NATIONAL COUNCIL FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING (NACTVET)

PROCEDURES FOR HANDLING NON-COMPLIANCE ISSUES

APRIL, 2026

PREFACE

The National Council for Technical and Vocational Education and Training (NACTVET) remains steadfast in its commitment to safeguarding the integrity, quality, and credibility of Technical and Vocational Education and Training (TVET) in Tanzania. In recent years, the Council has noted an increasing number of non-compliance cases among training institutions, ranging from procedural lapses to serious regulatory breaches. Such cases not only compromise the quality of training delivery but also undermine public confidence in the national qualifications' framework.

The Procedures for Handling Non- Compliance Issues (PHNCI) have been developed to provide a clear, consistent, and enforceable framework for managing TVET institutional non-compliance. They outline the processes, roles, and responsibilities of both the Council and training institutions to ensure that all operations adhere to the prescribed legal instruments (i.e. the Act, Regulations, and Guidelines) and Quality Standards.

By establishing these procedures, the Council seeks to enhance transparency, accountability, and fairness in the enforcement of compliance measures. The guidelines contained herein serve as a reference for all stakeholders involved in student admissions, examinations, institution registration, labour market analysis, curriculum development, and quality assurance functions.

All TVET institutions and the NACTVET Secretariat are therefore, urged to familiarize themselves with this document and to ensure strict adherence to its provisions in order to maintain excellence, integrity, and credibility in the TVET system.



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EXECUTIVE SECRETARY

DEFINITION OF KEY TERMS

i. **Non-Compliance Issues:** These are matters that occur when TVET Institutions fail to follow rules, regulations, guidelines and standards which are provided by NACTVET and by doing so; these matters may cause delay of services, poor services delivery and operational disruption both in Council and TVET Institutions.

ii. **Quality Standards:** These are formalized requirements, guidelines and specifications that are endorsed by NACTVET to ensure that all TVET Institutions deliver specific, relevant, reliable, achievable goals aligned with time.

iii. **Acts and Regulations:** These are laws and rules enacted and detailed by Council to ensure legal authority and operation of TVET Institutions.

iv. **Guidelines:** These are instructions formulated by NACTVET that provide direction on how to perform different tasks aligned with time and ensure quality, consistency, safety and compliances between Council and TVET Institutions.

v. **Curricula:** Refers to the structured and approved set of learning outcomes, content, teaching methodologies, assessment strategies, and instructional resources developed for delivering a specific training programme.

vi. **Verification Team:** A group of officers appointed or assigned by NACTVET to authenticate and confirm the accuracy, completeness, and validity of information submitted by a training institution.

vii. **Compliance Team:** A group designated by NACTVET to conduct inspections, reviews, and assessments to determine whether a training institution adheres to the provisions of the Act, Regulations, Guidelines, and conditions of registration or accreditation.

viii. **Experts:** Are individuals with specialized professional knowledge, qualifications, and experience in specific academic, technical, vocational,

or regulatory fields who may be appointed by the Council to support verification, evaluation, accreditation, curriculum review, or quality assurance activities.

ix. **Accreditation:** A formal process, guided by the NACTVET Act and its Regulations, through which the Council evaluates and recognizes that a training institution, its programmes, and its quality assurance systems meet the established minimum quality standards.

x. **Noncompliance:** Refers to the failure of a training institution to meet the requirements, conditions, directives, or standards set by the NACTVET Act, Regulations, Guidelines, or terms of registration and accreditation

xi. **Enforcement:** Refers to regulatory actions taken by NACTVET to ensure institutions adhere to legal and quality requirements.

xii. **Closed Institutions:** refers to training institution that has ceased operations either temporarily or permanently due to unfavorable factors, including but not limited to non-compliance with NACTVET laws, regulations, standards, or guidelines, failure to meet minimum quality assurance requirements, administrative or financial challenges, withdrawal of registration or accreditation, safety or security concerns, or any other reason as may be determined by the NACTVET.

LIST OF ABREVIATIONS AND ACRONYMS

CA	Central Admission System
DAEC	Director of Admission, Examination and Certification
DIO	Director of Institutional Operations
DQA	Director of Quality Assurance
HICTU	Head of Information and Communication Technology Unit
ICT	Information Communication Technology
NACTVET	National Council for Technical and Vocational Education and Training
NTA	National Technical Awards
NVA	National Vocational Awards
TVET	Technical and Vocational Education and Training
VET	Vocational Education and Training.
QAF	Quality Assurance Fee
WDA	Workforce Development Authority
TVETA	Technical and Vocational Education and Training Authority
NBTE	National Board for Technical Education

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CHAPTER ONE

INTRODUCTION

1.1 Background

The National Council for Technical and Vocational Education and Training (NACTVET), established under the NACTVET Act of 2021, is mandated to regulate, coordinate, and promote quality in the provision of Technical and Vocational Education and Training (TVET) in Tanzania. In accordance with Sections 5 and 6 of the Act, the Council is responsible for registering and accrediting TVET institutions and programmes; monitoring compliance with established standards, regulations, and guidelines; conducting inspections, audits, and investigations into non-compliance; enforcing corrective measures and sanctions; and safeguarding the integrity of qualifications within the national qualifications' framework. To effectively execute this mandate, NACTVET requires clear and structured procedures for detecting, managing, and resolving non-compliance cases among institutions under its jurisdiction, thereby ensuring consistency, fairness, and accountability in the regulation of the TVET sector.

In carrying out its regulatory functions, NACTVET encounters various cases involving violations of established operating procedures that arise from within the Council, training institutions, or other stakeholders in the TVET ecosystem. Such practices not only undermine the credibility, quality, and integrity of technical and vocational education but also lead to stakeholder dissatisfaction, regulatory breaches, and significant threats to the effective functioning of the national training and quality assurance system.

Although the Council has implemented various risk control measures including; ICT systems designed to enhance efficiency, transparency, and accountability-compliance gaps continue to persist. These challenges are primarily attributed to weak internal controls, negligence, and limited awareness among some institutions regarding regulatory obligations and processes.

In the past, non-compliance matters were managed in less structured manner across NACTVET's operational sections, including Admissions, Examinations and Certification, Registration and Accreditation, Labor market analysis (Curriculum) and Quality Assurance. The absence of standardized procedures often resulted in delayed responses, inconsistent decision-making, and a lack of accountability.

To address these challenges, this document introduces a structured, transparent, and consistent mechanism for managing non-compliance issues. It provides clear guidance for NACTVET staff in executing their regulatory responsibilities and serves as a reference for TVET institutions to understand compliance requirements, procedures, and expected standards of conduct.

1.2 Scope

These procedures apply to:

i. All NACTVET departments, units and staff who will be involved in handling compliance and enforcement; and
ii. All TVET institutions which are registered and accredited by NACTVET.

1.3 The procedures cover non-compliance in:

i. Institutional registration, accreditation and department recognition;
ii. Students' admission and enrolment procedures;
iii. Examinations administration and certification;
iv. Curriculum approvals;
v. ICT systems supporting processes; and
vi. Institutional Governance and staffing;
vii. Infrastructure and Teaching facilities (Workshop, Laboratories) and
viii. Council Quality assurance fees (QAF).

1.4 Objectives

The purpose of these procedures is to provide a coherent framework for identifying, reporting and resolving non-compliance issues in TVET institutions. The specific objectives are to:

i. Present clear criteria for identifying breaches in regulations, standards, and institutional policies;
ii. Establish standardized channels and protocols for reporting and documenting non-compliance by staff, students, and stakeholders;
iii. Implement a consistent mechanism for investigating and resolving non-compliance cases in a timely and transparent manner;
iv. Ensure decision-making processes is fair, objective, and based on verifiable evidence; and,
v. Ensure strict compliance and prevent irregularities in various operations.

1.5 Benchmarking of Management of Compliance

Across countries, regulatory bodies employ a mix of licensing, monitoring, accreditation, and enforcement mechanisms to manage non-compliance in TVET institutions. Kenya's Technical and Vocational Education and Training Authority (TVETA) enforces compliance through inspections and may warn or deregister violating institutions, while Rwanda's Workforce Development Authority (WDA) conducts audits and accreditation reviews, suspending or withdrawing accreditation for persistent offenders.

Nigeria's National Board for Technical Education (NBTE) regularly monitors institutions, with sanctions such as programme suspension or revocation for unaccredited activities. China's Ministry of Education uses centralized digital systems to detect violations like falsified records, imposing fines or license revocation. In Germany, federal TVET agencies rely on audits and certification, withdrawing certification for non-compliance, whereas Sweden's National

Agency for Education (SNAE) combines monitoring, remedial support, and administrative sanctions to sustain institutional compliance. Benchmarking non-compliance practices from other countries can help NACTVET improve TVET oversight by strengthening enforcement, digital systems for admission and examination management, enhancing monitoring, and ensuring institutions comply with standards leading to better quality and accountability.

CHAPTER TWO

COMPLIANCE ISSUES AND HANDLING PROCEDURES

2.1 Overview

Ensuring compliance with regulatory, academic, and quality assurance requirements is a core mandate of NACTVET in safeguarding the integrity and credibility of Tanzania's TVET system. Monitoring and enforcement activities continue to reveal recurring non-compliance among TVET institutions, ranging from administrative and governance weaknesses to serious breaches of registration, accreditation, examination, financial, and ICT-related standards. Table 1 summarizes the key non-compliance issues commonly observed under NACTVET's oversight and links each issue to a specific reference procedure outlining the applicable verification, corrective, and enforcement actions. This structured approach promotes consistency, transparency, and accountability in regulatory decision-making and provides institutions with clear guidance on their obligations.

2.2 Non-Compliance Issues

Table 1 summarizes major types of non-compliance commonly observed among TVET institutions under NACTVET's oversight. Each issue is linked to a specific reference procedure that outlines the appropriate corrective and enforcement actions.

Table 1. Summary of Key Non-Compliance Issues

S/N	Non-Compliance Category	Nature of Non-Compliance	Reference Procedure
1	Registration and Accreditation	Unregistered institution	Section 3.1
		Change of institution location	Section 3.2
		Change of institution name	Section 3.3
		Offering unaccredited programme	Section 3.4
		Running cross boarder programme	Section 3.5
		Overstay in the registration and accreditation status	Section 3.6
		Employment of unqualified staff	Section 3.7
2	Admission and enrollment	Unregistered students	Section 3.8
		Admission credentials	Section 3.9
		Student transfers	Section 3.10
		Updating academic records	Section 3.11
		Admission capacity	Section 3.12
		Ineligible applicants	Section 3.13
		Sending malicious messages to prospective students	Section 3.14
3	Examination and Certification	Non-compliance in examinations management and administration.	Section 3.15
		Issuance of un approved academic certificate	Section 3.16
		Examination malpractices and forgery of examination results	Section 3.17
		Late or Non-submission of examination data	Section 3.18
4	Finance and Accounts	Quality assurance fee	Section 3.19
5	Information communication and Technology	Use of ICT NACTEVT systems	Section 3.20

2.3 Decision-Making Structure

The handling of non-compliance matters within NACTVET shall follow a well-defined, three-tier decision-making structure designed to promote transparency, fairness, and accountability in regulatory actions. Each level of authorization shall play a distinct role in verifying, assessing, and approving decisions related to non-compliance cases. Table 2 outlines the responsibilities at each level, from initial verification to final approval and communication of actions.

Table 2. Authorization Levels

Level	Responsible	Role
Level 1	Compliance and Enforcement Unit	Initial verification, documentation, and enforcement visit.
Level 2	Relevant Directorate (DQA, DAEC, DIO)	Technical assessment, approval of facilitation costs, and authorization of corrective measures.
Level 3	Executive Secretary	Final approval and communication of regulatory actions.

2.4 General Procedures for Handling Non-Compliance

i. Identification of Non-Compliance

Cases of non-compliance shall be identified through routine monitoring, inspections, audits, or reports submitted by relevant stakeholders. These activities must align with the applicable Regulations, Guidelines, Standards, and Procedures governing TVET institutions.

ii. Issuance of Notice

Upon identifying a non-compliance issue, the Council shall issue a formal written notice to the concerned institution. The institution must respond in writing, explaining the cause of the issue and outlining corrective actions taken to prevent recurrence.

iii. Payment of Applicable Fees

The institution shall be required to pay a verification fee at the outset. If the verification confirms that the institution has committed an offence, additional penalties and facilitation costs shall be imposed in accordance with the relevant Acts, Regulations, or Guidelines.

iv. Verification Process

A multidisciplinary Compliance Team shall conduct an on-site verification within five (5) working days of the notice. The team will:

a. Assess the validity and severity of the issue;
b. Use a standardized checklist and Terms of Reference (ToR) developed by the responsible Directorate; and,
c. Prepare a factual, evidence-based report including photographs or other supporting documentation.

v. Reporting and Documentation

The Compliance Team shall compile a comprehensive audit report containing:

a. Introduction
b. Objectives
c. Methodology
d. Terms of Reference
e. Findings
f. Conclusions
g. Recommendations
h. Signed minutes in both parties (Team Chairperson and Principal of Institution visited), highlighting key observations

vi. Regulatory Actions

The NACTVET Act (Cap. 129, R.E 2023) provides the legal foundation for addressing non-compliance in TVET institutions. Sections 5, 22, 25, and 26 of the Act empower the Council to regulate institutions, enforce standards, and impose penalties when violations occur. Based on its findings, the Council may impose one or more of the following actions. Based on its findings, the Council may impose one or more of the following actions:

a. Corrective measures;
b. Formal warnings;
c. Suspension of specific programs or operations;
d. Deregistration of the institution; and,
e. If the same issue recurs more than once within an academic year, the institution may be suspended from admitting new students or subjected to further sanctions as directed by the Council.

vii. Implementation and Follow-Up

The relevant department shall oversee the implementation of corrective actions and ensure follow-up within the stipulated timeframe.

viii. Record-Keeping and Accountability

All non-compliance cases shall be documented and maintained by the Directorate of Quality Assurance (DQA). This includes notices, payment receipts, and audit reports, which will be stored in the Council's digital archive to ensure traceability and institutional accountability.

CHAPTER THREE

COMPLIANCE MANAGEMENT PROCEDURES

3.1 Overview

This section outlines the main categories of non-compliance observed among TVET institutions and the corresponding handling procedures. Each sub-section specifies the relevant reference standards, nature of non-compliance, and step-by-step procedures for enforcement and corrective action.

3.2 Unregistered Training Institution (s)

In accordance with the Registration Regulation of 2021, no institution is permitted to operate, admit students, or conduct training without official registration by the NACTVET. Institutions that operate without registration violate regulations and standards governing the provision of TVET in Tanzania. Consequently, any academic award issued by an unregistered institution shall not be recognized by the Council.

In handling cases where a TVET institution operates without official registration from NACTVET, the following procedures shall apply:

i. The Council shall identify unregistered institutions through routine inspections, stakeholder reports, or digital monitoring systems.
ii. A written notice shall be issued to the institution, informing them of the violation and requiring an immediate response within a specified timeframe (14 working days).
iii. A Compliance Team shall conduct a verification visit to confirm the unauthorized operation and collect supporting evidence (e.g., student records, training materials, physical infrastructure).
iv. The team shall prepare a detailed report including:
    a. Nature and scope of the violation;
    b. Evidence collected; and,
    c. Recommendations for regulatory action.

v. Based on the findings, the Council may impose one or more of the following actions as registration of the Technical Institution Regulation 2001 section 22 (2)
   a. Immediate suspension of operations; and
   b. Public notice warning students and stakeholders;
   c. Imposed penalty of as Penalties as prescribed in the Registration Regulation section 22(2)
   d. Arranging refunds or compensation for fees and related costs paid to the unregistered institution.

vi. The Directorate of Quality Assurance shall monitor compliance and ensure that:
   a. The institution does not resume operations until formally registered; and,
   b. All case records shall be archived digitally for traceability and future reference.

3.3 Change of Institution Location

According to the NACTVET Quality Standards (2025) and the Conditions for Registration outlined in the Grant Letters item 5 (j), a TVET institution is registered based on a specific location that has been verified to meet the minimum standards for training. Relocating without formal approval from NACTVET constitutes a breach of registration conditions and violates Council directives. Such actions are subject to regulatory penalties, including possible de-registration. The following procedures shall apply in handling cases of unauthorized relocation by institutions:

i. Issue a written notice of non-compliance with an invoice and control number for payment of prescribed penalties;

ii. The institution pays penalties and facilitation costs, subject to approval by the Director of Institutional Operation;

iii. The Physical Verification Team shall visit the new site to assess its suitability for training in accordance with NACTVET quality standards;
iv. The verification team shall prepare and submit a detailed report outlining findings and recommendations; and
v. The decision of the Council shall be communicated in writing to the institution, stating the outcome and any further actions required.

3.4 Outdated or Unregistered Curricula

In accordance with NACTVET Procedure for Curriculum Development and Review of 2004 and NACTVET accreditation and registration letter condition for registration section, 4(e),all training programmes and curricula must be accredited by NACTVET before implementation. Existing curricula should be reviewed one year before expiry to ensure relevance. Minor revisions require formal notification to the Council. Institutions must not offer Unaccredited or unaccredited programmes, and all accredited programmes must be registered and recognized by the Council.

To address cases where an institution is found to be offering outdated or unregistered curricula, the following procedures shall be applied:

i. The Council shall identify cases through inspections, audits, stakeholder reports, or curriculum validation reviews;
ii. Formal written notice shall be issued to the institution, outlining the specific violation and requesting an immediate explanation and corrective action plan;
iii. The institution must respond in writing within a specified timeframe (14, working days), explaining the reasons for using the outdated or unregistered curriculum and detailing steps taken to rectify the issue;
iv. A Compliance Team shall conduct a verification to confirm the violation and assess the extent of its impact on students and programme;
v. Based on the findings, the Council may impose one or more of the following actions:

a. Direct the institute to suspend admission of new and transfer students for the expired curriculum in particular programme,
b. Requirement to submit the curriculum for review and accreditation; and,
c. Penalties as per applicable regulations; Deregistration of the programme or institution in severe or repeated cases.

vi. The Directorate of Quality Assurance shall monitor the implementation of corrective actions and ensure compliance within the stipulated timeframe; and,
vii. All related documents, including notices, responses, reports, and decisions, shall be archived in the Council's digital system for accountability and future reference.

3.5 Running Cross Boarder Programme

According to the NACTVET Registration and procedures, cross-border programmes are required to be offered only by accredited institutions and must operate within five years of the institution's accreditation status. The procedures further require any institution intending to offer a cross-border programme to submit the prescribed cross-border programme application form to the Council for approval.

The following are procedures for handling an institution offering an unaccredited cross-border programme:

i. The Council may receive a report from stakeholders or whistleblowers regarding the Institution offering an unaccredited cross-border programme;
ii. The enforcement unit shall formulate a team for a visit, the team shall determine the extent of the violation and whether students are being affected;
iii. If found to be in violation, the Council shall issue a directive to suspend or cease the unaccredited cross-border programme immediately;
iv. Imposing administrative sanctions, including Penalties, warning, suspension, or withdrawal of registration as may be suggested by the team and in

accordance to act; and,

v. The Institute shall be required to refund affected students.

3.6 Employment of Unqualified Staff

TVET standard (2025) clearly stipulates the qualification of teaching staff for TVET institution, this including minimum GPA, and level of education should be one high cadre than the one teaching. There are some institutes who employ unqualified staff contrary to TVET standard and other NACTVET procedures.

Procedures for handling an institution with unqualified teaching staffs:

i. Upon receiving of credible information regarding the institution with unqualified staff, the Council shall conduct intensive staff audit;
ii. The team formulated shall provide with a detailed report in prescribed format supported with evidence and recommendation;
iii. If found to be in violation of TVET standard, the Council shall suspend programe until full complied; and,
iv. Affected students shall be transferred to other institute with offering the same programe; and,
v. As may be deemed, the Council may restrict access to NACTVET Digital system to Institute.

3.7 Overstay in the Registration and Accreditation Status

a. Overstaying with Provisional Registration without Upgrading to Full Registration

According to NACTVET Registration regulation 2001, Section 16, (5) and (6) Provisional registration lasts for a period set by the Council, after which the institution must secure full registration within two years or be directed to stop new admissions, while current students complete their studies.

The following are procedures for handling institutions with overstay provisional registration:

i. The Council may receive report through NACTVET Digital system, stakeholders or whistleblowers regarding the Institution overstay in provisional registration;
ii. The Council shall issue reminder letters to respective institutions on matter and require to respond with 14 days;
iii. Failure to respond will automatically lead suspension from use of NACTVET ICT system,
iv. Required to stop admission in the next window, until full complied is reached; and,
v. Any other sanction as per registration and accreditation regulation.

b. Overstaying with full registration without upgrading to Accreditation status

NACTVET registration regulation, section 15 (1) of the 2001, and Regulation 5 of the Accreditation and recognition of department of 2001. Each institution granted full registration must begin the accreditation process within six months and obtain Council accreditation within five years. An institute fail to abide with the regulation above, might be conducting Non-compliance and will be served to Stop students' admission and serve penalty according to regulation.

The following are procedures for handling institution with overstay Full registration

i. The Council may receive report through NACTVET Digital system, stakeholders or whistleblowers regarding the Institution overstay in full registration;
ii. The Council shall write the reminder letter on respective matter and require to respond with 14 days;
iii. Failure to respond will automatically lead to stop admission in the next window, until full complied;
iv. The Council may also impose penalty that will be prescribed by the Council; and,
v. Full Restrict access to Council digital system until full compliance.

c. Overstaying with accreditation candidacy without upgrading to full accreditation

NACTVET registration section 13 (2) and 14 (1) & (2) of the Accreditation and Recognition regulation, 2001, requires that the granted accreditation candidacy status is for a maximum of two years, extendable by a further two years upon application. During this period, the institution is required to work towards meeting the Council's full accreditation standards. An Institution overstaying according to this regulation, therefore commits an offence.

The following are procedures for handling an institution with an overstayed accreditation Candidacy.

i. The Council may receive reports through the NACTVET Digital system, stakeholders, or whistleblowers regarding the Institution's overstay in accreditation candidacy;
ii. Write a reminder letter on the respective matter and require a response within 14 days;
iii. Failure to respond will automatically lead to the stop admission in the next window, until full compliance.
iv. The Council may also impose a penalty that will be prescribed by the Council; and,
v. Restrict access to the Council digital system until full compliance.

d. Overstaying with provisional accreditation without upgrading to full accreditation

According to section 13 (2), and (3) of the Accreditation and recognition, 2001; All institution(s) granted with provisional accreditation must upgrade to full accreditation. Thus, institution(s) fail to meet the requirements within the period specified under sub-regulation (2), the Council may revoke its provisional accreditation or, if satisfied with the reasons, the Council may extend the

provisional accreditation for a period it deems appropriate by the Council:

The following are procedures for handling institution with overstay accreditation Candidacy;

i. The Council may receive report through NACTVET Digital system, stakeholders or whistleblowers regarding the Institution overstay with provisional accreditation;
ii. The Council shall write reminder letter on respective matter and require to respond with 14 days;
iii. The Council might cancel the provisional accreditation granted to the institution upon satisfaction that Cancel the provisional accreditation certificate after being satisfied that there is no reasonable cause for failing to complying attaining full accreditation;
iv. Failure to respond will automatically lead to stop admission in the next window, until full complied;
v. The Council may impose penalty that will be prescribed from time to time; and,
vi. Restrict access to Council digital system until full compliance.

e) Renewal of Accreditation

Regulation 17(3) of the Accreditation and Recognition Regulations, 2001, Full accreditation of Institution expired after five (5) years, Accredited Institution(s) shall be eligible for renewal of its accreditation after every five years. Any institution that fails to abide with the regulation commit an offence and will be reliable for further action as prescribed in regulations and procedure.

The following are procedures for handling institution with overstay accreditation Candidacy;

i. The Council may receive report through NACTVET Digital system, stakeholders or whistleblowers regarding the Institution overstay with provisional accreditation;

ii. Write reminder letter on respective matter and require to respond with 14 days;
iii. Failure to respond will automatically lead to stop admission in the next window, until full complied;
iv. Restrict access to Council digital system until full compliance; and,
v. The Council May Cancellation of registration

3.8 Unregistered Students

In accordance with the NACTVET Admission Guidelines (2020), only verified and qualified students registered in the NACTVET system may be enrolled in TVET institutions. Enrolling or training unregistered students violates admission guidelines, and their qualifications will not be officially recognized. The guidelines prescribe that any student-related challenges must be resolved within one month from the start of the semester and before examinations begin.

To address instances where institutions admit unregistered students, the following procedures shall be followed:

i. Identification of the cases through system audits, institutional inspections, or reports from stakeholders and submission of the identified cases to the Compliance and Enforcement Section for appropriate regulatory action;
ii. Issuance of a formal notice to the institution, outlining the violation and requesting an explanation within a specified timeframe (14 working days);
iii. The institution must submit a written explanation detailing:
    a. The number of unregistered students;
    b. Reasons for non-registration; and,
    c. Immediate corrective actions taken.
iv. A Compliance Team shall verify the claims and assess the scope and impact of the violation, including potential risks to student welfare and data integrity.
v. Based on the findings, the Council may require the institution to do the

following:

a. Penalise the institution as per the Admission Guidelines or relevant regulation;
b. Pay applicable penalties and facilitation costs within the specified timeframe (14 working days);
c. Suspension of the affected students from training or examinations; or and,
d. Suspension of the institution's admission privileges for a specified duration in cases of repeated violations.

v. Upon receiving approval from the Directorate of Admissions, Examinations and Certification (DAEC), institutions must complete the mandatory registration of all eligible students in the NACTVET system within fourteen (14) working days.
vi. If student enrollment exceeds the institution's approved capacity, the institution shall be required to:
    a. The transfer of excess students to other accredited institutions with available capacity;
    b. Submit a detailed written explanation to the Council outlining the cause of over-enrollment; and
    c. Provide a corrective action plan to prevent recurrence of the violation.
    iv. The Directorate of Quality Assurance shall monitor compliance and ensure full resolution within one month from the start of the semester and before examinations commence.
    v. All documentation, including notices, responses, penalties, and resolutions, shall be archived in the Council's digital system for accountability and future reference.

3.9 Unregistered Students from Closed Institutions

NACTVET procedures require that any institution ceasing operations must formally surrender and ensure the transfer of all continuing students to another registered institution offering the same programme. Additionally, the institution must verify that all students are properly enrolled in the NACTVET system and that their examination results are uploaded before closure. However, in some cases, students may remain unregistered after the institution has closed.

Unregistered students from closed institutions may be assisted through a special verification and registration process coordinated by NACTVET, provided certain conditions are met. The following procedures shall apply:

i. Affected students shall submit a formal written request to the Executive Secretary. The request must be accompanied by supporting documents such as:
    a. Admission letter;
    b. Academic transcripts or progress reports;
    c. Payment receipts;
    d. National ID or equivalent; and,
    e. A certificate of oath affirming the authenticity of the submitted documents
ii. The Executive Secretary shall forward the request to the Directorate of Quality Assurance (DQA).
iii. The DQA, through the Enforcement Unit, shall appoint an investigation team to investigate the case:
iv. The investigation team shall:
    a. Conduct a thorough verification of the student's academic history. This may involve reviewing archived records, consulting former staff or administrators, cross-checking with any submitted examination results;
    b. Conduct interviews or oral assessments with the affected students;
    c. Contact the former Principal or Owner of the closed institution for clarification;

d. Request a written explanation from the institution's representative; and
e. Visit the closed institution (if feasible) to retrieve or verify records.

v. Upon completing the investigation, the team shall compile a report with findings and recommendations.
vi. The report shall be submitted to the Directorate of Quality Assurance (DQA) for review.
vii. Based on the report and supporting evidence, on behalf of the Council, the Executive Secretary shall approve or disapprove the request.
   a. If approved, the admission or examination unit shall coordinate with the ICT Unit to register the student and upload verified academic records into the NACTVET system; and,
   b. If disapproved, Council shall notify the student in writing, clearly stating the reasons for the decision.
viii. Students whose requests are denied may appeal the decision to the Council within a specified timeframe; and,
ix. Appeals shall be reviewed by an independent panel within NACTVET.

3.10 Transfer of Students to a Registered Institution from a Closed Institution

i. The closed institution identifies all continuing students requiring transfer.
ii. Affected students shall be notified and guided on the transfer process;
iii. Verification of Student Records shall be done through verification of documentation that should include:
   a. Admission letter;
   b. Academic transcripts or progress reports;
   c. National ID; and
   d. Any available examination records.
iv. The NACTVET shall verify the authenticity of the documents and confirm the student's registration status in the system;

v. The NACTVET shall compile a list of registered institutions offering the same or equivalent programmes; and,
vi. Students may be allowed to indicate preferred institutions, subject to availability and capacity.
vii. The NACTVET shall coordinate with the receiving institution to:
    a. Confirm programme equivalency;
    b. Determine the appropriate entry point (semester/year); and,
    c. Ensure space and resource availability.
viii. A formal transfer letter will be issued to the receiving institution and copied to the student.
ix. The receiving institution shall register the student and update their academic profile.
x. The NACTVET shall ensure the student's records (including examination results) are uploaded and linked to the new institution:
    a. Students who completed coursework but were not registered may be granted permission to sit for examinations under the new institution; and
    b. Certification will be issued based on verified academic records and successful completion of required assessments.
xi. The receiving institution provides orientation to transferred students to support academic and social integration;
xii. Academic advisors shall be assigned to help students align with the new institution's curriculum and policies; and,
xiii. NACTVET shall monitor the integration of transferred students through periodic reports from the receiving institutions.

3.11 Admission Capacity Procedures

In accordance with the TVET Standards (2025), the admission capacity of a Technical and Vocational Education and Training (TVET) institution is determined by the availability of suitable infrastructure, the qualifications of its staff, and the

adequacy of training resources—all of which must be verified and approved by NACTVET. This capacity is typically established during the institution's initial registration and may be reassessed when the institution undertakes expansion or upgrades to its teaching and learning facilities. Despite these regulations, some TVET institutions fail to adhere to the approved admission capacity as stipulated by the TVET Standards (2025). Such practices lead to overcrowded learning environments, strain on resources, and decline in the overall quality of training, thereby violating regulatory requirements and compromising institutional credibility. In cases where such non-compliance occurs, the Council shall undertake the following actions:

i. The Council shall receive formal complaints or whistleblower reports from stakeholders (students, staff, publics).
ii. The DAEC shall conduct routine audits or reviews to identify institutions exceeding approved admission capacity.
iii. The DQA shall verify the institution's approved capacity against current enrollment records.
iv. Upon satisfaction that there is a breach of approved admission capacities, the Council shall send a formal written notice to the institution outlining the specific breach.
v. The institution shall be required to submit a written explanation and proposed remedial measures.
vi. Verification Team shall be constituted to conduct a detailed on-site audit to assess the extent of overcrowding and its impact on training quality.
vii. The Team shall compile a comprehensive report outlining the scope and severity of the non-compliance issue. The report shall include:
    a. Evidence-based findings
    b. Recommendation on corrective actions; and,
    c. Additional measures aimed at mitigating the impact and preventing recurrence.

iv. If non-compliance persists, regulatory sanctions may apply, such as:
    a. Suspension of new admissions;
    b. Withdrawal of program accreditation;
    c. Impose penalties; and
    d. Public disclosure of non-compliance status.
v. The DQA shall:
    a. Maintain detailed records of all communications, findings, and actions taken; and
    b. Use data to inform future admission capacity reviews.

3.12 Ineligible Students

According to the NACTVET Admission Guidelines (2020), all students seeking admission to Technical and Vocational Education and Training (TVET) institutions must satisfy the minimum entry qualifications outlined in the relevant curriculum documents. Upon admission, each student is required to undergo a verification process and be registered in the NACTVET admission system. In some TVET institutions, it happens that students are admitted without meeting the minimum entry requirements as stipulated in the Curriculum. The following procedure shall be taken when cases of non-compliance are identified;

i. Regular admission audits shall be conducted after the closure of the student's registration window;
ii. Audit reports with cases of non-compliance in the admission process shall be reviewed by the DAEC; (Whistleblowers (staff or students) may submit reports with supporting evidence);
iii. Identified Cases of non-compliance shall be submitted to the DQA for further analyses.
iv. The DQA shall initiate a formal investigation upon receiving a report.
v. The institution/s shall be directed to provide relevant admission records, including entry qualifications and verification documents.

vi. A verification team shall be appointed to assess the authenticity of the submitted data.
vii. Institutions found to have admitted unqualified or unverified students will receive a formal notice outlining the violations and relevant penalities:
viii. The institution shall reliable for penalties, depending on the number of identified cases;
ix. Affected students will be notified and may be required to submit additional documentation or undergo re-verification;
x. Upon satisfaction, the Council may direct the institutions to:
    a. To immediately stop for next admissions window;
    b. Be penalized
    c. To suspend unqualified students and institute will be required to compensate affected students; and,
xi. Where noncompliance persists, the Council may resolve to:
    a. Penalize the institution;
    b. Suspend of admission of new students; and,
    c. Revoke of programme/ institutional accreditation.
xii. The DQA, through Compliance and Enforcement Section will monitor the implementation of corrective actions.
    a. Follow-up audits will be conducted to ensure sustained compliance; and
    b. Institutions must submit periodic compliance reports.

3.13 Student Transfers

In accordance with the NACTVET Admission Guidelines (2020), transfer from one institution to another is a fundamental right of every student (s), provided that the process adheres to prescribed procedures available. However, some institution fails to complete student transfers, thereby violating NACTVET admission procedures and infringing on students' rights. Such practices chaos and disturbance to students. Where a student transfer is denied without valid

justification, the following steps shall be taken:

i. The affected student shall submit a formal written complaint to NACTVET, supported by relevant documentation;
ii. The matter shall be referred to the Compliance and Enforcement Unit for review and verification of eligibility;
iii. If the student meets all transfer conditions, the DAEC shall approve the transfer;
iv. (iv) Institutions found to have unjustifiably restricted transfers shall have their access to process or receive transfers suspended until full compliance is restored;
v. The institution must submit:
    a. A detailed written explanation of the violation;
    b. A formal plan outlining measures to prevent recurrence.
vi. NACTVET shall conduct regular audits and compliance checks.

3.14 Sending Malicious messages to prospective students.

In accordance with the NACTVET Admission Guidelines (2020), the procedures for applicant selection and admission are clearly stipulated. The guideline stipulates that; selected applicants shall be notified on their status upon completion of verification process by NACTVET. However, Some Institute send notification message on selection prior NACTVET approval process. This contravene with NACTVET admission guideline as well as bring distance to parents and applicants;

i. To address this non-compliance, the following procedures shall apply:
ii. The affected student shall submit a formal written complaint to NACTVET, supported by relevant evidence; OR any whistle blow information will be taken into consideration.
iii. The matter shall be referred to the Compliance and Enforcement Unit for investigation;

iv. The institute will be requiring submission of detailed written explanations and plan for non-re-occurrence
v. Upon confirmation, the institute shall be suspended from admission until full compliance is achieved.
vi. The Council shall also impose penalty
vii. Institute shall be required to provide a detailed explanation on the matter.

3.15 Updating Academic Records

All TVET institutions are mandated to maintain accurate and up-to-date academic records for every student to promote transparency, accountability, and effective academic management. These records must include the student's NTA level, academic year and semester details, and student's enrollment status such as confirmed, graduated, discontinued, or absconded.

Failure to update these records represents a serious breach of institutional responsibility and a violation of NACTVET regulations and denies students right such as certification processes and active government information.

Such Non-compliance identified through routine audits, student complaints, or discrepancies in the NACTVET database shall be handled as follows;

i. Cases shall be reported to the DAEC and upon review the matter shall be forwarded to the DQA for follow-up;
ii. The Compliance and Enforcement Section shall assess the reported cases against established guidelines;
iii. A designated verification team shall examine the submitted documentation to confirm the validity of the reported non-compliance;
iv. Institutions found to have irregularities will be formally notified in writing and required to provide clarification;
v. The institution must respond within 14 working days, submitting a written explanation along with relevant supporting documentation;
vi. The institute shall be penalized for non –compliance ;

vii. To ensure sustained compliance, the DQA shall implement the following monitoring measures:

a. Conduct periodic follow-up audits to verify that corrective actions have been implemented;
b. Maintain a compliance repository to track institutional performance and flag recurring issues;

3.16 Admission Credentials

Institutions are required to provide timely and accurate admission credentials to applicants to enable access to the Central Admission System (CAS). Failure to do so prevents students from registering, transferring, or completing other admission-related activities, constituting a breach of NACTVET admission procedures and guidelines. To address this non-compliance, the following procedures shall apply;

i. Applicants shall submit formal evidence of non-compliance to NACTVET;
ii. Institutions found non-compliant shall be suspended from participating in the next admission window;
iii. NACTVET admission in collaboration with ICT unit shall assist affected applicants under the supervision of DQA;
iv. The institution's access to CAS shall be suspended until compliance is restored; and,
v. The institute will be requiring submission of detailed written explanations and plan for non-re-occurrence.

3.17 Examination Matters

Under NACTVET Examination Regulations 2001, all examination results from TVET institutions must be formally approved by the institution's Governing or Advisory Board prior to submission. Only results those are verified, authentic, and board-approved may be submitted to NACTVET for validation and recognition of awards.

Institutions are required to upload these approved results within the timelines prescribed by the Council. Failure to do so whether by neglecting to upload results or by omitting required verification documents constitutes a breach of examination regulations and may result in regulatory action, including sanctions or withholding of student certifications.

Non-compliance with NACTVET examination regulations occurs when institutions fail to meet key requirements for managing and submitting examination results. Specific violations include submitting results without formal board approval, missing submission deadlines, providing incomplete or unverifiable documentation, uploading falsified or manipulated data, and failing to respond to verification requests. Additional breaches involve unauthorized personnel handling results, submitting data for unregistered students, and discrepancies between internal records and NACTVET's system.

To address such irregularities, the following procedures shall be followed:

i. The Council may consider requests to upload or rectify examination results only if the issue occurred within the past academic year.
ii. If a request is submitted after one year, penalties shall be applied on a per-year basis. For cases deemed significantly overdue, the penalty amount shall be increased accordingly.
iii. All related cases shall be referred to the Compliance and Enforcement Section for investigation and appropriate regulatory action;
iv. Institutions must submit a detailed written explanation for each identified non-compliance;
v. Institutions shall be required to pay applicable penalties and facilitation costs, subject to approval by the Directorate of Quality Assurance (DQA);
vi. The Directorate of Admissions, Examinations and Certification (DAEC) shall:
    a. Verify the authenticity of the results and grant temporary access for uploading verified records.

a. Authorize deletion of invalid or incorrect results upon verification.

vii. Requests involving Award Verification Numbers (AVN) or records linked to other government agencies shall be advised by ICT Unit to follow review by DAEC; and,

viii. All result rectifications must be completed within one year from the date of official upload or graduation.

a. Issue of un approved Academic Certificate

According to the NACTVET Act, Cap. 129 R.E 2023, the Council is mandated to administer examinations and issue academic certificates to all TVET institutions in Tanzania. All certificates issued to graduates must be approved by the Council. Therefore, any training institution that issues academic certificates without the Council's approval contravenes the Act, and the issuance of unapproved certificates constitutes an offence under the NACTVET Act. In cases where unapproved certificates have been issued, the following procedure shall be followed:

Upon scrutiny and verification of information, the matters shall be referred to the Compliance and Enforcement Unit for investigation and regulatory action.

i. Demand the institutions pay applicable penalties and Team's facilitation costs, subject to approval by the Directorate of Quality Assurance (DQA);
ii. The Council shall form audit team to visit the college and write the report (with observations and recommendations) to the Executive Secretary;
iii. The Council shall provide feedback to the College about the audit;
iv. The Directorate of Admissions, Examinations and Certification (DAEC) shall demand the college to submit a Certificate and Transcript sample for approval;
v. DAEC shall form a team to assess details, quality, and evaluate certificate samples and provide recommendations for approval or rectification; and,
vi. Notifying the college of the status of its submission and enforcing the use of the approved sample in the next graduation.

b. Malpractices and Forgery of Examination Results

Examination management and administration uphold professionalism and a high level of integrity. Where the Institution conducts illegal, favoritism, or unfair treatment by uploading incorrect or forged results, it may compromise the integrity, lead to invalid certification, result in a regulatory breach, and damage the Institution's reputation. Where malpractice and forgery have been verified, the following procedures shall be adhered to address;

i. The matters shall be referred to the Compliance and Enforcement Unit for investigation and regulatory action.
ii. The Council shall provide ToRs and form an investigation team to examine the matter and write the report (with observations and recommendations) to the Executive Secretary;
iii. The Council shall provide feedback to the College about the investigation and actions to be taken (legal and or disciplinary); and
iv. The Directorate of Admissions, Examinations and Certification (DAEC) shall demand the college to submit a report on the implementation of the Council's directives.
v. Based on the investigation report, the Council may impose penalty and other cost as may be deemed necessary by the Council.

c. Late or Non-Submission of Examination Data

According to the Council's Directives and the Examination Regulations of 2004, institutions are required to submit examination results to the NACTVET system within the timelines prescribed by the Council. Failure to upload examination results constitutes a breach of the examination regulations and may lead to regulatory actions, including sanctions or the withholding of student certifications.

To address such irregularities, the following procedures shall be followed:

i. Upon scrutiny and verification of information, the matters shall be referred to the Compliance and Enforcement Unit for investigation and regulatory action;

ii. Upon identification, the Council shall restrict all other access to the NACTVET system;
iii. Pay applicable penalties and the team's facilitation costs, subject to approval by the Directorate of Quality Assurance (DQA). The Council shall form an audit team to visit college, write the report, and submit it to the Council; and,
iv. Based on the findings from the report, the Directorate of Admissions, Examinations, and Certification (DAEC) shall assess the recommendation and grant temporary access for uploading and printing results for verification; and,

3.18 Payment of Quality Assurance Fee

Standard 1: 1.2.13 of TVET Standard, state, TVET institution shall pay an annual quality assurance fee (as set by the Council) per trainee enrolled at the institution, additional registration and accreditation regulation 2001, direct Institution to collect Quality Assurance Fees on behalf of the Council. The fee should be collected for all registered students from NTA Level 4 to NTA Level 10. The collected fee is required to be submitted to the Council within one semester from the commencement of the academic year. Failure to submit QAF on the prescribed time, contravene NACTVET procedures and hinder NACTVET to implement its role as regulator. To address this non-compliance, the following procedures shall apply:

i. Accountant office will submit a list of TVET that have not remitted Quality Assurance Fee (QAF) for respective year to DQA
ii. TVET institution(s) found not remitted shall be reminded through letter;
iii. iii) Where necessary, DQA/CA shall formulate a team for collection and verification of number of students admitted;
iv. The TIs not remitted QAF shall be suspended from accessing the NACTVET system until full compliance;

v. The institute shall submit a detailed written explanation and plans for non-re-occurrence.

3.19 Use of ICT NACTEVT Systems

The National Council for Technical and Vocational Education and Training (NACTVET) has established ICT systems to support the regulation and management of training activities in TVET institutions. These systems are integrated with institutional databases to facilitate the management of admissions, examinations, and other regulatory records. Institutions that lack the capacity to develop and operate their own systems are required to use the NACTVET ICT systems through designated institutional panels.

The use of NACTVET ICT systems shall comply with applicable Government ICT policies, guidelines, and regulations. Any violation of these policies may compromise the operations and integrity of the Council and shall therefore be addressed in accordance with established procedures.

The following procedures shall apply in handling ICT non-compliance cases:

i. Upon receipt of credible evidence of a breach of ICT usage policies, the Council shall restrict the institution's access to all NACTVET ICT systems;
ii. The Council, through the ICT Unit and in collaboration with the Directorate of Quality Assurance (DQA), shall constitute an investigation team to conduct an on-site assessment of the institution; and
iii. Where non-compliance is confirmed, the institution shall be subjected to appropriate penalties, which, depending on the nature and severity of the breach, may include a recommendation to suspend admissions or closure of the institution.

Appendix: Summary of Institutional Compliance Issues

S/N	Issue	Circumstances	Procedures	Responsible Units	Actions
1	Change of Institution Location Without Approval	Registered institutions change their location without following prescribed procedures.	(i) The institution pays prescribed penalties and verification costs and	DQA / DIO	Approve or decline new location based on verification findings.
2	Unregistered Institutions	Individuals operate training institutions without NACTVET registration or approval.	(i) Enforcement visits by the Compliance Team. (ii) Immediate suspension of operations.	DIO / DQA	Close institutions and initiate legal action.
3	Unaccredited Curricula	The institution conducts training using Unaccredited or unaccredited programmes.	(i)The institution pays penalties and verification costs. (ii) Verification of curriculum and training content.	DQA / DIO	Suspend Unaccredited training; transfer students; recover costs from institution.
4	Ineligible applicants/ candidates	Students trained without registration in the NACTVET system.	(i) Refer to the Compliance Unit. (ii) The institution pays penalties, facilitation, and verification fees. (iii) DAEC facilitates registration within 90 days. (iv) Transfer excess students where capacity is exceeded.	DQA / DAEC / ICT	Verify student data, register eligible students, and manage transfers.

S/N	Issue	Circumstances	Procedures	Responsible Units	Actions
5	Delay in Uploading Examination Results	Examination results not uploaded or submitted for verification within timelines.	(i) Submit a case to the Compliance Unit. (ii) The institution pays penalties and facilitation costs. (iii) DAEC grants temporary access after verification.	DQA / DAEC / ICT	Approve upload of verified results.
6	Uploading Erroneous Examination Results	Incorrect or inconsistent results uploaded after internal verification.	(i) Submit to DAEC for review and correction approval. (ii) The institution pays penalties and facilitation costs.	DAEC / ICT	Delete erroneous results; issue formal warning to responsible staff.
7	Training Students Outside Approved Programmes	Students trained in programmes for which they are not officially enrolled.	(i) Refer to the Compliance Unit. (ii) Institution pays penalties and facilitation costs. (iii) Verification of student enrolment.	DQA / DAEC / HICTU	Align enrolments with approved programmes; transfer or remove excess students.
8	Student Transfers	The institution refuses to facilitate legitimate student transfers.	(i) Student submits complaint to NACTVET. (ii) Compliance Unit investigates. (iii) DAEC approves transfer if justified.	DAEC / DQA / ICT	Approve transfer; revoke or suspend transfer privileges for non-compliant institutions.

S/N	Issue	Circumstances	Procedures	Responsible Units	Actions
9	Sending Malicious or Misleading Messages to Prospective Students	Sending information on selection status prior NACTVET verification approval	(i) Student submits complaint to NACTVET. (ii) Compliance Unit investigates.	DQA/DAEC	Suspend from admission to respective academic year
10	Payment of QAF	The institution fails to remit QAF within four months after academic year commencement.	(i) Required to submit written explanation for delay of payment of QAF to NACTV ET (ii) Pays outstanding QAF plus penalty.	DQA/CA/ICT	Suspend access to NACTVET service until fully paid.
11	Unaccredited Cross Boarder	Operating with an Unaccredited Cross Boarder Programme.	i) Submit to DIO ii) Review supporting evidence iii) Formulate a team for verification	DIO/DQA	Suspend cross border and transfer students
12	Use of Expired /Outdated Curriculum	Institution continues to use expired, withdrawn, or un-reviewed curricula contrary to Regulation procedure for Curriculum Development, 2004.	i) Compliance inspection conducted. (ii) The Institution pays penalties and verification costs. (iii) Submit evidence of updated curricula.	DQA/DIO/ Legal Unit	i) Suspend programme delivery until Valid Curriculum Obtained (ii) issue compliance order

S/N	Issue	Circumstances	Procedures	Responsible Units	Actions
13	Employment of Unqualified Staff	Trainers employed without meeting the minimum qualifications required under Tanzania TVET Standard, 2025	i) Conduct staff verification. (ii) Institution pays penalties. (iii) Replace unqualified trainers within 60 days.	DQA	Suspend programme delivery until qualified trainers are employed.
14	Failure to Respond to NACTVET Official Correspondence	The institution fails to respond to NACTVET directives within specified time-frames.	i) Issue reminder and warning letter. ii) Escalate to enforcement	DQA/DIO/ Legal Unit	Apply administrative sanctions and restrict access to institutional services.
15	Overstay in the registration/accreditation status	The institutions stay with provisional registration/ accreditation beyond period set by the Council, without full registration/ accreditation	i)Write reminder letter on respective matter and require to respond with 14 days ii)Failure to respond will automatically lead to stop admission iii)Pay penalty that will be prescribed by the Council iv)Restrict access to Council digital system until full compliance	DQA/DIO	Suspend access to NACTVET services until upgrading of registration/ accreditation status

S/N	Issue	Circumstances	Procedures	Responsible Units	Actions
16	Changing Institution Name	The Institution may change institution's name without formal approval from NACTVET	i) Issue a written notice of non-compliance with an invoice and control number for payment of prescribed penalties.	DQA/DIO	Impose penalties and suspend students' admission until name change is approved by NACTVET
17	Failure to update institutional guidebook	The Institutions may fail to update guidebook; this represents a serious breach of institutional responsibility and a violation of NACTVET regulations.	i) The Institutions will be formally notified in writing and required to provide clarification ii) Issue a written notice detailing applicable penalties and associated costs.	DQA/DIO/ DAEC	Submission of required updates and clarifications reports/ Costs
18	Update students' academic record	Institutions may fail to update students' academic records as it expected to align with the Council Almanac issued annually.	i)Write reminder letter on respective matter and require to respond with 14 days ii)Pay penalty that will be prescribed by the Council iii)The team shall be formed for to verify the issue of students' records	DAEC	Grand access to update academic record up on necessary procedures completion
19	Use of ICT	Improper NACTVET system	i) Immediate restrict access to NACTVET Digital system ii) The team shall be formed for to verify the case reported	HICTU	Immediate restrict access to digital system,

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