

Registration

Registration of a technical institution or vocational training centre assures stakeholders and the general public that the registered institution or vocational training centre has accomplished the legal requirements for the establishment and has adequate infrastructure, human, physical, and financial resources to sustain the provision of technical and vocational education and training.

Requirements for Registration

An institution (technical or vocational) applying for registration must meet the following requirements:

1. Fulfil the Legality Criterion

Provide evidence showing it meets the requirements for establishment i.e. being in possession of establishment and ownership documents

2. Fulfil the Viability Criterion

Provide evidence showing it is viable to deliver/provide the intended training

To fulfil the two criteria, the following should be availed to NACTVET:

- (i) **Legal Documents:** the technical institution or vocational training centre must submit documents which validate its legal existence. These include but are not limited to Constitution, Charter, Articles of Association as the case may be and/or Business License (Where applicable), Certificate of Registration of the institute's name;
- (ii) **Curriculum:** The technical institution or vocational training centre must have a curriculum for the intended programme i.e., market-oriented, competence-based curriculum, modular in format;
- (iii) **Teaching and non-teaching staff:** The technical institution or vocational training centre must have a sufficient number of qualified technical and/or vocational teachers, administrative and supporting staff;
- (iv) **Equipment, Machines, Tools and Facilities:** The technical institution or vocational training centre must be equipped with sufficient and appropriate equipment, machines, tools, and facilities to support the training activities. Applicant institutions are urged to consult specific professional organizations for guidance on programme-specific requirements in terms of equipment, machines, tools, facilities and the set-up of laboratories or workshops or studios;
- (v) **Built Infrastructure:** The technical institution or vocational training centre should provide evidence of owning or leasing building infrastructure to adequately accommodate the planned training activities;
- (vi) **Location:** The technical institution or vocational training centre must be located on premises suitable to conveniently carry out technical or vocational education and training undertakings;
- (vii) **Information Resources:** the technical institution or vocational training centre must have an adequate number of up-to-date relevant textbooks and journals which are easily accessible to students;

- (viii) **Sources of funds:** The technical institution/vocational training centre must prove beyond reasonable doubt that it has reliable sources of funds for sustainable implementation of the envisaged training and must operate a separate account specifically for the institution;
- (ix) **Services and Utilities:** The technical institutions or vocational training centres must have the essential services and utilities to support the envisaged training. These utilities include electricity, water supply, communication system, sewerage system, health services, refectory services, safety and security services, transport facilities, and recreational facilities;
- (x) **Organogram:** The technical institution or vocational training centre must provide the organizational structure of the institution or centre; and
- (xi) **Long-Term Plans:** The technical institution or vocational training centre must provide well-documented long-term development plans addressing the core teaching and learning activities.