

NATIONAL BOARD FOR TECHNICAL EDUCATION



GUIDELINES AND PROCEDURES FOR UPGRADING TVET INSTITUTIONS IN NIGERIA

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***NBTE Secretariat Complex
Plot 'B' Bida Road, P.M.B. 2239,
Kaduna– Nigeria***

GUIDELINES AND PROCEDURES FOR UPGRADING TVET INSTITUTIONS IN NIGERIA

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PREFACE

The National Board for Technical Education, by the virtue of its enabling Act and Education (National Minimum Standards and Establishment of Institutions) Acts, is mandated to regulate the operations of different categories of Technical and Vocational Education and Training (TVET) Institutions that produce certified artisans, craftsmen, master craftsmen, technicians and technologists in Nigeria. These TVET Institutions include Polytechnics, Colleges of Agriculture and related programmes, Colleges of Nursing Sciences, Colleges of Health Sciences and Technology, Specialised Institutions, Innovation/Vocational Enterprise Institutions, Technical Colleges, National Skills Qualification Training Centres.

In our bid to remain responsive to their needs and aspirations to upgrade from one category to another, this Quality Assurance Instrument titled” Guidelines and procedures for upgrading existing TVET Institutions in Nigeria” was developed by the Board. It is hoped that this publication will assist many TVET Institutions to upgrade as desired. The intent is to enable low performing Institutions to improve their recognition by local and international Institutions, attract more prospective students, award prestigious national qualifications, improve their revenue base and competitiveness.

Finally, this marks the beginning of our patriotic efforts to institute clear guidelines for TVET Institutions that desire to upgrade from one category to another. We welcome comments and suggestions on how to improve these guidelines and procedures from our stakeholders where necessary. We assure you that such comments will be considered during the future edition of this publication.

Prof. Idris M. Bugaje
Executive Secretary

1.0 GENERAL INFORMATION

The National Board for Technical Education (NBTE) has different categories of TVET Institutions under its regulatory purview. In order to ensure smooth transition for Institutions that have significant challenges of attracting prospective students and operational issues to another category where they can gain due recognitions and high prospects of admitting more students, the Board has developed this new Quality Assurance Instrument. Only existing TVET Institutions that have been approved or recognized by the Board can apply to be upgraded. There are certain requirements that have been waived for them to be able to upgrade without much difficulties. New or prospective Institutions would be assessed based on the appropriate regulations and publications of the Board available on our website (www.nbte.gov.ng).

The guidelines and procedures for upgrading TVET Institutions is therefore designed to give clear direction, proper guidance and specific instructions, and highlight the requirements for the approved and existing TVET Institutions that intend to upgrade from one category to another. The section therefore provides the general information on the key requirements to be satisfied by these Institutions where applicable.

1.1 Organization, Management and Governance

An administrative and organizational structure that spells out the authority, functions and responsibilities of each organizational component of the TVET Institution intending to upgrade shall be well established. Provisions for the lines of authority and responsibilities for the staff should be depicted in an organogram or organizational chart, which represents the actual working order of the TVET Institution. In addition, the rules and regulations shall not be in conflict with the conventional responsibilities in academia or interfere with the avowed traditional institutional autonomy.

1.2 Governing Council

The Visitor or Proprietor of the TVET Institution shall appoint a Governing Council as the overall policy maker of the Institution. The functions and composition of the Governing Council should be clearly spelt out in the enabling Act of the Institution or as specified by the Board.

1.3 Academic Board

The Institution shall have an Academic Board which will be responsible to the Governing Council. The functions and composition of the Academic Board should be clearly spelt out in the enabling Act of the Institution or similar Institutions in

Nigeria. Where applicable, School and Departmental Boards should be established for the purpose of internal Quality Assurance exercise within the Institutions.

1.4 Management Committee and Principal Officers

The Management Committee of the Institution shall be constituted and be responsible for the day-to-day running of the Institution. The Management Committee shall be answerable to the Governing Council of the Institution. The Principal Officers are statutory members of the Management Committee. These are:

- i. Rector/Provost;
- ii. Deputy Rector(s)/Provost(s);
- iii. Registrar;
- iv. Bursar;
- v. Librarian

Where necessary, the Institution intending to upgrade shall adopt the NBTE approved template for the appointment of Rector, Registrars, Polytechnic Librarians and Bursars to determine the qualifications, functions, responsibilities and privileges of their Principal Officers.

1.5 Land Titles or Documents

Land titles such as Certificate of Occupancy, Right of Occupancy, Governor's Consent, or land excision gazette in respect of the take-off and permanent sites of the Institutions seeking upgrade shall be submitted to the Board for assessment. The land titles shall be in the name of the Institution.

1.6 Physical/Training Facilities

The following physical facilities should be available, commissioned and ready for full use before the Quality Assurance visit by the NBTE team members:

1. Classrooms/lecture halls/theatres,
2. Laboratories;
3. Departmental and Staff Offices;
4. Workshops;
5. Studios;
6. Library;
7. Entrepreneurship/Skills Development Centre;
8. Field facilities;
9. Outdoor Sporting Facilities;
10. Sick Bay or Health Centre;
11. Staff Club

Each of the classrooms, laboratories, studios and workshops should have capacity for at least 30 or 60 students for technology based and 40 or 80 students for non-technology based programmes. Each student should have adequate workspace to

undertake his or her practical works. All physical facilities must be adequately furnished, lit, ventilated and maintained. They should be equipped with relevant equipment, hand and machine tools, and instruments where applicable as contained or specified in the appropriate minimum national curricula and course specifications for each programme. NBTE permits sharing of physical facilities domiciled within different academic Departments of an Institution. However, sharing of physical facilities with a third party under the context of a Memorandum of Understanding (MOU) is **not** allowed.

1.7 Library

A purpose-built library should be among the first academic buildings to be provided in a TVET Institution intending to upgrade. It should be large enough to accommodate more than one-third of the readers at a time. It should well-stocked with relevant books and non-book items, well lit, ventilated and properly staffed. Functional computers, internet connectivity, active library databases and e-learning materials should be available in the e-library section of the Central Library.

1.8 Utilities

Regular water supplies, telecommunication network services and electricity should be available in every part of the Institution where learning will take place. There should be a gas supply into the laboratories and workshops where necessary.

1.9 Teaching and Support Staff

The Institution shall show evidence that there is adequate number of qualified staff of all categories (teaching, administrative and support) to meet the required standards and perform high quality academic and administrative duties. For details, see NBTE Standards for Accrediting Diploma Programmes in Polytechnics and Similar Post-secondary Technical Institutions in Nigeria.

1.10 Financial Resources

The Institution shall confirm to the Board that there are adequate financial resources to support the capital development of the Institution and for its recurrent expenditure.

1.11 Staff Welfare

TVET Institutions intending to upgrade shall have printed copies of conditions of service and schemes of service, which should address staff welfare and relevant matters. These should be good enough to enable the Institution attract and retain qualified staff from all sectors of the economy. Staff housing accommodations may be provided on campus or very near the campus for staff on essential duties. Rent subsidy may however be paid to staff who are not given accommodation by the Institution. Free medical facilities for staff and their families, pensions and gratuity schemes for staff should be included in the welfare package.

1.12 Students Welfare

There should be evidence that adequate provisions have been made for security services, guidance and counseling, recreational and medical facilities and other essential services to meet the needs of the students. A policy statement on students' accommodations, catering services and Students' Union activities on campus should be made clear to all students in their information handbooks.

2.0 GUIDELINES FOR UPGRADING TVET INSTITUTIONS IN NIGERIA

2.1 TVET INSTITUTIONS UPGRADING TO POLYTECHNICS

2.1.1 Purpose of the Institutions

The vision and mission of the Institutions shall be in consonance with the national philosophy, aims and objectives of Polytechnics as contained in the National Policy on Education (NPE).

2.1.2 Programmes to be offered

The guidelines for programmes to be mounted by the Institutions seeking for upgrade shall be the same as the programmes offered in the existing private and public Polytechnics in Nigeria. At least one of the Engineering programmes and some Science and Management programmes must be offered by the Institution seeking to upgrade to a Polytechnic at the point of approval or recognition. The 70:30 or any other approved enrolment ratio in favour of the technology-based programmes shall be adhered to by the applicants.

2.1.3 Law Establishing the Institution

All public Institutions seeking upgrade must submit a signed copy of the law establishing the Institutions as a Polytechnic or the amended law while private Institutions shall submit a copy of their Corporate Affairs Commission (CAC) Certificate of Incorporation as a Polytechnic to the Board for review.

2.1.4 Academic Development Master Plan

A well-articulated academic development master plan showing the programmes to be offered and students' enrolment year by year for the next 20-25 years shall be submitted to the Board. A Polytechnic shall include engineering and science programmes in the plan especially at the early years of development. The structure of programmes shall comply with the 70:30 enrolment ratio in favour of Technology based programmes or any other policy provided in the National Policy on Education.

2.1.5 Physical Master Plan

A Physical Master Plan, well-articulated to provide an orderly physical development of the Institution in tandem with its academic development plans shall be developed and submitted to the Board. All Physical Master Plan shall be endorsed by a Licensed Town Planner.

2.1.6 Land Size and Site

The cumulative land size for a private TVET Institution seeking to upgrade to a Polytechnic shall not be less than five (5) hectares while public TVET Institution shall not be less than fifty (50) hectares. The permanent site shall be located near municipal facilities such as mains power, water supplies and telecommunication services. It must be easily accessible, free from distractions, hazards and safe.

However, the Executive Secretary may grant concessions on the cumulative land size to Institution located in cities such as Abuja, Kano, Lagos and Port-Harcourt or riverine communities in the Niger Delta Region.

2.2 TVET INSTITUTIONS UPGRADING TO COLLEGES OF NURSING SCIENCES

2.2.1 Purpose of the Institutions

The vision and mission of the Institutions shall be in consonance with the national philosophy, aims and objectives of Colleges of Nursing Sciences as contained in the National Policy on Education (NPE).

2.2.2 Programmes to be offered

TVET Institutions seeking upgrade to Colleges of Nursing Sciences shall offer only Nursing programmes at ND and HND levels. Colleges of Nursing Sciences are **not** allowed to offer any other technology and non-technology based programmes.

2.2.3 Law Establishing the Institution

All public TVET Institutions seeking for upgrade to Colleges of Nursing Sciences must submit a signed copy of the law establishing them or the amended Law while Private TVET Institutions shall submit a copy of their CAC Certificate of Incorporation as Colleges of Nursing Sciences to the Board for review.

2.2.4 Evidence of Approval by the Professional Regulatory Body

All TVET Institutions that are seeking for upgrade to Colleges of Nursing Sciences shall submit to the Board, copies of their approval letters from the Nursing and Midwifery Council of Nigeria (NMCN) as part of the application documents to be processed by the Board.

2.2.5 Academic Development Master Plan

A well-articulated academic development master plan showing the programmes to be offered and students' enrolment year by year for the next 20-25 years shall be submitted to the Board.

2.2.6 Physical Master Plan

A Physical Master Plan, well-articulated to provide an orderly physical development of the Institutions in tandem with its academic development plan shall be developed and submitted to the Board. All Physical Master Plan shall be endorsed by a Licensed Town Planner.

2.2.7 Land Size and Site

The cumulative land size for TVET Institution seeking upgrade to a College of Nursing Sciences shall not be less than one and a half (1.5) hectares. The Permanent site shall be located near municipal facilities such as mains power, water supplies and telecommunication services. It must be easily accessible, free from distractions, hazards and safe. However, the Executive Secretary may grant

concessions on land size to Institution located in cities such as Abuja, Kano, Lagos and Port-Harcourt or riverine communities in the Niger Delta Region. A concession of floor area of at least 500 square metres minimum for the training facilities could be granted for each Nursing programme.

2.3 TVET INSTITUTIONS UPGRADING TO COLLEGES OF HEALTH SCIENCES AND TECHNOLOGY

2.3.1 Purpose of the Institutions

The vision and mission of the Institutions shall be in consonance with the national philosophy, aims and objectives of Colleges of Health Sciences and Technology as contained in the National Policy on Education (NPE).

2.3.2 Programmes to be offered

The guidelines for programmes to be mounted by the Institutions shall be the same as the programmes approved to be offered in the private and public Colleges of Health Sciences and Technology in Nigeria. Colleges of Health Sciences and Technology are **not** allowed to run programmes that do not produce core technical manpower in the healthcare and allied professions.

2.3.3 Law Establishing the Institution

All public TVET Institutions seeking upgrade to Colleges of Health Sciences and Technology must submit a signed copy of the law establishing them or the amended Law while private Institutions shall submit a copy of their CAC Certificate of Incorporation as Colleges of Health Sciences and Technology to the Board for review.

2.3.4 Academic Development Master Plan

A well-articulated academic development master plan showing the programmes to be offered and students' enrolment year by year for the next 20-25 years shall be submitted to the Board.

2.3.5 Physical Master Plan

A Physical Master Plan, well-articulated to provide an orderly physical development of the Institution in tandem with its academic development plan shall be developed and submitted to the Board. All Physical Master Plan shall be endorsed by a Licensed Town Planner.

2.3.6 Land Size and Site

The cumulative land size for any TVET Institution seeking upgrade shall have not less than one and a half (1.5) hectares. The Permanent site shall be located near municipal facilities such as power and water supplies, telecommunication services. It must be easily accessible, free from distractions, hazards and safe. However, the Executive Secretary may grant concessions on land size to

Institutions located in cities such as Abuja, Kano, Lagos and Port-Harcourt or riverine communities in the Niger Delta Region. A concession of floor area of at least 500 square metres minimum per programme for the training facilities could be accepted by the Board.

2.4 TVET INSTITUTIONS UPGRADING TO SPECIALISED INSTITUTIONS

2.4.1 Purpose of the Institutions

The vision and mission of the Institutions shall be in consonance with the national philosophy, aims and objectives of Specialised Institutions as contained in the National Policy on Education (NPE). Specialised Institutions are similar to a Polytechnic in all every aspect except they offer mono-disciplinary or a cluster of related programmes such as Agriculture, Engineering, Surveying, Maritime, Hospitality Management, Cooperative Management, Statistics, Aviation, Information Technology etc without combining all of them.

2.4.2 Programmes to be offered

The guidelines for programmes to be offered by the Institutions seeking for upgrade shall be the same as the programmes approved to be offered in similar private and public Specialized Institutions in Nigeria. The Board may not approve the requests from the applicants to offer programmes that are **not** relevant to the vision and mission statements of their Institutions.

2.4.3 Law Establishing the Institution

All public TVET Institutions seeking for upgrade must submit a signed copy of the law establishing them or the amended Law while Private Institutions shall submit a copy of their CAC Certificate of Incorporation to the Board for review.

2.4.4 Academic Development Master Plan

A well-articulated academic development master plan showing the programmes to be offered and students' enrolment year by year for the next 20-25 years shall be submitted to the Board.

2.4.5 Physical Master Plan

A Physical Master Plan, well-articulated to provide an orderly physical development of the Institutions in tandem with its academic development plan shall be developed and submitted to the Board. All Physical Master Plan shall be endorsed by a Licensed Town Planner.

2.4.6 Land Size and Site

The cumulative land size for any TVET Institution seeking upgrade to a Specialized Institution shall not be less than one and a half (1.5) hectares. The Permanent site shall be located near municipal facilities such as mains power, water supplies, and telecommunication services. It must be easily accessible, free from

distractions, hazards and safe. However, the Executive Secretary may grant concessions on land size to Institutions located in cities such as Abuja, Kano, Lagos and Port-Harcourt or riverine communities in the Niger Delta Region. A concession of floor area of at least 500 square metres and 250 square metres minimum for the training facilities could be granted by the Board for technology and non-technology based programmes respectively.

2.5 TVET INSTITUTIONS UPGRADING TO TECHNICAL COLLEGES

2.5.1 Purpose of the Institutions

The vision and mission of the Institutions shall be in consonance with the national philosophy, aims and objectives of Technical Colleges as contained in the National Policy on Education (NPE).

2.5.2 Trades to be offered

All Institutions seeking to be upgraded to Technical Colleges must plan to offer cluster of trades leading to production of craftsmen and master craftsmen. They shall register with the National Business and Technical Examinations Board (NABTEB) to be able to participate in the National Technical Certificate (NTC)/Advanced National Technical Certificate (ANTC) and National Business Certificate (NBC)/ Advanced National Business Certificate examinations.

2.5.3 Approval by State Ministry of Education

Any TVET Institution seeking to upgrade to a Technical College must submit a copy of the approval letter by the State Ministry of Education where the Institution is located.

2.5.3 Law Establishing the Institution

All public TVET Institutions seeking to upgrade must submit a signed copy of the Approval letter of the Visitor or his authorized representatives or the amended Law while private TVET Institutions shall submit a copy of their CAC Certificate of Incorporation to the Board for review.

2.6 TVET INSTITUTIONS UPGRADING TO DEGREE AWARDING INSTITUTIONS

2.6.1 TVET Institutions upgrading to a single mode degree awarding status

All TVET Institutions that have been annexed or upgraded to a degree awarding status and decided to stop running National Diploma (ND) and Higher National Diploma (HND) programmes shall submit the following to the Board:

- i. A written notification of their intention to stop running ND and HND programmes to the Executive Secretary, NBTE;
- ii. This shall include plan and arrangement made for the students already in the NBTE approved/accredited programmes to graduate successfully

and the academic session when further admission into the programmes will be terminated.

2.6.2 TVET Institutions upgrading to a dual mode status

All TVET Institutions that have been annexed or upgraded to degree awarding status and intend to retain or continue to run ND and HND programmes alongside with the degree programmes, shall submit the following to the Board for consideration:

- i. A written application to operate as a dual mode awarding status to the Executive Secretary, NBTE;
- ii. Evidence showing that all ND and HND programmes have been fully accredited by NBTE;
- iii. A signed copy of its amended law or executive order;
- iv. A copy of National Universities Commission (NUC) approval letter;

The Board reserves the right to take appropriate actions on any TVET Institution that fails to notify the Board accordingly when they have been annexed to a University or upgraded to a degree awarding status.

2.7 MASTERCRAFT PERSONS UPGRADING TO NATIONAL SKILLS QUALIFICATION (NSQ) TRAINING CENTRES

In addition to the requirements for their registration and accreditation, all Mastercraft Persons seeking for upgrade to NSQ Training Centres shall provide the following for consideration and assessment by the Board:

1. At least one Quality Assurance Assessor (QAA) per trade and one certified Internal Quality Assurance Manager (IQAM) assigned to the training centre (If unavailable, centres are to engage part-time QAA & IQAM);
2. Adequate technical and support staff for each workshop;
3. Proof of registration with the Corporate Affairs Commission (CAC);
4. Minimum of one Qualified/Experienced Senior Artisan/Craftsperson or Qualified Instructor per programme with at least NSQ Level 3 certification.

3.0 PROCEDURES FOR UPGRADING TVET INSTITUTIONS

3.1 General information

The procedures for upgrading TVET Institutions shall consist of the following:

1. Submit a written application letter to the Executive Secretary NBTE;
2. Apply online on the NBTE digital Quality Assurance platform and upload all the application documents there. For physical Quality Assurance, the Institution shall submit the application documents in hard copies with a covering letter to NBTE Secretariat Complex, Abuja Liaison Office or any of our Zonal Offices close to you;
3. Payment of application and/or processing fees as may be determined by the Board;
4. Analysis and assessment of the application documents by NBTE staff;
5. Carrying out a Quality Assurance Visit to the site of the Institution;
6. Consideration of the report of the visit by Academic Affairs Committee, NBTE Management/Executive Committee and finally by the Governing Board;
7. Communication of the Board's approval to the Institution and other appropriate government agencies.

3.2 Submission of Application for Upgrade

TVET Institutions intending to upgrade are advised to register and apply online through the NBTE digital Quality Assurance platform. Soft copies of the applications documents and evidence of payment of application and processing fees should be uploaded to the NBTE digital Quality Assurance platform for review as listed in Table 1.

For applicants who prefer physical Quality Assurance exercise, they should submit hard copy of their application documents with a covering letter to the Executive Secretary, National Board for Technical Education, Plot B, Bida Road, P.M.B. 2239, Kaduna. All applicants should note that the NBTE may charge more for physical Quality Assurance exercise than digital Quality Assurance exercise.

Table 1 Summary of the application documents for upgrading TVET Institutions

S/N	Type of Upgrade	Requirements			
		Intending Institution	Public	Intending Institution	Private

1.	To a Polytechnic	<ul style="list-style-type: none"> a. Physical Master Plan b. Academic Development Plan c. Land titles for 50 hectares minimum d. Enabling or amended law e. Evidence of payment of application & processing fees 	<ul style="list-style-type: none"> a. Physical Master Plan b. Academic Development Plan c. Land titles for 5 hectares minimum d. CAC Certificate of Incorporation e. Evidence of payment of application & processing fees f. Current Approval Letter by Honourable Minister of Education to operate as a TVET Institution
2.	To a College of Nursing Sciences	<ul style="list-style-type: none"> a. Physical Master Plan b. Academic Development Plan c. Land titles for 20 hectares minimum d. Enabling or amended law e. Nursing and Midwifery Council of Nigeria Approval letter f. Evidence of payment of application & processing fees 	<ul style="list-style-type: none"> a. Physical Master Plan b. Academic Development Plan c. Land titles for 1.5 hectares minimum d. CAC Certificate of Incorporation e. Nursing and Midwifery Council of Nigeria Approval letter f. Evidence of payment of application & processing fees g. Current Approval Letter by Honourable Minister of Education to operate as a TVET Institution
3.	To a College of Health Sciences and Technology	<ul style="list-style-type: none"> a. Physical Master Plan b. Academic Development Plan c. Land titles for 20 hectares minimum d. Enabling or amended law e. Evidence of payment of application & processing fees 	<ul style="list-style-type: none"> a. Physical Master Plan b. Academic Development Plan c. Land titles for 1.5 hectares minimum d. CAC Certificate of Incorporation e. Evidence of payment of application & processing fees

			f. Current Approval Letter by Honourable Minister of Education to operate as a TVET Institution
4.	To a Specialised Institution	a. Physical Master Plan b. Academic Development Plan c. Land titles for 20 hectares minimum d. Enabling or amended law e. Evidence of payment of application & processing fees	a. Physical Master Plan b. Academic Development Plan c. Land titles for 1.5 hectares minimum d. CAC Certificate of Incorporation e. Evidence of payment of application & processing fees f. Current Approval Letter by Honourable Minister of Education to operate as a TVET Institution
5.	To a Technical College	a. State Ministry of Education Approval b. Approval letter from the visitor or his authorized representative; c. Evidence of payment of application & processing fees.	a. State Ministry of Education Approval letter b. CAC Certificate of Incorporation c. Evidence of payment of application & processing fees
6.	To a NSQ Training Centre	-	a. At least one Quality Assurance Assessor (QAA) per trade and one certified Internal Quality Assurance Manager (IQAM) assigned to the training centre; b. Adequate technical and support staff for each workshop; c. Proof of registration with the Corporate Affairs Commission (CAC);

			d. Minimum of one Experienced Senior Artisan/ Craftsperson
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3.3 Analysis of Application documents for Upgrade

The applicant documents are submitted to the Board for holistic review. Each of the application documents are analysed by appropriate Departments of the Board. The Board would notify the Institutions about the correctness of their submissions or highlight remedial actions to be taken on any incorrect application documents.

4.0 PROCEDURES FOR INSTITUTIONAL AND PROGRAMME APPROVAL

4.1 Institutional Upgrade Approval/Recognition

NBTE shall compose a team of Resource Persons to visit the site of the Institution seeking to upgrade. The team for Institutional Administration shall pay particular attention to the following:

1. The proposed vision and mission statements of the Institution;
2. The organizational structure of the Institution;
3. The physical and training facilities – offices, classrooms, workshops, field facilities, laboratories, studios and library as appropriate for the proposed programmes to be offered by the Institution, their adequacy for size of classes proposed and the complement of equipment required;
4. Health, safety and environment of the Institution;
5. Adequacy of financial resources to support capital and recurrent expenditure;
6. Availability of human resources – administrative, teaching and support staff in quality, number and mix for the programmes or trades to be mounted, in by the Institution;
7. The Institution's library – well-furnished and stocked with books, e-library, and non-book items for the proposed programmes and of a size adequate to accommodate its readership;
8. Availability of utility services: regular water and power supplies and provisions for gas in the case of science, engineering and other technology-based programmes;
9. The composition of the General Studies Department;
10. The medical, sporting and recreational facilities for staff and students;
11. Students hostel accommodations;
12. Staff housing accommodations.

When the NBTE Executive Committee and the Governing Board is satisfied that the Institution has met the conditions for approval/recognition, the Institution would be granted approval/recognition to be upgraded accordingly otherwise the Board shall inform the Institution of the decision where the application is unsuccessful. The letter to the Institution shall state reasons for denying approval/recognition where it is not granted.

The Institution may re-apply for approval/recognition when it has corrected all the deficiencies highlighted in the earlier report. Successful application will be listed under appropriate category in NBTE's publications as accredited/approved to operate in Nigeria.

4.2 Programme Approval

An Institution seeking approval from the National Board for Technical Education to mount new programmes while upgrading shall so apply to the Board in writing and also apply online through the Digital Quality Assurance platform.

For those who prefer physical Quality Assurance visit, they shall submit a covering letter along with completed quadruplicates of Form NBTE/PRO/8 (Self-Study Questionnaire for Approval to Mount a New Diploma Programme) to the Executive Secretary, National Board for Technical Education, Plot B, Bida Road, P.M.B. 2239, Kaduna .

When the submission of an Institution in respect of a programme is received, the Board shall carefully analyse and assess it. If it appears to the Board that the programme has at least the minimum resources required, its staff and experts shall undertake an inspection of the resources listed in the Self Study Questionnaires.

A Resource Inspection/Physical Verification visit will be undertaken by the Board in order to confirm that the resources listed for the proposed programme(s) by the Institution are adequate and available for immediate use. In the case of technology-based programmes, the equipment should have been installed and commissioned and are ready for immediate use. Also to be examined are the administrative set-up of the the Department to support the programme when mounted and financial provisions for capital and recurrent costs.

Following the Resource Inspection visit and the Institution meeting the criteria, the Board may grant approval to it to mount the programmes. Approval may not be granted if the report of the Resource Inspection visit shows inadequacies in the facilities which may affect the smooth running of the programme.

The decision of the Board on whether or not a new programme may be mounted by an Institution shall be conveyed to the Institution in writing. An Institution shall advertise for and admit students into a programme only after it has obtained the Board's approval to do so.

The criteria for approval to mount new programmes can be obtained from NBTE Guidelines for establishing new programmes in polytechnics and similar Tertiary Institutions in Nigeria.

An Institution may re-submit for re-consideration its application for approval to mount a new programme if it has corrected the deficiencies highlighted in a report of a previous Resource Inspection visit. The submission should give details of the corrections made.

4.3 Initial Accreditation and Re-Accreditation Visitations

After an Institution has been successfully upgraded, an initial accreditation visit shall take place in the fourth semester of the programme. Prior to the visit, the Institution is required to complete and submit electronic self-study questionnaires for each programme on the NBTE digital Quality Assurance platform not later than the end of the first semester of the academic year in which the initial accreditation visit is to be made.

For Institution that prefers Physical Quality Assurance visitation, hard copies of the NBTE Self Study Questionnaires with a covering letter should be submitted at the Executive Secretary's Office, Secretariat Complex, Kaduna or nearest Zonal/Abuja Liaison Offices.

Any programme offered by a Polytechnic or similar tertiary Institution which leads to the award of a National Diploma (ND) or Higher National Diploma (HND) must be accredited by NBTE before the award is made. The accreditation process consists of two stages:

1. An approval to mount the programme, and
2. Full accreditation.

4.4 Accommodations and Local Transportation for Quality Assurance Team Members

It is the responsibility of the Institution seeking to upgrade or already upgraded to provide hotel accommodations and local transportation from the nearest airport and between the hotels and the Institution for the team members during the period of the Quality Assurance visits.

5. PROCEDURES FOR CHANGE OF NAME OF TVET INSTITUTIONS

TVET Institutions who wish to change their names as a result of upgrade, merger or acquisition, change of ownership, rebranding or any other valid reason shall submit the following to the Board for consideration:

1. A written application for change of name addressed to the Executive Secretary, NBTE with all supporting documents;
2. A signed copy of the new or amended law reflecting the change of name(for public Institutions only);
3. A proof of change of name from the Corporate Affairs Commission (CAC)(For private Institutions only); and
4. Amended Memorandum and Articles of Association (MEMART) where necessary (for private Institutions only).

The NBTE Legal Unit will render professional advice and support to the applicants who wish to change the names of their Institutions. However, approval for an Institution to change its name is at the discretion of the Executive Committee and Governing Board of the National Board for Technical Education.

Bibilography

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