

NATIONAL COUNCIL FOR TECHNICAL EDUCATION

(NACTE)

NACTE FORM ACCR- 02a

APPLICATION FORM

FOR

ACCREDITATION ELIGIBILITY

**THE NATIONAL COUNCIL FOR TECHNICAL EDUCATION
(NACTE)**

APPLICATION FORM FOR ACCREDITATION ELIGIBILITY
(Pursuant to Section 24 (1) (j) of NACTE Act No. 9 of 1997)

(to be completed by the Applicant)

Section 1: PARTICULARS OF THE TRAINING INSTITUTION

1.1 Name of the Institution:

1.2 Location:

District or Municipal:

Plot Number or Village:

1.3 Postal Address:

.....

1.4 Phone: **1.5 Fax:**

1.6 E-mail: **1.7 Webpage:**.....

1.8 Institutional Governance *(tick appropriate box):*

Council

Board of Trustees

Board of Directors

Other *(specify)*

.....

Section 2: AUTHORITY TO OPERATE AS TECHNICAL EDUCATION TRAINING INSTITUTION

2.1 Registration by NACTE

Exist Do not exist Copy attached Copy not attached

2.2 Legal Registration/Licensing

(e.g. Articles of Association, Constitution, Charter, valid license to operate as a technical training institution, official documentation authorising the establishment of the institution, Act of Parliament or similar authority etc).

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Section 3: VISION AND MISSION STATEMENTS

Vision and mission statements as they appear in a published prospectus or other public document.

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Minutes of governing board meeting where vision and mission statements were adopted, including any recent revisions of the vision and mission statements.

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Section 4: PARTICULARS OF GOVERNING BOARD/ADVISORY BOARD

4.1 Biographical information on governing board members (biodata or curriculum vitae).

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4.2 Governing board bylaws or code of ethics.

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4.3 Certification, signed by the chief executive officer and governing board chair, that the majority of board members are persons with no employment, family, ownership or personal interest in the institution.

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Section 5: PARTICULARS OF THE CHIEF EXECUTIVE OFFICER (CEO)

- 5.1 Name, address, and biographical information (CV) about the chief executive officer
- Exist Do not exist Copy attached Copy not attached
- 5.2 Certification of CEO's primary responsibility to the institution, signed by chief executive officer and governing board chair.
- Exist Do not exist Copy attached Copy not attached
- 5.3 CEO's other responsibilities external to the institution, signed by chief executive officer and governing board chair.
- Exist Do not exist Copy attached Copy not attached

Section 6: ADMINISTRATIVE CAPACITY

- 6.1 Institution's organisation chart, including names of those in the key positions.
- Exist Do not exist Copy attached Copy not attached
- 6.2 Names and biographical information (CV) about the key administrative staff.
- Exist Do not exist Copies attached Copies not attached

Section 7: OPERATIONAL STATUS

- 7.1 Enrolment history of the institution (most recent three years suggested).
- Exist Do not exist Copy attached Copy not attached
- 7.2 Enrolments in institutional academic programmes by year, including academic awards.
- Exist Do not exist Copy attached Copy not attached

7.3 Current schedule of classes.

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Section 8: ACADEMIC AWARDS

8.1 List of awards, course credit requirements, and length of study for each academic programme.

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8.2 Prospectus designation of institutional level courses for which academic credit is granted.

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Section 9: EDUCATIONAL PROGRAMMES

9.1 Names of programmes, which reflect the mission of the institution.

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9.2 Documentation of at least one academic programme of one or more academic years in length.

Exist Do not exist Copy attached Copy not attached

9.3 Documentation from prospectus or other public document, which describes courses, and curricula sequence of educational programmes.

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9.4 Documentation of location(s) of educational programmes, including those offered electronically.

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Section 10: ACADEMIC CREDIT

10.1 Institutional policies on transfer and award of credit.

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10.2 Prospectus documentation of credits awarded.

Exist Do not exist Copy attached Copy not attached

10.3 Formula used by the institution to quantify academic credit, especially for laboratory, clinical, field work or other learning configurations.

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Section 11: EDUCATIONAL OBJECTIVES

11.1 Prospectus statements, which establish educational objectives for programmes.

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11.2 Data from educational programme reviews.

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11.3 Graduation, transfer, job placement, licensure examination, pass rate history, as appropriate to the institutional mission.

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Section 12: GENERAL EDUCATION

12.1 List of general education courses currently offered, including prospectus descriptions.

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12.2 Course outlines for communication skills, information technology and quantitative reasoning courses.

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12.3 Documentation on rigour and quality of education/training

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Section 13: DEPARTMENT

13.1 List of departments that can be recognised as capable of offering technical education and training leading to NTAs, including submissions for their recognition.

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13.2 Full-time and part-time academic staff, including their academic qualifications and experience.

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13.3 Departmental responsibilities statement.

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13.4 Current schedule of classes identifying department's responsibilities for each class, including lectures, seminars, tutorials, clinicals, practicals and field work.

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Section 14: STUDENT SERVICES

14.1 Information on gender characteristics of students.

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14.2 Provisions for students with physical disabilities.

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14.3 List of student services provided, which reflects the mission of the institution.

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14.4 Description of programmes for special student populations.

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Section 15: ADMISSIONS

15.1 Admissions policy from a published document.

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15.2 Student's admission application forms.

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15.3 Statement on student minimum entry qualifications for admission.

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15.4 Statement of roles and expectations of admissions personnel.

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Section 16: INFORMATION AND LEARNING RESOURCES

16.1 Profile of internal and external resources.

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16.2 Agreements and provisional arrangements for access to external resources.

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Section 17: FINANCIAL RESOURCES

17.1 Past, current and proposed budgets and financial statements.

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17.2 Documentation on any external foundation or other funding support.

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17.3 Documentation of funding base.

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Section 18: FINANCIAL ACCOUNTABILITY

18.1 Financial aid programme review / audits,(if applicable).

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18.2 Certified (external independent) audit, including management letter responding to audit queries if any.

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18.3 Student loan default rates and relevant reports of the ministry responsible for technical education, if applicable.

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Section 19: INSTITUTIONAL PLANNING AND EVALUATION

19.1 Most recent educational, fiscal and facilities plans.

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19.2 Most recent institutional evaluations of student assessment systems.

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19.3 Most recent systems and outcomes of educational programme reviews.

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Section 20: PUBLIC INFORMATION DISCLOSURE (TRANSPARENCY)

20.1 Prospectus or other public document, which serves that purpose.

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20.2 Recent print or other media advertisements.

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20.3 Policies regarding public information disclosure addressing all matters listed.

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Section 21: RELATIONS WITH THE ACCREDITING BODY (NACTE)

21.1 Policy adopted and published by governing or advisory board (or council) spelling out the role of NACTE.

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21.2 List of other accreditations, if any, held by the institution and information regarding standing with those organisations.

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21.3 Evidence, which describes institution's presentation with those accrediting bodies.

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