



GOVERNMENT OF PAKISTAN
NATIONAL VOCATIONAL AND TECHNICAL TRAINING COMMISSION

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F.No. 3(1)2024-R&A-NSoPs/216

Islamabad 04th December 2024

NOTIFICATION

In exercise of the powers conferred upon the National Vocational and Technical Training Commission (NAVTTC) by the Act of Parliament (Act No. XV of 2011), NAVTTC has been declared the national regulatory body responsible for the standardization, regulation, policy-making, training, and certification in the domain of Technical and Vocational Education and Training (TVET) as per provision of clause 6(d), 6(g), 6(h) and 7(e), 7(f), 7(g) of NAVTTC Act No. XV of 2011 (amended 2021)

2. NAVTTC, in collaboration with relevant stakeholders, has formulated **Uniform National Registration Standard Operating Procedures (SOPs)-2024 for TVET institutes** for adherence across Technical & Vocational Education and Training (TVET) Institutes. These SOPs are developed to ensure consistency and adherence to quality standards for the TVET Sector across the country.

3. All concerned registration authorities are hereby requested to adopt and enforce these SOPs within their respective jurisdictions. The approved SOPs are attached for ready reference.

4. This issues with the approval of the Executive Director, NAVTTC.

Enclosed as above:

(Shahzad Ahmad)
Director (R&A)
NAVTTC HQs Islamabad

Distribution:

- i. Chairperson, Punjab Technical Education and Vocational Training Authority (P-TEVTA), Lahore
- ii. Director General, Punjab Skill Development Authority (PSDA), Lahore
- iii. Managing Director, Technical Education and Vocational Training Authority (TEVTA), Khyber Pakhtunkhwa, Peshawar
- iv. Managing Director, Sindh Technical Education and Vocational Training Authority (S-TEVTA), Karachi
- v. Chairman, AJK Technical Education and Vocational Training Authority (AJK-TEVTA), Muzaffarabad
- vi. Managing Director Punjab Vocational Training Council (PVTC), Lahore
- vii. Director, Technical Education and Vocational Training Authorities (TEVTA), Balochistan.
- viii. Director TVET Cell, Gilgit Baltistan, Gilgit.
- ix. Chairmen, Provincial Technical Education Boards (Punjab, KPK, Balochistan, Sindh).
- x. Chairmen, Provincial Trade Testing Boards (Punjab, AJK, KPK, Balochistan, Sindh,).
- xi. The Director NSIS NAVTTC HQs (with request to upload the notification on NAVTTC official website)

C.C:

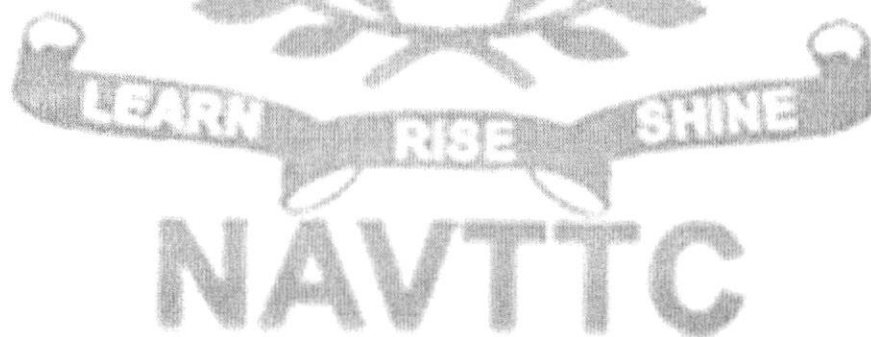
PS to Executive Director NAVTTC, Islamabad
Director General A&C, A&F, P&D, SSC NAVTTC HQs Islamabad
All Director Generals, NAVTTC ROs. (ICT, Punjab, Sindh, KPK, Balochistan)
Mr. Sabahat Ali Shah technical advisor (Request to update NVQF registry)



Deputy Director (R&A)
NAVTTC HQs Islamabad



UNIFORM NATIONAL REGISTRATION
STANDARD OPERATING PROCEDURES
(SOPS) FOR TECHNICAL & VOCATIONAL
EDUCATION AND TRAINING (TVET)
INSTITUTES-2024.





National Registration SoPs for TVET Institute, 2024

In pursuance of NAVTTC Notification No. 6(71)/2023-Coord/SIFC dated 06.12.2023, a subgroup was constituted under the aegis of SIFC to propose uniform registration and affiliation processes across the country.

Short Title and commencement:-(1). These Standard Operating Procedures (SoPs) may be called **"The National Technical & Vocational Education and Training (TVET) Institute Registration Standard Operating Procedures (SoPs), 2024"**.

(2) It shall apply to all Public and Private Institutes, including Technical & Vocational Education and Training (TVET) bodies, organizations involved in TVET service delivery, Recognition of Prior Learning (RPL) assessment centres, and Apprenticeship Training institutes.

Definitions: - (i) In these SoPs unless the context otherwise requires:

- a) **"Registration"** means the act of registering any Person, Institute, public or private technical and vocational education and training (TVET) body, assessment agency or organization engaged in TVET sector service delivery, RPL assessment centre or apprenticeship, and any other offered TVET training or matters ancillary thereto.";
- b) **"Registering Authority"** Authority means the lawful authority of registration in each province on account of relevant provisions of legislation or officer designated by the Authority as Registering Authority to exercise all or any of the powers of the Registering Authority vis-à-vis registration, inter alia, advertisement for start of registration, receipt of online applications, scrutiny of applications, refer back / return of application (s) in case of discrepancy, formation of Registration team/committee, analysis of inspection report, approval/rejection of application, appeal against the authority decision, renewal of registration.
- c) **"Registration Certificate"** means an instrument issued, to the Applicant, by the Authority after completion of all legal requirements of Registration under these SoPs;
- d) **"Academic Year"** means a year starting from 1st July to 30th June of every year.
- e) **"Appellate Authority"** means the Authority as defined in the Act / Rules or any other officer designated by the Authority as Appellate Authority for a particular case or class of cases.

- f) **"Authorized Course"** means and includes vocational and technical diploma, short course, National Qualifications Level-1 to Level-5 as per NVQF, G-I, G-II, G-III and Middle, Secondary & Higher Secondary Certificates i.e. Middle Tech, Matric Tech and Inter Tech or certificate course approved or adopted and authorized by the Authority/NAV TTC.
 - g) **"Curricula"** means the subjects comprising a course of study developed under National Occupational Skills Standards, curricula and trade testing certification system for all sectors in which technical and vocational education and training (TVET) is imparted.
 - h) **"Fee"** means and includes any Fee paid by the Applicant for the purposes of Registration, change of particulars, Renewal or any other purposes;
 - i) **"Technical & Vocational Education and Training (TVET)"**; means training in any professional skill, trade, calling or occupation.
 - j) **"National Registration Web-Based Portal"** means an online portal established by the NAV TTC/ Authority for the purpose of Registration.
- (ii) A word or expression used in these SoPs but not defined shall mean the same as in the Act or in the relevant laws and regulations under reference.

3 Registration: - (i) Any Institute, public or private technical and vocational education and training (TVET) body or organization engaged in any technical education and vocational training sector service delivery or apprenticeship, shall register itself with the Authority before commencement of its business.

- ii) The Registration Certificate shall be issued in the name of Person or Institute or body or agency or organization etc. who has legal mandate for carrying out such business.
- iii) The Person, Institute, public or private technical and vocational education and training (TVET) body, assessment agency or organization engaged in any TVET sector service delivery may designate its authorized representative through Special power of attorney or Board resolution, for carrying out the purposes of Registration and matters ancillary thereto.
- iv) Subject to provisions of these SoPs, the Institutes registered under the Act shall apply for renewal of validity period of the Registration



Certificate sixty (60) days before the expiry of the validity period mentioned in the Registration Certificate OR within the deadline given in the advertisement for registration before each academic year.

- v) The New Applicant shall apply for registration as per defined in the relevant law OR within the deadline given in the advertisement for registration by the authority OR decided by the authority.
- vi) Registration Certificate along-with the Authorized Courses, Trades and Technology shall be displayed at prominent place of the Institute. Further, all the record pertaining to registration shall be readily available in the principal's office so that it can be presented to the authority on demand for checking purpose.
- vii) Affiliation with Qualification Awarding Body (QAB) is mandatory after getting the Registration Certificate for the issuance certificate to the passed-out trainees.
- viii) Any Institute shall not enroll the trainee in any course unless it is registered with Registering Authority.
- ix) The Institute shall install a sign-board at prominent place on permanent basis with complete name, Registration No & address of the institute on the top of outside the institute gate.

4) Requirements for Registration: - (1) The criteria for Registration of Institute, public or private TVET bodies, organizations engaged in TVET sector service delivery, RPL centre, apprenticeship and any other organization imparting TVET training are;

- i. The Registration shall be issued for the specific premises.
- ii. Every application regarding sub-campus/branch or franchise shall be separately submitted.
- iii. Registration to an Institute shall not be granted to similar name except the ownership of the Institute is same. The Institute will be distinguished by virtue of its location.
- iv. The name of Institute shall depict it to be Technical. Vocational or Commercial College / Institute / Centre or School.
- v. Address of the Institute shall be complete from all aspects i.e. Plot No., Street No., Road, Colony, Post office No., City including GPS Location etc.
- vi. The registration Fee shall be deposited or paid by the Applicant in the notified bank account or online payment mode and its receipt shall be uploaded on the Web-based portal of each province or submitted hard copy to Registering Authority.

- vii. The Registration shall be valid only for the duration as mentioned on the Registration Certificate.
- viii. The owner of the institute must provide an affidavit on Rs. 100 stamp paper to the registration authority, affirming that the institute will not issue its own certificates to trainees.
- ix. The Applicant shall submit original or certified copy:
 - a. Ownership proof of Institute's building/premises or lease of the premises
 - b. Bank detail of Institute along with NTN Number.
 - c. CNIC of authorized signatory; or NICOP or Passport copy of Applicant, Owner, Principal, Partners, Directors, Members or Governing body of Institute;
 - d. In case of partnership; partnership deed; and Form C or Form D;
 - e. In case of company, society, NGO or any other similar organization, Memorandum of Association, Articles of Association, Certificate of its registration or its constituent documents as the case may be; or
 - f. In case of Trust, Registered Trust Deed;
 - g. Affidavit of not-blacklisting by any private or Government Institutions or Authority. The Institute shall also certify that the Institute and the management shall abide by all prescribed rules & regulation and that it shall not make any admissions in any Course unless it is registered;
- x) The institute should fulfil the following building requirements:
 - a) Approved and registered building layout and facilities description
 - b) Minimum area required for classroom should be 9 sq. ft. per student and Minimum area required for Labs / Workshops should be 15 sq. ft. per student or trade wise standard set by the Skill Standard & Curricula (SS&C) Wing of NAVTTC from time to time.
 - c) Utilities including but not limited to electricity, clean drinking water, sewerage & sanitation; Facilities like first aid, fire-fighting equipment, etc.;
 - d) Availability of conducive environment, properly ventilated Admin block, staff room, library, washrooms, common room, Sports ground, recreational facilities etc.;
 - e) Independent main entrance and emergency exit gate(s);
 - f) In case of establishment of the Institute in the plaza, should have independent and separate entrance.
 - g) Accessibility of Persons with Disability (PWDs) shall be ensured.
- xi) The Operational Requirements:
 - a) Maintenance of main stock register as well as invoices along-with consumable material register.
 - b) Availability of the Faculty as per the requirement mentioned in the approved curriculum;



- c) The institute shall issue proper appointment order to each individual member of the staff recording therein the designation and salary.
- d) The minimum wage of the appointed staff shall be in accordance with the Govt. Notification/ Policy.
- e) The institute shall ensure payment of remuneration to its staff every month including the vacation period through cross cheque.
- f) Record of payment of salary to faculty & staff through bank(s);
- g) Machinery, equipment and tools should be as prescribed in the approved curricula; Machinery, equipment and tools must be entered in the inventory register duly signed by Owner or Principle of the Institute;
- h) Suitable Furniture fit for education/ training purpose;
- i) Complete Timetable mentioning all courses (year wise, technology /course wise, Trade wise, session wise).

xii) Policy Requirements

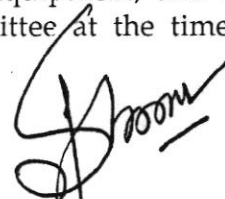
- a) The Institute shall follow the Academic policy as notified by the concerned Authority;
- b) The Institute shall offer the seating policy for marginalised youth, such as 10% Freeship or as notified by concerned. Authority to poor trainees, admission quota for PWDs. Transgender, as notified by Authority.
- c) The Institute shall upload Annual Progress Report on their website and submit a copy to the concerned Authority.
- d) The Institute shall provide Alumnae data, placement data, drop-out data, case studies, tracer study of Institute.

5. The Registering Authority, or its authorized officer, shall, within sixty (60) days after the submission of complete online application through the National Web-based Portal (to be developed by NAVTTC) and receipt of hard copies, the registration process will be completed in stipulated time.

6. The Registering Authority, within Sixteen (60) days after acceptance of Application, shall inspect the premises of Institute.

7. The Registering Authority shall inform the Institute about the inspection, within three (3) days before the inspection through SMS /Telephone / E-mail etc., using the information provided by the Institute. Request of change in inspection schedule, may be mutual consent with authority.

8. The Institute shall arrange Digital videography of the applicant Institute to cover main entrance including approach from main road, surroundings, building, classrooms, labs, machinery, equipment, tools, computer equipment, and any other parameters as per instructions of Inspection Committee at the time of



Inspection and will hand over the video to the convener of registration committee for uploading on Registration portal.

9. Surprise visit of registered Institute for evaluation of their performance may be carried out without any prior notice.

10. **Registration Fee:** - The Registration Fee once deposited shall only be considered for that specific purpose for which it was deposited. The Registration and application process fee is Non-refundable / Non-transferable in any case. The registration fee will be decided by the relevant authorities.

11. **Rejection of Application:** - (1) The Application for Registration may be rejected at any stage if above conditions are deviated.

2) An incomplete application may be provided one (2) opportunity for making up deficiencies pointed out during scrutiny of documents failing which the application will be rejected.

3) If the authority will not approve the registration, the denial letter will be issued to the institutes/organizations including all deficiencies.

4) In case of rejection/ denial of registration by the registering Authority, the applicant Institutes/organization can reapply after a period of at least 3 months to remove/fulfil the deficiencies/discrepancies as a fresh case.

12. **Amendment in Particulars of SoPs:** - (1) Any change or correction or addition or deletion in the Registration particulars shall be deemed to be an amendment in the Registration application any change in law/operation of law in concerned act shall applicable accordingly.

2) Any amendment in the Registration i.e change in institute address, name, owner name, etc. may be carried out by applying along with processing Fee, as notified by the Authority from time to time.

13. **Amendment in National Registration SoPs:**

Any changes or amendments to the Standard Operating Procedures (SoPs) will be made in consultation with and approval from NAVTTC. Once approved, NAVTTC will officially notify the changes.

14. **Registration & Affiliation Coordination Committee:**

NAVTTC will convene meetings twice a year or as and when required with all concerned authorities to discuss the enhancement, streamlining, and upgrading of the registration and affiliation processes for Pakistan's TVET institutes, ensuring they meet international standards.



15. **Constitution of Committees:** - (1) The Authority or its Authorized Officer may constitute such Committees, as may be necessary for carrying out the physical inspection of training facilities and authorization of courses.

2) The inspection and monitoring committee/s, registration team shall, amongst others and submit its detailed report to the Registering Authority as per defined criteria for the registration by the authority.

16. **Suspension/Cancellation of Registration:** -The Authority may, subject to notice of personal hearing to the Applicant, suspend for a specific period or cancel the Registration on account of any contravention of these SoPs, or any violation of terms and conditions of Registration if issued separately.

17. **Legal action and Penalty:** - (1) The Authority may impose Fine upto Rs.100,000/- (One Hundred Thousand Rupees) upon any contravention specified in Schedule A or violation of any provision of these SoPs.

2). The registering authority authorized to conduct the institute audit as deemed necessary in all concerned aspects.

3). If the institute/organization provides any fake / forged information/documents at any stage and not coordinate with registration authority, involve in malpractices, and violate the terms & condition, issue unauthorized certificate, the registration will stand canceled and blacklisted and also the case will be submitted for legal action on appropriate forum as criminal & civil proceedings.

18. **Appeal:** - (1) Any Person, aggrieved of any final order of the Registering Authority or its Authorized officer, may file an Appeal, within thirty (30) days of such order, before the appellate authority.

(2) The Appellate authority shall, after hearing the applicant, decide the matter within a period of thirty (30) days through a speaking order, in writing and shall inform the applicant.

(3) Any other conflicts involving institutes will be addressed by the appellate authority, which will hear the case, make a decision, and resolve the conflict accordingly.

19. **Quality Assurance:** (1) Implement quality assurance mechanisms to ensure the ongoing effectiveness of the institute's training programs, aligning with NAVTTC standards.



2) Establish processes for continuous improvement. If the institutes/organizations will not meet the National quality standards, the registration will stand canceled.

Schedule A
(See SoP No.17)

Sr No.	Contraventions
	Non availability of training material in the labs /workshop
	Issuance of certificate/ diploma by the Institute at its own.
	Certification will be awarded by any Qualification awarding body (QAB) as notified by the NAVTTC.
	Running of an Institute without curricula compliant faculty.
	Fake arrangement of equipment, tools, machinery & faculty for the purpose of registration.
	Misrepresentation regarding faculty, machinery, tools, equipment, funding sources, bank statement, account details, students' enrollment/registration with assessment agency or any other document/fact required to be submitted under these Regulations or Act for the purpose of Registration or renewal or amendment.
	Non-performance of practical/training as notified in the curriculum
	Enrollment of students by the Institute in un-authorized trade, course or technology
	Non-registration of enrolled students with the QABs within the stipulated time duration notified by the QABs.
	Non-disclosure of funding sources
	Non-maintenance of all relevant financial, academic, and administrative record
	Unauthorized change by the Institute in the Registration Certificate
	Non-adherence of any instructions issued by the Authority in any form.
	Use of fake Registration Certificate of registering body
	Any other action committed in contravention of the Act or SoPs

