

### 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

<b>A.</b>	DETAILS OF APPLICANT
1.	Name and designation of the applicant *:
	NIC No *
3.	Address *:
4.	Telephone No: Fax No:
5.	E-mail*:
В.	DETAILS OF TRAINING CENTRE
6.	Business Registration (BR) No *:
7.	Name of the Institute *:
8.	Address of the Institute*:
9.	Telephone No *: Fax No:
10	<b>).</b> E-mail *:
1.	L. Category of Training Institution * Public/Government/Statuary Board/Charity/NGO/Private/Government owned business
	undertaking
12	
	B. Divisional Secretary : District: Province:
* Ca	mpulsory information

111/05/04/02

Instructions to Institution

Requirements

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

NIC number is necessary for traceability

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

#### 13. Infrastructure and common amenities

Item	No. of units	Floor Area (in square meter-m²) Minimum m² 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/ horse/ hydrant fixed, staff trained					
Garbage/waste disposal *	Mode of disposing	garbage/waste/waste water, garbage segregated				
*Compulsory information						

<sup>\*</sup>Compulsory information

#### Requirements

(Instruction to Institution)
Required space per student is  $0.5\text{m}^2$  (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		Not intended			
*Compulsors information					

 $<sup>*</sup>Compulsory\ information$ 

#### Requirements

Instructions to Institution
A permanent staff
member should 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 maintain

All courses should conduct 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

# 15. Details of courses and curricula (Please see below forrequirements)\*

Title of the course (should be the same title appear in the awarding certificate)	Student entry qualification	No of courses per year	FT/PT/ Course Fee	HRS Theory	HRS Practical	HRS assignme nts/ projects	OJT period	Duration in months	Maximum students can accommodate per batch	Availability of curriculum	Tools available	Equipmen t available	Machinery available
				Requ	 nirements* (Inst	ruction to In	stitution)						
Diploma in core - 1200 national hours(600 hrs institute training) Diploma in skills upgrading – 600 national hrs (300 hrs institute training) Certificate in core vocational training- 600 national hrs (300 hrs institutional training) Certificate in basic vocational skills – 50 hrs of institutional training) Certificate in skills upgrading – more than 10 hrs of institutional training. Certificate in livelihood skills – above 10 hrs	Entry qualification should satisfy the necessary competency requirements to follow the course	Should comply course duration, capacities of class rooms, number of hours	Should satisfy course duration	Should specify in the curriculu m, Class roomteac hing, Student teacher ratio 25:1	Should specify in the curriculum, Student teacher ratio 15:1	Should specify in the curriculu m; continuou s & final assessmen ts	Evidence with MOU signed	Should satisfy curriculum	Depend on the capacities of class rooms (15:1)	Curriculum outline/sum mary curriculum need to attach	Should satisfy w number of studer safety requirement with maintenance should be in wor	nts, calibration nts ensured, ser e should availa	should done, rvice agreements ble, all items

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

Name of instructor	Male	Female	Permanent/ visiting basis	Highest	Exp	erience	Details of module/s taken for teaching	
				educational/professional qualification	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/sthat he/she teaches	