



TERTIARY AND VOCATIONAL EDUCATION COMMISSION

Registration form for Training Institutes

Registration under the Tertiary & Vocational Education Commission (TVEC) is a statutory requirement as per the TVE Act No: 20 of 1990 for all Vocational and Technical Training providers

PART 1 – General Information

III/05/04/02

Instructions to Institution

A. DETAILS OF APPLICANT

1. Name and designation of the applicant *:
2. NIC No *
3. Address *:.....
.....
4. Telephone No: Fax No:
5. E-mail*:

Requirements
Training Institutions should satisfy criteria given below in order to obtain the TVEC registration

NIC number is necessary for traceability

B. DETAILS OF TRAINING CENTRE

6. Business Registration (BR) No *: Date of Establishment:
7. Name of the Institute *:.....
8. Address of the Institute*:
.....
9. Telephone No *: Fax No:
10. E-mail *:
11. Category of Training Institution *
Public/Government/Statuary Board/Charity/NGO/Private/Government owned business undertaking
.....
12. A. GPS Coordination N: E :
B. Divisional Secretary : District: Province:

Email address is necessary to link with data base

BR should carry the same name as appear for applicant's name and the institute's name, scope of business should be vocational training or similar

Institute should be established in a permanent place (on rent/own place/on lease)

Email is necessary to link with data base. (if different to applicant's mail address)

This information needed for statistical purpose

* *Compulsory information*

13. Infrastructure and common amenities

Item	No. of units	Floor Area (in square meter-m ²) Minimum m ² of classes/workshops
Class rooms/ lecture rooms*		
Workshops *		
Office rooms		
Toilets*		
Others (specify) Viz. hostel, facilities for sports		
Amenities	Description	
Water Supply*	Taps; Numbers: Total number in order:	
Ventilation (classrooms/workshops) *	Windows/doors; Windows: Doors:	
Lighting (class rooms/workshops) *	Number of lights/natural light Classrooms Workshops	
Electricity supply *	Single phase Three phase	
Safety *	Hazards within institute premises due to Physical, chemical, biological (stray pets, rats, snakes) mitigated, accident records maintained	
First Aid *	Staff trained for first aid, availability of first aid box	
Fire Protection *	Adequate extinguishers/ hose/ hydrant fixed, staff trained	
Garbage/waste disposal *	Mode of disposing garbage/waste/waste water, garbage segregated	

*Compulsory information

Requirements

(Instruction to Institution)
Required space per student is 0.5m² (minimum)

Hard and light engineering courses should have workshops, they should comply basic safety and ergonomic aspects

Toilet requirement is 25:1 (25 students for one toilet) with water (commode or squatting pan)

Drinking water should be available free

All class rooms should be comfortable to stay for more than 5 hours

Adequate light for reading, writing and work

Single phase with safety requirements or three phase with safety requirements

Safety for students and others

Basic First aid requirements with trained staff for first aid should available

Fire protection measures should be taken, trained staff, assembly points

Waste/garbage/waste water should dispose/discharge in acceptable manner

14. Record keeping/record maintenance/ nonacademic staff

Item	Available/maintained	Not available/not maintained	Remarks
Permanent staff (nonacademic) *	Academic coordinator Course coordinator	Academic coordinator Course coordinator	
Assessment records*	Continuous assessments Final assessments	Continuous assessments Final assessments	
Student data base *			
Student attendance *			
Instructor records *	Attendance Daily diary/records	Attendance Daily diary/records	
Time table *			
Student diary/daily records *			
Career guidance records			
Employment placement			
Additional English lessons			
Additional computer lessons			
Institution's intention to start NVQ courses or transform existing courses to NVQ	Intended	Not intended	

Requirements

Instructions to Institution
A permanent staff member should be available

Assessment records should be securely maintained for all courses seeking registration

Should have a student data base (computerized/manual)

Daily attendance of all courses should be maintained

Daily records of instructor should be maintained

All courses should be conducted according to time table, time table should reflect the course duration given in the curriculum

Students should maintain daily records

English classes desirable

TVEC encourages NVQ courses

*Compulsory information

16. Details of Academic Staff (Please see below for requirements)*

Name of instructor	Male	Female	Permanent/ visiting basis	Highest educational/professional qualification	Experience		Details of module/s taken for teaching
					Industry	Teaching	
Every instructor's C.V in brief should annex			Atleast one permanent instructor should be therefore each course	Highest qualification should be atleastone level above the level he/she teaches	Industry experience is preferred	Teaching experience is mandatory	Teacher's highest qualification and teaching experience should align with above module/s that he/she teaches