ONLINE ACCREDITATION

ASSESSORS, EXAMINERS AND TRAINERS USER GUIDE

TECHNICAL EDUCATION VOCATIONAL AND ENTREPRENEURSHIP TRAINING AUTHORITY

Contents

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 Online Accreditation for Assessors, Examiners and Trainers module (OAAET). It will discuss key features of the module and explain on how an Assessor, Examiner or Trainer can go about using it.

1.3.   ONLINE ACCREDITATION OF ASSESSORS, EXAMINERS AND TRAINERS (OAAET)

In the efforts of trying to improve on service delivery to its clients, TEVETA has decided to make the lives of Assessors, Examiners and Trainers easier by introducing a convenient method of applying for accreditation online. This can be done within the comforts of people's homes or offices and there is no need to travel all the way to TEVETA just to submit an application for accreditation. OAAET also makes it easier for people to follow up with their applications from the time of submission to the time an approval expires.

1.4.   OAAET AS A SERVICES

Online Accreditation of Assessors, Examiners and Trainers is a service designed to be simple to use for the general public who wish to get an accreditation with TEVETA in assessing, examining and training students who are taking courses offered in the TEVETA curriculum. The service comes with a record keeping system to aid people keep track of all their applications and manage their information.

2. USING ONLINE ACCREDITATION

2.1. HOW TO ACCESS ONLINE ACCREDITATION

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/apply and press enter. This will take you to the main Homepage of the Online Accreditation. The Homepage should look something like the picture below.
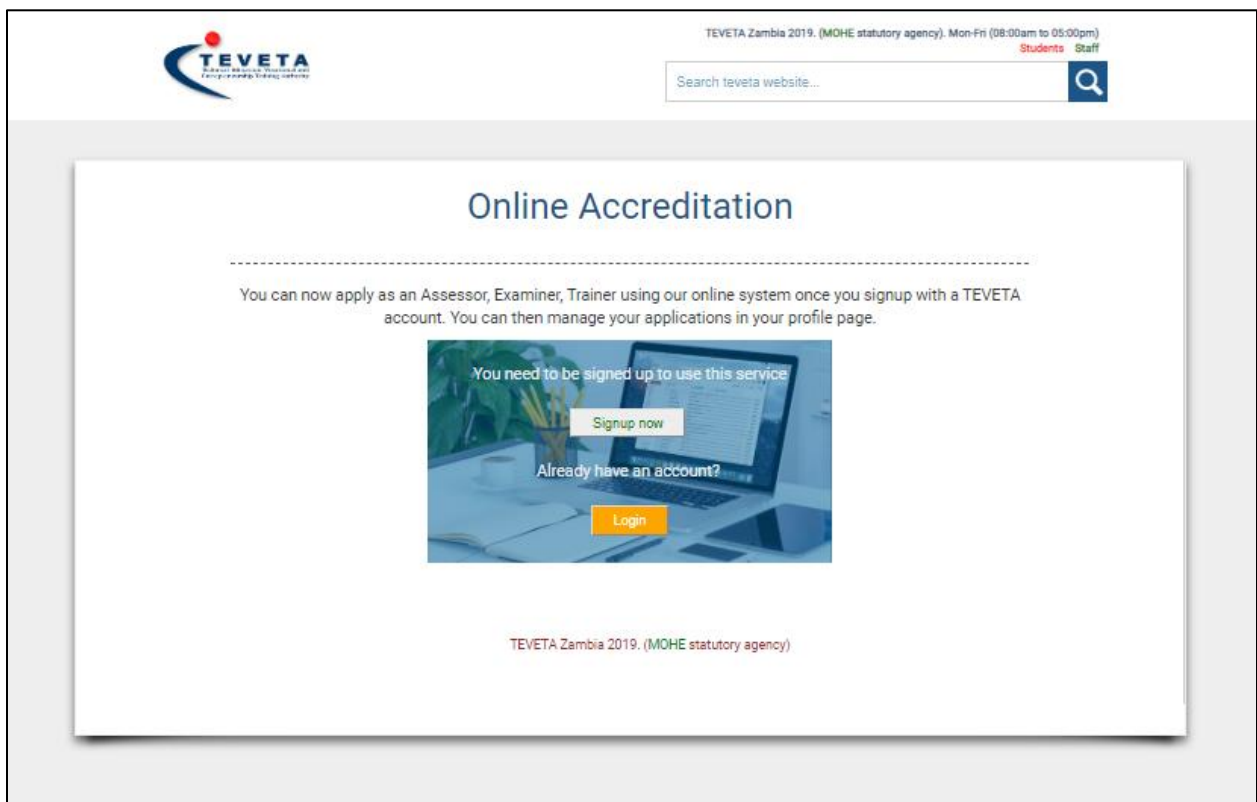

Figure 1 Online Accreditation page if you are not logged in

2.2. SIGNING UP AS A TEVETA SYSTEM USER

The first step to using the Online Accreditation of Assessors, Examiners and Trainers (OAAET) is to sign up with a TEVETA user account. Signing up enables TEVETA to keep in touch with you when there is need and also so that you as the applicant can keep track of your applications for accreditation. To signup use this URL (www.teveta.org.zm/user/signup.php).

Figure 2 Signup page

To signup, submit your names, Valid Email that TEVETA will be using to communicate with you and lastly your password. When you signup and your information has been submitted successfully you will be directed to a login page.

2.3.   LOGIN INTO YOUR NEW TEVETA ACCOUNT

Once you have created your account you will be directed to a login page that you use to access your user account. To signup you use the Email and password you provided when you were signing up for a TEVETA account. You can choose for the system to also keep you logged in in case you want to avoid the trouble of having to pass through the login page when you close your browser and want to access it again. Just click on the "Remember me?" checkbox and the system will keep you logged in for 30 days unless you log out yourself.
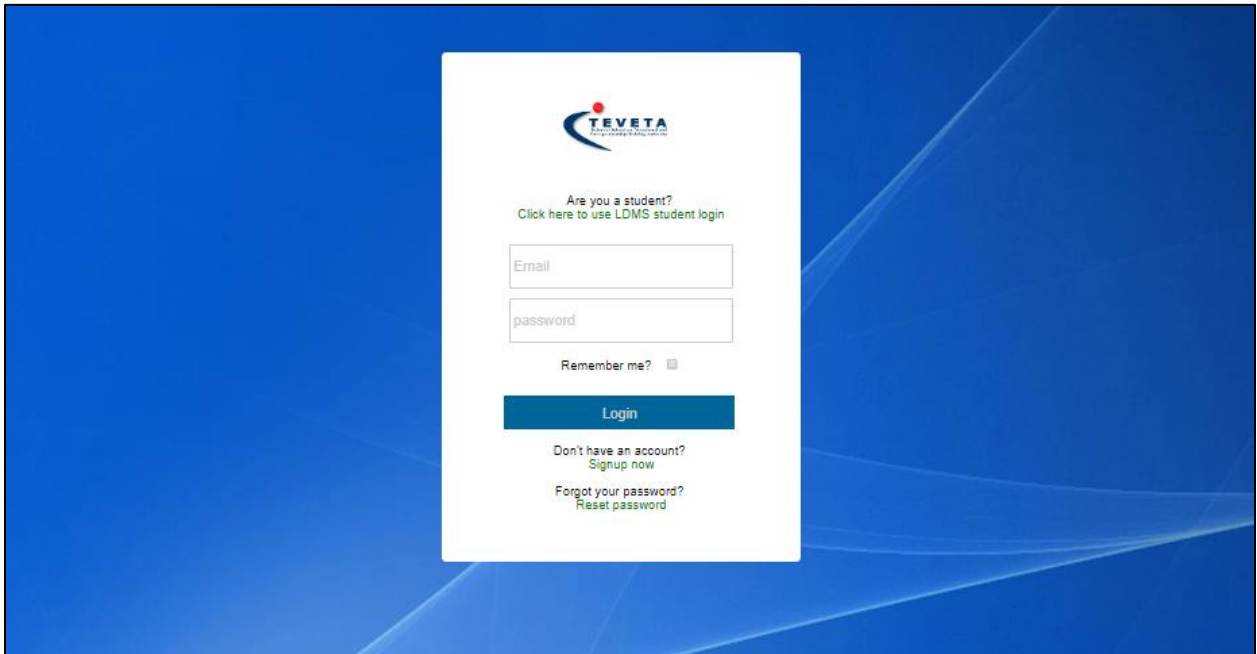

Figure 3 Login into your account

2.4.   RECOVERING YOUR FORGOTTEN PASSWORD

If you forget your password you can use the "Reset password" option that is just below the login page. The system will ask you to provide your account Email and once you do a 6 digit code will be provided to you that you can use to reset your password. When a person forgets both his password and user Email, an official query has to be submitted through our Helpdesk system (www.teveta.org.zm/helpdesk) indicating your full names.

2.5.   YOUR ACCOUNT MANAGEMENT PAGE

This is a page that is used to manage a user account. It is the main landing page that you use access your applications, settings and notifications. To access notifications simply press on the notifications icon. To access the Online Accreditation form press of the forms icon. To access settings to your account settings press the account icon and finally to access your applications press on the My Applications icon.
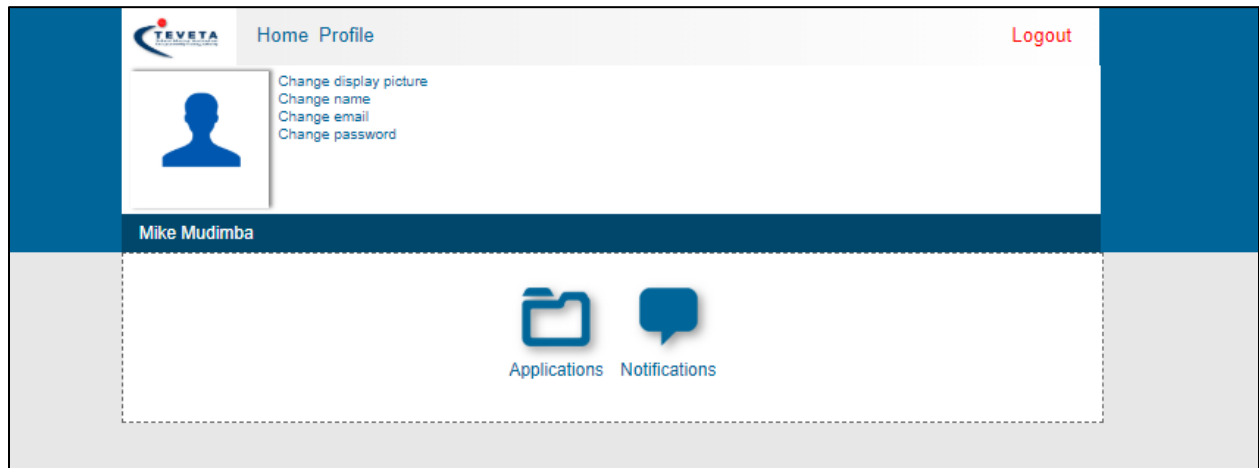

Figure 4 User account Management page

2.6.   ACCESS NOTIFICATIONS

OAAET uses two methods on which to notify users. One is through Email notifications sent through your Account Email and the other is through system notifications which you will get once you log into your TEVETA account. To view available system notifications, Click on the notifications icon and all your notifications will be displayed.

2.7.   ACCESSING APPLICATION FORMS

To access Online Accreditation form click on the 'Home' option. This will take you to a page which you can use if you want to apply for the first time (First time accreditation) or if you want to renew an already existing accreditation. On this page you can also check your Accreditation Status and claim existing accreditations.
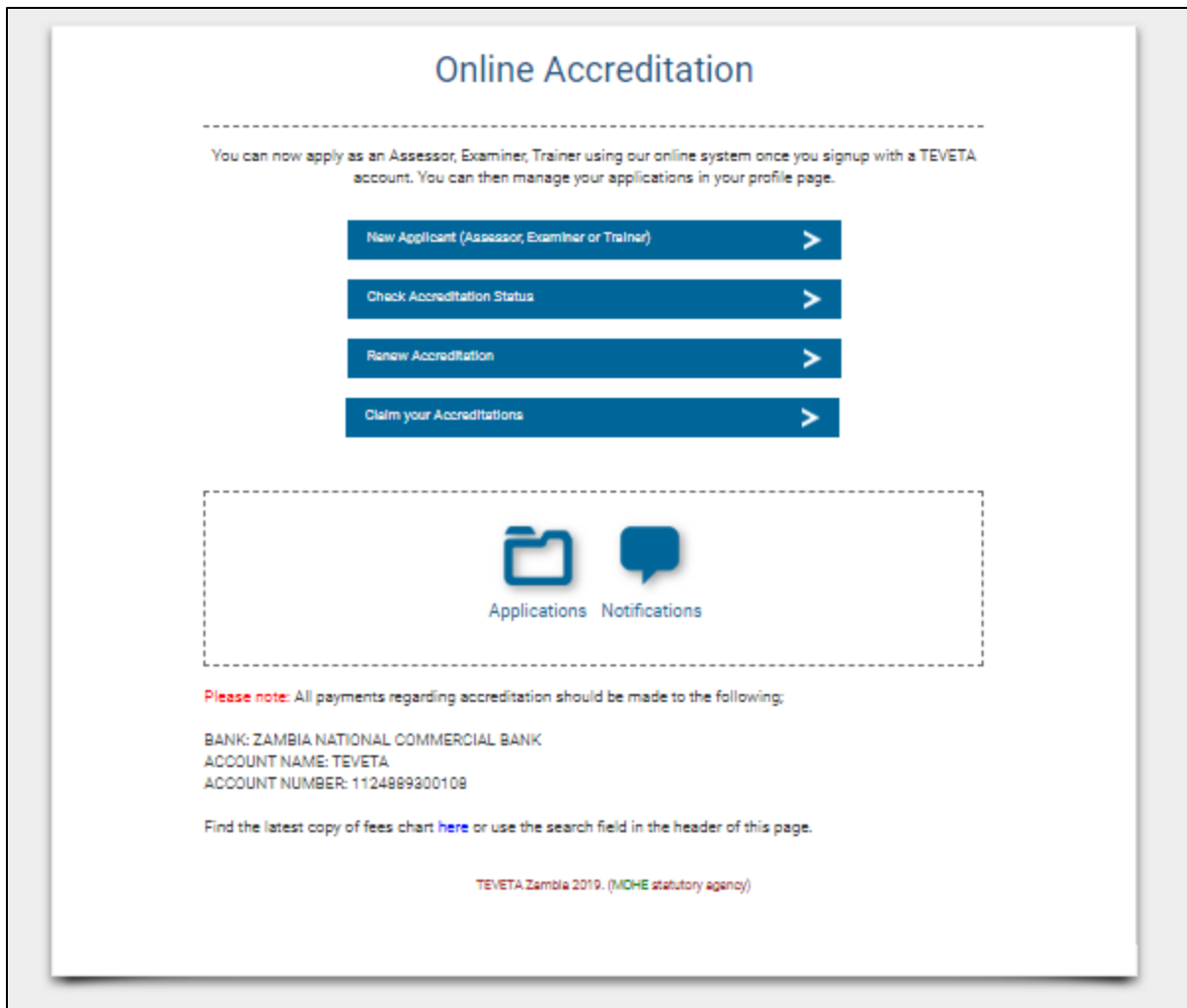
Figure 5 Accessing Online Accreditation forms and features

Clicking on "Renewal accreditation" will take you to a page were you select the accreditation you want to renew while clicking on "New applicant as Assessor, Examiner or Trainer" takes you to the main application form were you will fill in all the required fields before submitting an application for accreditation. Follow all the given instructions carefully if you want your application to be considered. Incorrect information will make the application invalid. The form has eight sections of which seven are mandatory. The image below shows part of this form.
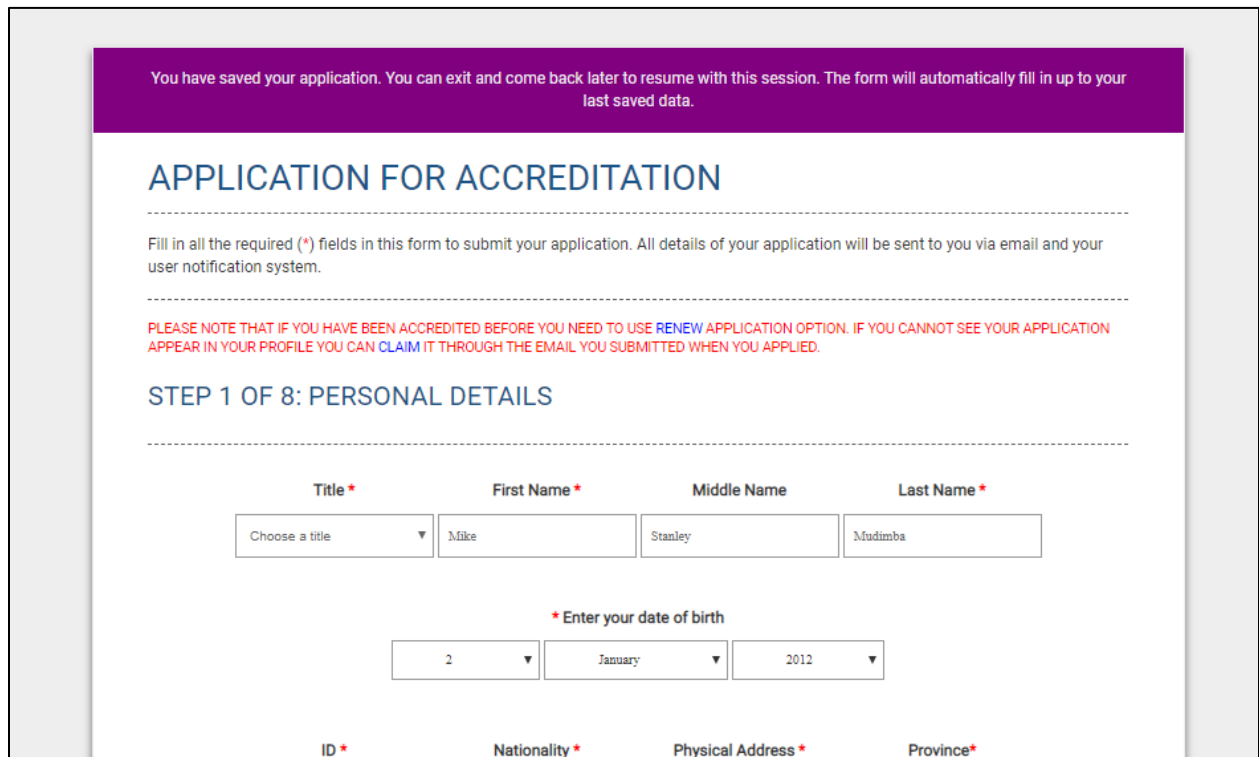
Figure 6 Online Accreditation application form

The seven sections in the application consists of:

1. <u>PERSONAL DETAILS</u>: Biodata information like titles, names, contacts etc.
2. <u>CATEGORY OF ACCREDITATION</u>: The accreditation you are applying for (Assessor, Examiner or trainer including the sessions and methods.
3. <u>CHOOSE SUBJECTS:</u> The subjects you are applying to be accredited in.
4. <u>QUALIFICATION DETAILS:</u> Your qualifications that make you eligible for what you applying for.
5. <u>WORK EXPERIENCE</u>: Any work experience to support your application.
6. <u>REFEREES</u>: Add referees to support details of qualification/Work experience
7. <u>INSTITUTION OF TRAINING:</u> If you currently are training in a TEVETA accredited institution.
8. <u>ATTACH SUPPORTING DOCUMENTS:</u> Documents to serve as validation for your application. Any scanned, PDF, word or image documents will do.

2.8.   SAVE AN APPLICATION

You can save an application and resume working on it later in case while applying you noticed you had missing information which made it enable to complete your application. The saved application will automatically load into the form the next time you log into your account.

Figure 7 Saved application always automatically loads when you access form

2.9.   VIEWING YOUR SUBMITTED APPLICATION

You can view all your submitted applications by using the "Applications" icon. This will allow you to see the current status of your application. From there you can view and edit an application (Those not yet approved) as necessary if you missed out on any important information. You can also delete applications which are not yet approved. The image below shows how a user can view his applications.

Below the table are options you can use to search through your applications. This is useful when you have a bunch of applications but you only interested in viewing specific ones based on particular attributes such as status, renewal or non-renewal and approval status.

Figure 8 View your submitted applications

2.10. DELETE APPLICATION

You can delete an accreditation from the system as long as it is not yet approved by TEVETA. Use the delete option provided. This is in case you made a mistake and want to resubmit (Other option is to access the same application and edit it as explained below) the application or simply changed your mind about applying for Accreditation.

2.11. ACCESS AN APPLICATION

To view an application simply click on its accreditation number or application number. From there you will be able to view all the detailed information about the application. If the application is not yet approved you will be able to edit its details. Amongst the details that will be displayed all the seven categories listed in chapter 2.8 above.

Figure 9 Access details for application

2.12. EDIT DETAILS OF AN APPLICATION

To edit information in your application simply access it as outlined in chapter 2.11. And then use the edit button provided. The edit option will only be available for applications that are not yet approved. All seven categories of the application form are editable on submission.
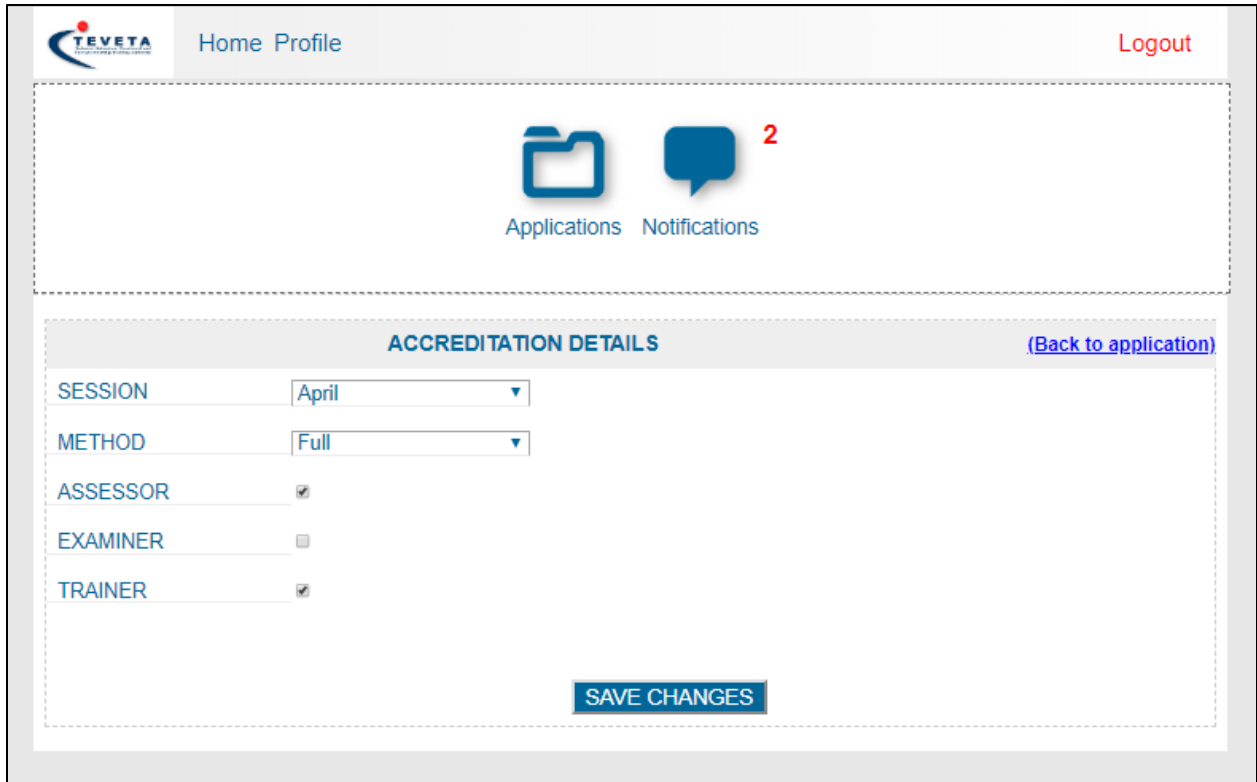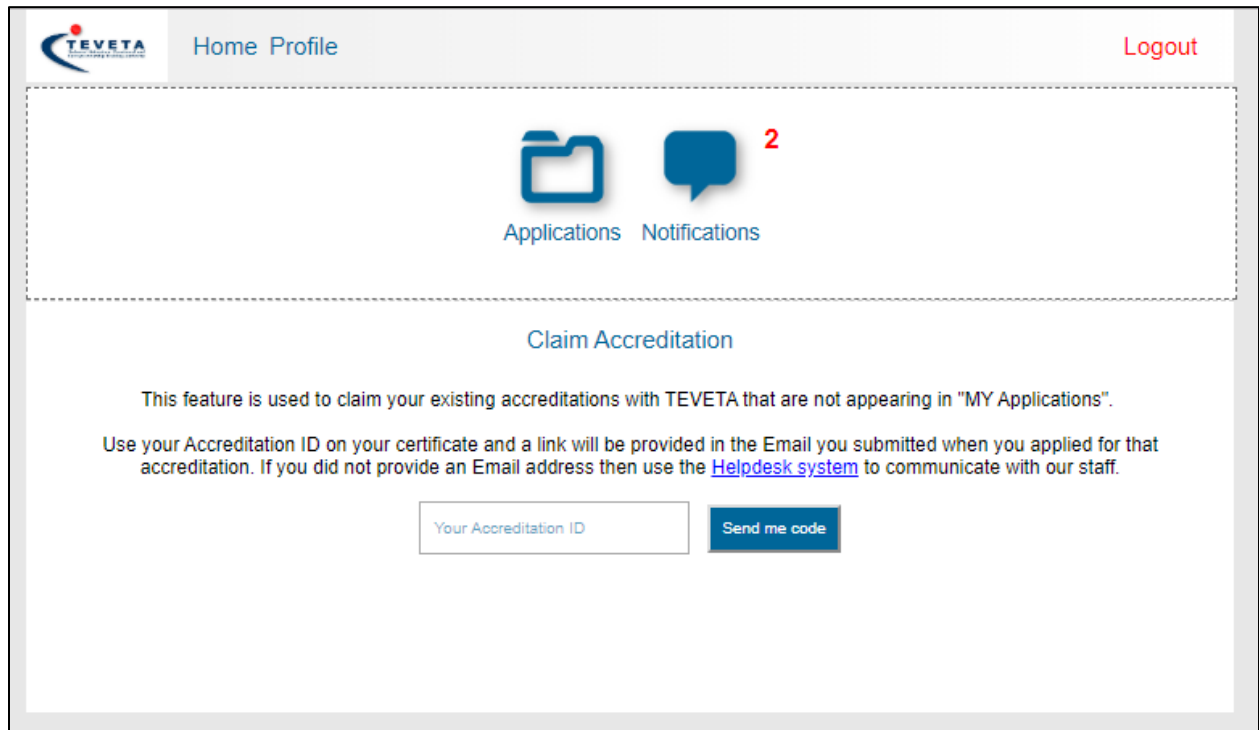
Figure 10 Example of an edit application page

2.13. RENEW AN EXISTING ACCREDITATION

Clicking on the second option shown in Figure 7 will take you to the image shown in chapter 2.9. There you will be able to renew applications that are approved only. When you click renew a new application will be submitted that will have a new application number but same accreditation number as the parent. The new application will be treated as invalid until TEVETA works on it and change its status.

2.14. CLAIM ACCREDITATION

If you are accredited and have a valid Accreditation ID but you recently created a TEVETA user account thus you cannot see your Accreditation in your profile, use this feature to claim it as your own so that it displays on your profile page. Simply key in your Accreditation ID and an Email with a code will be sent to the email address you provided when you applied for the Accreditation. Enter the code in the page that follows and all your Accreditations will appear on your profile page.

Figure 11 Claim Accreditations page

TECHNICAL EDUCATION VOCATIONAL AND ENTEPRENEURSHIP TRAINING AUTHORITY (TEVETA) ZAMBIA