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|  | National Training Agency |
|  | Version 2.0 |



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| **[**TVET Control Centre User Manual – Training Provider Management**]** |
| To assist persons with the role of Training Providers in navigating the functions of the TVETCC. |

### Revision History

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Date | Revision Description | Last Edited by |
| 1.0 | 02 Jan 2013 | Initial release | Nari Mohan |
| 1.1 | 28 Jan 2013 | Content updated– Candidate Management | Nari Mohan |
| 2.0 | Apr 2022 | Content and layout updated | MGD |

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# Introduction

The national TVET Control Centre (TVETCC) is a secure online database solution designed to collect and store information, within the TVET System, on:

* TVET Training Providers that are Enterprise, Community, Institution and School based
* Training Programs
* Trainers/Assessors
* Trainees/Graduates.

The TVETCC facilitates the interaction of stakeholders involved in the certification process towards the Trinidad and Tobago National Vocational Qualifications (TTNVQs) or Caribbean Vocational Qualifications (CVQs).

Stakeholders include the candidates, training providers’ administration, assessors, verifiers and the staff of the National Training Agency (NTA).

## Purpose

The purpose of this manual is to provide all the necessary information to navigate the TVETCC as a training provider. The manual assumes that the user has a good knowledge of the certification process.

## Intended Audience

This manual is intended for persons performing the role of the Training Provider such the head of the organisation, training manager administrative assistant etc.

## Acronyms and Abbreviations

|  |  |
| --- | --- |
| **CVQ** | Caribbean Vocational Qualification |
| **NTA** | National Training Agency |
| **PLAR** | Prior Learning Assessment and Recognition |
| **RTP** | Registered Training Provider |
| **TTNVQ** | Trinidad and Tobago National Vocational Qualification |
| **TVET** | Technical Vocational Education & Training |
| **TVETCC** | TVET Control Centre |

# Application Overview for Training Providers

The TVETCC allows a training provider to register for an account. On approval the organisation is given a user account. This user account allows a training provider to:

* Manage the training provider profile
* Manage user accounts for the training provider
* Manage the programme offered by the training provider (not CVQ or TTNVQ)
* Manage the assessors and internal verifiers associated to the training provider
* Manage the candidates associated to the training provider
* Manage training cycles
* View units awarded to candidates in the training cycles

## Organization of Manual

## Reference to other manuals

Please see the *TVET Control Centre User Manual – Assessor Management* for persons in the role of the assessor, internal verifier or external verifier.

Please see the *TVET Control Centre User Manual – Candidate Management* for candidates.

# Getting Started

## Accessing the TVET Control Centre

The TVET Control Centre is accessed via a web browser and is available on the World Wide Web. The url is [www.ntatvetcentre.org](http://www.ntatvetcentre.org) .

The website is compatible with all major browsers: Google Chrome, Microsoft Edge, Mozilla Firefox, Safari, Netscape, Opera and Internet Explorer 6 and above. This is by no means an exhaustive list; there are smart phones and other hand-held devices which can also be used to gain access to the website technologies.

The General Public can browse the site, create searches, and gather general information. Some features of the site are restricted to privileged user accounts.

## User Login Credentials

User credentials refer to the paired username and password which is required to allow a user access to the website. The paired key is used to uniquely identify each user to the system. Users should make every effort to secure these keys to ensure that only authorized persons gain access and to prevent unwanted exploitation of the user’s account.

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Figure 1

To log in, the user will be required to click the Login navigation link at the top of the screen (see Figure 1). The user will then fill out the fields provided by entering their User Name and Password. Next, click the **Login** button below the field or simply press the Enter key on the keyboard (see Figure 2).

**

Figure 2 User Login

The User Name for a Registered Training Provider (RTP) account usually has the format RTP9999 or RTP9999-USR9999.

On first login, you may be required to change your password to ensure greater security. Please enter your old password [received in the email] and enter the new password [both in the new password and confirm new password fields].

## User Access Level

The system is designed to facilitate users with varying user functions and roles. The same login screen is applicable to all users to enter but based on their login credentials, access to specific system features which will granted or denied.

## Changing Password

To change or update a password, click the **Change My Password** link from the login screen or **Change Password** oGraphical user interface, text, application

Description automatically generatedn the Training Provider Main Panel. The user will provide their user name, the current password, create a new password and then re-enter it for confirmation. Click the **Submit** button to record the password changes (see Figure 3).

Figure 3 Change Password

### Password Recovery

If the password is forgotten, click the **Forgot my Password?** link. The user provides the correct user name and submit. A new password will be generated for the user and sent to the email address saved for the user.

## Logging out

It is imperative for users to log out after completing their intended task. This is even more necessary for systems which have multiple users.



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Figure 4 Log out

To log off the TVETCC, click the **Log Out** button (as highlighted on the image above).

# Using The Training Provider Main Panel

The first screen which comes up after login gives the training provider quick links to resources which would be most utilized by a training provider (see Figure 5).

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Figure 5 Training Provider Main Panel

At any time, users can click the “My Portal” link on the top of any screen to return to the Training Provider Main Panel.

As seen in Figure 5, the control panel gives the training provider quick access to the following functions:

|  |  |
| --- | --- |
| [**Profile Management**](#_Profile_Management)   * [Changing password](#_Changing_Password) * [Managing training provider profile](#_Manage_Profile) * [Managing satellite centres](#_Satellite_Management) * [Managing user accounts](#_User_Accounts_Management)   [**Assessor Management**](#_Assessor_Management)   * [Searching for assessors](#_Assessor_Search) * [Managing associated assessors](#_Manage_TP_Assessor) | [**Programme Management**](#_Programme_Management)   * [Managing Programmes](#_Manage_Programme) * [Managing Statistics](#_Statistic_Management)   [**Candidate Management**](#_Candidate_Management)   * [Manage Candidates](#_Manage_Candidate) * [Creating new candidate accounts](#_Candidate_Registration) * [Upload candidate list](#_Candidate_Uploader)   [**Cycle Management**](#_Cycle_Management)  [**Centre Approval**](#_Centre_Approval) |

## Profile Management

### Manage Profile

**Graphical user interface, application

Description automatically generated**Training Providers are allowed to view and update their profile information by following the My TP Profile link (see Figure 5). The page that is provided is very similar to the TP registration page and is pre-populated with the information provided at registration. After making modifications, the training provider must press the **Save** button to update the saved record.

If a training provider has satellite centres, it’ll be displayed in the ID field drop down menu. Selecting a sub-centre from the drop-down menu, with display all of the associated information for the satellite.

### Manage Satellite

Satellites are additional training centres (or sites) that operate under the main training provider. To access, click the link **Manage Satellite** from the Training Provider Main panel (Figure 5 Training Provider Main PanelFigure 5)

**Viewing the List of Satellite Centre(s)**

To view the list of the Satellite Centre(s), the user can enter search parameters, if any, to refine list and then click the **Search** button. Each satellite centre to be updated by clicking the **Edit** button and removed by clicking the **Delete** button.

**Creating Satellite Centre**

To create a Satellite Centre, the training provider can click the link **Manage Satellite** from the Training Provider Main Panel (see Figure 5 Training Provider Main PanelFigure 5) and then from the Manage Satellite Centres screen, click the **Add a New Satellite Centre** link highlighted in Figure 6

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Figure 6 Manage Satellite Centre

This page is pre-populated with information from the main training provider profile. After completing the form click the **Create** button to save the information. Please note mandatory fields are identified by a red asterisk (\*).

A notification dialog box pops-up indicating that the Satellite Centre was successfully created. Click OK.

### User Accounts Management

Training providers can create user accounts to give staff limited or full access to the TVETCC in order to perform actions on behalf of the training provider.

To access, click the link **Manage User Accounts** from the Training Provider Main panel (Figure 5)

**Viewing the List of User Account(s)**

To view the list of the user account(s), the user can enter search parameters, if any, to refine list, and then click the **Search** button. Each user account to be updated by clicking the **Edit** button and removed by clicking the **Delete** button.

**Creating User Account**

Graphical user interface, application

Description automatically generatedTo create a Satellite Centre, the training provider can click on the link the link **Manage User Account** from the Training Provider Main panel (see Figure 5) and then from the Manage TP Centre User Accounts screen, click the **Add a New User Account** link highlighted in Figure 7.

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Figure 7 7Manage TP Centre User Accounts

The user would be taken to a page where all the relevant information needed to create a new TP User can be entered.

Table

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Figure 8 Create TP Centre User Account

II – This is a list of the roles for which the user being created is granted access to carry out.

I – This area has the main training provider and satellites, if any, for which the user being created performs roles or actions.

**Creating the user**

1. Simply fill out the name, email and password on the form,
2. Select the appropriate training provider and/or satellite centre(s) for which the user can perform actions on behalf of, from area I
3. Select the roles which the user can carry out from area II.
4. Then click **Save Changes** button.

## Assessor Management

### Assessor Search

To view the list of Assessors registered on the TVETCC, click the link **Assessor Search** from the Training Provider Main panel (Figure 5).

This page displays the assessors who are capable of awarding units/qualifications based on the search selected. If the search type is **Qualification Plan** the dropdown list becomes populated with assessors associated to the selected qualification plan. If the search type is **Unit**, thenthe dropdown becomes populated with assessors capable of delivering the selected unit.

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Figure 9 Assessor Search

### Manage TP Assessor

Training Providers must list the assessors associated with their institution who would be performing the roles of assessor and internal verifier for their candidates. To access click the link **Manage TP Assessor** from the Training Provider Main panel (Figure 5).

**Viewing list of Assessors associated to RTP/Satellite**

To view the list of the assessors associated to RTP and / or Satellite centre, the user can enter search parameters, if any, to refine list, and then click the **Search** button.

The **Clear** button clears the current search paraments entered.

**Deleting Training Provider – Assessor association**

From the search results, users can remove any association that is no longer relevant by clicking the **Delete** button and then confirming it

This deletion only removes the association that is the assessor or Internal Verifier is no longer available to the RTP to include in the training cycle. This does not remove the assessor from the registered list of assessors.

**Creating Training Provider – Assessor association**

|  |  |
| --- | --- |
| Graphical user interface, application  Description automatically generated  Figure 10 RTP Assessor Association | From this page (Figure 10), click the **Click to add assessor to Training Provider** bar. This reveals an area below.  The revealed area has two lists. The first being RTP/Satellite and the other being the list of registered assessors on the TVETCC.  Users can select the check box(es) for the applicable RTP and/ or satellite centres, then search and select the check box(es) for the relevant assessors and internal verifiers  Click the **Save** button to make the association. |

Assessors can be associated to more than one training centre

## Programme Management

### Manage Programme

The training provider may wish to add their course offerings (not CVQ or TTNVQ approved) to the list of available courses in which the public can search. To access click the link **Manage Programmes** from the Training Provider Main Panel (Figure 5).

**Viewing the List of Programmes associated to RTP/Satellite**

To view the list of the associated programmes, the user can select the RTP or the Satellite centre.

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Figure 11 Programme Management

**Editing Programme Submission**

First, view the list of TP Programme Submissions. From the list, TP can then click the EDIT button next to the relevant programme to view and update its details and then save it.

**Deleting Programme Submission**

First, view the list of TP Programme Submissions. From the list of TP Programme Submissions, the TP can click the **DELETE** button and confirm the deletion of the selected Programme Submission.

**Creating TP Programme Submission**

From this page (Figure 11), click the **Add New Programme** link which opens a new screen. Enter the appropriate information and click the **Submit Now** button to save.

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Figure 12 Programme Submission

### Statistic Management

Statistic management allows the training provider to keep track of the enrolment and graduation tallies of candidates from each programme and cycle. To access click the link **Manage Statistics** from the Training Provider Main panel (Figure 5).

**Viewing the List of Statistics Submitted**

To view the list of statistics submitted for a RTP or Satellite centre, the user can enter search parameters, if any, to refine list, and then click the **Search** button

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Figure 13 Statistics Management

**Adding New Statistics**

From this page (Figure 13), click the **Add New Statistics** link which opens a new screen. Enter the appropriate information and click the **Submit** button to save.

## Candidate Management

Candidate management allows the training provider to create and update candidate accounts for their students/ trainees /learners.

### Manage Candidate

Training providers can view and update information on existing candidates accounts. To access click the link **Manage Candidate** from the Training Provider Main panel (Figure 5).

To view information on a candidate, the user can enter the candidate’s user ID or name and any other necessary search parameters to refine list, and then click the **Search** button.

The **Clear** button clears the current search paraments entered.

Graphical user interface, application

Description automatically generatedFrom the list of candidates that satisfy the search parameters, click the **View** button next to the selected candidate. This will populate the area below the list with the personal information on the selected candidate.

Figure 14 Manage Candidate

It is recommended to search for an existing account for a candidate before creating a new candidate account to avoid duplication.

|  |  |
| --- | --- |
| Figure 15 Candidate Summary | Some information can be edited e.g., the candidate’s name, address. The training provider can update the fields with the correct information and then click the **Save** button.  The training provider can also view TTNVQs/ CVQs awarded to the candidate by switching to the **Qualification** tab.    The **Education** tab displays any details, entered by the candidate, relating to their educational history.  The **Work and Life Experience** tab displays any details, entered by the candidate, relating to their work history. |

### Candidate Registration

Training providers can create candidate accounts by registering their students/ trainees /learners if they do not have an existing account on the TVETCC. To access click the link **Candidate Registration** from the Training Provider Main panel (Figure 5).

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Description automatically generatedThe Route User identifies the user that entered the information in case of any further clarification that may be needed. To change the user, click the icon and enter the correct login information in the fields which become available.

The user can then complete the form with the relevant information click the **Save** button. Please note the following

* Fields identified with a red asterisk (\*) must be filled out.
* If Trinidad and Tobago is selected as the country of birth, the Birth Certificate Pin field is mandatory, Otherwise, the Passport Number becomes the mandatory field.
* The City/Town list changes when the State field switches between Trinidad and Tobago.
* Once the candidate registration is successful, the candidate’s unique ID and password is displayed. Please copy this information and share with the candidate. This information would also be sent to the given email address of the candidate.

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Figure 16 Candidate Registration

To create another candidate account, click the **Register another Candidate** button.

### Candidate Uploader

The Candidate Uploader function is intended to facilitate those training providers with a separate candidate management system. This allows the user to upload exported candidate data (from existing candidate management system) into the TVETCC.

There must be strict adherence to the following rules to produce the desired results.

**Rules for Creating Candidate Upload File**

* The candidate data must be saved in an Excel 2003 document (.XLS).
* The file should consist of twenty-two (22) data columns with the first row being the header column and the remaining rows the data rows. See table for the column definitions below for rules and restrictions. Any deviation would affect import.
* If the Country of Birth is Trinidad and Tobago, a Birth Certificate Pin must be entered else enter a Passport Number in the respective field.
* Close attention to be paid to notification messages after the upload is completed

**Column Definition Table**

| Column Name | Required | Data Type | Description | Restrictions |
| --- | --- | --- | --- | --- |
| First Name | Yes | 100 Characters | Candidate First Name |  |
| Middle Name | No | 100 Characters | Candidate Middle Name |  |
| Surname | Yes | 100 Characters | Candidate Last Name |  |
| Maiden | No | 100 Characters | Candidate Maiden Name |  |
| Nationality | Yes | 40 Characters | Nationality of Candidate | Data must be entered as one of the options from the Nationality drop-down list as seen on page http://www.ntatvetcentre.org/register.aspx |
| Gender | Yes | 6 Characters | Candidate’s Gender | Data must be entered as Male, Female, M, or F |
| Country of Birth | Yes | 40 Characters | Country of Birth | Data must be entered as one of the options from the Country of Birth drop-down list as seen on page http://www.ntatvetcentre.org/register.aspx |
| Birthday | Yes | Numeric | Day of Birth |  |
| BirthMonth | Yes | Numeric | Month of Birth |  |
| BirthYear | Yes | Numeric | Year of Birth |  |
| Birth Cert Pin | No \* | 40 Characters | Birth Certificate PIN |  |
| Passport | No \* | 40 Characters | Passport |  |
| Driver’s Licence | No | 40 Characters |  |  |
| National ID | No | 40 Characters |  |  |
| Marital Status | Yes | 10 Characters |  | Data must be entered as Single, Married, Common-Law, Widowed, Divorced, S, M, C, W, D |
| Differently Abled | Yes | 3 Characters |  | Data must be entered as Yes, No, Y, N |
| Address 1 | Yes | 90 Characters | Street |  |
| Address 2 | Yes | 40 Characters |  |  |
| Address 3 | Yes | 40 Characters | City | Data must be entered as one of the options from the City drop-down list as seen on page http://www.ntatvetcentre.org/register.aspx |
| Telephone | No | 10 Characters |  |  |
| Cell | No | 10 Characters |  |  |
| Email | Yes | 75 Characters |  |  |

**Uploading Candidate Data**

1. The Excel spreadsheet should be already created in accordance to above given rules and restrictions
2. To access click the link **Candidate Uploader** from the Training Provider Main panel (Figure 5).

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Figure 17 Candidate Uploader

1. Change the default country, if necessary. The Default country would be used if an invalid country is found in the Excel uploader
2. Select Candidate Data as the Upload Type
3. Select the appropriate Training Provider
4. Change the Area Code if necessary. This would be used as the default area code for Telephone and Cell Fields if the data length is less than 8 characters
5. Click the Choose File button to locate the Excel Template on the user’s storage.
6. Click the ‘Load’ Button to begin uploading the Candidate file.

Please note that the other following defaults if invalid data is entered in Excel uploader file

|  |  |
| --- | --- |
| **Field** | **Default Value** |
| Marital Status | Single |
| Differently Abled | No |
| Address3 | Port-Of-Spain |

A log message is shown at the end of the processing to indicate success and failure messages.

## Cycle Management

Cycle Management allows the Training Providers to specify and manage the beginning and end of a training period and qualifications assigned through cycles on the TVETCC. This module also allows for the enrolment of candidates and the inclusion of the assessors and internal verifiers. To access click the link **Cycle Management** from the Training Provider Main panel (Figure 5). This will redirect the user to the Cycle Management panel (see Figure 18**Error! Reference source not found.**).

Text

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Figure 18 Cycle Management Panel

**Viewing the List of Cycles**

To view the list of cycles submitted for a RTP or Satellite centre, the user can click on the link **Manage Cycle** (Figure 18). This redirects the user to the **Cycle Management** screen (see Figure 19). Then enter search parameters, if any, to refine list, and then click the **Search** button.

**Updating an Existing Cycle**

First, view the list of cycles. From the list, the user can click the **EDIT** button for the relevant cycle and modify the cycle as needed, add or remove qualification plans and then click the SAVE button to commit changes.

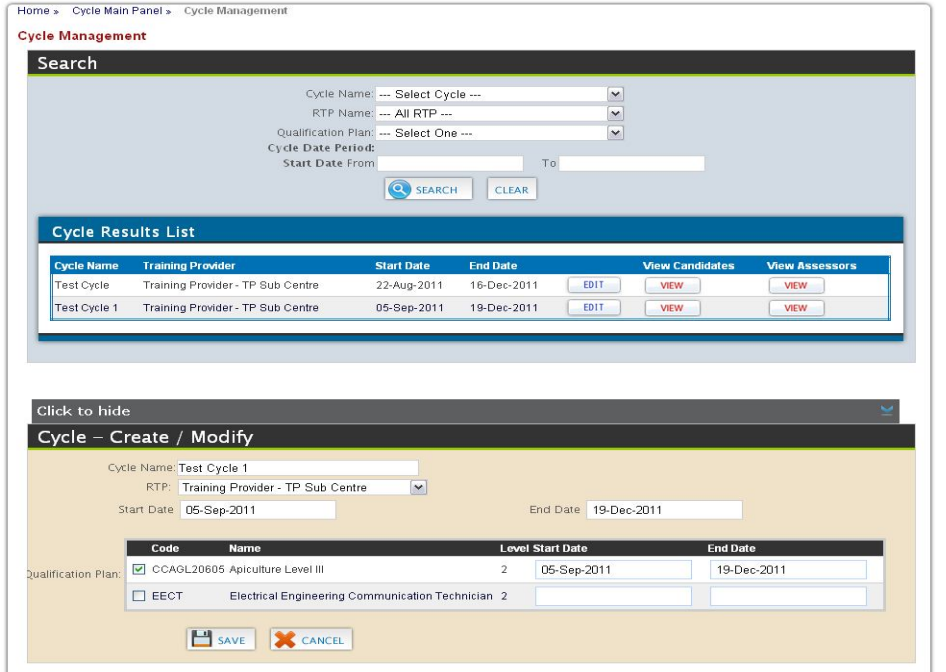


Figure 19 Editing or Creating New Cycle

**Creating a Cycle**

1. To create a cycle, click the **Click to Add Cycle** bar.
2. Complete the fields under the **Cycle – Create/Modify** section.
   * Cycle Name – Unique name to identify the cycle created.
   * RTP – The RTP or satellite centre for the cycle
   * Start Date – Start date of the cycle
   * End Date – End date of the cycle
   * Qualification Plan- available qualification plans for the RTP/ satellite centre
3. Click the **Create** button. Once successful created, the new cycle would be displayed in the section above.

### Assessor Cycle Management

Training providers need to identify all the Assessor(s) and Internal Verifier(s) for each created cycle. To access this section, click the **View** button under the **View Assessors** column, for the relevant cycle from the list of existing cycles (see Figure 19).

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Figure 20 Assessor Cycle Management

**Viewing List of Assessor Associated to Cycle**

To view the list of assessors and internal verifiers already associated to the cycle, enter search parameters, if any, to refine list, and then click the **Search** button (see Figure 20).

**Deleting Assessor Cycle Association**

First, view the assessors associated to the cycle. From the list, click the **DELETE** button to remove the relevant association from the list.

**Creating Assessor Cycle Association**

To associate an assessor or internal verifier to a cycle, click the **Click to add assessor to cycle** bar. The information for the selected cycle will appear. Then select the relevant assessors by clicking the checkbox and click the **SAVE** button to record the association.

If the necessary assessor is not available to be selected, please verify that the assessor is associated to the RTP and the qualification plan for the cycle.

### Enrol Candidates into Cycle

Training providers need to identify the candidate(s) for each created cycle. To access this section, click the **View** button under the **View Candidates** column, for the relevant cycle from the list of existing cycles (see Figure 19).

**Viewing List of Candidates Associated to Cycle**

To view the list of candidates already associated to the cycle, enter search parameters, if any, to refine list, and then click the **Search** button (see Figure 21).

**Editing a Candidate – Cycle Association**

First, view the list of candidates in the cycle. From the list, click the **EDIT** button for the relevant candidate. The user would then be able to change the assessor assigned to facilitate the cycle.

**Deleting Candidate – Cycle Association**

First, view the list of candidates in the cycle. From the list, click the **DELETE** button for the relevant candidate to remove the association from the list.

A picture containing table

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Figure 21 Candidate Cycle Management

**Creating Candidate – Cycle Association**

To associate a candidate to a cycle,

1. Click the **Click to add candidate to cycle** bar. The information for the selected cycle will appear.
2. Select the relevant Qualification Plan (dropdown shows list of qualification plans associated to the cycle)
3. Select the relevant Assessor (dropdown shows list of assessors associated to the cycle).
4. The enrollment date can be adjusted as necessary.
5. Search the list of registered active candidates by entering Candidate ID (or First name or Last name) and clicking the **Search** button. Select the candidates by clicking on the checkbox next to the appropriate candidate.
6. Click the **SAVE** button to complete the association

Multiple candidates can be searched for and selected before clicking the SAVE button

## Centre Approval

Training providers that are interested in offering training and/ or assessment, leading to a TTNVQ or CVQ must seek approval from the NTA. To access click the link **Centre Approval** from the Training Provider Main panel (Figure 5).

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Figure 22 Centre Approval Panel

The panel to the right lists the documents required by NTA for centre approval, which are available for download. Training providers can then complete and submit to the relevant NTA officers.

### Centre Approval Management

The training provider would be able to indicate interest in a particular TTNVQ or CVQ as well track its approval. To access click the link **RTP Centre Approval** from the Centre Approval panel **(**Figure 22**)**

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Figure 23 Centre Approval

**Viewing list of Approvals being processed**

To view the list of approvals being processed, enter search parameters, if any, to refine list, and then click the **Search** button.

Please note that the options under the filter **Qual Plan Status** are:

* *Processing* - This enables the Application/Renewal Status, allowing further refinement of the search result by one of statuses listed in the dropdown.
* *Archive* – History of Qual Plan centre Approval
* *Compliant* – Approved Qual Plans which are not expired
* *Expired* – Qual Plans for which the date of expiry has elapsed

**Viewing Application Comment**

To view comments on the application, the user can click the icon to the right of the item in the result list. This will reveal the comments in the area immediately below. This section can be closed by clicking the close button  below the list of comments.

**Applying for Approval to offer a TTNVQ or CVQ**

Click the **Click here to enter Audit Information** bar to expand page content. Search for the relevant the qualification plan by Plan ID or name. Tick the appropriate check box in the search results and click the SUBMIT button.

**Renewing Approval to offer a TTNVQ or CVQ**

Click the **Click here to enter Audit Information** bar to expand page content. Search for the relevant the qualification plan by Plan ID or name. Tick the appropriate check box in the search results and click the SUBMIT button.

# Step-by-Step Guide for Training Providers

This section is meant to assist training providers to ensure the steps necessary towards the certification of their candidates on the TVETCC. The following are the necessary major steps:

# Error Handling

## Common Errors

|  |  |  |
| --- | --- | --- |
| **Error** | **Possible Cause** | **Solution** |
| Unable to login | Password is either incorrect or expired. | If forgotten, try Forgot my Password? Link (see page 6)  else send email requesting password reset |
| Unable to see required assessors when adding to the cycle. | The cycle does not have the required qualification selected. | Ensure relevant qualifications are selected for cycle (see page 24) |
| Assessors not associated to relevant qualification | Check list of assessors attached to the relevant qualification (see page 12) |
| Assessors not associated to Training Providers | Check list of assessors attached to the training provider (see page 13) |

## Help Facilities

Our technical support team is ready to answer questions that may arise or provide technical assistance in dealing with any issue(s) that may arise. Feel free to contact any of the following members of our support team

* Michelle Ghatt Deane, TVETCC, Senior Coordinator (michelle-ghatt@ntatt.org)
* Nari Mohan, Systems Analysts
* Rose Uche-Nawachi, Database Administrator

Email : [tvetcc-support@ntatt.org](mailto:tvetcc-support@ntatt.org)

# Appendix A - Glossary

| Term | Definition |
| --- | --- |
| Assessor | A certified person authorized by an organisation to judge the performance of candidates against the occupational standards. |
| Candidates | An inclusive term referring to anyone learning, including students, apprentices, learners, interns; trainees, and people learning non-formally and informally as well as people enrolled for particular qualifications or part qualifications. |
| Centre Approval Process | The process that a centre must undergo to be granted permission by the Awarding Body to register and assess candidates for TTNVQs or CVQs |
| Certification | This is the process by which an approved centre requests, and the Awarding Body provides, a certificate for each candidate on completion of:  ♦ the entire set of units required for the award of the CVQ  ♦ one or more units of an CVQ (for those candidates not enrolled for a full CVQ |
| CVQ | The Caribbean Vocational Qualification (CVQ) is an award that represents achievement of a set of competencies which define core work practices of an Occupational area, consistent with the levels articulated within the regional qualifications’ framework. To earn an award, candidates must demonstrate competence in reaching CARICOM-approved occupational standards developed by practitioners and employers (i.e., the industry experts). These standards are organized in units. Candidates may earn unit awards towards achieving a complete CVQ. |
| Cycle | The time period stipulated for the delivery of training. |
| External Verifier | An External Verifier is an individual contracted by the Awarding Body to carry out a Quality Assurance Audit of the CVQ provision in an approved Centre to ensure that centres approved to offer CVQs are consistently judging candidates equally, fairly and in accordance with the regional occupational standards. |
| Internal Verifier | A person nominated by an approved centre who is responsible for internal quality assurance, mainly through assuring the quality and consistency of assessments by Assessor(s). |
| Satellite centre | Additional training centres (or sites) operating in a different location from the main training provider |
| Training Provider | An institute, enterprise or community-based organisation which provides training and/or facilitates the training process for the acquisition of competences in keeping with occupational and national standards, accredited facilities and vocational qualifications, and appropriate resources |
| TVET | Technical and vocational education and training’ (TVET) is understood as comprising education, training and skills development relating to a wide range of occupational fields, production, services and livelihoods.  TVET, as part of lifelong learning, can take place at secondary, post-secondary and tertiary levels and includes work-based learning and continuing training and professional development which may lead to qualifications. TVET also includes a wide range of skills development opportunities attuned to national and local contexts. Learning to learn, the development of literacy and numeracy skills, transversal skills and citizenship skills are integral components of TVET.  Source: UNESCO (GC) 2015, UN |
| Unit | Units are a set of learning outcomes (knowledge, skills, and attitude) which constitute a coherent part of a qualification. A unit can be the smallest part of a qualification that can be assessed, transferred, validated and, certified. A unit can be specific to a single qualification or common to several qualifications. |