



Government of Pakistan
Ministry of Education, Training & Standards in Higher
Education



National Vocational & Technical Training Commission

ACCREDITATION MANUAL
TECHNICAL & VOCATIONAL STREAM

Published by TVET Reform Support Programme (TRSP)



Implemented by **giz**



Islamic Republic of Pakistan
اسلامی جمہوریہ پاکستان
Islami Jumhuri-ye Pakistan



FOREWORD

Realizing the importance of Technical and Vocational Education and Training (TVET) in Pakistan in recent years raises the questions of the *Quality* of the training imparted, the competence of the pass-outs and their relevance to the current technical manpower needs of the country. Simultaneous emphasis on employment in the industrial sector has highlighted the necessity for *accrediting TVET institutions*, in terms of their role as suppliers of technically qualified workforce.

The role of **National Vocational and Technical Training Commission (NAVTTTC)** as contained in its **Act of 2011** empowers it to set up an *Internationally Acceptable Accreditation System* to oversee the growth and quality of TVET in Pakistan. The NAVTTTC Accreditation and Certification (A&C) Wing is tasked to evolve procedures for quality assessment of TVET, specifically to lay down and articulate the criteria for assessment of quality, identify parameters to quantitatively assess these criteria and to establish appropriate benchmarks.

NAVTTTC's *first Accreditation Manual* was developed in 2011 after extensive consultations with relevant stakeholders such as Provincial Technical Education and Vocational Training Authorities (TEVTAs), Pakistan Engineering Council (PEC), Higher Education Commission (HEC), Provincial Boards of Technical Education (BTEs), Federation of Pakistan Chambers of Commerce and Industry (FPCCI), Private Sector and Industry.

During the *Pilot Phase of the Accreditation Assessments* several concerns and issues were pointed out by NAVTTTC's National Accreditation Experts and Assessors (from provincial TEVTAs, Private Sector and Industry) as the Manual was a living document, NAVTTTC felt a *need* to address those issues and make it a precise yet a thorough document that is not only easy to understand but also facilitates the process of Quality Assurance in TVET Sector and can address national requirements.

During this process of revision again elaborate sessions were conducted and extensive rounds of consultations were made. As a result, this *New Version of Manual* has been evolved for the accreditation of technicians and tradesmen.

The accreditation manual comprises of the accreditation concept and policies, criteria and indicators to assess standards and the actual process, along with self evaluation forms for technical and vocational programs. We have also incorporated the Council Regulations 2015 which in future will ensure the establishment of an independent Council for accreditation of TVET institutions and programs across the country. It is therefore pertinent to mention that till the time it becomes operational the Accreditation & Certification Wing at NAVTTTC will plan and carry out accreditation processes.

The accreditation manual is accompanied by the Handbook for Assessors. This will comprise of all encompassing information that our assessors need to know along with guidelines for the assessment process.

Together, these two documents represent the complete set of publications for the accreditation process. It is hoped that it will provide the students, parents, employers and the society at large,

comprehensive information on the quality assurance to assist them in making a judicious choice among competing TVET institutions and their programs. It also safeguards the interests of all stakeholders including that of TVET institutions being evaluated, who are provided full opportunity to submit their viewpoints even after the assessments. In order to keep pace with the changing situations, it is suggested that the Manual may be reviewed once in two years time. Any such attempt has to capture the common features of TVET quality assurance system.

**Executive Director
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TERMS & ABBREVIATIONS USED

- TVET:** Technical & Vocational Education and Training
- NAVTTTC:** National Vocational and Technical Training Commission
- APACC:** Asia Pacific Accreditation and Certification Commission
- UNESCO** United Nations Educational, Scientific and Cultural Organization
- UNEVOC:** UNESCO's specialized Centre for TVET
- TA&QEC:** TVET Accreditation & Quality Evaluation Committee
- NAC-TVS:** National Accreditation Council – Technical and Vocational Stream
- DAE:** Diploma of Associate Engineers
- AJK:** Azad Jammu Kashmir
- FATA:** Federally Administered Tribal Areas
- KPK:** KhyberPakhtunKhawa
- FPCCI:** Federation of Pakistan Chambers of Commerce & Industry
- ICT:** Islamabad Capital Territory
- EFP:** Employer's Federation of Pakistan
- TVS:** Technical and Vocational Stream
- TEVTA:** Technical Education and Vocational Training Authority
- ICT:** Information Communication Technology
- HOD:** Head of Department
- IMC:** Institute Management Committee
- SWOT:** Strengths, Weaknesses, Opportunities and Threats
- SNC:** Serious Non Conformance
- NC:** Non Conformance
- The Council:** National Accreditation Council

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