



དཔལ་ལྷན་འབྲུག་གཞུང་།
Royal Government of Bhutan
བཟོ་རིག་དང་འཕུལ་རིག་ཤེས་ཡོན་སྤུས་ཚད་ཚོགས་ལྷན་།

TVET Quality Council

འབྲུག་ཤེས་ཚད་དང་ཕྱད་རིག་འོས་དབང་འཛིན་།

Bhutan Qualifications and Professionals
Certification Authority



"Get Your Skills Certified!"

REGISTRATION OF TRAINING PROVIDER

This certificate of Registration
is awarded to

Institute for Engineering Training, Thimphu

"Grade C"

Valid from 4th-Nov-2023 to 4th-Nov-2024

DIRECTOR



Issued on : 4th-Nov-2023

Registration No : 2023110144

General Code of Conduct and Practice for Registered Training Providers

The purpose of this code of conduct is to regulate the training providers to ensure effective implementation of quality assurance system. Training providers are mandated to adhere to the following code of conduct and practice and ensure that they meet the quality standards required of them. The TVET Quality Council, BQPCA shall regulate the enforcement of this Code of Conduct.

1. Training providers shall adopt quality management system, maintain professional standards in the delivery of training services in accordance with the standards set by the TVET Quality Council.
2. Training providers shall maintain effective learning environment that is conducive to learning and training.
3. Training providers shall ensure that trainers are registered with the TVET Quality Council, have relevant work experience and qualification at least one level higher than the course being delivered.
4. Training providers shall ensure that facilities such as classroom, workshop/lab, tools and equipment are adequate for training including proper curriculum for the courses being delivered.
5. Training providers shall market its training services, with integrity and accuracy, avoiding vague and ambiguous statements/clauses.
6. Training providers shall provide accurate and reliable information on fee, courses, employment opportunities, certification process to any organizations, trainees, parents and employers.
7. Training providers shall provide equal opportunity to all youth and does not discriminate regardless of race, cultural background, gender and disability.
8. Training providers shall provide protection for health, safety and welfare of trainees, and shall include adequate and appropriate support services in terms of training and personal counseling.
9. Training providers shall ensure that trainees have access to a fair and equitable process for dealing with grievance and provide an avenue to appeal against decisions.
10. Every effort shall be made by the training providers to resolve issues and trainee's grievance.
11. Training providers shall maintain proper records of training, trainees, tools and equipment, assessment, certification and maintain proper office filing system.
12. Training providers shall take responsibility for promoting and maintaining the highest quality of training.
13. Training providers must renew their Institute registration certificate within the specified period.
14. Training providers shall communicate officially on any relevant changes undertaken within thirty (30) days to the TVET Quality Council for update of changes undertaken.
15. Training providers shall demonstrate honesty and integrity and uphold public trust and confidence.
16. Training providers who fail to comply with the quality assurance systems or commits any act of gross misconduct as determined by the TVET Quality Council shall be suspended/deregistered.



Chief Program Officer
TVET Quality Council