



**REGULATIONS FOR REGISTRATION  
OF TRAINING PROVIDER, 2010**

**Revised March 2014**

**Department of Occupational Standards  
Ministry of Labour and Human Resources  
The Royal Government of Bhutan**

Minister

## **Foreword**

The Regulations for “Registration of Training Providers 2010” is an integrated version of two regulations (Establishment Regulations 2011 & Regulations for Registration of Training Providers 2010) implemented by the Department of Human Resources and Department of Occupational Standards (DHR & DOS). The primary objective of the integrated version is to enhance effective public service delivery and improve the internal efficiency within the Departments. The revised regulations shall promote establishment of Training Providers based on market demand and regulate the quality of training offered by the Training Providers in the country. The quality assurance of Training Providers begins with the registration, whereby the Training Providers are required to register with the Department of Occupational Standards within 6 months of issuance of business license by Ministry of Economic Affairs (MoEA). The primary purpose of registration is to formally authorize and certify the Training Providers to deliver courses upon meeting the minimum quality standards.

Technical and Vocational Education and Training (TVET) is increasingly recognized as an effective means of empowering young people to engage in productive and sustainable livelihood. Through These regulations, we will ensure that Training Providers deliver market relevant courses, have adequate training infrastructure, tools and equipment and qualified trainers to develop highly competent human resources.

The registration is mandatory for all Training Providers to operate as a training institute and offer TVET courses in the country. In order to ensure quality, it is essential to establish quality standards, assessment system and rating of institutions based on their establishment and management. The registered training provider will be categorized as grade A, B and C based on the quality standard prescribed in these regulations.

The Department of Occupational Standards, Ministry of Labour and Human Resources will be fully responsible for enforcement of these regulations from the date of approval of this revised regulation.

I sincerely hope that these regulations will facilitate to create an enabling environment for establishment of TVET providers (public and private) and to provide required guidance and support to ensure quality of training in the country.

Ngeema Sangay Tshempo

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**Introduction:**

This document outlines the key operational features of the TVET- quality assurance system (TVET-QAS) in Bhutan. The regulations provides the opportunity for sustainable and strategic solution for national training needs as well as mismatch of demand and supply of skilled workers in the labour market. The expectation sought from the registration of Training Providers relates to increasing the relevance and quality of TVET in the country.

The Department of Occupational Standards is responsible for regulating the quality of TVET training programs. The quality assurance of Technical and Vocational Education and Training begins with the registration of institutions both public and private with the Department.

It is mandatory for all TVET institutions to obtain certificate of registration to offer TVET training in Bhutan and meet the minimum standard requirement specified in the different levels of registration process. Department of Occupational Standards shall be responsible for enforcing these regulations.

The purpose of these regulations is to ensure that Training Providers have adequate infrastructure, training equipment, qualified trainers to deliver courses that are relevant to market needs.

All the registered Training Providers and promoter shall be responsible to be familiar with these regulations and be in compliance with the standard requirements specified in these regulations.

IN EXERCISE of the power conferred on the Ministry of Labour and Human Resources by the Labour and Employment Act 2007, MoLHR, VET Policy 2005. National HRD Policy 2010 and in consultation with the Training Providers, these regulations are hereby developed in 2010.

**Scope of Application:**

1. These revised regulations shall be cited as 'Regulations for Registration of Training Providers, 2014';
2. These regulations shall cover both Establishment and Registration of Training Provider both public and private providers in the country;
3. Registration is mandatory for all public and private Training Providers in the country in order to operate as a training provider and for renewal of trade license from the Department of Industry, Ministry of Economic Affairs;
4. Training Providers shall be allowed to offer courses only after obtaining registration certificate issued by the DOS;
5. Provide approval for new courses to be introduced by the Training Providers and
6. Inform prospective Training Providers to acquaint themselves with existing government rules and regulations related to registration of Training Providers in the country including FDI Institute.

**Commencement:**

These Regulations for Registration of Training Providers supersedes the current two Regulations (Establishment Regulations 2011 and Registration Regulations 2010). These revised regulations shall come into force on 1<sup>st</sup> Day of June 2014.

**Amendments:**

These Regulations shall be amended by the Department of Occupational Standards, Ministry of Labour and Human Resources as and when required, according to the needs and changes in national priorities, government policies and future trends of TVET in the country.

**Definition of Terms used:**

In these Regulations, unless the context required otherwise:

1. *Training Provider* means both public and private Training Providers offering Technical and Vocational Education and Training (TVET) program in the country;
2. *Application for Registration* means formal request in the form of an application submitted by the promoter to the Department of Occupational Standards for registration of training institute or introduce new course by registered Training Providers
3. *Approval of registration* means final approval given by the DOS based on the recommendation of the Technical Committee.
4. *Technical Committee* means group comprising of members from DOE, DHR, DOL and relevant agencies. Experts from relevant agencies shall be invited as and when required.
5. *TVET* means 'Technical and Vocational Education and Training which imparts practical/ technical/occupational skills for direct entry into the labour market;
6. *Training* means TVET program/courses offered by the Training Provider;
7. *Promoter* means individual, partnership, public, private, NGOs, Corporations or FDI agencies who submit application for registration of training institute. Promoter can be private licensed company or industries who wish to conduct training in specific field of TVET.
8. *Department* means the Department of Occupational Standards, Ministry of Labour and Human Resources which is the sole authority for enforcing These regulations;
9. *MoLHR* mean the Ministry of Labour and Human Resources;
10. *License* means Business License issued to private Training Providers by the Department of Industry, Ministry of Economic Affairs.

11. *DoI* means the Department of Industry under Ministry of Economic Affairs (MoEA) which is the sole authority for issuance, renewal and cancellation of business license in the Kingdom of Bhutan;
12. *Regulations* means the Revised Regulations for Registration of Training Providers, 2014;
13. *TVET-MIS* means Technical & Vocational Education and Training Management Information System. This allows all relevant stakeholders to view profiles of vocational training institutes operating within the country;
14. *Monitoring* means regular process whereby the operation of the training provider is evaluated in order that the Department is satisfied with the performance of the training provider and quality of training are maintained and
15. *De-registration* means removal of a training provider from the list of Training Providers registered with DOS and eventually lead to cancellation of business license by DOI.

## Chapter 1: Application for Registration:

The primary requirements for Registration of Training Provider shall be based on formal approval of the application submitted by the promoter including public institutions.

In-order to ensure relevance of training based on the labour market demand and to regulate the quality of training, the Department shall review the courses proposed by the promoter and approve the training courses based on the labour market needs of the country. The promoter must conduct their own labour market study and submit application as per specified format of the Department.

After the application is approved by the Department based on recommendation of Technical Committee, the promoter shall be given recommendation letter to MoEA to issue business license. Registered Training Providers proposing to introduce new courses must submit detailed report of labour market study to enable the course to be registered with DOS.

The Technical Committee shall evaluate the application, and carryout on-site evaluation of the institute to register with the Department.

### 1.1 Category of Approval:

1. Promoter (public/private/NGOs/corporations) interested to register as Training Provider;
2. An organization (public/private/NGOs/corporations) specialized in any field proposing to register as Training Providers in specific field of training;
3. FDI venture with registration certificate from the Department of Industry (MoEA) interested to offer TVET courses, and
4. Registered Training Providers proposing to offer NC 1-3 and ND 1-2 courses leading to National Qualification.

### 1.2 Purpose:

The primary purposes of approval include the following:

1. Determine the feasibility and labour market relevance of any courses proposed by the Training Providers (existing/new Training Providers);
2. Grant final approval to introduce viable course(s) based on labour market study and BVQF;
3. Process through which the DOS shall allow Training Providers to obtain approval and issue recommendation letter for issuance of Business License from MoEA.

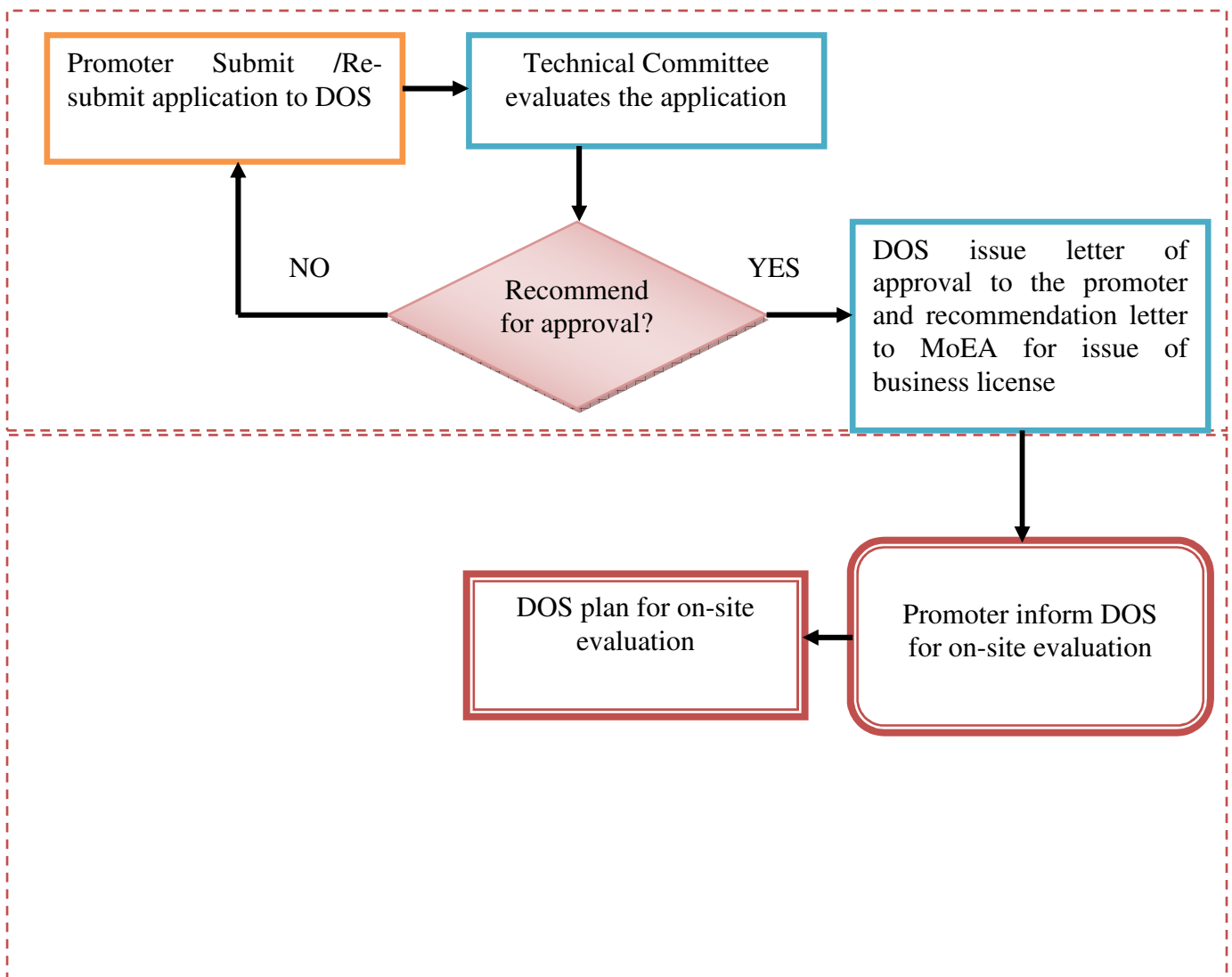


### 1.3 Responsibility of Technical Committee (TC):

The Committee shall be responsible to:

1. Ensure that the Training Providers have conducted comprehensive training needs assessment/ labour market study to introduce the courses;
2. Ensure that the Training Provider should provide courses based on need of the labour market and Bhutanese society wherever necessary;
3. Ensure that the private training providers should accredited course(s) in-line with BVQF;
4. Review new courses that are based labour market demand and BVQF;
5. Provide recommendation to establish new training institute based on the demand, capacity of promoter and location of training institute.

### 1.4 Flow chart for submission of application:



**1.5. Process for Application:**

- 1.5.1. The promoter shall submit filled in application form (annexure 1) to DOS for approval. In-case of FDI/Joint Venture, the promoter shall submit FDI registration application to the Department of Industry, Ministry of Economic Affairs for issuance of FDI Registration Certificate.
- 1.5.4. The Technical Committee shall evaluate the application and recommend for approval to register training institute and recommend for approval for new course to be introduced by registered Training Providers.

**1.6. Process for Recommendation and Approval:**

- 1.6.1. The application submitted to DOS shall be evaluated for fulfillment of the standard as listed in these regulations.
- 1.6.2. The promoter shall be notified within 10 (ten) working days from the date of receipt of the application and recommend MoEA to issue business license.
- 1.6.4. The registration of the Training Providers shall be done after in-depth on-site evaluation of Training Provider.
- 1.6.5. If the Registration of the Training Providers is NOT approved, the promoter shall be provided with justifications for not approving the registration and suggestions shall be provided for corrective actions to be taken by the promoter.
- 1.6.6. The performance of the existing institute, if issued with registration certificate to the same promoter/ managed by same person shall be reviewed thoroughly by TC, upon which the new registration shall be recommended/approved.

## Chapter 2: Registration of Training Providers:

### 2.1 Purpose of Registration:

*Registration shall allow the Department to:*

- 2.1.1, Authorize and certify both public and private Training Providers to offer Technical and Vocational Education and Training courses/programs subject to fulfillment of registration standards;
- 2.1.2. Regulate the relevance and quality of training provided by the registered Training Providers;
- 2.1.3. Monitor the performance of Training Providers and facilitate further improvements where necessary;
- 2.1.4. Ensure that people make informed choice in availing Technical and Vocational Training programs, and
- 2.1.5. Keep up-to-date information of all Training Providers through and relevant publication and media (TVET- MIS/Directory/ website)
- 2.1.6. Allow Training Providers to prepare for accreditation of courses.

### 2.2. Registration Requirements and Process:

- 2.2.1. Training Providers shall be registered with the Department of Occupational Standards within six months of issuance of business license by MoEA;
- 2.2.2. Training Providers shall notify the Department of Occupational Standards in writing to conduct on-site evaluation;
- 2.2.3. The Department shall deploy TC to conduct an in-depth on-site evaluation of training institute/organization within one month of receipt of letter.
- 2.2.4. Following the visit, the TC shall evaluate the institute and ensure that all requirements have been met and make recommendation to the Department for approval of Registration;
- 2.2.5. Initial registration fee of Nu.5000 (five thousand) only shall be paid by the Training Providers to the Department of Occupational Standards to obtain registration Certificate, and
- 2.2.6. Specify minor/major area of improvement to be made in writing to the Training Providers to take necessary corrective action.

### 2.3. Registration Standards:

Registered Training Providers shall be rated grade A, B and C according to the standard specified in the table below. The overall rating is 1000 points which are distributed among six broad criteria. The cut-off point is 500. Any evaluated institute with minimum of 500 or more

points obtained will get registration certificate. Those with less than 500 will not be registered by the Department.

<b>Criteria 1: Governance and Location</b>	<b>Max. Points</b>
<p>The training provider must have permanent training location, conducive to teaching and learning, safe and secure for trainees and appropriate for courses being offered:</p> <p><b>Standards must include:</b></p> <ul style="list-style-type: none"> <li>• Location conducive to teaching and learning</li> <li>• Signboard written in Dzongkha and English</li> <li>• Clear and explicit vision and mission statement that defines institutional commitments to achieving student learning</li> <li>• Effective Management system (board/committee)</li> <li>• Research and development activities related to training (TNA/RMA)</li> </ul>	100
<b>Criteria 2: Physical Resources</b>	
<p>The training provider must provide safe and sufficient physical resources that support &amp; assure the integrity &amp; quality of its program regardless of location.</p> <p><b>Standards must include:</b></p> <ul style="list-style-type: none"> <li>• Adequate classroom size with required furniture, proper lighting, ventilation, heating and cooling system</li> <li>• At least one class room for two courses</li> <li>• Adequate office room, staff room and meeting room</li> <li>• Relevant and adequate training tools and equipment according to the nature of training program</li> <li>• One computer per trainee for IT training institutes</li> <li>• Spacious training workshop, computer lab and training ground equipped with necessary facilities including OHS facilities</li> </ul>	250
<b>Criteria 3: Human Resources</b>	
<p>The training provider must have qualified teaching staffs to deliver high quality teaching and provide relevant opportunities for their professional development, and monitor their performance:</p> <p><b>Standards must include:</b></p> <ul style="list-style-type: none"> <li>• Full time Trainers with relevant qualification and competencies in teaching and training which is one level higher than the training course offered;</li> <li>• At least one trainer for two courses;</li> <li>• Trainer-trainee ratio not more than 1:30 for theory and 1:15 for practical session</li> <li>• Trainers must have certificate in “training of trainers” from recognized training institute/organization;</li> <li>• One lead trainer/Training coordinator;</li> <li>• Student career counselor;</li> </ul>	200

<ul style="list-style-type: none"> <li>• Adequate support staffs.</li> </ul>	
<p><b>Criteria 4: Teaching, Learning and Assessment System</b></p>	
<p>The training provider must have high quality learning resources to support teaching and learning of each courses offered:</p> <p><b>Standards must include:</b></p> <ul style="list-style-type: none"> <li>• Structured course curriculum for each courses</li> <li>• Structured course plan/training plan, weekly timetable, lesson plan</li> <li>• Valid and reliable assessment system(formative and summative)</li> <li>• Courses accredited (national/international)</li> <li>• At least one white/green board in the classroom</li> <li>• Adequate reference materials related to the course</li> <li>• LCD projector /OHP</li> <li>• Adequate and relevant instructional materials</li> <li>• Trainees’ log book, progress reports,</li> <li>• Trainer diaries</li> <li>• Assignments and projects</li> <li>• Have processes for monitoring learner satisfaction</li> <li>• Have processes and tools to collect feedback, analyze and take corrective actions.</li> <li>• Have processes and procedure to monitor and evaluate relevancy of all courses</li> </ul>	<p>200</p>
<p><b>Criteria 5: Student Welfare and Support Services</b></p>	
<p>The training provider must provide appropriate students services that supports students learning and development within the context of the institutional mission.</p> <p><b>Standards must include:</b></p> <ul style="list-style-type: none"> <li>• Adequate toilet facilities (Male and Female)</li> <li>• Safe drinking water facility (cold/hot)</li> <li>• Well-stocked library with reading room</li> <li>• Internet facilities</li> <li>• Employment facilitation services (Job placement)</li> <li>• Career guidance and counseling</li> <li>• Extra-curricular activities</li> <li>• Recreational facilities</li> <li>• Canteen facility</li> <li>• Adequate hostel facility ( if boarding)</li> <li>• First Aid facilities with trained staff</li> <li>• Fire safety facilities (equipment/emergency exit)</li> <li>• Suggestion box</li> <li>• Information/Notice board</li> <li>• Photocopiers/printers</li> <li>• Institute rules and regulations</li> </ul>	<p>150</p>

<b>Criteria 6: Internal Quality Management System</b>	
<p>The training provider must have Internal Quality Management System and procedures including the following:</p> <p><b>Standards must include:</b></p> <ul style="list-style-type: none"> <li>• Quality Policy,</li> <li>• Student selection and recruitment system</li> <li>• Assessment and certification system</li> <li>• Proper record keeping system</li> <li>• Review and monitoring system</li> <li>• OHS policy, if applicable</li> </ul>	100
<b>Total</b>	<b>1000</b>

**2.4. Certificate of Registration:**

The certificate of registration shall:

- Be issued after in-depth review and on-site evaluation;
- Be valid for duration specified for different category of certification/grade issued;
- Allow the private Training Provider to apply for renewal of business license with DoI, MoEA which shall be valid for the duration specified on the certificate;
- Allow Training Provider to provide training courses and operate as a fully fledged training institute;
- Allow Training Providers to participate in procurement of tender/quotations related to training services required by different agencies;
- Allow organizations (public/corporation/NGOs/ private) to select Training Providers based on the courses offered /Grade given to each institute.

**2.5. Notification and Approval of Changes:**

Registered Training Providers shall notify the Department within 30 calendar days of the following major changes:

- A change in the ownership and governance of the Institute
- A change in the name of the training provider;
- A change in the lead trainers for accredited courses;
- A change in the existing partnership;
- A change in the premises of the Institute (shall require re-inspection);
- Expansion to different locations (within/outside same Dzongkhag)with same courses

The Department shall charge minimum of Nu.1500 (one thousand five hundred) only as fee for ownership change. The courses under the new promoter shall be reviewed and new approval of courses shall be given by the Department.

The Department shall charge Nu.300 (three hundred) only for change of Institute Name. The name of the Institute shall be approved by the Department based on the recommendation of the Technical Committee.

The Department reserves the right to accept or reject any above mentioned change(s).

NOTE: Changes not included above may not required approval from the Department.

## **2.6. Approval for new courses (national/regional/international):**

Where a new course/programme is being proposed in order to respond to emerging labour demand needs, the training provider must seek approval prior to implementation of the course, including regional/international accredited/non accredited courses. The Technical Committee/course approval working group shall review the course and recommend to Department for approval. The review of new course shall be based on availability of resources, labour market relevance, course curriculum, objective, mission and vision of the Training Providers.

The Department shall issue list of approved courses to all Training Providers. The Training Providers whose courses are not registered/approved by the Department shall not be allowed to offer the course(s).

Ministries/Departments/other agencies outsourcing the training courses to registered Training Providers must ensure that the Institute is authorized/accredited to conduct the particular course(s) intended to be outsourced. The Department shall NOT allow the Training Providers to conduct any courses that are NOT registered/approved by the Department.

Wherever possible, government agencies/corporate/NGOs shall give first priority to national Training Providers to conduct the training through open bidding. The course(s) which the national Training Providers are not competent to conduct may be outsourced to regional or international institute/training centre. DOS shall be fully responsible to ensure quality and relevance of training for pre-service candidates. The concerned agencies/training institute shall submit course curriculum, training plans, profile of trainers, list of training facilities, assessment and certification system based on which the Department shall issue recommendation letter to outsource the training.

## **2.7. Courses Delivered at Different Sites:**

In-case the course(s) being delivered at multi-site (more than one permanent site) or temporary site/workplace, the training provider should fulfill the following requirements:

- All sites are integrated into a single coherent quality management system;
- All sites are accountable to a single management body;
- There is a clearly designated management team, trainers and training facilities;
- The Institute shall maintain same name of the Institute clearly displayed at each sites;
- A separate registration certificate/approval obtained from DOS to operate a training institute in different location within or outside same Dzongkhag/Dungkhag;
- The approval of new sites/institute shall based on the performance of existing institute if any registered with the Department;

**2.8. Publicity of Training Courses:**

- Any announcement/ advertisement shall include Registration Number issued by DOS
- Any advertisements on courses shall be clear and precise;
- Training Providers should not intentionally publish misleading advertisement or give false information and
- Any announcements/advertisements shall be given only after final Registration Certificate approved issued by the Department.

**2.9. Renewal of Registration Certificate:**

All registered Training Providers shall be fully responsible to renew their registration certificate two (2) months prior to expiry of registration. The registration renewal shall be considered subject to:

- Adherence to respective standard criteria specified in These regulations;
- Having submitted renewal application with updated information as applicable;
- Having paid the renewal fee of Nu. 500 for grade C & Nu. 600 for grade B & A;
- Late renewal charges of Nu.50/day shall be imposed from the date of expiry;
- Not having any adverse report and
- Satisfactory performance of Training Providers in last six months-one year.

Application for renewal of registration of training provider shall be made on the prescribed renewal application form well before the date of expiry of registration. (Annexure 3)

Grade	Validity of registration certificate	Documents to be submitted
A	Three years from date of registration	Duly filled in renewal application form to be submitted to DOS
B	Two years from date of registration	
C	One year from date of registration	

**2.10. Penalty:**

In case of breach of any terms and conditions and/or non-compliance of directions/regulations of the Department reserves the right to issue warning, suspend or de-register the registration certificate issued to the Training Provider.

**2.10.1. Warning (Improvement Notice)**

The Department shall issue warning to Training Providers on the following conditions:

- Failure to take corrective actions on the non-compliance identified by the Department.
- Failure to renew their registration certificate on time;
- Offering course(s) which are NOT approved by the Department, and
- In-case of any valid complaints from any organizations on false information, fake and forgery of documents including other misconduct against the general code of conduct for Training Providers issued by DOS April 2013.



- The Department shall issue 1<sup>st</sup>, 2<sup>nd</sup> and Last warning to Training Providers for any non-compliance identified by the Department. Failure to comply with the last warning shall be suspended for maximum of three months.

### **2.10.2. Suspension**

The Department shall suspend the Training Providers on the following conditions:

- Unsatisfactory performance and non-operational for more than three months for maximum duration of three months. A Performance undertaking must be submitted to the Department by the Promoter to re-confirm their compliance with the Regulations henceforth;
- Failure to obtain approval to register new/additional course with the Department for 2<sup>nd</sup> time, and
- Failure to take corrective action/comply with the warning issued by the Department.

### **2.10.3. De-registration**

The Department shall de-register the Training Providers on the following conditions:

- Failure to register with the Department within six months after issue of business license by DOI;
- Failure to take corrective actions during the suspension of maximum of three months;
- Failure to operate after six months of registration with the Department, and
- Failure to deliver courses for the last six months after registration or any time of the year.

2.10.4. Penalties and sanctions for conducting training without Registration Certificate issued by the Department shall be charged as follows:

- For 1<sup>st</sup> offence Nu, 5000, (five thousand);
- For 2<sup>nd</sup> offence Nu. 10,000 (ten thousand) and
- For 3<sup>rd</sup> offence recommend MoEA to cancel the business license for private sector

### **2.11. Appeals:**

Training Providers that has not been approved for registration or de-registered by the Department may appeal to the Secretary, MoLHR in writing within 10 working days of being officially informed of the decision. The decision of the Secretary on the appeal shall be final and binding.

### **2.12. Responsibilities of Training Providers:**

- 2.12.1. The Training Provider shall fully abide by the rules and regulations specified in these Regulations;
- 2.12.2. To evaluate the effectiveness and relevance of the training course in-line with labour market demand, including employment of graduates;
- 2.12.3. Training Providers shall allow visits by the DOS official/ committee members with/without prior information for monitoring and on-site evaluation;

2.12.4. Training Providers shall uphold and exhibit professionalism and ensure that quality training is provided to trainees. Justified complaints of unsatisfactory course delivery from the trainees may eventually lead to de-registration by the Department;

2.12.5. Training Providers shall provide correct information on a regular basis or as and when required by the Department, and

2.12.6. Take active participation in workshops/trainings and other activities organized by the Ministry/organizations.

### **2.13. Responsibilities of Technical Committee:**

Review and evaluate application submitted by the promoter on the criteria and conduct on-site evaluation of Training Providers for registration.

Members are expected to be fully aware of the stipulated registration criteria and process involved in registration. They should fully understand the criteria set by the DOS and be competent enough to make valid assessments and evaluations of application and on-site assessment.

Members should have well-developed interpersonal skills, and be able to work effectively in a team. They should have sound negotiation skills and the ability to maintain professionalism and confidentiality. The members involved in registration of institute are expected to:

- Perform their functions impartially and submit reports without any bias;
- Assess institutions comprehensively;
- Understand fully the assessment criteria for registration;
- Understand registration process and its content properly;
- Call for additional information required from the Training Providers where necessary;
- Physically verify and validate all information provided in the application form by visiting, discussing and examining all relevant aspects of the training provider and
- Submit the completed evaluation/ check list report with recommendations to the Director, DOS for approval of registration.

### **2.14. General Code of Conduct for Registered Training Providers:**

The purpose of this code is to regulate the practice and conduct of Training Providers to ensure effective implementation of quality assurance systems. Training Providers are mandated to adhere to the following code of conduct and practice and ensure that they meet the standards required of them. The Department of Occupational Standards (DOS) shall regulate the enforcement of this Code of Conduct.

- Training Providers shall adopt policies and management practices which will maintain high professional standards in the delivery of training services, which

safeguard the interest and welfare of trainees, in accordance with the standards set by the Department.

- Training Providers shall market its training services, with integrity and accuracy, avoiding vague and ambiguous statements/clauses.
- NO false and misleading comparisons shall be drawn with any other Training Providers or courses.
- Training Providers shall NOT intentionally publish misleading advertisements.
- Training Providers shall demonstrate honesty and integrity and uphold public trust and confidence.
- Training Providers shall provide accurate, reliable and up-to-date information to any organizations, trainees, parents and employers.
- Training Providers shall provide access and opportunity to training for all youth and does not discriminate regardless of race, cultural background, gender and disability.
- Training Providers shall provide protection for health, safety and welfare of trainees, and shall include adequate and appropriate support services in terms of training and personal counseling.
- Training Providers shall ensure that trainees have access to a fair and equitable process for dealing with grievance and provide an avenue for trainees to appeal against decisions that affect their progress.
- Every effort shall be made by Training Providers to resolve trainee's grievance.
- Where grievance cannot be resolved internally, Training Providers shall advise trainees of the appropriate body where they can seek further assistance.
- Training Providers shall ensure that all the records are maintained in a secure facility to ensure the privacy of the trainees.
- Training Providers shall maintain both electronic and hard copies of all records as required by MoLHR and other statutory bodies.
- Training Providers shall establish desired standards behavior among staffs and trainees,
- Training Providers shall maintain drug, alcohol and smoke free environment at all times.

### **2.15. Monitoring of Registered Training Providers:**

Training Providers registered shall be subject to monitoring on a regular basis in-order to ensure compliance with the quality standards specified in these regulations and to facilitate continuous professional improvement of Training Provider, thereby promoting the overall development of quality TVET programs in the country.

### **2.16. Purpose:**

*Monitoring of Training Providers is designed to reassure that:*

- The course is being implemented and managed as planned and indicated in the application form at the time of registration;
- Location, training facilities and resources are maintained as per the application form and final checklist prepared at the time of approval and
- Any changes/modifications made by the training provider are broadly consistent with the intent of the provision of the quality standards specified in these regulations.

### 2.17. Monitoring Process:

- Monitoring involves physical verification of Training Provider as per the final rating sheet completed for each Training Providers;
- Visit to the training institute will be carried out with or without prior information;
- Monitoring team shall consist of member(s) from the Technical Committee or relevant officers from the Department.
- Monitoring report must be prepared and submitted to Department for information within five days of visit.
- Any non-compliance must be reported in written to the concerned Training Providers for immediate correction and improvement before the next visit.(annexure 3.1)

Frequency of monitoring visit will depend on the “Grade” of registration certificate obtained by the training provider as specified in the table below:

Grade	Frequency	Report/follow-up
A	Minimum once in a year	Within one week after monitoring
B	Minimum twice in a year	Within one week after monitoring
C	Minimum twice in a year	Within one week after monitoring

A special review team shall be formed to visit the training institute in case of serious or ongoing concerns about the quality of training program or complaints received by the Department.

### 2.18. Role of the Monitoring Team:

The role of the monitoring team is to ensure that the standards specified in these Regulations are being maintained by the institute and also to review the quality of training imparted by the institute. This will help in encouraging the institute to provide quality training and identify areas in which the institute shall improve for excellence.

The Department has introduced the monitoring system to ensure quality training by the institute, based upon which an institute is being rated as excellent/good/satisfactory/poor on a scale of 50-100% as under:

Rating	Performance indicator
Excellent	80-100% YES, with significant improvement & changes since last registration
Good	70-79% YES, with minor improvement & changes since last registration

Satisfactory	60-69% YES, with no improvement and changes since last registration
Poor	50-59% YES with no improvement and changes since last registration
Need Improvement	Below 50% YES

The rating would be taken into consideration while the institute is applying for renewal of registration, accreditation of courses and for award of certificate of excellence

The criteria and standards for rating of the institute adopted during the visits are given in the Monitoring Visit Report Performa. (Annexure IV)

## **2.19. Regional Level Monitoring by RELO:**

In-order to ensure effective implementation of training, it is felt that Training Providers need constant monitoring and support system provided by relevant organizations. The Regional Offices shall monitor Registered Training Providers in the region and shall be guided by the directives provided and be accountable to the Department of Occupational Standards, MoLHR, Thimphu.

### **2.19.1. Objective of regional level monitoring:**

The main objective of regional level monitoring and supervision is to enable instituting an effective monitoring and supervision mechanism to ensure quality education and training in the country in different regions.

### **2.19.2. Main Roles and Responsibilities:**

*The Regional Office (RELO) shall carry out the following main responsibilities:*

1. Prepare monitoring and supervision plan and carryout the monitoring with or without prior information to Training Providers.
2. Carryout physical verification and check relevant aspect of the training institutes against the standards required by the Department for new establishment.
3. Submit monitoring and supervision report to the Department within one week of monitoring visit for follow up action. Any adverse report of the Training Providers shall be reported immediately to the Department.
4. Conduct wrap up meeting with Training Provider and provide feedback report to Training Providers for further improvement.
5. Follow up on the earlier feedback report, to check on the progress or for further follow up actions.
6. Maintain confidentiality of information related to Training Providers if any.
7. The Regional Office is fully responsible for reporting on issues and any other matters related to Training Providers to the Department of Occupational Standards.

**2.19.3. Frequency of regional level monitoring:**

The Regional Employment and Labour Office shall conduct monitoring visit at least once in three months. Visit shall be with or without prior notice to the Training Providers.

**2.20. General Code of Conduct for monitoring team**

1. Undertake physical verification impartially and submit report without any bias;
2. Undertake their responsibilities in a professional and ethical manner;
3. Have well-developed interpersonal skills, sound negotiation skills and ability to maintain confidentiality.
4. Findings and observations must be correct, impartial, and honest.
5. Shall NOT indulge in any corrupt practices.

**2.21. Confidentially:**

Information given by the Training Providers shall be kept confidential by the Department. All required steps shall be taken not to release or disclose information except with permission. The information shall be used only for registration purpose.

**2.22. Pathway to Accreditation of Courses:**

- Training provider can apply for accreditation of courses to the Department of Occupation Standard (DOS), MoLHR as long as the Training Providers fulfil the accreditation criteria specified in the *Guidelines for Accreditation of Courses 2011*.
- If the private Training Provider is offering training courses/programme accredited by a recognized international accreditation body/agency, accreditation will be recognised by the DOS upon verification of the accrediting agency or body.
- Accreditation is mandatory for courses offered by TTIs and IZCs and other courses deemed necessary by the Ministry and relevant agencies.
- Accreditation is not mandatory for private Training Providers unless required by the labour market for selected courses.
- National qualifications (NC1-3, ND1-2) can be awarded only after the course(s) is accredited by the Department based on the Guidelines for Competency Based Assessment and Certification System, 2011.

## Chapter 3: Registration of Trainers

Registered Training Provider must have Registered Trainers to conduct training. No person is authorized to act as a trainer or conduct training unless he/she is duly registered with the Department of Occupational Standards. An application for registration as Trainers should be made on the DOS prescribed application form (Annexure V)

### 3.1. Criteria for Registration as Trainer:

Trainer should possess the following requirements:

#### 3.1.1. Qualifications

- Academic/Technical/Vocational/Professional qualifications issued by a recognised institution.
- Minimum one level higher than the course offered or five years teaching experience.

#### 3.1.2. Relevant Work Experience:

- Trainer should preferably have relevant work experience of minimum of one year
- Trainer must have undergone Training of Trainers course or any alternative training acceptable to the Department.

In addition to the above mentioned requirement, a trainer must have good character, good communication skills and medically fit.

An assessment of part time trainers may include, reviewing the application form and certificates attached, interviewing the trainer, observation of trainer's training delivery skills and issue approval to conduct the class.

### 3.2. Employment of Trainers from overseas:

Where there are shortages of qualified national trainers, the Training Providers may be allowed to recruit foreign national as per the prevailing rules and regulations of the Government. The Department shall scrutinize the requirement of foreign national as per the following criteria and recommend to relevant agency to issue work permit.

Registered Training Provider shall fulfil the following requirements to select and recruit foreign trainers for teaching and training:

- 3.2.1. Training Provider must have minimum criteria to select the right candidate for the Post and Terms of Reference (ToR);
- 3.2.2. Trainer must have one level higher than the course offered;
- 3.2.3. Documentary evidence of job advertised on national media (TV/Print media) and Employer registration on MoLHR website to recruit Bhutanese Trainer;
- 3.2.4. Detailed CV and other competency certificate including teaching and training certificate (TOT) including copy of passport;

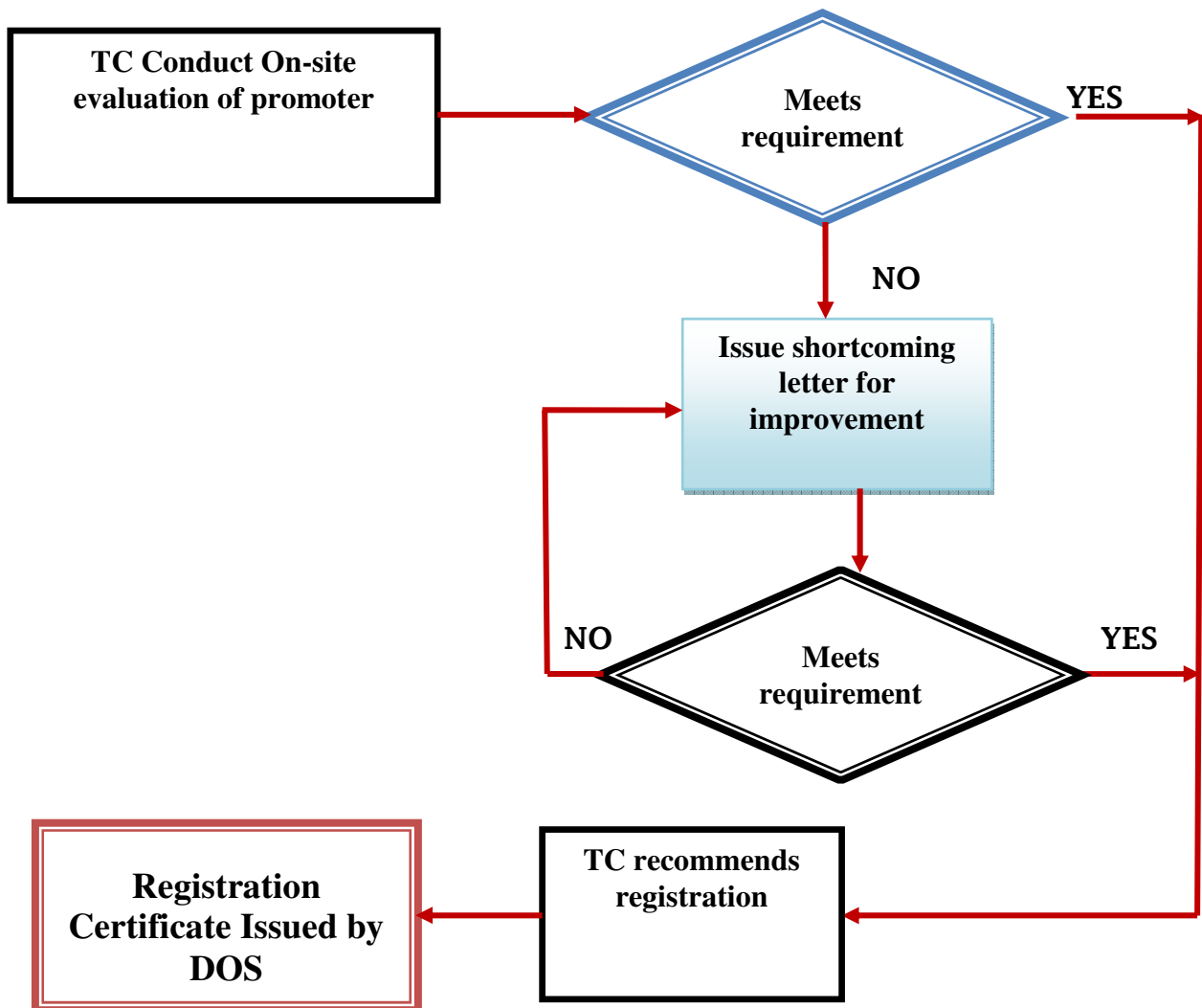
- 3.2.5. Course(s) must be approved or accredited by the Department
- 3.2.6. Department shall recommend to Department of Labour (DOL) for recruitment of foreign national as Trainers only and
- 3.2.6. Recommendation letter from relevant organization, if required

**3.3. Termination of Trainer Registration Certificate:**

If, in the judgement of the Department, the Training Provider or the trainer has not maintained the quality standards set by the Department in delivering certified courses, the Department shall terminate trainer registration certificate.

The Department shall terminate trainer registration in-case of any un-professional behaviour/misconduct or adverse complaints/report by the trainees and any organization.

**Flowchart for On-site Evaluation**





**Annexure I**

**Application Form for Registration of Training Provider**

**Part 1: Training Provider Details**

1. Name of Training Provider/Institution:			
2. Location :( Dzongkhag/Dungkhag)			
Dzongkhag/Dungkhag		Place:	
Permanent location (tick)	<input type="checkbox"/>	Temporary Location (tick)	<input type="checkbox"/>
3. Contact Address:			
Telephone No:	Mobile No:	Fax No:	Email Address:
Postal Address(for mailing):		Website Address:	
4. Type of Ownership: Please tick the relevant box			
Sole Proprietorship (private)	<input type="checkbox"/>	Partnership(private)	<input type="checkbox"/>
		Franchise	<input type="checkbox"/>
Public (Govt.)	<input type="checkbox"/>	Corporate	<input type="checkbox"/>
		NGO	<input type="checkbox"/>
		FDI	<input type="checkbox"/>
Whether the institute is affiliated/accredited by other international agency:			
YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
(If YES, specify the agency) _____			
5. Full Name and Designation of key contact person			
Name: _____		Designation: _____	

**Part 2: Physical Resources**

Type of rooms	How many?	Total Floor Area (M <sup>2</sup> )
1. Class room with adequate furniture, lighting, ventilation and power supply outlets		
2. Office room with adequate furniture		
3. Staff room with adequate furniture		
4. Meeting room (if any)		
5. Others(please specify)		
6. Total class room area (sq.m)		

**Part 3: Teaching learning Resources**

	How many?	Remarks
1. White/green board in classroom		
2. LCD projector		
3. Relevant text book for trainees		
4. Teaching Aids (simulation equipment/models/charts ...)		
5. Trainee log book		
6. Training video/ CDs		
7. Interactive board (if any)		
8. Others (please specify)		

**Part 4: Human Resources (Trainers) (use additional sheet if necessary)**

Name	Sex		Qualification	Work Experience	Full time/ Part time	Nationality
	M	F	Education/ Training			
Total Number						

Trainer Trainee ratio in classroom (Please tick any relevant box)

1:15-20  1:21-25  1:26-30  (Other (please specify)

**Part 5: Human Resources (Support Staffs)**

Name	Sex		Post (Designation)	Full time/ Part time	Nationality
	M	F			

**Part 6: Training Tools and Equipment**

Does the training institute have adequate: <ul style="list-style-type: none"> <li>• training tools/equipment</li> <li>• computers for IT training</li> <li>• machineries for technical institute</li> </ul>	Adequate for training <input style="width: 80px; height: 20px;" type="text"/>	Not adequate for training <input style="width: 80px; height: 20px;" type="text"/>	( If not adequate, Do you have plan to buy more) Yes <input style="width: 30px; height: 20px;" type="text"/> NO <input style="width: 30px; height: 20px;" type="text"/>
<b>Note:</b> Tools and equipment shall be verified by the evaluator(s) during the site visit			

**Part 7: Trainee Support Facilities**

Type of facilities	Yes (tick)	No (tick)	Remarks
1. First Aid facility			
2. Toilet			
3. Library facilities			
4. Fire safety (equipment/exit door)			
5. Drinking water( hot and cold)			
6. Heating and cooling facilities			
7. Recreational facilities (if any)			
8. Internet facility			
9. Photocopier/Printers			
10. Information/notice board			
11. Suggestion box			
12. Institute rules and regulations			
13. Extra-curricular activities			
14. Canteen facilities			
15. Hostel facilities			
16. Auditorium			

**Part 8: Physical Resources (Training Space)**

Type of space	How many?	Remarks
1. Workshop space (technical institute only)		
2. Space for computer training(IT training institute only)		
3. Space of practical training ( other institute) Note: TC recommend minimum training space such as driving track, trekking guide training, )		
4. Others (if any )		

**Part 9: Course Details** (Please use additional sheet(s) if the space is insufficient)

Course Title	Training Duration (Hrs)			Total duration	Fees per trainee	No. of trainee per course	Level: Certificate /Diploma
	Theory	Practical	OJT				
Do you have prescribed curriculum for each course (please tick)					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Note:</b> 6 hrs= 1day. 5 days= 1 week. 36 weeks=1 year. OJT (on-the-job training)							

**Part 10: Governance**

Whether the Institute has established Quality Management System	YES (Please tick) <input type="checkbox"/>	NO (Please tick) <input type="checkbox"/>
Whether the Institute has Vision and Mission Statement	YES (Please tick) <input type="checkbox"/>	NO (Please tick) <input type="checkbox"/>
Whether the institute has signboard written in Dzongkha and English	YES (Please tick) <input type="checkbox"/>	NO (Please tick) <input type="checkbox"/>

--	--	--

**Part 11: Declaration and Signature**

**I hereby confirm and declare that:**

1. the information provided in this application is true, complete and accurate to the best of my knowledge at the time of completing this form
2. I will abide by the directions and guidelines published in the regulations in relation to the registration of training institutes
3. any false, fictitious, or fraudulent information may be subjected to administrative penalties
4. I have understood the registration regulations of training provider 2010
5. I understand that the information provided in this form will only be used for the purpose of registration and for publishing register of Training Providers

-----  
 Name/ Signature of Head/CEO/Proprietor of Training Institution

Date -----

Institute's Official Stamp

**Supporting Documents to be Submitted along with the Registration Form:**

1. Work plan for setting up the Institute from the date of submission of application (1 page)
2. Financial Plan ( total estimated project cost, source of fund (loan, equity) (1page)
3. Market study report with minimum 200 words (1page)
4. Photocopy of trainers proof documents (academic transcript, training certificate/CV/Resume, CID copy)
5. Copy of CID of promoter
6. Copy of Security Clearance
7. Recommendation/approval letter from relevant organization, if required
8. Course brochure/prospectus/ information leaflets (if any)
9. Any other documents (if any)

**For Official Use Only**

<p>Application received on: _____</p> <p>Received by: _____</p> <p>Signature: _____</p> <p>Department of Occupational Standards MoLHR, Thimphu</p>	<p><b>Signature of the Technical Committee:</b></p> <p>1. Name and Signature: _____</p> <p>2. Name and Signature: _____</p> <p>3. Name and Signature: _____</p> <p>4. Name and Signature: _____</p>
--	---

**Annexure II:**

**Check list for Evaluation of Application**

1.Details of Training Provider	Meet the Criteria	Do not meet the Criteria	Remarks
1.1. Name of Training Provider			
1.2. Location			
1.3. Contact address			
2. Courses	Meet the Criteria	Do not meet the Criteria	Remarks
2.1 Course title			
2.2 Training Duration			
2.3 Level of Certificate			
3. Labour Market Study	Meet the Criteria	Do not meet the Criteria	Remarks
3.1 Coverage of labour market study			
3.2 Employment opportunities for graduates			
4. Plans ( work and financial plan)	Meet the Criteria	Do not meet the Criteria	Remarks
4.1 Work plan with activity and time			
4.2 Financial Plan			
5. Documents	Meet the Criteria	Do not meet the Criteria	Remarks
5.1 Copy of CID of Promoter			
5.2 Copy of Security Clearance			
5.3 Other documents (if necessary)			
5.4 Trainer CV/Technical/academic certificate and other if applicable			

Upon fulfilling the minimum standards required for establishment of training institute, the technical committee hereby:

Recommend  Do not recommend

**Technical Committee:**

1. Name/Signature: \_\_\_\_\_

2. Name/Signature: \_\_\_\_\_

3. Name/Signature: \_\_\_\_\_

4. Name/Signature: \_\_\_\_\_

5. Name/Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved by:**

\_\_\_\_\_

Director  
Department of Occupational Standards  
MoLHR

**Annexure III:**

**Application for Course Approval**

**Details of Training Provider**

Name of Training Provider:	
Location:	Contact no: (Mobile)
Fax no:	Email address:

**Details of Course(s)**

Course Title	Duration (hrs)	Qualification awarded

**Note: enclosed course curriculum for each courses**

**Details of Trainer(s)**

Course Title	Name of Trainer	Qualification

**Note: enclosed Trainer CV along with other documents**

**Details of Training Facilities**

Course Title	Adequate Classroom Yes/No	Adequate workshop/lab (Yes/No)	Adequate training tools and equipment (Yes/No)



**Details of labour market study:**

Provide brief write-up of not more than 400 words stating, why the Institute wants to introduce the course, including labour market demand, employment opportunities.

**Declaration****I hereby confirm and declare that:**

1. the information provided in this for is true, complete and accurate to the best of my knowledge.
2. I will abide by the regulations in relation to the approval of courses.
3. Any false, fictitious, or fraudulent information may be subjected to administrative penalties
4. I have understood the registration regulations of training provider 2010

-----  
Name/ Signature of Head/CEO/Proprietor of Training Provider

-----  
Date

**Annexure IV:****Application for Change of Ownership/Name of Institute****Part 1. Change of Name**

Old name:	
Proposed New Name:	
Reasons for change of Institute Name:	
Name and Signature:	Date:

**Part 2: Change of Ownership**

Name of Training Provider:	
Location:	Grade:
Name of old Promoter:	
Name of New Promoter:	
Contact Number of New Promoter:	
Telephone and Fax no:	Email:
Name and signature:	Date:

Documents to be enclosed: Agreement/ sale deeds between the old and new promoter

Annexure V:

**Application for Renewal of Registration of Training Provider**

**A: Training Provider Details**

<b>Name of Registered Training Institution:</b>  	
<b>Location:</b>  Dzongkhag/ Dungkha:  -----  Place: -----	<b>Contact Address:</b>  Telephone: -----  Fax: -----  Mobile: -----  Email address: -----  Website address: -----
<b>Type of ownership: (please specify)</b>  -----	<b>Total number of Employees (Trainers/supporting staffs)</b>  Bhutanese nationals (trainers) <input type="text"/>  Expatriate (trainers) <input type="text"/>  Supporting staffs <input type="text"/>
<b>Date of Registration: (d/m/y)</b>  -----	<b>Registration Certificate Number:</b> _____  Category (please mention A, B or C) <input type="text"/>
<b>Whether Quality Management System has been established</b>  YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>Full name and designation of key contact person:</b>  _____	

**B. Details of new trainer(s) recruited after the previous registration**

Name	Sex		Qualification	Work Experience	Full time/ Part time	Nationality
	M	F	Education/ Training			
Total Number						

Note: Please submit CV of new trainers recruited

Trainer Trainee ratio in classroom (Please tick any relevant box)

1:15-20  1:21-25  1:26-30  Other (please specify)

**C. Details of New Courses implemented after the previous registration**

Course Title	Training Duration (Hrs)			Total duration	Fees per trainee	Enrollment per course	Level: Certificate/ Diploma
	Theory	Practical	OJT				

**Note:** 6 hrs= 1day. 5 days= 1 week. 36 weeks=1 year. OJT (on-the-job training)

**D. Details of new training facilities/equipment (including additional rooms, if any)**

Type of facility	How many?	Size(s)	Remarks

**E. Performance of courses under registration**

Title of course	Course Accredited		Number of trainees completed the course			Whether new trainer appointed	
	YES	NO	Year before previous	Previous year	Current year	YES	NO

**F. List of courses discontinued which were included in the last registration**

Sl.no	Title of the course	Reasons (why discontinued?)

I hereby certify that the information given in this application form is true, complete and correct.

\_\_\_\_\_  
Name/signature of Head/CEO/Proprietor of the training Institution

Date:

Official Stamp

<b>For official use only</b>	
Received by: _____	Date _____
Follow up action:	

**Annexure VI:**

**Monitoring Visit Report**  
(Confidential)

Name of Training Provider:	Grade( tick√) A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
Location:	Date of Visit:

**Summary of Observation**

Criteria	Performance Indicator	Compliance		Observation (If NO)
		YES	NO	
1. Location/ Establishment:	Conducive for teaching and learning			
	Signboard in Dzongkha & English			
	Vision/Mission visible			
	<b>Critical observation:</b> Changes in location if any:			
2. Physical Resources: (Rooms)	Adequate classroom for theory class with all necessary facilities			
	Seating arrangement/ cleanliness and level of comfort with all facilities			
	Cleanliness of toilets			
	<b>Critical observation:</b> Any additional rooms/expansion after the last registration if any:			
3. Instructional Resources	Availability & usage of teaching aids			
	Availability of handouts			
	Availability of whiteboard/green board in the classroom			
	<b>Critical observation:</b> Any new teaching/learning resources developed/introduced.			
4. Human Resources	Adequacy of competent trainers			
	Trainers registered with DOS			
	Trainer-Trainee ratio maintained			
	Adequate support staffs			
	<b>Critical observation:</b> Any new trainers/staff recruited or resigned after the last registration			
5. Training facilities	Adequate tools and equipment			
	One computer per trainee			
	Adequate workstation/training space (workshop/lab/training shed etc)			
	<b>Critical observation:</b> Any changes after the last registration if any:			

Criteria	Performance Indicator	Compliance		Observation (If NO)
6. Student support facilities	Availability and proper usage of facilities(drinking water/first aids/suggestion box/internet etc.			
	<b>Critical observation:</b> Any new facilities provided to trainee/ improvement/modification after the last registration if any:			
7. Curriculum and assessment system	Availability of course curriculum for each course.			
	Availability of training plan/weekly plan.			
	Proper usage of feedback given by trainees			
	Proper assessment systems			
	Enrollment per course			
	<b>Critical observation:</b> Whether the institute has introduced/accredited any course after the last registration if any			
8. QMS:	Whether the Institute has establish and implemented QMS after the last registration			
	<b>Total</b>			

Overall rating of the Institute: (Please tick√)

Excellent		Good		Satisfactory		Poor		Need improvement	
-----------	--	------	--	--------------	--	------	--	------------------	--

<p>Name/Signature of Monitoring Team:</p> <p>1: _____</p> <p>2: _____</p> <p>3: _____</p>	<p>Follow-up action:</p>
---	--------------------------

**Note:** Issue Monitoring Feedback Report (MRF-02) to the training provider in case of any shortcoming identified at the time of visit

Verified By \_\_\_\_\_ Date \_\_\_\_\_

**Annexure VI.I:**

**Monitoring Feedback Report Form**

*As per Regulations for Establishment & Registration of Training Providers 2014, Department of Occupational Standards is mandated to monitor the performance of the registered Training Providers in the country.*

Name of Training Provider:	
Location:	Date and time of visit:
The following shortcomings have been identified during the monitoring visit:	
1.	
2.	
3.	
4.	
5.	
6.	
<b>Declaration:</b>	
I, hereby certify that I have physically gone through all aspect of monitoring process entrusted to me by the Department. The feedback report records the actual situation at the training institute during the monitoring visit.	I, hereby agree to take corrective actions for each of the above shortcomings in time for the next visit.
_____ Name/signature of Monitoring Officer DOS/Regional Office	_____ Name/signature of CEO/Principal/Director/MD/Proprietor/of Training Provider
_____ Name/signature of Monitoring Officer DOS/Regional Office	Verified by: _____ Head QAD
Copy to: (for Government Training Institutes only)	
1.	
2.	



**Annexure VII.**

**Application Form for Registration of Trainer**

Name of Trainer: _____		CID Card no (Bhutanese only): _____									
Gender: Male <input type="checkbox"/>	Female <input type="checkbox"/>	Nationality: _____	Identity card/Passport No.(non-Bhutanese) _____								
Name of the Institute: _____		Telephone No: _____									
Mobile No: _____	Email ID: _____	Employment ID No: _____									
Academic Qualification (Technical/ Professional): <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		<p><b>(For Official Use)</b></p> <p>The qualification level/work experience is acceptable to course(s) offered</p> <p>Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/></p> <p>Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/></p> <p>Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/></p> <p>Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/></p> <p>Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/></p> <p>Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/></p>									
Field of Instruction ( Specify course(s) you teach)											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Course Title</th> <th style="width: 50%;">Qualification awarded (Certificate/Diploma)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> </tbody> </table>	Course Title			Qualification awarded (Certificate/Diploma)	1		2		3		
Course Title	Qualification awarded (Certificate/Diploma)										
1											
2											
3											
Relevant Work Experience (Specify organization & number of years)											
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Name of organization(s)/Institutions</th> <th style="width: 30%;">No. of Years</th> </tr> </thead> <tbody> <tr> <td>1</td> <td></td> </tr> <tr> <td>2</td> <td></td> </tr> <tr> <td>3</td> <td></td> </tr> </tbody> </table>	Name of organization(s)/Institutions	No. of Years	1		2		3				
Name of organization(s)/Institutions	No. of Years										
1											
2											
3											
Do you have certificate in Training of Trainers? Yes <input type="checkbox"/> No <input type="checkbox"/>											
<u>For Non-Bhutanese Trainer</u>											
Do you have Work Permit? Yes <input type="checkbox"/> No <input type="checkbox"/>											
(If yes, specify work permit no.): _____											
I hereby declare that the information given above is true and complete											
Signature of Trainer: _____ Date: _____											
Verified by Head of Institute: _____											
<p><b>Supporting documents to be enclosed;</b></p> <ol style="list-style-type: none"> <li>1. Photocopy of academic/technical/professional certificate</li> <li>2. Work experience letter from past employer(s)</li> <li>3. Copy of work permit (only for Non-Bhutanese)</li> <li>4. One passport size photograph</li> </ol>		<p>Accepted for Registration <input type="checkbox"/></p> <p>Not accepted for Registration <input type="checkbox"/></p> <p>Reviewed by: _____</p> <hr style="width: 100%;"/> <p style="text-align: right;">Approved by: Director (DOS)</p>									

**Abbreviation**

DHR	Department of Human Resources
DOS	Department of Occupational Standards
MoLHR	Ministry of Labour and Human Resources
TVET	Technical Vocational Education and Training
QAS	Quality Assurance System
FDI	Foreign Direct Investment
DoI	Department of Industry
MoEA	Ministry of Economic Affairs
NC	National Certificate
ND	National Diploma
NGO	Non Governmental Organization
CV	Curriculum Vitae
CSO	Civil society Organization
OHS	Occupational Health and Safety
OJT	on-the- Job Training
TNA	Training Needs Assessment
TC	Technical Committee
RMA	Rapid Market Analysis
RELO	Regional Employment and Labour Office
TTI	Technical Training Institute
IZC	Institute of Zorig Chusum
ToR	Terms of Reference
ToT	Training of Trainers
BVQF	Bhutan Vocational Qualification Framework
QMS	Quality Management System
QAD	Quality Assurance Division