

## DEPARTMENT OF OCCUPATIONAL STANDARDS

Ministry of Labour and Human Resources

Thimphu

### Registration of Training Providers

#### Introduction:

As per the **Regulation for Registration of Training Providers 2010**, it is mandatory for all training providers (private, public, corporation, NGO) offering certificate courses to register with the Department of Occupational Standards (DOS), Ministry of Labour and Human Resources and obtain the Registration Certificate to conduct training in Bhutan.

Quality assurance of training provider begins with the institutional registration. All training providers are required to meet the minimum standard to achieve institutional registration and operate as a full fledge training provider.

The main purpose of Registration is to ensure continuous quality improvement and monitor the performance of training providers. It will also enhance the employer confidence in the quality of training provided by the training providers in the country. The Registered Training Providers are recognized training institutes who have met the minimum quality assurance standards to operate as a training institute.

***Valid Registration Certificate is a prerequisite for the renewal of business license from the Regional Trade and Industry Office, Ministry of Economic Affairs.***

#### Grading of Training Providers:

As per section 8 of the Regulation for Registration of Training Providers 2010, training providers are rated grades A, B and C, based on the registration criteria. The overall rating is 1000 points which are distributed among other sub criteria. The cut-off point is 500. Any evaluated institute that obtains 500 or more points will be registered. The department will not register those with less than 500 points or until the training provider is able to meet the minimum set criteria. A certificate of registration will be awarded after the final on-site evaluation is completed by the Department.

#### Training Providers Registered with the Department as on 5<sup>th</sup> January 2012:

Sl no	Name of Training Providers	Dzongkhag / Dungkhag	Grade	Registration No.	Renewal Date	Sector
1	Computer Management Institute	Phuentsholing	B	DOS/2010120001	30-11-2012	Private
2	Royal Institute of Health Sciences	Thimphu	B	DOS/2010120002	30-11-2012	Govt.
3	Rigsum Institute of Information Technology & Management	Thimphu	B	DOS/2010120003	30-11-2012	Private
4	Institute for Management Studies	Thimphu	B	DOS/2010120004	30-11-2012	Private
5	Agriculture Machinery Centre	Paro	B	DOS/2010120005	30-11-2012	Govt.
6	Choki Traditional Art School	Thimphu	B	DOS/2010120006	30-11-2012	Private
7	Rural Development Centre	Zhemgang	B	DOS/2010120007	30-11-2012	Govt.
8	Samthang Institute of Automobile Engineering	Wangdue	B	DOS/2010120008	30-11-2012	Govt.
9	Chumey Institute of Civil Engineering	Bhumthang	B	DOS/2010120009	30-11-2012	Govt.

10	Thimphu Institute of Automobile Engineering	Thimphu	B	DOS/2010120010	30-11-2012	Govt.
11	Khuruthang Institute of Electrical Engineering	Punakha	B	DOS/2010120012	30-11-2011	Govt.
12	Athang Training Academy	Thimphu	B	DOS/2010120016	29-11-2013	Private
13	Bhutan International School of Hospitality & Tourism	Thimphu	B	DOS/2010120017	29-11-2013	Private
14	BK ONE Bhutan Center of Excellence	Thimphu	B	DOS/2010120025	29-11-2013	Private
15	GPY Computer Institute	Phuentsholing	B	DOS/2010120038	29-11-2013	Private
16	Rangjung Institute of Electrical Engineering	Tashigang	C	DOS/2010120011	29-11-2012	Govt.
17	Trashi Yangtse Institute of Zorig Chusum	Trashiyangtse	C	DOS/2010120013	29-11-2012	Govt.
18	Bright Life Institute of Management	Thimphu	C	DOS/2010120014	29-11-2012	Private
19	Thimphu Institute of Zorig Chusum	Thimphu	C	DOS/2010120015	29-11-2012	Govt.
20	AA-Yang Music School	Thimphu	C	DOS/2010120018	29-11-2012	Private
21	G4S Security Service International	Thimphu	C	DOS/2010120019	29-11-2012	Private
22	Serzhong Institute of Civil Engineering	Gelephu	C	DOS/2010120020	29-11-2012	Govt.
23	Nazhoen Pelri Skills Training Centre	Thimphu	C	DOS/2010120021	29-11-2012	NGO
24	Dzongkha Development Training Institute	Thimphu	C	DOS/2010120022	29-11-2012	Private
25	Dzongkha Language Institute	Thimphu	C	DOS/2010120023	29-11-2012	Private
26	Kuenzang Institute of Information Technology	Gelephu	C	DOS/2010120024	29-11-2012	Private
27	Bhutan Institute of Media	Thimphu	C	DOS/2010120026	29-11-2012	Private
28	Gangjung Driving Centre of Excellence	Thimphu	C	DOS/2010120027	29-11-2012	Private
29	Kesang Driving School	Thimphu	C	DOS/2010120028	29-11-2012	Private
30	ST IT Institute	Tsirang	C	DOS/2010120029	29-11-2012	Private
31	Digital Shangri-la	Thimphu	C	DOS/2010120030	29-11-2012	Private
32	Dechen IT and Management Institute	Thimphu	C	DOS/2010120031	29-11-2012	Private
33	InfoTech learning Centre	Thimphu	C	DOS/2010120032	29-11-2012	Private
34	KheyRig Institute of Accounts & Management	Thimphu	C	DOS/2010120033	29-11-2012	Private
35	Nyinshar Computer Learning Centre	Phuentsholing	C	DOS/2010120034	29-11-2012	Private
36	Habibs Hair & Beauty Academy	Thimphu	C	DOS/2010120035	29-11-2012	Private
37	Nyesel Institute of Technology	Paro	C	DOS/2010120036	29-11-2012	Private
38	ZAS Multimedia	Thimphu	C	DOS/2010120037	29-11-2012	Private
39	Tashi Lekphel Computer Training Institute	Wangdue	C	DOS/2010120039	29-11-2012	Private
40	Himalayan Institute of Information Technology	Gelephu	C	DOS/2010120040	29-11-2012	Private
41	Wood Craft Centre	Thimphu	C	DOS/2010120041	29-11-2012	Corp.
42	USD Driving School	Phuentsholing	C	DOS/2010120042	29-11-2012	Private
43	USD Driving School	Gelephu	C	DOS/2010120043	29-11-2012	Private
44	Kuenphen Institute of Technology	Thimphu	C	DOS/2010120044	29-11-2012	Private
45	Link2 Support 168	Paro	C	DOS/2011040045	30-03-2012	Private
46	Jampel Computer & Management Training Institute	HAA	C	DOS/2011040046	30-03-2012	Private
47	Green Dragon Media Academy	Thimphu	C	DOS/2011040047	30-03-2012	Private
48	Rimpung Computer Training Centre	Paro	C	DOS/2011040048	30-03-2012	Private

49	Royal Institute of Tourism and Hospitality	Thimphu	C	DOS/2011040049	30-03-2012	Govt.
50	Bhutan Center for Japanese Studies	Thimphu	C	DOS/2011050050	30-04-2012	Private
51	Institute of Service Management	Phuentsholing	C	DOS/2011050051	30-04-2012	Private
52	Global Computer Training Center	Wangdue	C	DOS/2011050052	30-04-2012	Private
53	NorChuk Institute of Technology	Samtse	C	DOS/2011050053	30-04-2012	Private
54	Computer Management Institute	Thimphu	C	DOS/2011050054	30-04-2012	Private
55	Local Development Training Institute	Thimphu	C	DOS/2011050055	30-04-2012	Private
56	Gangjung Driving Centre of Excellence	Thimphu	C	DOS/2011050056	30-04-2012	Private
57	Ugyen Wangchuck Institute for Conservation & Environment	Bumthang	C	DOS/2011090057	30-08-2012	Govt.
58	Druk Info Tech Institute	Mongar	C	DOS/2011090058	30-08-2012	Private
59	Eastern Computer Training Centre	S/Jongkhar	C	DOS/2011090059	30-08-2012	Private
60	Karma Driving Training Institute	Gedu, Chukha	C	DOS/2011100060	30-09-2012	Private
61	Bhutan Media Institute	Thimphu	C	DOS/2012010061	05-01-2013	Private
62	Guide Association of Bhutan	Thimphu	C	DOS/2012010062	05-01-2013	NGO
63	Sunkosh International Institute of Management	Thimphu	C	DOS/2012010063	05-01-2013	Private
64	Niche Institute of Management & Technology	Thimphu	C	DOS/2012010064	05-01-2013	Private

### Information to all Training Seekers: (School Leavers/Government and Corporate agencies)

A total of 64 training providers are registered with the Department of Occupational Standards, Ministry of Labour and Human Resources as on 5<sup>th</sup> January 2012. The department would like to encourage training seekers to avail your training from the registered training providers as well as use the Registration Certificate (Grade A, B and C) as the basis for selection of training providers for your training needs.

### Trainer Registration:

Under section 18 of the Regulation for Registration of Training Providers 2010, trainers delivering courses in the Registered Training Institutes must be registered with the Department. No trainer is authorized to act as a trainer unless he/she is duly registered with the Department. Registration process has begun.

### Renewal of Registration Certificate:

The Department of Occupational Standards, MoLHR wishes to advise the registered training providers to check the validity of registration certificate issued by the department and kindly process for renewal with the department prior to 30 days of expiry date.

For details and clarification, please contact Quality Assurance Division at PABX no: 333867/324845/325272. Ext no: 2143/2114 and Fax no. 326873. You may also email to address [dorji.tandin03@gmail.com](mailto:dorji.tandin03@gmail.com) for clarifications and assistance.

For more details on courses offered by Registered Training Providers, Training Seekers may wish to check out DIRECTORY OF TRAINING PROVIDERS at [www.molhr.gov.bt](http://www.molhr.gov.bt)