



**TECHNICAL AND VOCATIONAL EDUCATION
AND TRAINING AUTHORITY**

TVETA MIS USER MANUAL

INSTITUTION APPLICATION GUIDE

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Home

TVET MIS
Letter of No Objection Registration

Proposed Institution Name *

Email Address *

Password

Confirm Password

PROPOSED DIRECTORS
Click 'Add More' button to add proposed directors details

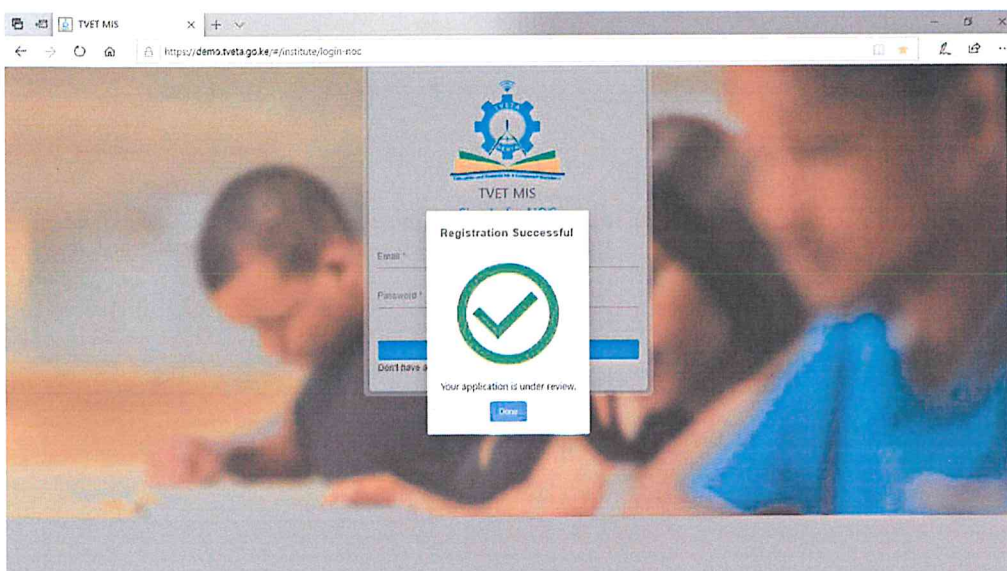
Add More

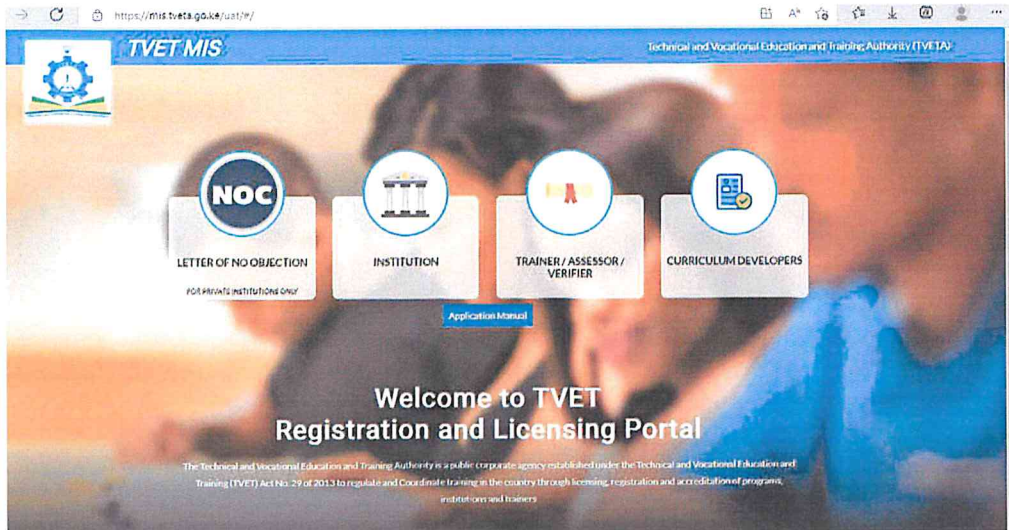
Full name	Nationality and Citizenship	Nationality of Origin	Age	Gen
← [Empty Row] →				

Create Account

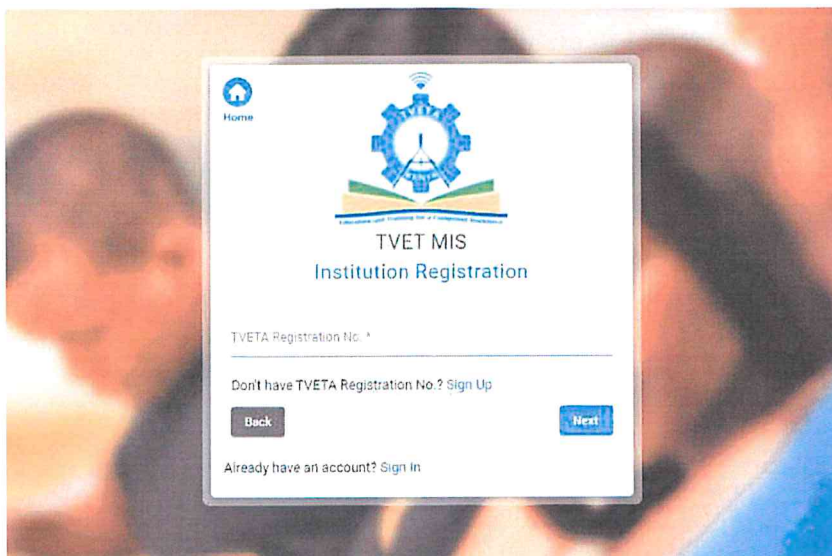
Already have an account? Sign In

Upon successful account create, the application is sent to TVETA for approval. You will receive a confirmation as shown:

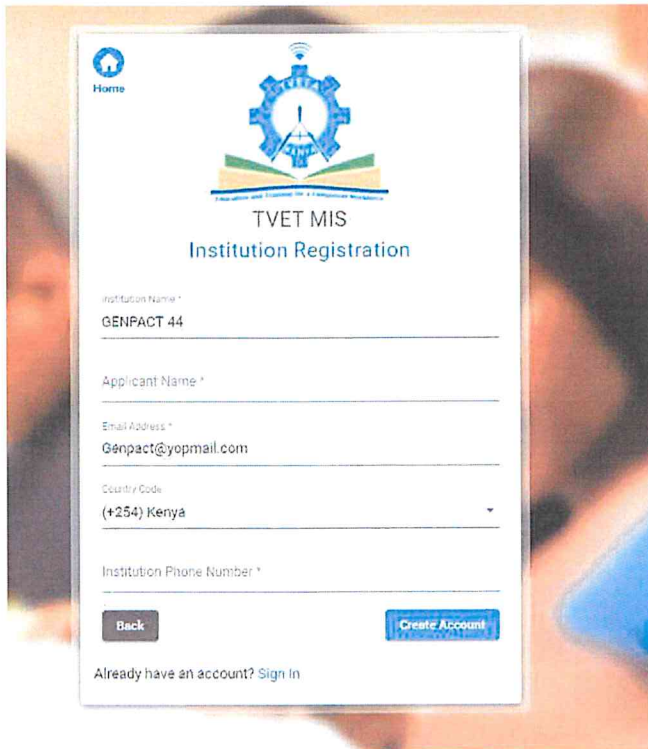




Click on the **INSTITUTION** button to access the **registration/login** view as shown below:

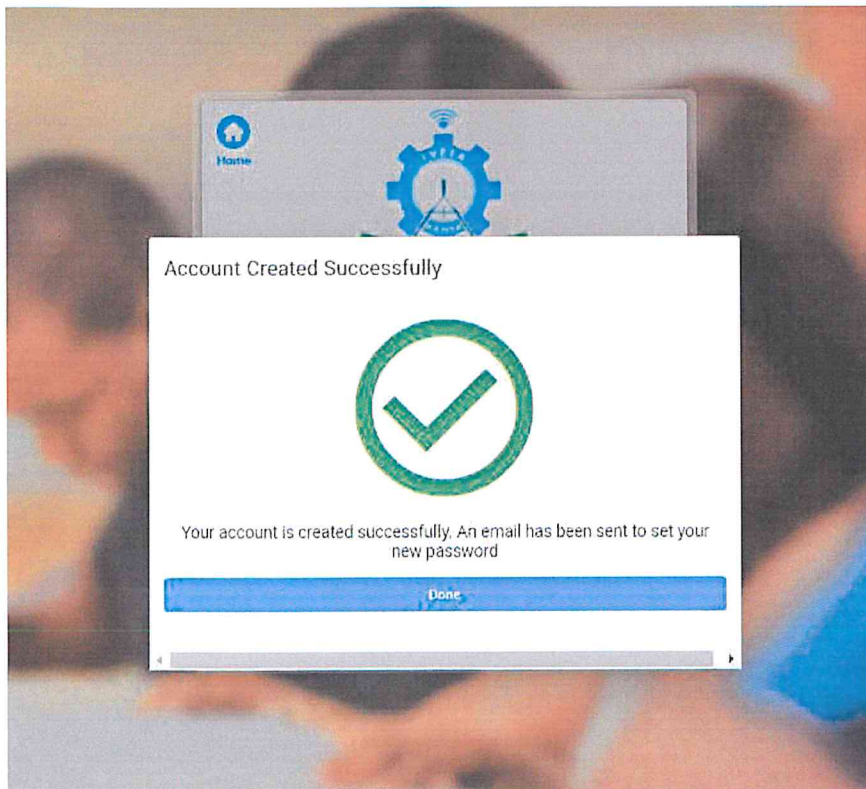


- a. For a **New Institution Registration**, use the **Sign Up** link to create an account and proceed with registration.

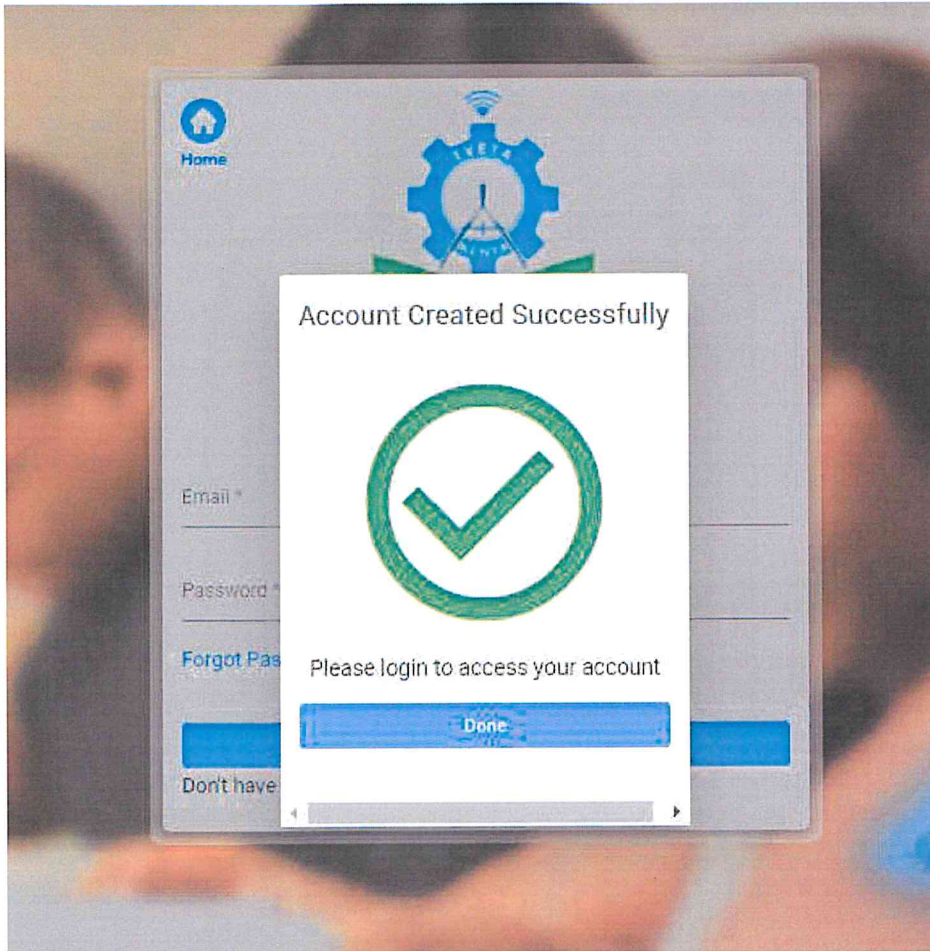


Fill the remaining details then click on **Create Account**

You will receive a confirmation message as shown:

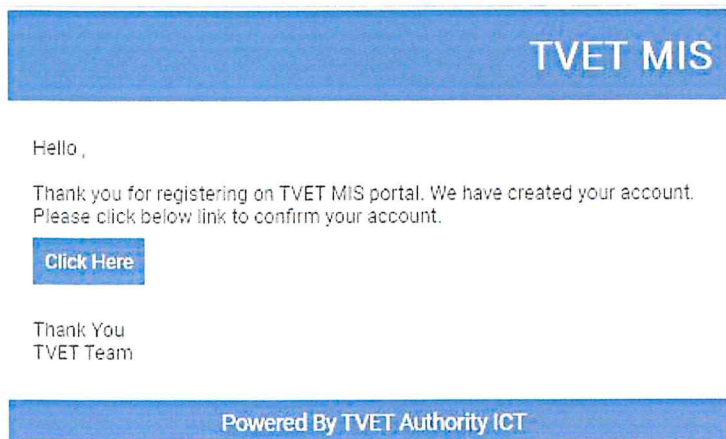


After confirmation of your account, proceed to login in the INSTITUTION tab with the official email address and password earlier set.



For an existing institution (already registered with TVETA), use the Existing radio button and capture the Institution's Registration number as shown:

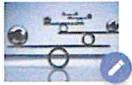
After confirmation of your account, (as shown below)



- ❖ Physical address.
- ❖ Background Info

[Welcome](#) | [Institution Details](#) | [Institution Governance & Management](#) | [Physical Facilities](#) | [Health and Safety](#)

[Institutional Particulars](#) | [Postal Address](#) | [Physical Address](#) | [Background Info](#)



Name of Institution *
DC

TVET Registration Number *
Dc123

Type
Public

Category *
NATIONAL POLYTECHNIC

[Next](#)

Click on **Save and Continue** to proceed to the next tab.

Institutions Governance & Management

[Home](#) | [Institution Details](#) | [Institution Governance & Management](#) | [Physical Facilities](#) | [Health and Safety](#) | [Teaching & Learning](#)

[Management](#) | [Management Meetings](#) | [Guidance and Counselling](#) | [Board of Directors/Governors/Council of Institution](#) | [Strategic Plan](#)

Management

Management Type *
BOD

Prin:accptmgr

Manager's Name *
30

Gender *
Male

Prin:accptmgr

Highest level of qualification of the manager *

State the area of specialization as in the qualification certificate of the manager? *

Academic qualification of the manager *
PGD

Email *
30@yopmail.com

Telephone *
121212553

Composition of Management

Number of males *
20

Number of females *
20

[Institution Details](#)
[Institution Governance & Management](#)
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[Health and Safety](#)
[Teaching And Learning](#)

Teaching And Learning

Courses

Click on "Add Courses" button to add course

Select Examining Body Select Level Select Course

Course Status Enrolment (Male) Enrolment (Female)

Select Course Application +

+ Add Course

Courses, Curriculum & Enrolment

Sr No.	Examining body	Level	Course	Approved Syllabus	Duration	# of qualified Train
1	CISCO	Craft	Cisco Certified Network Associate	Yes	12	0

Staff

Capture the staff details of the **licensed** training staff in your institution.

After searching the staff member, click on the **+Add**, button to populate the details of the staff on the list below.

Proceed to capture whether the staff member is **Full Time OR Part Time**, using a drop

NOTE: The staff details are retrieved using the **National ID number** as captured during trainer application.

Thus, ensure that the staff **National ID number** is correct.

Teacher Preparation and Examination

[Data](#) [Teacher Preparation and Examination](#) [Industrial Attachment](#) [Research, Innovation and Stakeholder Cooperation](#) [Confirm](#)

[Teacher Preparation](#) [Examination Results and Analysis](#)

Do you have a Course Outline?
Yes

Do you have a Scheme of work?
Yes

Do you have Records of work?
No

Do you have Student's progress records?
No

Do you have an Attendance Register?
Yes

[Next](#)

Industrial Attachment

[Trainee Data](#) [Teacher Preparation and Examination](#) [Industrial Attachment](#) [Research, Innovation and Stakeholder Cooperation](#)

[Industrial Attachment](#)

Do you have an operational industrial attachment policy? *
Yes

Do you have an attachment office?
Yes

Do you have an appointed Industrial Liaison Officer (ILO)?
Yes

Do you have an insurance policy to cover trainees during industrial attachment programme?
Yes

Do you comply with the occupational standards that are in line with the training programmes?
No

Do you have existing partnerships/collaborations with the industry or community?
No

Do you fulfil trainees' welfare issues/rights?
No

Does your institute comply with the occupational standards?
No

Do you have updated industrial attachment records?
Yes

Do you have an industrial attachment file?
No

Do you have an industrial attachment Logbook?
No

Do you have updated lists of trainees on industrial attachment?
No

[Acti](#)
[Go to](#)

RESEARCH, INNOVATION AND STAKEHOLDER COOPERATION

The TVET institution exchanges with other education and training institution on new developments and cooperation potential

How do you rate your institution in terms of partaking innovation workshops, concerts and conferences?

Are innovation concepts such as greening TVET included in the curricula and the research of the institution?

How do you rate your institution in terms of support to business incubation and entrepreneurship centres?

FEEDBACK

Type here

I hereby declare that the information provided is correct to the best my knowledge. I further accept the Terms & Conditions.

[← Back](#)

[Declare and Finish](#) [Activate W](#)
[Go to Setting](#)

Click on **Save and Continue**, to save details of this tab.

PAYMENT

After confirmation of the application, you will be redirected to the payment tab. There are instructions on how to make you payment as displayed in the next page.

TVET MIS Dr. v

Payments

Current Outstanding: KES 300600 [View](#)

How to Make payment

- Go to the MPESA menu,
- Select payment services
- Choose Pay Bill option
- Enter 094135 as the business number
- Use Customer reference number 015504 as your account number
- Enter the amount
- Enter your pin and press OK

KCB Banking

- Print your Invoice/Statement
- Present it to KCB,
- Quote your Customer ID generated by the system

Bank Details

- A/C Name: Technical and Vocational Education and Training Authority
- A/C No: 3212502450
- Bank: Kenya Commercial Bank
- Branch: Eldorado House

[Download PDF](#) [Generate Excel](#)

DATE	REFERENCE	DESCRIPTION	AMOUNT (KES)	BALANCE (KES)	ACTION
13 May 2021	INV8421	INVOICE	30905.00	30203.00	Download

1 entries

[Activate W](#)
[Go to Sett](#)

Addition of Programmes

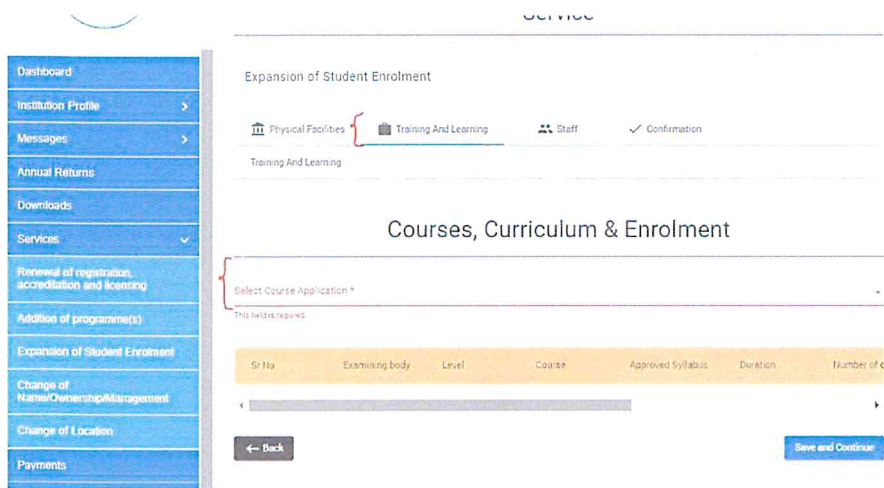
In scenarios where an institution would want to submit applications for additional programmes, there is provision to utilize the Addition of Programmes (s) service for this. A

The screenshot shows a web interface for adding courses. On the left is a navigation menu with 'Addition of programme(s)' highlighted. The main area is titled 'Service' and displays 'Total Courses: 4' and 'Amount: KES 0'. A 'Save & Checkout' button is in the top right. Below this are two rows of dropdown menus: the first row for 'Select Examining Body', 'Select Level', and 'Select Course'; the second row for 'Select Course', 'Enrolment (Male)', and 'Enrolment (Female)'. An 'Add Course' button is located below the second row. At the bottom, a table titled 'Course Particulars' has columns for 'S.No', 'Course Name', 'Course Level', 'Duration', and 'Examining body'.

User should populate the details of the courses required and then click on 'Add Course' as shown below.

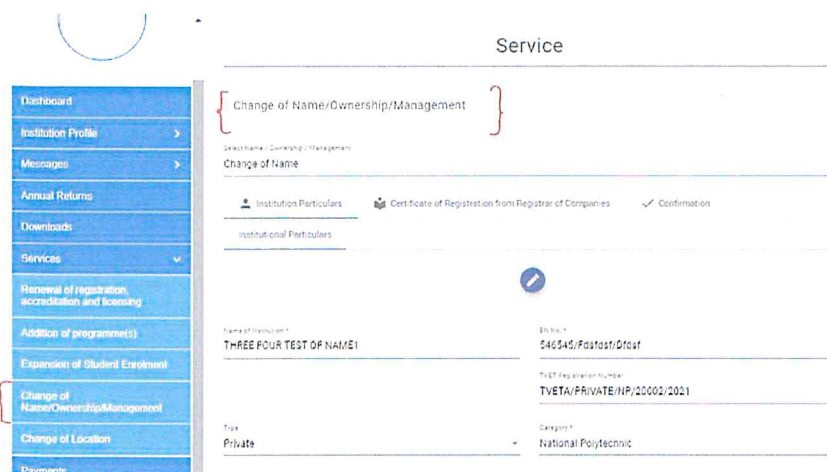
This screenshot is identical to the previous one, but the 'Add Course' button is circled in red to indicate the next step in the process.

Proceed to add all the necessary courses, and then click Save and Checkout button shown below. This allow invoicing of the application and subsequent submission of the same after Payment is completed and verified by NGOCB



Change of Name/Ownership/Management

In some instances where institutions require change in Ownership or Management, they can do so using the 'Change of Name/Ownership/Management' service.

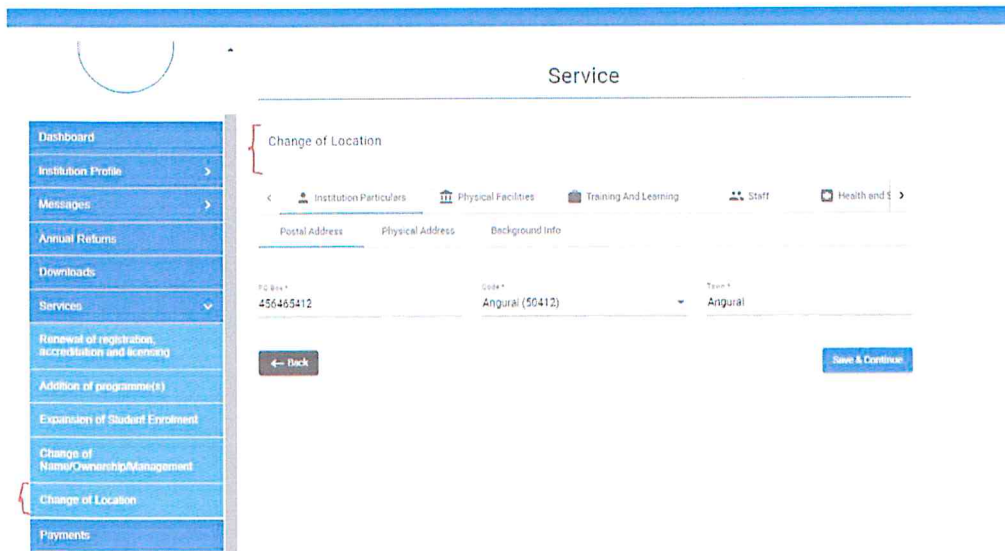


After selecting this service, proceed to choose the specific sub-service you would want to apply between the following:

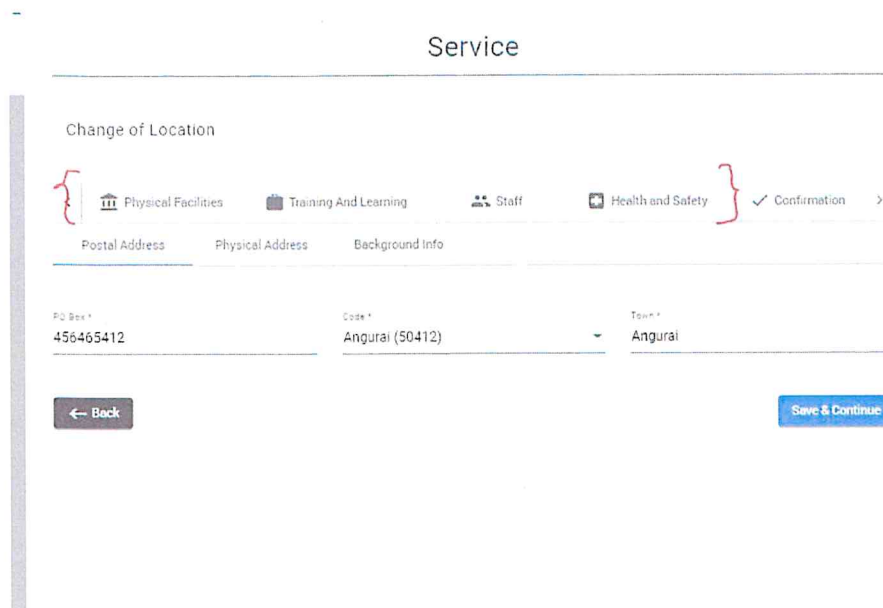
- Change of Name
- Change of Ownership/Management

Change of Name

Allows an institution to request for change of name through Tveta.



Evidence of the new changes will be required, and thus you should fill the requested details as shown below:



Confirm the details are correct and submit the same.

NOTE: Invoices are generated after submission of these services. The payments need to be honored (paid) before the application is submitted to Tveta.