



STANDARD OPERATING PROCEDURE MANUAL FOR THE OPERATIONS OF TVET INSTITUTIONS ON THE NBTE DIGITAL PLATFORM.

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Introduction

This Standard Operating Procedure (SOP) manual provides a comprehensive guide for both prospective and existing TVET institutions on how to utilise the NBTE Digital Platform for registration, programme mounting, resource inspection, accreditation and re-accreditation. The aim is to simplify the process and ensure a smooth and efficient experience for all stakeholders.

1. Purpose

The NBTE Digital Platform is designed to streamline communication and processes between TVET institutions and the National Board for Technical Education (NBTE). This SOP manual serves as a reference guide for:

- **Prospective TVET institutions** seeking registration and mounting of new programmes with the NBTE.
- **Existing TVET institutions** seeking to mount new programmes, undergo resource inspection, and pursue accreditation or re-accreditation for existing programmes.

2. Scope

This SOP covers the following procedures:

- **Proposed TVET Institutions:**
 - Application Submission
 - First Login
 - Document Submission
 - Request for Takeoff Programme(s)
 - Self Study Questionnaire (SSQ) Completion
 - Payment
 - Site Visit

- Approval
- **Existing TVET Institutions:**
 - Login Credentials
 - First Login
 - Request for New Programme(s)
 - Carrying Capacity Increase Request
 - Accreditation (including re-accreditation)
 - Self Study Questionnaire (SSQ) Completion
 - Payment
 - Site Visit
 - Accreditation Status

3. Procedures

3.1. Proposed TVET Institutions

3.1.1. Application Submission

1. **Navigate to the application portal:** Access the NBTE Digital Platform at <https://web.nbte.gov.ng/node/3>.
2. **Review the guidelines:** Carefully read the guidelines for submitting an application, which are available on the portal.
3. **Complete the application form:** Use the application form available at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETApplication>.
4. **Submit the application:** Submit your completed application form.

3.1.2. First Login

1. **Awaiting Approval:** Your application will be reviewed by NBTE staff. You will be informed of the outcome via the email address provided in your application.
2. **Login Credentials:** If your application is approved, you will receive your unique login credentials (username and password).
3. **First Login:** Use your credentials to access the NBTE Digital Platform at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETLogin>.
4. **Updating Information:** Upon your first login, you will be prompted to update your institution's management information, TVET information, and change your password.

3.1.3. Submission of Application Documents

1. **Required Documents:** After updating your initial information, you will need to upload the following documents:
 - **Certificate of Incorporation (CAC):** Certificate of Incorporation issued by the Corporate Affairs Commission (CAC).
 - **Certificate of Occupancy (C of O):** A valid C of O for the proposed institution or approved land title documents (10 hectares for polytechnics, 5 hectares for monotechnics).
 - **Bank Guarantee:** A bank guarantee for the sum of N100 million for polytechnics and N25 million for monotechnics.
 - **Master Plan:** A comprehensive master plan for the institution, outlining land use and infrastructure development.
 - **Academic Plan:** A detailed academic plan outlining programmes, curriculum, staff, and teaching and learning strategies.
 - **Needs Survey:** A needs assessment outlining the demand for TVET training in the proposed area of operation.
2. **Document Upload:** Navigate to the document upload section at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETApplication/TACApplicationForm>.
3. Tutorial Link:
<https://tutorial.digitalnbte.com/TVET/NewTVET/NewTVETFirstLogin.webm>

3.1.4. Request for Takeoff Programme(s)

1. **Document Verification:** Once your application documents have been verified, you can initiate a request to begin offering the approved programmes.
2. **Programme Request:** Navigate to the programme request section at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETNewProgramme/TNPCInitiateRequest>.
3. **Video Tutorial Links:**
 1. <https://tutorial.digitalnbte.com/TVET/NewTVET/NewTVETNewProgrammeRequest.webm>
 2. <https://tutorial.digitalnbte.com/TVET/NewTVET/NewTVETNewProgrammeRequest2.webm>

3.1.5. Fill Self Study Questionnaire (SSQ)

1. **Programme Approval:** Once your programme request is approved, you will be required to complete a Self Study Questionnaire (SSQ) for each programme.

2. **SSQ Completion:** Access the SSQ form at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETQualityAssurance/TQACFillSSQ>.

3. Video Tutorial Links:

<https://tutorial.digitalnbte.com/TVET/NewTVET/NewTVETFillSSQ.webm>

<https://tutorial.digitalnbte.com/TVET/NewTVET/NewTVETFillSSQ2.webm>

3.1.6. Payment

1. **SSQ Submission:** After completing and submitting the SSQs, a fee will be generated for processing.
2. **Payment Confirmation:** Confirm the payment of the generated fees through the online payment platform at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETPayment/TPCPayment>.

3. Tutorial Link:

<https://tutorial.digitalnbte.com/TVET/NewTVET/Payment.webm>

3.1.7. Visit

1. **Verification Visit:** Once payment is confirmed, NBTE staff and representatives from a professional body will visit your institution for verification.
2. **Visit Scheduling:** You will be informed about the visit date and time.

3. Video Tutorial Link:

<https://tutorial.digitalnbte.com/TVET/NewTVET/Visit.webm>

3.1.8. Approval

1. **Visit Outcome:** Following the visit, you will receive communication regarding the outcome of the verification.
2. **Accreditation Status:** Your accredited programmes will be updated on the NBTE Digital Platform, and you can view the accreditation status of your programmes at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETQualityAssurance/TQACAccreditationStatus>.

3. Video Tutorial Link:

<https://tutorial.digitalnbte.com/TVET/NewTVET/NewTVETApproval.webm>

3.2. Existing TVET Institutions

3.2.1. Login Credentials

1. **Request for Credentials:** To obtain login credentials, write a request using your institution's letterhead and send it to either es@nbte.gov.ng or digitalnbte@nbte.gov.ng.

3.2.2. First Login

1. **Credential Confirmation:** Once you receive your login credentials, access the NBTE Digital Platform at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETLogin>.
2. **Information Update:** Update your TVET information, student enrollment data, password, and management information.

3. **Video Tutorial Link:**

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/ExistingTVETFirstLogin.webm>

3.2.3. Request for New Programme(s)

1. **New Programme Request:** Navigate to the new programme request section at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETNewProgramme/TNPCInitiateRequest> to submit a request for a new programme.

2. **Video Tutorial Links:**

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/ExistingTVETRequestNewProgramme.webm>

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/ExistingTVETRequestNewProgramme2.webm>

3. **Note:** You cannot initiate new request after you have submitted any SSQ to NBTE until after the verification visit for such request.

3.2.4. Carrying Capacity Increase Request

1. **Capacity Increase Request:** To increase your institution's carrying capacity, submit a request through the online portal at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETCarryingCapacity/TCCCInitiateRequest>.

2. **Video Tutorial Link:**

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/ExistingTVETIncreaseCarryingCapacity.webm>

3. **Note:** You cannot initiate new request after you have submitted any SSQ to NBTE until after the verification visit for such request.

3.2.5. Accreditation (including re-accreditation)

1. **Accreditation Request:** To re-accredit an expired or soon-to-expire programme, write to the NBTE outlining your request.

2. **NBTE Initiative:** Alternatively, the NBTE may initiate and process an accreditation request even without a written request from the institution.

3. Video Tutorial Links:

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/ExistingTVETAccreditation.webm>

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/ExistingTVETAccreditation2.webm>

3.2.6. Fill Self Study Questionnaire (SSQ)

1. **SSQ Requirement:** If you have submitted a request for new programmes, a capacity increase, or for re-accreditation, you will be required to complete a Self Study Questionnaire (SSQ) after your request is processed.

2. **SSQ Completion:** Complete the SSQ for each programme at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETQualityAssurance/TQACFillSSQ>.

3. Video Tutorial Links:

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/ExistingTVETAccreditation.webm>

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/ExistingTVETAccreditation2.webm>

4. **Note:** You must submit all SSQ(s) together to NBTE.

3.2.7. Payment

1. **SSQ Submission:** Once you have submitted all your SSQs, a processing fee will be generated.

2. **Payment Confirmation:** Confirm the payment of the fees at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETPayment/TPCPayment>.

3. Video Tutorial Link:

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/Payment.webm>

3.2.8. Visit

1. **Verification Visit:** NBTE staff and a representative from a professional body will visit your institution for verification after payment confirmation.

2. Video Tutorial Link:

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/Visit.webm>

3.2.9. Accreditation Status

1. **Accreditation Status:** You can view the accreditation status of your programmes on the NBTE Digital Platform at <https://www.digitalnbte.nbte.gov.ng/TVET/TVETQualityAssurance/TQACAccreditationStatus>.

2. **Video Tutorial Link:**

<https://tutorial.digitalnbte.com/TVET/ExistingTVET/ExistingTVETFirstAccreditationStatus.webm>

4. Compliance

Adherence to this SOP is crucial for ensuring a standardised and efficient use of the NBTE Digital Platform.

5. Review and Update

This SOP will be regularly reviewed and updated to reflect any changes in procedures, policies, or regulations. The latest version of the SOP will always be available at <https://www.digitalnbte.nbte.gov.ng/Public/PUCDownloads>.

6. Conclusion

This SOP manual provides a comprehensive and user-friendly guide for TVET institutions to navigate the NBTE Digital Platform effectively. It clarifies roles and responsibilities, streamlines processes, and promotes a smooth and standardised approach for all stakeholders.



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