

**NATIONAL COUNCIL FOR TECHNICAL AND
VOCATIONAL EDUCATION AND TRAINING
(NACTVET)**



NACTVET FORM ACCR- 02a

APPLICATION FORM
FOR
ACCREDITATION ELIGIBILITY

**THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL
EDUCATION AND TRAINING
(NACTVET)**

APPLICATION FORM FOR ACCREDITATION ELIGIBILITY
(Pursuant to Section 24 (1) (j) of NACTVET Act, Cap. 129)

(to be completed by the Applicant)

Section 1: PARTICULARS OF THE TRAINING INSTITUTION

1.1 Name of the Institution:

1.2 Location:

District or Municipal:..... Plot Number or Village:

1.3 Postal Address:

.....

1.4 Phone: **1.5 Fax:**

1.6 E-mail: **1.7 Webpage:**

1.8 Institutional Governance *(tick appropriate box):*

☐ Council

☐ Board of Trustees

☐ Board of Directors

☐ Other *(specify)*

.....

Section 2: AUTHORITY TO OPERATE AS TECHNICAL EDUCATION TRAINING INSTITUTION**2.1 Registration by NACTE**

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2.2 Legal Registration/Licensing

(e.g. Articles of Association, Constitution, Charter, valid license to operate as a technical training institution, official documentation authorising the establishment of the institution, Act of Parliament or similar authority etc).

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Section 3: VISION AND MISSION STATEMENTS

Vision and mission statements as they appear in a published prospectus or other public document.

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Minutes of governing board meeting where vision and mission statements were adopted, including any recent revisions of the vision and mission statements.

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Section 4: PARTICULARS OF GOVERNING BOARD/ADVISORY BOARD**4.1 Biographical information on governing board members (biodata or curriculum vitae).**

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4.2 Governing board bylaws or code of ethics.

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4.3 Certification, signed by the chief executive officer and governing board chair, that the majority of board members are persons with no employment, family, ownership or personal interest in the institution.

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Section 5: PARTICULARS OF THE CHIEF EXECUTIVE OFFICER (CEO)

5.1 Name, address, and biographical information (CV) about the chief executive officer

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5.2 Certification of CEO's primary responsibility to the institution, signed by chief executive officer and governing board chair.

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5.3 CEO's other responsibilities external to the institution, signed by chief executive officer and governing board chair.

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Section 6: ADMINISTRATIVE CAPACITY

6.1 Institution's organisation chart, including names of those in the key positions.

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6.2 Names and biographical information (CV) about the key administrative staff.

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Section 7: OPERATIONAL STATUS

7.1 Enrolment history of the institution (most recent three years suggested).

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7.2 Enrolments in institutional academic programmes by year, including academic awards.

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7.3 Current schedule of classes.

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Section 8: ACADEMIC AWARDS

8.1 List of awards, course credit requirements, and length of study for each academic programme.

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8.2 Prospectus designation of institutional level courses for which academic credit is granted.

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Section 9: EDUCATIONAL PROGRAMMES

9.1 Names of programmes, which reflect the mission of the institution.

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9.2 Documentation of at least one academic programme of one or more academic years in length.

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9.3 Documentation from prospectus or other public document, which describes courses, and curricula sequence of educational programmes.

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9.4 Documentation of location(s) of educational programmes, including those offered electronically.

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Section 10: ACADEMIC CREDIT

10.1 Institutional policies on transfer and award of credit.

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10.2 Prospectus documentation of credits awarded.

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10.3 Formula used by the institution to quantify academic credit, especially for laboratory, clinical, field work or other learning configurations.

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Section 11: EDUCATIONAL OBJECTIVES

11.1 Prospectus statements, which establish educational objectives for programmes.

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11.2 Data from educational programme reviews.

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11.3 Graduation, transfer, job placement, licensure examination, pass rate history, as appropriate to the institutional mission.

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Section 12: GENERAL EDUCATION

- 12.1 List of general education courses currently offered, including prospectus descriptions.

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- 12.2 Course outlines for communication skills, information technology and quantitative reasoning courses.

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- 12.3 Documentation on rigour and quality of education/training

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Section 13: DEPARTMENT

- 13.1 List of departments that can be recognised as capable of offering technical education and training leading to NTAs, including submissions for their recognition.

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- 13.2 Full-time and part-time academic staff, including their academic qualifications and experience.

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- 13.3 Departmental responsibilities statement.

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- 13.4 Current schedule of classes identifying department's responsibilities for each class, including lectures, seminars, tutorials, clinicals, practicals and field work.

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Section 14: STUDENT SERVICES

14.1 Information on gender characteristics of students.

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14.2 Provisions for students with physical disabilities.

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14.3 List of student services provided, which reflects the mission of the institution.

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14.4 Description of programmes for special student populations.

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Section 15: ADMISSIONS

15.1 Admissions policy from a published document.

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15.2 Student's admission application forms.

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15.3 Statement on student minimum entry qualifications for admission.

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15.4 Statement of roles and expectations of admissions personnel.

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Section 16: INFORMATION AND LEARNING RESOURCES

16.1 Profile of internal and external resources.

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16.2 Agreements and provisional arrangements for access to external resources.

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Section 17: FINANCIAL RESOURCES

17.1 Past, current and proposed budgets and financial statements.

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17.2 Documentation on any external foundation or other funding support.

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17.3 Documentation of funding base.

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Section 18: FINANCIAL ACCOUNTABILITY

18.1 Financial aid programme review / audits, (*if applicable*).

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18.2 Certified (external independent) audit, including management letter responding to audit queries if any.

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18.3 Student loan default rates and relevant reports of the ministry responsible for technical education, if applicable.

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Section 19: INSTITUTIONAL PLANNING AND EVALUATION

19.1 Most recent educational, fiscal and facilities plans.

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19.2 Most recent institutional evaluations of student assessment systems.

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19.3 Most recent systems and outcomes of educational programme reviews.

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Section 20: PUBLIC INFORMATION DISCLOSURE (TRANSPARENCY)

20.1 Prospectus or other public document, which serves that purpose.

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20.2 Recent print or other media advertisements.

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20.3 Policies regarding public information disclosure addressing all matters listed.

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Section 21: RELATIONS WITH THE ACCREDITING BODY (NACTE)

21.1 Policy adopted and published by governing or advisory board (or council) spelling out the role of NACTE.

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21.2 List of other accreditations, if any, held by the institution and information regarding standing with those organisations.

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21.3 Evidence, which describes institution's presentation with those accrediting bodies.

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