction relating to technical education, vocational and entrepreneurship training is provided or from which such instruction emanates, whether by distance learning or otherwise, and shall include a private institution and an aided institution.

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

# SECTION A: INSTITUTION DETAILS

(ii)	Physical Address:						
	P.O. Box:						
(iii)	Tel. No Fax:						
(iv)	E-mail:						
(v)	Type of ownership: Govt. Trust Church NGO						
	Company Community Private-for-Profit						
	(Tick in the appropriate box)						
	Other (specify):						
(vi)	Funds Available:						
(vii)	Banker's Name and Address:						
SEC	TION B: PROPRIETOR IDENTIFICATION DETAILS						
(i) (ii)	Title: Title: Prof/ Dr / Mr / Mrs / Miss (Please circle the appropriate)						
(11)							
(iii)	Full Names of Proprietor:						
(iii) (iv)	Full Names of Proprietor: Passport/ National Registration Card Number:						
(iv)	Full Names of Proprietor:      Passport/ National Registration Card Number:      Occupation:						
	Full Names of Proprietor: Passport/ National Registration Card Number:						
(iv)	Full Names of Proprietor:						
(iv) (iv)	Full Names of Proprietor: Passport/ National Registration Card Number: Occupation: Residential Address: Plot and Street No:						
(iv) (iv)	Full Names of Proprietor:   Passport/ National Registration Card Number:   Occupation:   Residential Address: Plot and Street No:   Postal Address:						

# SECTION C: PRINCIPAL, TRAINING MANAGER 'S DETAILS

(i)	Title: Prof/ Dr / Mr / Mrs / Miss (Please circle the appropriate)
(ii)	Full Names:
(iii)	Gender : Male or Female (Please circle the appropriate)
(iv)	Passport/ National Registration Card Number:
(v)	Date of Birth:
(vi)	Nationality:
(vii)	If non-Zambian, what is your status in Zambia:
(viii)	Work Permit Validity:
	Qualifications
(ix)	Professional Qualifications:
(x)	Teaching Experience (with dates):
(xi)	Management Experience (with dates):

# **SECTION D: COURSE PROFILE – Include All Courses / Programmes**

Provide separate attachment if space is not adequate

COURSES OFFERED	Mode of Training (e.g. Full-time, Part-time, Distance Learning)	Entry Qualification	State level of Qualification	Current Total Enrolment		Duration and Number of hours per course	Examination Board
				F	М		

Key: Level of Qualification

TQF Level 6: Diploma TQF Level 5: Technician / Advanced Certificate TQF Level 4: Certificate TQF Level 3: Trade Test Certificate

#### SECTION E: INSTITUTIONAL STAFF

# INFORMATION ON VICE PRINCIPAL/TRAINING MANAGER, HEAD OF DEPARTMENT, HEAD OF SECTIONS, ALL LECTURERS/INSTRUCTORS/TRAINERS

[Provide (i) separate attachment if space is not adequate (ii) Detailed CVs and certified photocopies of the qualifications]

NAME OF INSTRUCTIONAL OR LECTURING STAFF			QUALIFIC	CATIONS	YEARS OI EXPERI		COURSE(S) BEING TAUGHT
	PARTTIME	MENT	Professional	Teaching	Professional	Teaching	

# SECTION E: INSTITUTIONAL STAFF CONT'D

### INFORMATION ON ADMINISTRATIVE STAFF

[Provide (i) separate attachment if space is not adequate (ii) Detailed CVs and certified photocopies of the qualifications]

NAME OF ADMINISTRATIVE STAFF	POST	PROFESSIONAL QUALIFICATION (S)	EXPERIENCE

# SECTION F: STUDENTS ENROLMENT

Please fill in the total number of students enrolled for each course (s) as listed in the table below

PROGRAMMES			CURRENT	TOTAL	
/ COURSES	FEMALE	MALE	FEMALE	MALE	

#### **SECTION G:**

Please Provide Safety Policy to support your response below.

- 1. Are safety guards fitted to the training machines? YES/NO
- 2. Are operating instructions of machines well displayed? YES/NO\_\_\_\_\_
- Are safety regulations well displayed and will the students be made aware of them? YES/NO\_\_\_\_\_
- 4. Is there a fully stocked First Aid Box in place? YES / NO
- 5. Are there sufficient serviced fire hydrants fitted on the premises?
- 6. How frequent are such fire hydrants serviced?

Date of the last Service\_\_\_\_\_

7. Do your premises have well displayed fire escape paths, fire assembly points?

YES/NO

If NO, what security measures are in place

#### SECTION H: CHANGES TO PREVIOUS REGISTRATION DETAILS

Submit details of any changes to the following:

- (i) **FACILITIES**
- (ii) LOCATION OF THE INSTITUTION
- (iii) CHANGE OF NAME OF THE TRAINING INSTITUTION
- (iv) CONSTRUCTION OF MORE TRAINING FACILITIES : CLASSROOMS, TOILETS
- (v) LIBRARY

# **SECTION I: DECLARATION**

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

NAME:	
POSITION: _	
SIGNATURE:	
DATE:	

# SECTION J: FOR OFFICIAL USE ONLY

Date of application received:

Verifications with the following agencies:

## COMMENTS

Central Criminal Registry				
Date Institution Inspected:				
Inspection carried out by:	1.			
	2.			
Registration Renewal Approved/Not Approved.				
Name:				
Position:				
Date:				