



**Technical and Vocational Education and Training (TVET) Quality Council
Bhutan Qualifications and Professionals Certification Authority
The Royal Government of Bhutan**

**REGULATIONS FOR REGISTRATION
OF TRAINING PROVIDERS 2023**

Revised 2023

Foreword

The Regulations for “Registration of Training Providers 2010” is an integrated version of two regulations (Establishment Regulation 2011 & Regulation for Registration of Training Providers 2010) implemented by the TVET Quality Council. The primary objective of the integrated version is to enhance effective public service delivery and improve the internal efficiency within the departments. The revised regulation shall promote establishment of training providers based on market demand and regulate the quality of training offered by the training providers in the country. The quality assurance of training providers begins with the registration, whereby the training providers are required to register with the TVET Quality Council within 6 months of issuance of a business license by the Ministry of Economic Affairs (MoEA). The primary purpose of registration is to formally authorize and certify the training providers to deliver courses upon meeting the minimum quality standards.

Technical and Vocational Education and Training (TVET) is increasingly recognized as an effective means of empowering young people to engage in productive and sustainable livelihood. Through this regulation, we will ensure that training providers deliver market relevant courses, have adequate training infrastructure, tools and equipment and qualified trainers to develop highly competent human resources.

The registration is mandatory for all training providers to operate as a training institute and offer TVET courses in the country. In order to ensure quality, it is essential to establish quality standards, assessment systems and rating of institutions based on their establishment and management. The registered training provider will be categorized as grade A, B and C based on the quality standards prescribed in this regulation.

The TVET Quality Council, Bhutan Qualifications and Professionals Certification Authority, BQPCA will be fully responsible for enforcement of these regulations from the date of approval of this revised regulation.

I sincerely hope that this regulation will facilitate the creation of an enabling environment for establishment of TVET providers (public and private) and provide the required guidance & support services to ensure quality of training in the country.

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Introduction

This document outlines the key operational features of the TVET- quality assurance system (TVET-QAS) in Bhutan. The expectation sought from the registration of training providers relates to increasing the relevance and quality of TVET in the country.

The TVET Quality Council is responsible for regulating the quality of TVET training programs. The quality assurance of TVET begins with the registration of institutions both public and private with the department.

It is mandatory for all TVET institutions to obtain a certificate of registration to offer TVET training in Bhutan and meet the minimum standard requirement specified in the different levels of registration process. TVET Quality Council shall be responsible for enforcing this regulation.

The purpose of this regulation is to ensure that training providers have adequate infrastructure, training equipment, relevant curriculum and qualified trainers to deliver courses that are relevant to market needs. The regulations provide the opportunity for sustainable and strategic solutions for national training needs as well as a mismatch of demand and supply of skilled workers.

All the registered training providers and promoters shall be made responsible for this regulation and be in compliance with the standard requirements specified in the regulation.

This regulation has been developed in accordance with Section 234 of the Labour and Employment Act of Bhutan 2007, Ministry of Industry Commerce and Employment (MoICE).

Title

The revised regulation shall be titled as ‘Regulations for Registration of Training Providers 2023’;

Commencement

The revised Regulation - 2023 supersedes the Regulation 2014 and shall come into force with effect from July, 2023.

Application

1. This regulation shall cover Establishment and Registration of both Public and Private Training Providers in the country;
2. This regulation shall not be applicable to those training offered with Royal Prerogative and non-commercial in nature, including armed forces.

Amendment

This Regulation shall be amended by TVET QC, BQPCA based on changes in the national priorities and future trends of the TVET system in the country & beyond.

Definition of Terms

In this regulation unless the context requires otherwise:

1. *Training Provider means* both public and private training institute offering TVET courses in the country;
2. *Expression of Interest* means formal request in the form of an application by the promoter to DOS for registration of a training institute or to introduce new courses;
3. *Approval of registration means* approval by the TVET QC based on the recommendation of the Technical Committee (TC) and endorsement by the Review and Endorsement Committee (REC);
4. *Technical Committee* means group composed of members from Department of Workforce Planning and Skills Development (DWPSD) and TVET Quality Council and relevant agencies responsible for reviewing the proposal for establishment and registration of Training Providers. Experts shall be invited as and when required. The focal officer of TVET QC shall serve as member Secretary;
5. REC means group composed of division heads, chaired by Chief, TVET Quality Council
6. *TVET means* 'Technical and Vocational Education and Training, imparting technical and vocational skills for gainful employment;
7. *Training* means TVET program/courses offered by the Training Providers;
8. *Promoter* means individual, partnership, public, private, NGOs, corporations and FDI who wish to establish TVET institutes;
9. *Council* means the TVET Quality Council, Bhutan Qualifications and Professionals Certification Authority which is the competent authority for enforcing this regulation;

10. *MoESD* means the Ministry of Education and Skills Development;
11. *License* means business license issued to a private training provider by the Ministry of Economic Affairs (MoEA);
12. *Regulation* means the Regulation for Registration of Training Providers;
13. *TVET-MIS* means Technical & Vocational Education and Training-Management Information System.
14. *Monitoring* means regular processes, whereby the operation of the training provider is monitored and evaluated by the TVET QC on the performance of the training provider, quality assurance and compliance to the regulation; and
15. *De-registration* means removal of a training provider from the list of training providers registered under TVET -MIS administered by the TVET Quality Council

Chapter 1: Proposal for Establishment

The primary requirements for Registration of a Training Provider shall be based on formal approval of the application submitted by the promoter including public institutions.

In-order to ensure relevance of training based on the labour market demand and to regulate the quality of training, the TVET QC shall review the courses proposed by the promoter and approve the training courses based on the labour market needs of the country. The promoter must conduct their own labour market study and submit an online application as per specified format via the TVET MIS.

After the proposal is approved by the TVET Quality Council, based on recommendation of the Technical Committee and endorsement of the REC, the promoter shall be given a recommendation letter addressed to MoEA to issue a business license. Registered Training Providers proposing to introduce new courses must submit a detailed report of labour market study to enable the course to be registered with TVET Quality Council

The promoter must apply for registration of the Institute within 6 months of the issue of the recommendation letter for Establishment of the Institute. The Technical Committee shall evaluate the application, and carry out on-site evaluation of the institute to register with the TVET Quality Council

1.1 Category of Training Providers for approval

- 1.1.1 Promoter/organizations (public/private/NGOs/CSOs/corporations) interested to register as a Training Provider;
- 1.1.2 Registered Training Providers proposing to offer BQF Certificate (NC) level 1-3 and Diploma and Advanced Diploma level courses; and
- 1.1.3 FDI venture with registration certificate from the MoEA interested to offer TVET courses.

1.2 Purpose

The primary purpose of registration approval includes the following, among others:

- 1.2.1 Determine the feasibility for establishment of the TVET institute and offering of courses based on the national priorities & labour market demand & relevance; and
- 1.2.2 Facilitate Training Providers to obtain a Business License from MoEA as required and provide guidance & support services based on the need.

1.3 Responsibility of Technical Committee (TC)

- 1.3.1. Ensure that the training providers have conducted comprehensive labour market study to introduce the courses;
- 1.3.2. Ensure that the Training Providers should accredit course(s) in line with BQF;
- 1.3.3. Recommend for approval to establish and register a new training institute based on the demand, capacity of promoter and location of training institute.

1.4. Responsibility of Review & Endorsement Committee (REC)

The REC shall be responsible to review the recommendations submitted by the TC and grant approval.

1.5. Process for Application

- 1.5.1. The promoter shall submit an online application to TVET Quality Council for approval. In case of FDI/Joint Venture, the promoter shall submit FDI registration certificate from MoEA.
- 1.5.2. The Technical Committee shall evaluate the application and recommend to the REC for approval to register the training institute or any new course.
- 1.5.3. If not approved, the promoter shall be provided with justifications and suggestions for corrective actions wherever applicable.
- 1.5.4. The promoter shall be notified within 10 working days from the date of receipt of the application and issue a recommendation letter to the MoEA for issuance of a business license.
- 1.5.5. The registration of the Training Providers and courses shall be done after in-depth review and on-site evaluation.

Chapter 2: Registration of Training Providers

2.1. Purpose of Registration

- 2.1.1. Authorize and certify Training Providers to offer TVET courses/programs subject to fulfillment of registration standards;
- 2.1.2. Regulate the relevance and quality of training programs through registration of courses, trainers, assessors, accreditors and QMS auditors;
- 2.1.3. Monitor the performance of Training Providers and facilitate the growth and improvements;
- 2.1.4. Keep up-to-date information of all Training Providers;
- 2.1.5. Facilitate Training Providers to prepare for accreditation of courses, institutes and QMS certification.

2.2. Registration Requirements

- 2.2.1. Training Providers shall be registered with the DOS within 6 months of issuance of business license by the MoEA;
- 2.2.2. Training Providers shall apply online for on-site evaluation;
- 2.2.3. The DOS shall deploy TC to conduct an in-depth on-site evaluation of Training Providers within twenty working days of the receipt of online application;
- 2.2.4. TC shall specify areas of improvement to be made in writing to the Training Providers to take necessary corrective actions;
- 2.2.5. TC, based on the onsite evaluation shall recommend to the REC for institute registration;
- 2.2.6. The REC shall review the TC recommendations and accord approval; and
- 2.2.7. **One time institute registration fee of Nu.10,000 (Ten Thousand only) shall be levied.**

2.3. Grading of the Institute

Training Providers shall be registered grade A, B and C, following the standards specified in the table below.

Out of 80 points in total, distributed among 5 broad criteria for evaluation of the institutes, those obtaining a minimum of 34 or more points shall be registered & issued with a Registration Certificate.

Registration Criteria

Sl. no	Criteria	Total points
1	Governance and Location	
	The Training Providers must have a permanent training location, conducive environment for teaching and learning: <i>Standards must include:</i>	13
1.1	Location conducive to teaching and learning (location clearance from Thromde/Dzongkhag/Community). 1. Permanent location of the institute with registered ownership of the property 2. Designated parking for minimum 5 to 10 cars * 3. Conducive environment * 4. Location clearance from Dzongkhag/Thromde/LG/Property Owners *	
1.2	Signboard written in both Dzongkha and English *	
1.3	Clear and explicit vision and mission statement that defines institutional commitments to achieving student learning and implementation strategies. *	
1.4	QMS	
2	Physical Resources	
	The Training Providers must provide safe and sufficient physical resources that support & assure the quality of its program, regardless of its location. <i>Standards must include:</i>	21
2.1	The classroom size of 1.6 m ² per trainee in a classroom. (for theory, the minimum classroom capacity shall be 20 students with a maximum capacity of 30 students with Adequate furniture, proper lighting, ventilation, heating and cooling system.) 1. 2-3 classrooms * 2. 4-6 classrooms 3. More than 7 classrooms	

2.2	Adequate office and staff rooms. 1. Office for Principal/CEO* 2. Common staff room* 3. Admin and Finance room* 4. Conference Hall 5. Store room 6. Library 7. Staff toilet (separate for male and female)
2.3	Spacious training workshop and/or lab and/or training ground, equipped with necessary facilities including OHS measures *
2.4	Well maintained flush toilets for students 1. 2 toilets (separate for male and female) * 2. 4 toilets (2 for male and 2 for female) 3. 6 toilets (3 for male and 3 for female)
2.5	Internet facilities. *
2.6	User friendly infrastructure and facilities for People with Disabilities (PWD) (Need base). compulsory for Grade A)
3	Human Resources
	The Training Providers must have qualified trainers and adequate support staff to deliver quality training and services: <i>Standards must include:</i>
3.1	One full time trainer per course with relevant qualification and competencies in teaching and training which is one level higher than the training course offered or if at same level, with three years of relevant work experience. Trainer-trainee ratio not more than 1:30 for theory and 1:15 for practical session. 1. 1-3 full time trainer * 2. 4-6 full time trainers 3. More than 7 full time trainers 4. 1 TOT certified * 5. More than 2 TOT Certified

3.2	Adequate support staff (Head of Institute, Administrative/Account staff and Data Focal Person among others). 1. Head of institute * 2. Administrative staff * 3. Accounts personnel 4. Data Focal Person* 5. Marketing Officer	
4	Teaching, Learning and Assessment System	
	The Training Providers must have quality learning resources to support teaching and learning for the courses offered: <i>Standards must include:</i>	6
4.1	Endorsed course curriculum*	
4.2	Training plan, weekly plan, lesson plan & course, classroom and trainer allotment plan*	
4.3	Valid and reliable assessment system (continuous assessment) *	
4.4	White board in each classroom *	
4.5	LCD projector in each classroom *	
4.6	Relevant and adequate training tools and equipment based on need of the training program *	
5	Student Welfare and Support Services	
	The Training Provider must provide appropriate students services that supports students learning and development within the context of the institutional mission. <i>Standards must include:</i>	26
5.1	Institute rules and regulations *	
5.2	Safe drinking water facility (cold/hot). 1. 1-2 nos * 2. 3 nos 3. more than 4 nos	
5.3	1 First Aid * 2. First aid with trained staff	

5.4	Fire safety facilities (equipment/emergency exit). 1. 1-2 nos * 2. 3 nos 3. more than 4 nos	
5.5	Information/notice board (at different floors and entrance) *	
5.6	Photocopiers/printers. *	
5.7	Adequate hostel facility (if boarding). Must include: 1. Dormitory (separate for male and female) 2. Kitchen 3. Toilet 4. Dining hall with inbuilt washing facilities	
5.8	Cafeteria	
5.9	Games and sports facilities for each facility: 1. Table tennis 2. Badminton 3. Basketball 4. Football 5. Volleyball 6. Others	
5.10	Health room with trained health personnel	
Total		80
	Note: Mandatory criteria are marked with * Registration Grades: 1. A: 71-80 2. B: 52-70 3. C: 34-51	

2.4. Certificate of Registration

The certificate of registration shall:

2.4.1. Be issued after in-depth review and on-site evaluation;

2.4.2. Be valid for 1 year for grade C and 2 years for B & A; and

2.4.3. Authorize Training Providers to provide registered training courses.

2.5. Notification and Approval for Changes

Registered Training Providers shall notify the Department within 30 days of the following changes:

2.5.1. Change of Ownership;

2.5.2. Change of name of the Training Providers;

2.5.3. Change of Training Providers location (shall require inspection of the new location);

2.5.4. Expansion to different locations (within the same Dzongkhag) with the same courses will be allowed, provided they meet the minimum requirements for a grade C training institute.

2.5.5. For Pvt. Ltd (expansions can also be allowed provided they meet the minimum requirements for a grade C training institute as indicated above).

2.6. Publicity of Training Courses

2.6.1. Any announcement/ advertisement shall be done only after a final Registration Certificate is issued and courses registered with the TVET Quality Council.

2.6.2. Any announcement/ advertisement shall include a Registration Number issued by the TVET Quality Council;

2.6.3. Training Providers shall not publish misleading advertisements or provide false information.

2.7. Renewal of Registration Certificate

All registered Training Providers shall be fully responsible to renew their registration prior to its expiry. The renewal shall be subject to:

- 2.7.1. Adherence to respective standard criteria specified in the regulations;
- 2.7.2. Having submitted renewal application online with updated information as applicable;
- 2.7.3. Having paid the renewal fee of Nu. 200 for grade A & B and Nu. 100 for grade C.
- 2.7.4. Late renewal charges of Nu. 50 (Fifty only) per working day shall be levied from the date of expiry of registration until the date of payment;
- 2.7.5. Not having any adverse report; and
- 2.7.6. Satisfactory performance of Training Providers.

2.8. Fines and Penalties

In case of breach of provisions of the regulations and non-compliance with directives, the Department reserves the right to issue improvement notice, suspend or deregister the registration certificate issued to the Training Providers.

2.8.1. Improvement Notice

The Department may issue improvement notices to Training Providers on:

- 2.8.1.1. The non-compliance identified by the monitoring team of the Department;
- 2.8.1.2. Failure to renew their registration certificate within 6 months after expiry;
- 2.8.1.3. Announcement and offering courses which are NOT registered with the TVET QC; and
- 2.8.1.4. Any valid complaints from any organizations/individuals on the breach of code of conduct as spelt out in the regulations.

2.8.2. Suspension

The Department shall suspend the Training Providers on:

- 2.8.2.1. Failure to take corrective actions on the non-compliance identified by the monitoring team of the Department within 10 working days.
- 2.8.2.2. Non-operational for one year; and
- 2.8.2.3. Failure to take corrective actions/comply after three improvement notices issued by the Department.

2.8.3. De-registration

The Department shall de-register the Training Providers on:

- 2.8.3.1. Failure to take corrective actions within three months of their suspension; and
- 2.8.3.2. Submission of fake information and forgery of documents.
- 2.8.3.3. Failure to renew the institute registration certificate for last six months.

2.8.4. Fines

Fines for conducting any training without institute and course registration shall be levied as follows:

For institutes without registration certificate and course:

- 2.8.4.1. 1st offence Nu, 5000, (Five Thousand only) for institute without/ valid registration certificate;
- 2.8.4.2. 2nd offence Nu. 10,000 (Ten Thousand only); and
- 2.8.4.3. 3rd offence de-register the Training Provider registration certificate.

For individuals without institute:

2.8.4.4. Nu. 20,000 for individuals conducting without institute.

2.9. Appeals

Training Providers/Individuals, not satisfied with any decision of the TVET QC may appeal to the Ministry in writing within 10 working days. The decision of the Ministry shall be final and binding.

2.10. Responsibilities of Technical Committee

The technical committee shall:

- 2.10.1. Review and evaluate application for proposal submitted by the promoter and conduct on-site evaluation of Training Provider for registration.
- 2.10.2. Adhere to the stipulated criteria and process involved in registration.
- 2.10.3. Perform their functions impartially and submit reports.
- 2.10.4. Submit the evaluation report with recommendations to the REC, TVET Quality Council for approval.

2.11. Code of Conduct for Registered Training Providers

Training providers are mandated to adhere to the following code of conduct:

- 2.11.1. Abide by the rules and regulations enforced.
- 2.11.2. Register/update their courses and trainers with the TVET Quality Council
- 2.11.3. Evaluate the effectiveness and relevance of the training courses in-line with the labour market demand and employment prospects.
- 2.11.4. Market its training services with integrity and accuracy and avoid statements of misleading information.
- 2.11.5. Provide equal access and training opportunities regardless of race, culture, gender and disability.

- 2.11.6. Uphold and exhibit professionalism and ensure the quality of training.
- 2.11.7. Ensure all the records (electronic/hard copies) are maintained in a secure facility to protect the documents and privacy of the trainees.
- 2.11.8. Provide correct information and update data in the TVET MIS on a regular basis.
- 2.11.9. Re-new the institute registration certificate on time.
- 2.11.10. Provide occupational health & safety, welfare of trainees, including adequate support services.
- 2.11.11. Ensure trainees have access to a fair and equitable grievance redressal mechanism.
- 2.11.12. Facilitate monitoring and evaluation visits by the technical committee/officials from the Department.
- 2.11.13. Take active participation in relevant workshops/trainings and other activities organized by the TVET Quality Council.
- 2.11.14. Refrain from drawing comparisons with any other Training Providers or courses.
- 2.11.15. Demonstrate honesty, integrity and uphold public trust and confidence.
- 2.11.16. Develop and implement institute rules and regulations endorsed by the TVET Quality Council
- 2.11.17. The Training Provider shall publish and maintain a copy of the rules and regulations.
- 2.11.18. Implement the Internal Service Rules endorsed by the Department of Labour.
- 2.11.19. Inform the TVET Quality Council for de-registration of a course or institute.
- 2.11.20. Maintain a drug, alcohol and smoke free environment at all times.

2.12. Monitoring of Registered Training Providers

- 2.12.1. Training Providers registered shall be subject to monitoring by the TVET Quality Council /authorized agency/officials on a biannual or ad-hoc basis.

- 2.12.2. Monitoring report shall be prepared and submitted to the TVET Quality Council within 3 working days after the visit.
- 2.12.3. Improvement notices for non-compliance shall be issued in writing to the concerned Training Providers for immediate correction and compliance.
- 2.12.4. A special review team shall be formed to visit the Training Provider in case of serious concerns about the quality of training programs or other critical complaints received by the TVET Quality Council.
- 2.12.5. Monitoring shall be carried out as per the prescribed checklist in the TVET MIS.

2.13. Code of Conduct for Monitoring Team

The monitoring team shall abide by the following code of conduct on and above the BCSR code of conduct and ethics:

- 2.13.1. Undertake physical verification impartially and submit report.
- 2.13.2. Undertake their responsibilities in a professional and ethical manner.
- 2.13.3. Maintain confidentiality of the findings.

2.14. Confidentiality

Confidential information and documents provided by the Training Providers and the monitoring team shall not be disclosed by the TVET Quality Council /REC, except as and when required by the law of the land or legally authorized entities.

2.15. Pathway to Accreditation

The Training Providers may apply for accreditation of institutes and courses to the TVET Quality Council upon fulfilment of the accreditation criteria specified in the *Guidelines for Accreditation of Courses*.

Chapter 3: Registration of course (National/Regional/International)

- 3.1. Training Providers shall be allowed to offer courses which are registered with the Department.
- 3.2. The government and other agencies shall ensure that training programs, if outsourced, are offered to the registered Training Providers.
- 3.3. The TVET QC shall review and register courses subject to fulfilment of registration criteria 2, 3 and 4.

In addition, for registration of different types of courses, Training Providers shall submit:

- 3.4. Curriculum endorsed by DWPSD for courses with duration of more than 3 weeks (6 hours per day); or
- 3.5. Course profile in the format prescribed by TVET QC for courses with duration of 3 weeks (6 hours per day) or less; or
- 3.6. Documents related to affiliation of the institute/course for registration of regional or international affiliated courses.

Chapter 4: Registration of Trainers

A Registered Training Provider must have Registered Trainers to conduct training. No person shall be authorized to act as a trainer or conduct training unless he/she is duly registered with the Department. An application for registration as trainers should be made online via the TVET MIS. Trainers can register as either TOT certified or non-TOT certified.

4.1. Criteria for Registered Trainer

Trainer without a TOT certificate shall be registered as a fulltime or part time trainer and shall be termed as “Registered Trainer”. He/she shall meet the following requirements:

- 4.1.1. Academic/Technical/Vocational/Professional qualifications issued by a recognized institution with minimum one level higher than the course offered; or
- 4.1.2. 4.1.2. Academic/Technical/Vocational/Professional qualifications issued by a recognized institution with minimum one level higher than the course offered; or
- 4.1.3. 3 years relevant work experience.

Registered trainers are eligible to conduct short and non-accredited courses.

4.2. Criteria for Certified Trainer

- 4.2.1. Trainer with TOT certificate and fulfilling the criteria as specified in 4.1 shall be registered as Certified Trainer; or
- 4.2.2. Trainers trained from a recognized teacher training institute/college and fulfilling the criteria as specified in 4.1 shall be registered as a Certified Trainer.

Certified trainers are eligible to conduct short, non-accredited and accredited courses.

4.3. Employment of Trainers from overseas

Where there are shortages of qualified national trainers, the Training Providers may be allowed to recruit foreign nationals as per the prevailing rules and regulations of the Government. The Department shall scrutinize the requirement as per the following criteria and recommend to the relevant agency:

- 4.3.1. Training Provider must have criteria to select the right candidate for the post;
- 4.3.2. Training Providers must have clear Terms of Reference (ToR);
- 4.3.3. Detailed CV and other competency certificate including teaching and training certificate and copy of passport;
- 4.3.4. Course(s) to be offered must be either registered with or accredited by the TVET QC;
- 4.3.5. The TVET QC shall recommend to the Department of Labour (DOL) for issuance of work permit for foreign trainers;
- 4.3.6. Recommendation letter from relevant organization, if required.

4.4. De-Registration of Trainer

The Department shall de-register the trainer and cancel the registration certificate if:

- 4.4.1. The institute or the trainer fails to maintain the quality and standards set by the TVE QC in delivering the courses; or
- 4.4.2. In-case of any un-professional behavior and misconduct or adverse complaints/report by the trainees and other relevant agencies/individuals.

Chapter 5: Registration of Assessors, Accreditors and QMS Auditors

- Assessors, Accreditors and QMS Auditors shall be required to register with the Department.
- The Department shall issue the certificate of registration to conduct, National Assessments, Accreditations and QMS auditing at the registered institutes.
- Application for registration shall be made online via the TVET MIS.

5.1. Criteria for registration of Assessors, Accreditors and QMS Auditors

- 5.1.1. Certificate of competency in relevant training conducted by the Department;
- 5.1.2. Academic/Technical/Vocational/Professional qualifications issued by a recognized institution with minimum one level higher than the course assessed (applicable for Assessors and Accreditors); or
- 5.1.3. 3 years relevant work experience.

5.2. Up-gradation of registration certificate of Assessor, Accreditor and QMS Auditor

The Department shall upgrade the certificate level of Assessor, Accreditor and QMS Auditor as follows:

- 5.2.1. Upgrade certificate level from level C to A upon completion of 5 assignments at each level; and
- 5.2.2. Upgrade to licensed Assessor, Accreditor and QMS Auditor upon completion of level A, refresher course and proof of competency set by the Department.

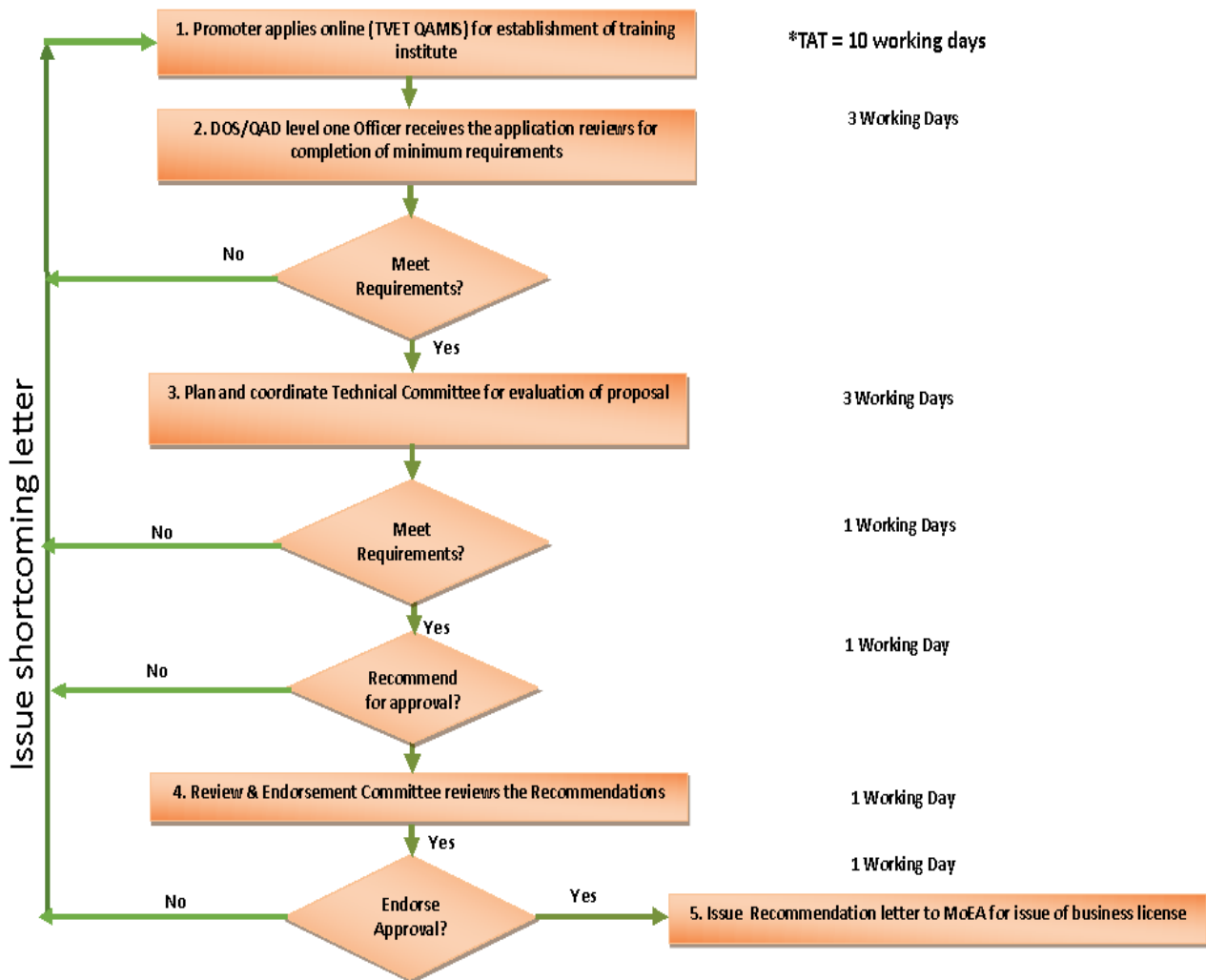
5.3. De-Registration of Assessor, Accreditor and QMS Auditor

The Department shall de-register the Assessor, Accreditor and QMS Auditor if:

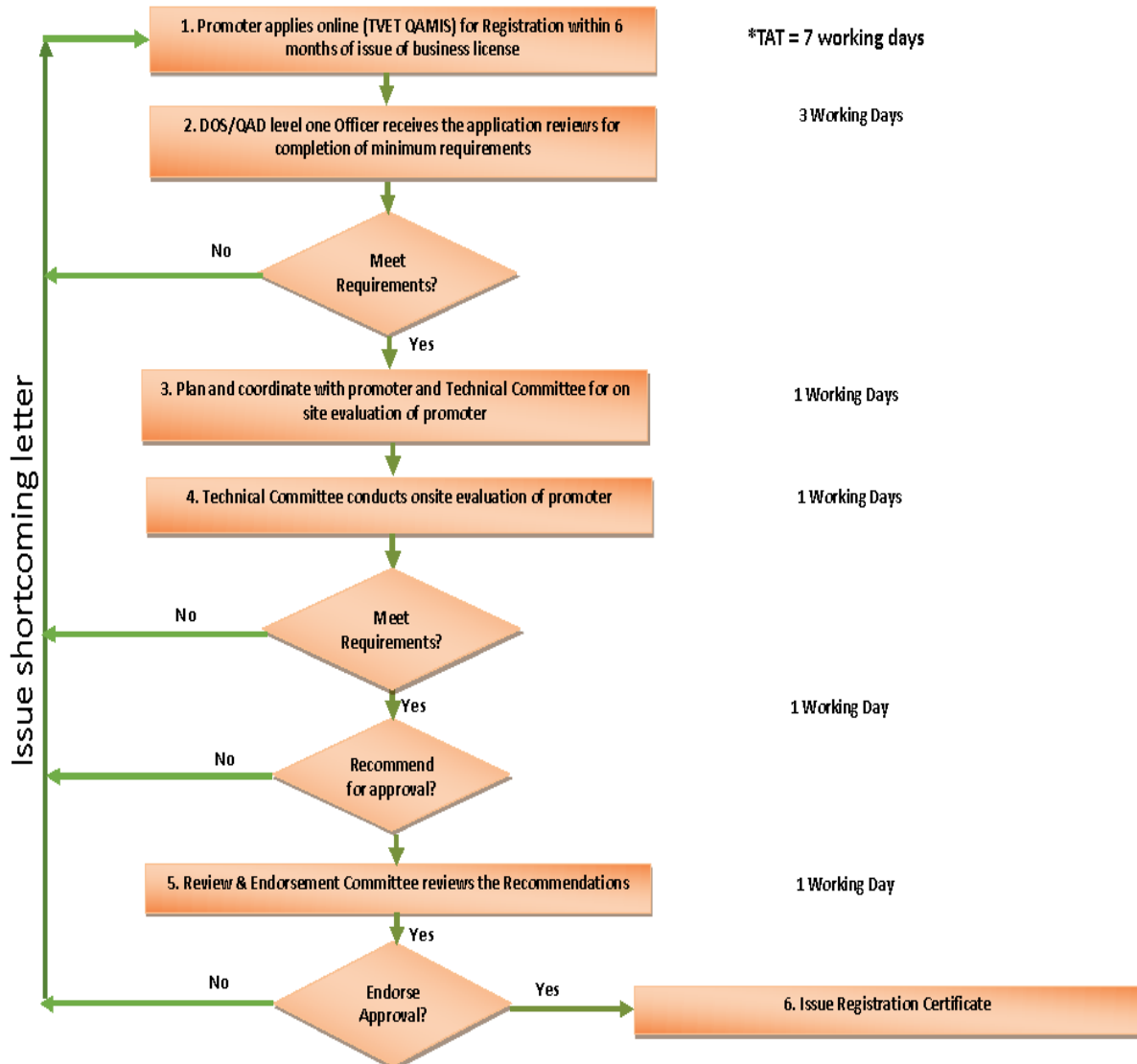
- 5.3.1. In-case of failure to maintain the quality and standards set by the TVET QC, or
- 5.3.2. In-case of any un-professional behavior/misconduct or adverse complaints/report by the trainees and other relevant agencies/individuals.

Annexures:

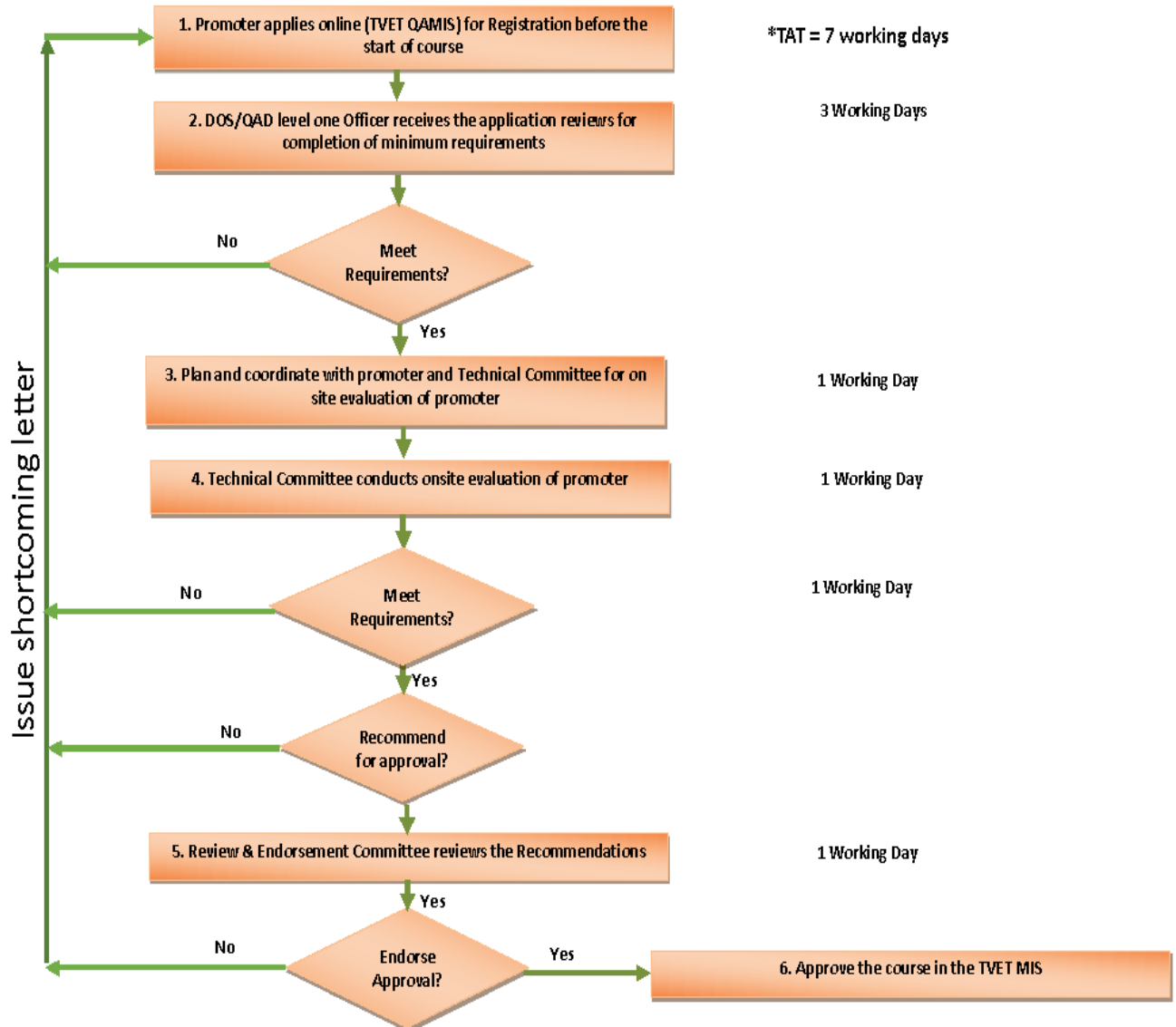
Annexure I: Flow chart for Establishment of Training Providers



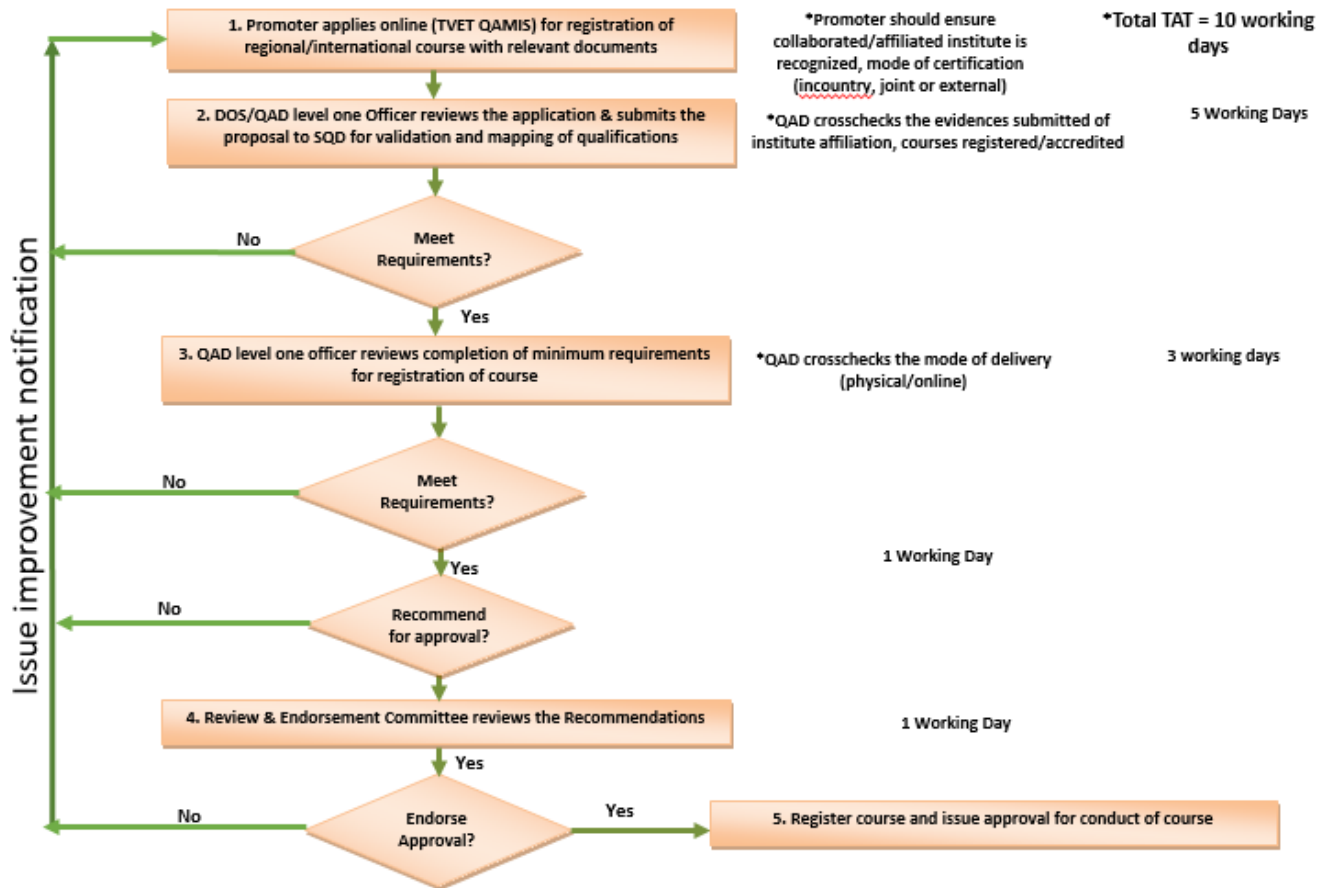
Annexure II: Flow chart for Registration of Training Providers



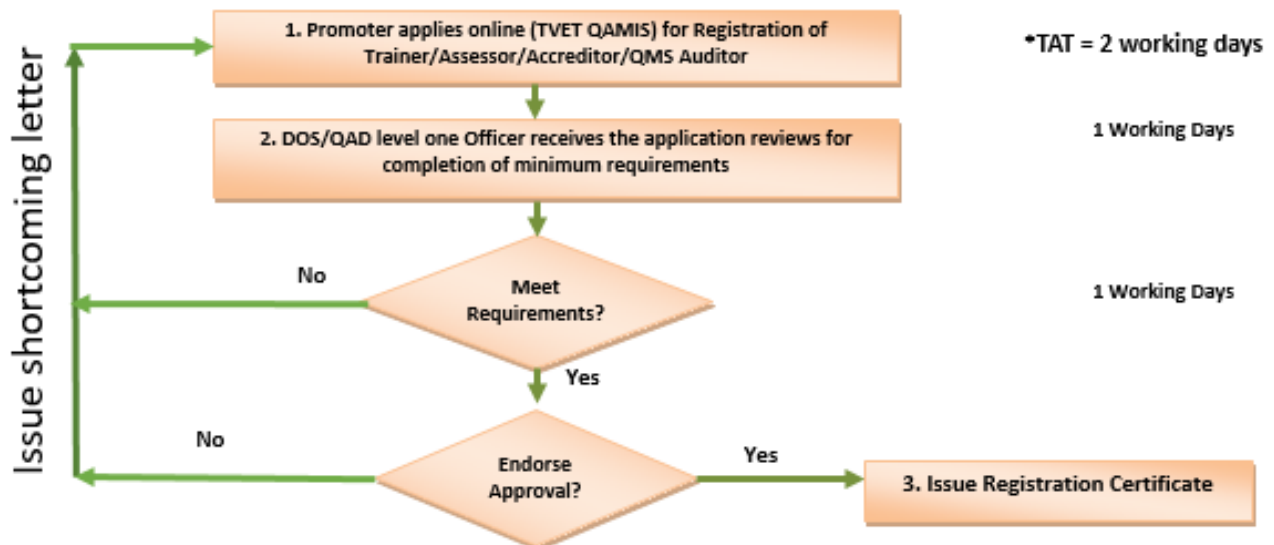
Annexure III: Flow chart for Registration of Courses



Annexure V: Flow chart for Registration of Regional/International Course



Annexure IV: Flow chart for Registration of Trainer/Assessor/Accreditor/QMS



Annexure VI: Application Form for Registration of Training Provider

Training Provider Details

1. Name of Training Provider/Institution:		
2. Location: (Dzongkhag/Dungkhag/Gewog/Thromde)		
Dzongkhag/Dungkhag	Place:	
Permanent location (tick) <input type="checkbox"/>	Temporary Location (tick) <input type="checkbox"/>	
3. Contact Address:		
Telephone No:	Mobile No:	Email Address:
4. Type of Ownership: Please tick the relevant box		
Private <input type="checkbox"/>	CSO <input type="checkbox"/>	<input type="checkbox"/>
Public (Govt.) <input type="checkbox"/>	Corporate <input type="checkbox"/>	NGO <input type="checkbox"/>
FDI <input type="checkbox"/>		
Whether the institute is affiliated/accredited by other international agency:		
YES <input type="checkbox"/> NO <input type="checkbox"/> (If YES, specify the agency)		

5. Full Name and Designation of key contact person		

Name: _____ Designation: _____

Part 1: Governance and Location

Sl. no		Yes (tick)	No (tick)	Remarks
1.1	Location conducive to teaching and learning (location clearance from Thromde/Dzongkhag/Community)			
i	Permanent location			
ii	Designated parking for minimum 5 to 10 cars *			
iii	Conducive environment *			
iv	Location clearance from Dzongkhag/Thromde *			
1.2	Signboard written in Dzongkha and English			
1.3	Clear and explicit vision and mission statement that defines institutional commitments to achieving student learning and implementation strategies			
1.4	QMS			

Part 2: Physical Resources

Sl. no		Yes (tick)	No (tick)	How many?
2.1	The classroom size of 1.6 m2 per trainee in a classroom. (for theory, the minimum classroom capacity shall be 20 students with a maximum capacity of 30 students with Adequate furniture, proper lighting, ventilation, heating and cooling system.)			
	2-3 Classrooms*			

	2.4-6 Classrooms			
	More than 7 classrooms			
2.2	Adequate office and staff rooms.			
	Office for Principal/CEO*			
	Common staff room*			
	Admin and Finance room*			
	Conference hall			
	Store room			
	Library			
	Staff toilet (separate for male and female)			
2.3	Spacious training workshop and/or lab and/or training ground, equipped with necessary facilities including OHS			
2.4	Well maintained flush toilets for students			
	2 toilets (separate for male and female) *			
	4 toilets (2 for male and 2 for female)			
	6 toilets (3 for male and 3 for female)			
2.5	Internet facilities.			
2.6	User friendly infrastructure and facilities for People with Disabilities (PWD) (Need base). (A: compulsory)			

Part 3: Human Resources

Sl. No		Yes (tick)	No (tick)	Remarks
3.1	One full time trainer per course with relevant qualification and competencies in teaching and training which is one level higher than the training course offered or at the same level, with three years of relevant work experience. Trainer-trainee ratio not more than 1:30 for theory and 1:15 for practical sessions.			
	1-3 full time trainer *			

	4-6 full time trainers			
	More than 7 full time trainers			
	1 TOT certified *			
	More than 2 TOT Certified			
3.2	Adequate support staff (Head of Institute, Administrative/Account staff and Data Focal Person among others).			
3.3	Head of institute *			
	Administrative staff *			
	Accounts personnel			
	Data focal *			
	Marketing officer			

Trainer Details

Name	CID/P asspor t no.	Sex		Qualificati on	Work Experi ence	Full time/ Part time	Nationa lity	Course to be taught
		M	F	Education/ Training				
Total Number								

Support Staff details

Name	Sex		Post (Designation)	Full time/ Part time	Nationality

Part 4: Teaching, Learning and Assessment System

Sl. No		Yes (tick)	No (tick)	Remarks
4.1	Endorsed course curriculum*			
4.2	Training plan, weekly plan, lesson plan & course, classroom and trainer allotment plan*			
4.3	Valid and reliable assessment system (continuous assessment) *			
4.4	White board in each classroom *			
4.5	LCD projector in each classroom *			
4.6	Relevant and adequate training tools and equipment based on need of the training program *			

Course Details (Please use additional sheet(s) if the space is insufficient)

Course Title	Training Duration (Hrs)			Total duration	Fees per trainee	No. of trainee per course	Level: Certificate/ Diploma	prescribed curriculum
	Theory	Practical						
Do you have prescribed curriculum for each course (please tick)					No			
6 hrs= 1day. 5 days= 1 weeks. 36 weeks=1 year. OJT (on-the-job training)								

Part 5: Student Welfare and Support Services

Sl. No	Type of facilities	Yes (tick)	No (tick)	Remarks

5.1	Institute rules and regulations *			
5.2	Safe drinking water facility (cold/hot).			
	1-2 nos *			
	3 nos			
	more than 4 nos			
5.3	1 First Aid *			
	First aid with trained staff			
5.4	Fire safety facilities (equipment/emergency exit).			
	1-2 nos *			
	3 nos			
	More than 4 nos			
5.5	Information/notice board (at different floors and entrance) *			
5.6	Photocopiers/printers. *			
5.7	Adequate hostel facility (if boarding). Must include:			
	Dormitory (separate for male and female)			
	Kitchen			
	Toilet			
	Dining hall with inbuilt washing facilities			
5.8	Cafeteria			
5.9	Games and sports facilities for each facility:			
	Table tennis			
	Badminton			
	Basketball			
	Football			
	Volleyball			

	Others			
5.10	Health room with trained health personnel			

Part 6: Declaration and Signature

I hereby confirm and declare that:

1. the information provided in this application is true, complete and accurate to the best of my knowledge at the time of completing this form;
2. any false, fictitious, or fraudulent information may be subjected to administrative action;
3. I understand that the information provided in this form will only be used for the purpose of registration with the Department of Occupational Standards

Name/ Signature of Team Leader

Name and Signature of Members

1. _____ 3. _____

2. _____ 4. _____

Date -----

Documents/Evidence to be submitted:

1. Photograph of training facilities and resources
2. CV of trainers and support staff
3. Others (if any)

For Official Use Only

Application received on: _____

Received by: _____

Signature: _____

TVET Quality Council
BQPCA, Thimphu

Annexure VI : Monitoring Feedback Report Form

Name of Training Provider:	
Location:	Date and time of visit:
Shortcomings in reference to the Registration form	
Declaration:	
I, hereby certify that I have physically gone through all aspect of monitoring process entrusted to me by the department. The feedback report records the actual situation at the training institute during the monitoring visit.	I, hereby agree to take corrective actions for each of the above shortcomings in time for the next visit.
Name/signature of Monitoring Officer TVET QC/Regional Office	Name/signature of CEO/Principal/Director/MD/Proprietor/of Training Provider

Name/signature of Monitoring Officer TVET QC/Regional Office	Verified by: _____ Head QAS
Copy to: (for Government Training Institutes only)	
1.	
2.	

Abbreviation

DTE	Department of Technical Education
MoESD	Ministry of Education and Skills Development
TVET	Technical Vocational Education and Training
QAS	Quality Assurance System
FDI	Foreign Direct Investment
DoI	Department of Industry
MoEA	Ministry of Economic Affairs
NC	National Certificate
ND	National Diploma
NGO	Non-Governmental Organization
CV	Curriculum Vitae
CSO	Civil Society Organization
OHS	Occupational Health and Safety
OJT	On-the- Job Training
TNA	Training Needs Assessment
TC	Technical Committee
RMA	Rapid Market Analysis
RO	Regional Office, MoLHR
TTI	Technical Training Institute
IZC	Institute of Zorig Chusum
ToR	Terms of Reference
ToT	Training of Trainers
BQF	Bhutan Qualification Framework
QMS	Quality Management System
QAS	Quality Assurance Services