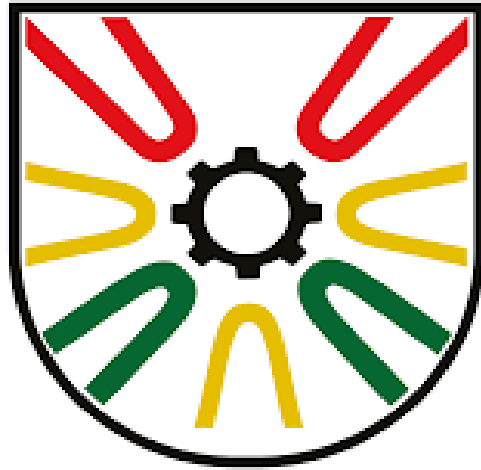


CTVET



**ADDITIONAL CENTRE ACCREDITATION OR CENTRE
RE-ACCREDITATION APPLICATION FORM
(PRE-TERTIARY LEVEL)**

SECTION 1: INFORMATION ON INSTITUTION

Name of Institution:		
Type of Institution:	<input type="checkbox"/> Private <input type="checkbox"/> Public <input type="checkbox"/> NGO <input type="checkbox"/> Others (Please specify).....	
Type of Application	<input type="checkbox"/> Additional Centre Accreditation <input type="checkbox"/> Centre Re-accreditation	
Location of Institution:	Physical Address/Landmark:	GPS Address:
Region:	District:	City/Town:
Name of Head of institution		
Title of Head of institution	<input type="checkbox"/> VC <input type="checkbox"/> Principal <input type="checkbox"/> C.E.O <input type="checkbox"/> Director <input type="checkbox"/> Other(specify).....	
Telephone number:		
Postal Address:		
Email address:		
Website address: (Optional)		

SECTION 2: PROGRAMME DETAILS

	<u>CBT TRADE AREA/PROGRAMME:</u>	<u>LEVEL ON NTVETQF</u>
Specific Programme(s) and levels on National TVET Qualifications Framework (NTVETQF) that the Training Provider is applying for additional Centre or Centre re-accreditation:	1.	<input type="checkbox"/> NPI <input type="checkbox"/> NPII <input type="checkbox"/> NCI <input type="checkbox"/> NCII
	2.	<input type="checkbox"/> NPI <input type="checkbox"/> NPII <input type="checkbox"/> NCI <input type="checkbox"/> NCII
	3.	<input type="checkbox"/> NPI <input type="checkbox"/> NPII <input type="checkbox"/> NCI <input type="checkbox"/> NCII
	4.	<input type="checkbox"/> NPI <input type="checkbox"/> NPII <input type="checkbox"/> NCI <input type="checkbox"/> NCII
	5.	<input type="checkbox"/> NPI <input type="checkbox"/> NPII <input type="checkbox"/> NCI <input type="checkbox"/> NCII
	6.	<input type="checkbox"/> NPI <input type="checkbox"/> NPII <input type="checkbox"/> NCI <input type="checkbox"/> NCII
	7.	<input type="checkbox"/> NPI <input type="checkbox"/> NPII <input type="checkbox"/> NCI <input type="checkbox"/> NCII
	8.	<input type="checkbox"/> NPI <input type="checkbox"/> NPII <input type="checkbox"/> NCI <input type="checkbox"/> NCII

GENERAL INSTRUCTIONS:

- a. All Columns must be filled and copies of relevant documents attached before submission
- b. Payment of Ghc 4000.00* per programme per NTVETQF level should be made to Director General, CTVET in Banker's Draft (non-refundable) for centre accreditation and re-accreditation
- c. Pack should be sent by EMS or hand delivered at CTVET Secretariat with soft copies to:
Email address: reg.acc@ctvet.gov.gh

SECTION 3: LEGAL DOCUMENTS

Registrar General's Certificate • <i>Certificate of Incorporation /Certificate to Commence Business</i>	Attach file
Fire Service Certificate • <i>Copy of the original certificate</i>	Attach file
SSNIT Clearance Certificate • <i>Applicable to Private institutions only</i>	Attach file
Tax Clearance Certificate from GRA • <i>Applicable to Private institutions only</i>	Attach file
Land documents or Tenancy Agreement • <i>Applicable to Private institutions only</i>	Attach file
Scanned copy of ECOWAS Identity Card (Ghana card) of Head of institution	Attach file

SECTION 4: GOVERNANCE SYSTEM

Strategic Plan (Revised)	Attach file
Health and Safety Policy (Revised)	Attach file
List of Governing Board (Name, Position, Qualification, Trade Area and Years of Industrial Experience)	Attach file
Governance Regulations	Attach file
Appointment and acceptance letters of Board	Attach file
CV's of Board	Attach file
Minute of Board's meeting (at least a copy)	Attach file
List of Centre's Management Team (Name, Position, Qualification, Trade Area and Years of Industrial Experience) [should include at least a member from the centre(s)]	Attach file
Admission policy	Attach file

GENERAL INSTRUCTIONS:

- a. All Columns must be filled and copies of relevant documents attached before submission
- b. Payment of Ghc 4000.00* per programme per NTVETQF level should be made to Director General, CTNET in Banker's Draft (non-refundable) for centre accreditation and re-accreditation
- c. Pack should be sent by EMS or hand delivered at CTNET Secretariat with soft copies to:
Email address: reg.acc@ctnet.gov.gh

List and quantity of Tools, Equipment and Consumables per CTVET's minimum standard list for trade area(s)	Attach file
Appointment letters of Centre's Management Team and Facilitators	Attach file
Acceptance letters from facilitators	Attach file
CV's of Centre's Management Team and Facilitators	Attach file
Formal Facilitator/Assessor/Internal Verifier Accreditation card	Attach file
List of Facilitator/Assessors/Internal Verifiers (Name, Position, Qualification, Trade Area and Years of Industrial Experience) for Trade Area(s) and Generics	Attach file

SECTION 5: INFRASTRUCTURE

Type	Quantity
Facilitation rooms	
Workshops	
Library	
ICT Laboratory	
Dormitory/Hostel	
Other facilities: Specify.....	

SECTION 6: ON-SITE ASSESSMENT

Note: These facilities should be available for the conduct of on-site assessment for additional centre accreditation

Cabinet and other storage facilities
Disability friendliness of facilities
Labelling of Facilitation rooms and other facilities (eg. Washrooms, cafeteria etc)
Library Facility
Display of "Emergency Assembly Point" signages at vantage points
Availability of Institutional Sign posts at vantage points
Availability of Sick bay/Infirmary

GENERAL INSTRUCTIONS:

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Availability of electricity and potable water
Computers and storage facilities
Arrangement of equipment and tools and appropriateness of workshop setup
Display of relevant health and safety signs at workshops and facilitation rooms
Appropriate Floor markings for all trade areas

DECLARATION

I..... (VC/Principal/C.E.O/Director) declare that the information provided in this application and the attachments therein, are true to the best of my knowledge. Further, I acknowledge that the submission of false information shall render this application void.

Sign:

Date:

GENERAL INSTRUCTIONS:

- a. All Columns must be filled and copies of relevant documents attached before submission
- b. Payment of Ghc 4000.00* per programme per NTVETQF level should be made to Director General, CTVET in Banker's Draft (non-refundable) for centre accreditation and re-accreditation
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