**TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY**

# TVETA MIS USER MANUAL

# INSTITUTION APPLICATION GUIDE

# Table of Contents

Upon successful account create, the application is sent to TVETA for approval. You will receive a confirmation as shown:
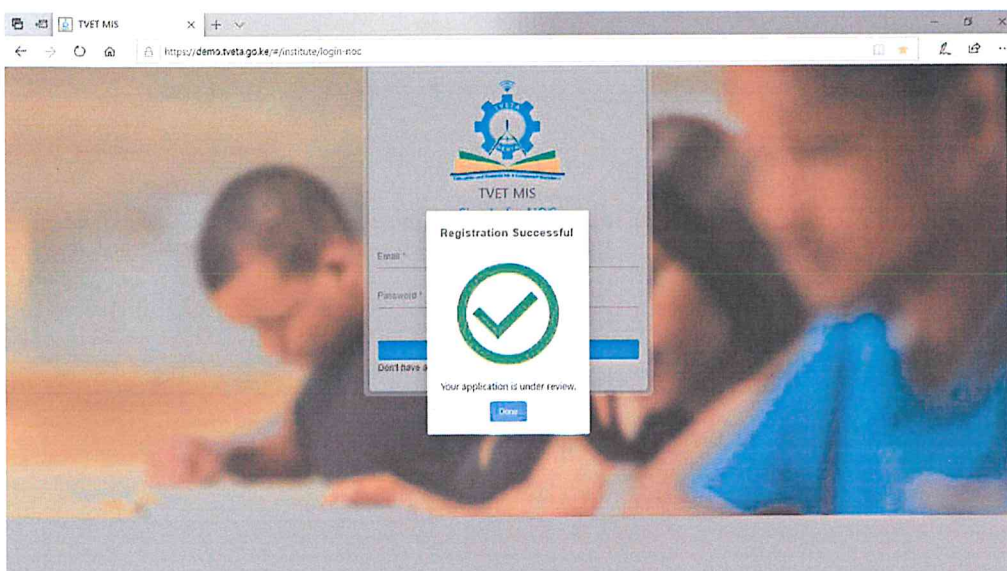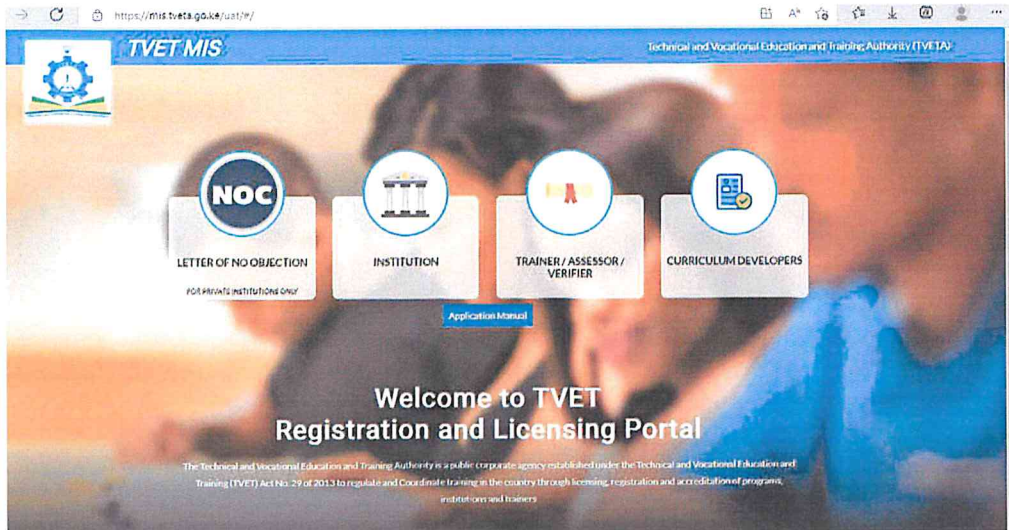
Click on the **INSTITUTION** button to access the **registration/login** view as shown below:



a. For a **New Institution Registration**, use the **Sign Up** link to create an account and proceed with registration.
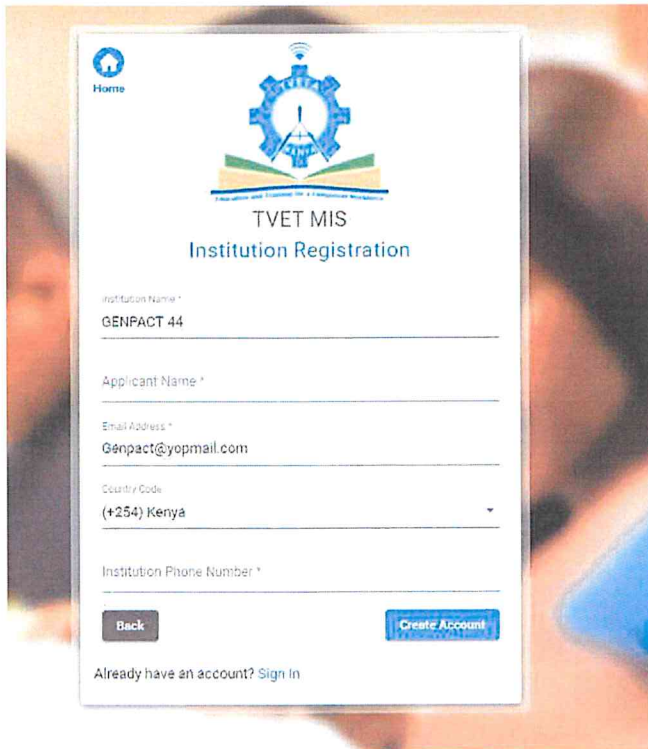
Fill the remaining details the click on **Create Account**
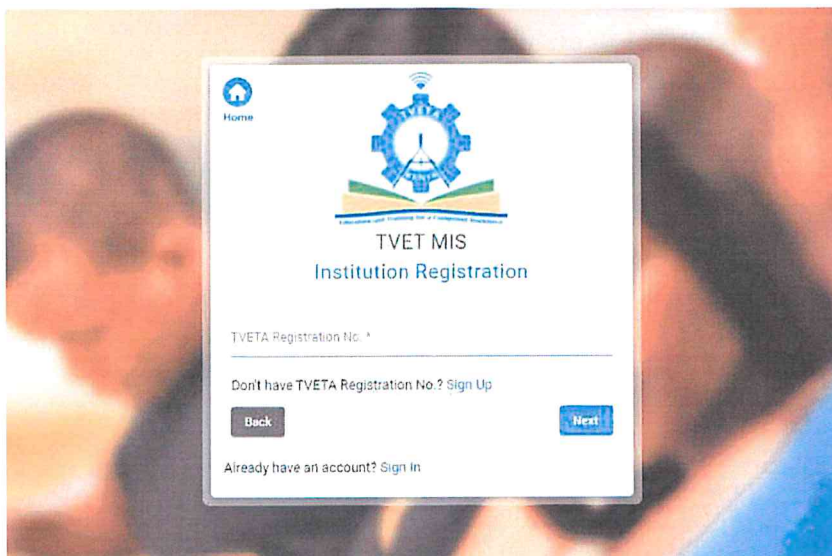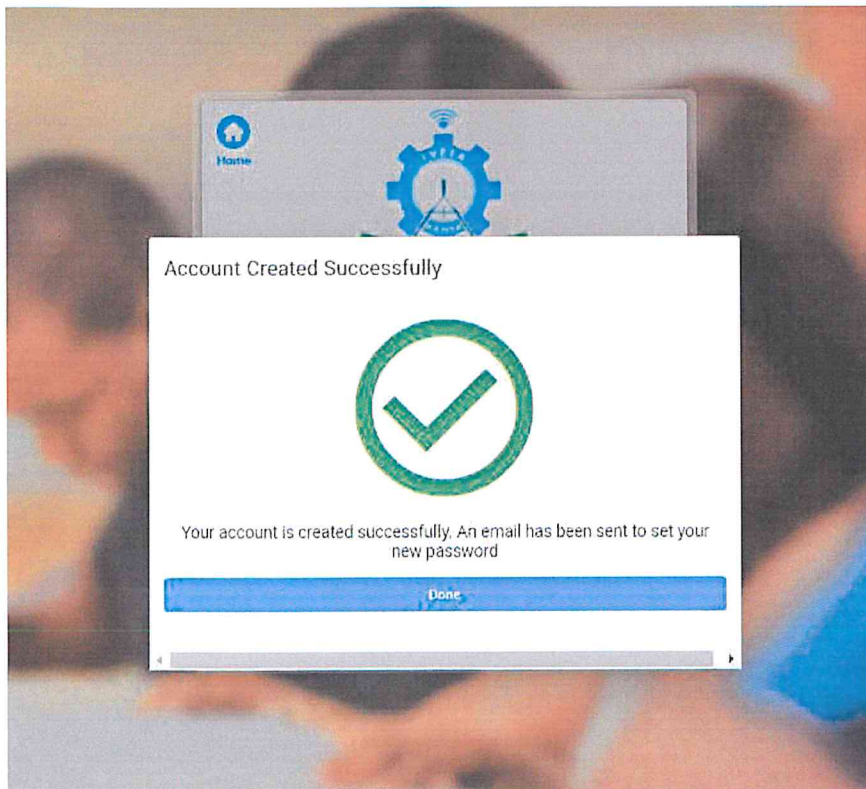
You will receive a confirmation message as shown:



After confirmation of your account, proceed to login in the INSTITUITION tab with the official email address and password earlier set.
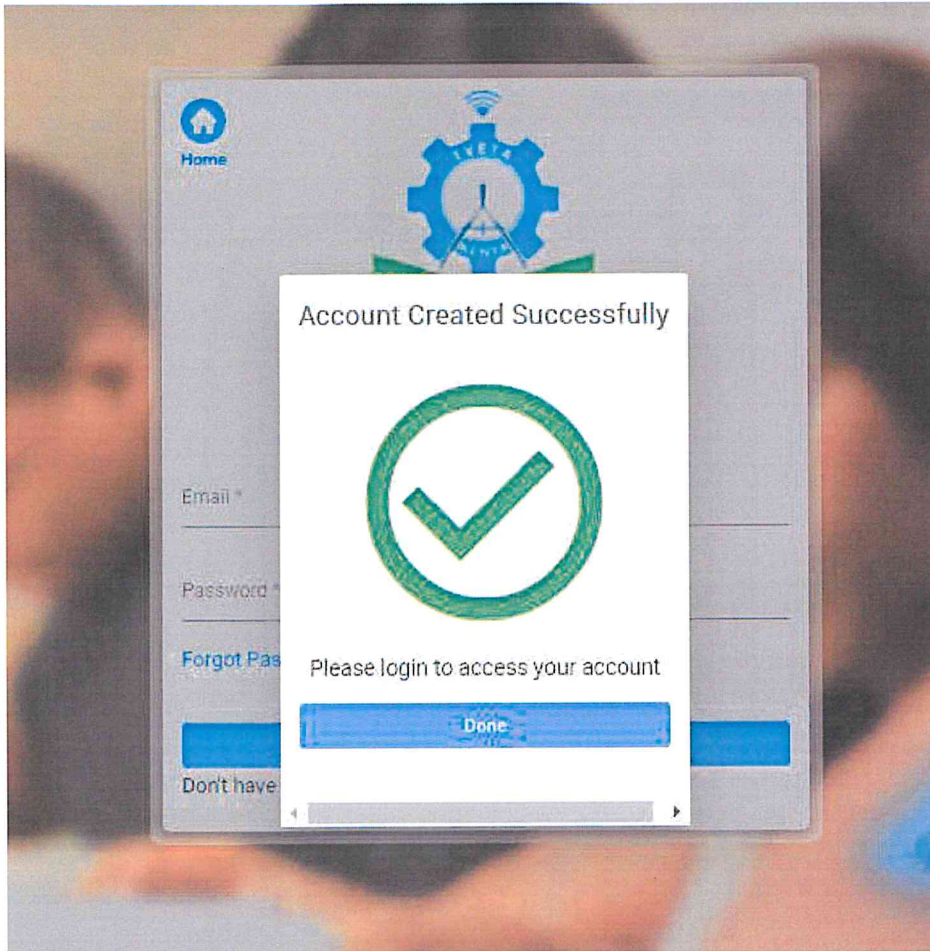
For an existing institution (*already registered with TVETA*), use the Existing radio button and capture the Institution's Registration number as shown:

After confirmation of your account, (as shown below)



**TVET MIS**

Hello ,

Thank you for registering on TVET MIS portal. We have created your account.
Please click below link to confirm your account.

**Click Here**

Thank You
TVET Team

**Powered By TVET Authority ICT**
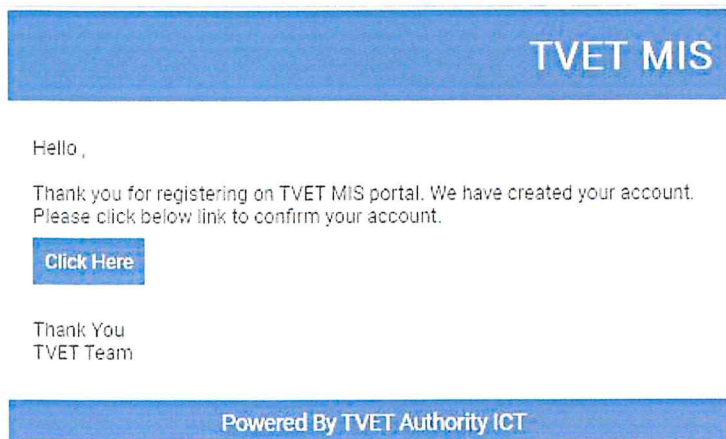
❖ Physical address.

❖ Background Info



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

## Institutions Governance & Management



### Management

Management Type *
BOD

Upload Organizational Structure
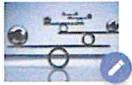PrnaAppoint.paf

Manager's Name *
30

Gender *
Male

Appointment Letter
PrnaAppoint.paf

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 *
PFG

Email *
30@yopmail.com

Telephone *
121212563

### Composition of Management

Number of males *
20

Number of females *
20

< tion Details    🏛 Institution Governance & Management    🏛 Physical Facilities    🔲 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

**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

**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?
     ▾

Acti
Go to

Do you have an industrial attachment Logbook?
     ▾

Do you have updated lists of trainees on industrial attachment?
     ▾

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]

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.

## 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



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



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
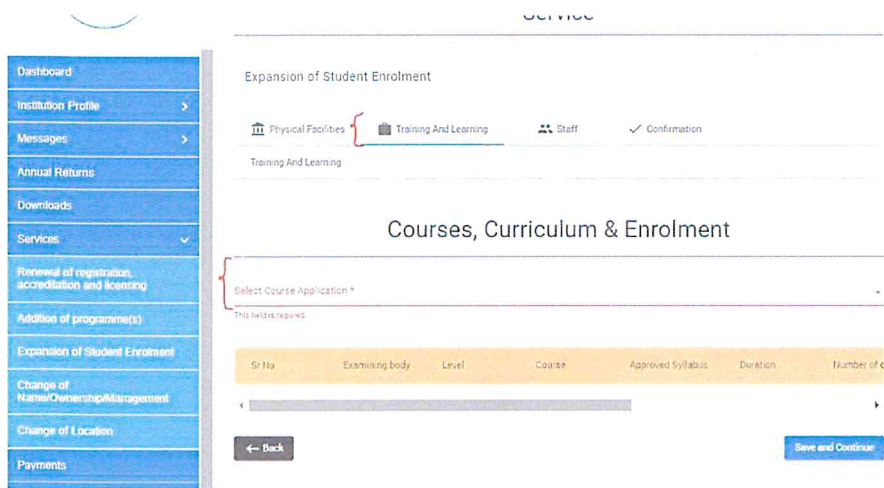
## Change of Name/Ownership/Management

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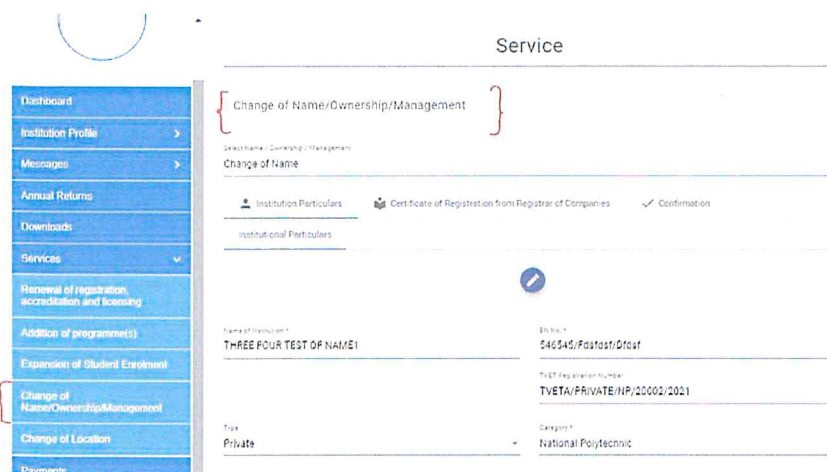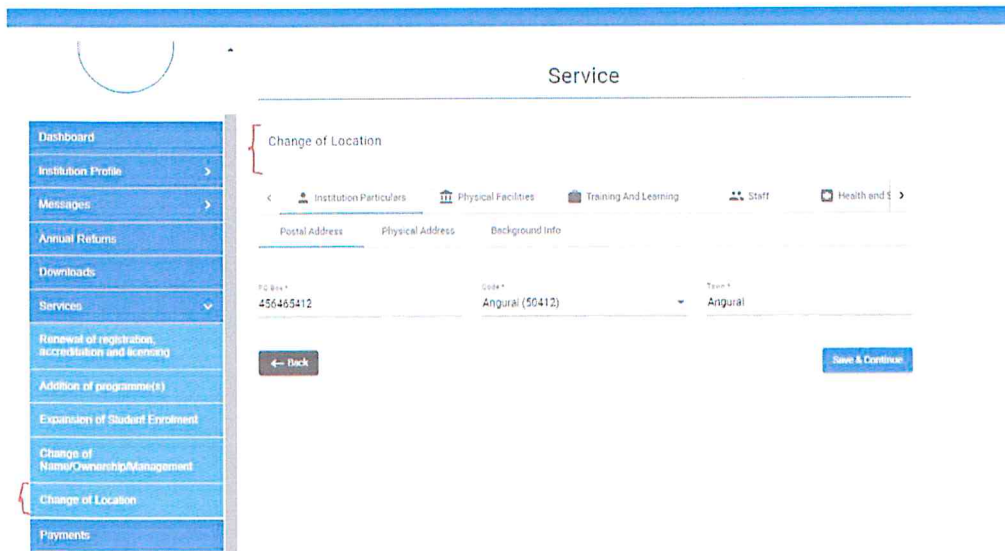


After selecting this service, proceed to choose the specific sub-service you would want to apply between the following:
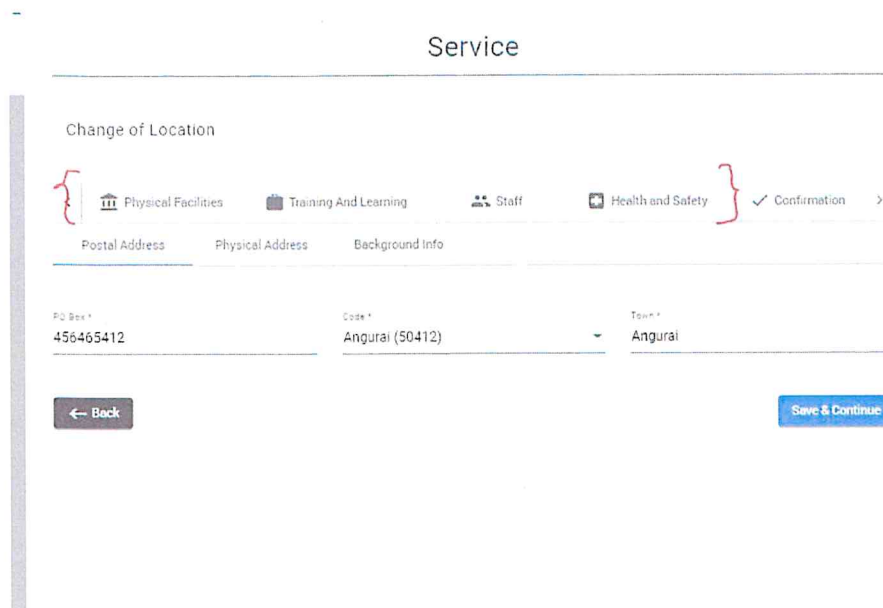
- Change of Name
- Change of Ownership/Management

## 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 (payed) before the application is submitted to Tveta.**

INSTITUITION APPLICATION GUIDE