

**THE NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION  
AND TRAINING (NACTVET)**



**APPLICATION FORM FOR MARCH INTAKE 2023/2024**

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**a) Particulars of Institution**

**Name of Institution:**

**Postal Address:**

**Email Address:**

**Phone No:**

**b) Programmes offered**

SN	Programme Name	NTA Levels	Capacity	Current No. of students	Number of students Requested

**c) Curricula Status for the requested program(s)**

SN	Curriculum Name	NTA Levels	Approval Date	Expire Date	Approval Letter	
					Ref. No	Date

**d) Infrastructure/buildings**

SN	Items	No. of Items	Average Capacity	Remarks ( <i>Separate sheets showing capacity of each item can be attached</i> )
1	Classrooms			
2	Library room			
3	Computer laboratories			
4	Other laboratories (if any)			
5	Studios			
6	Workshops			
7	Offices			
8	Toilets			

**e) Teaching and Learning resources**

S/N	Items	No. of Items	Ratio/Number	Remarks ( <i>Separate sheet showing ratio of each item can be attached</i> )
1	Books (Number of Titles and copies per programme)			
2	Functioning Computers in the room			
3	Audio-visual aids (projectors)			
4	Other equipment/ tools			

**f) Teaching and Non-Teaching staff**

**Part I: Academic Staff**

S/N	Name and Title of the Academic staff (title: e.g. Mr., Ms., Dr., Prof.)	Qualification Level and Award e.g. BSc. (Civil Engineering), MA (Economics) PhD (Political Science)	Current Staff Workload	Other Administrative Position (e.g. Director of Studies, Principal)	Terms of Employment ( <i>Indicate where applicable</i> )		Date for attending CBET training (i.e September, 2020)
					Full Time	Part Time	
1							
2							

**Part II: Non-Academic Staff**

S/N	Name and Title of the Non-Academic staff (title: e.g. Mr., Ms., Dr., Prof.)	Qualification Level and Award e.g. Diploma in Secretarial Studies, BSc. (Civil Engineering), MA (Economics) PhD (Political Science)	Position (e.g. Librarian, Accountant)	Other Administrative Position (e.g. Director of Finance, Principal)
1				
2				

**g) Staff: Students Ratio per Programme offered**

SN	Programme Name	NTA Levels	Capacity (No. of Students)	Current No. of students	No. of Staff Per Programme per Level	Staff: Students Ratio

**h) Declaration**

I certify that the particulars furnished in this application form are true and complete in all respects and that no relevant information has been withheld. I understand that misrepresentation, falsification and/or withholding information in regard to this application are serious offences that may result in nullification/denial of application and/or prosecution.

Applicant's Signature:..... Date: .....

Applicant's Name in full: .....

Designation: ..... Official Stamp: .....