

Appendix 1:

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



APPLICATION FORM FOR MARCH INTAKE 2024/2025

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

SN	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: