



STANDARDS FOR LICENSING OF TRAINERS WITH FORMAL QUALIFICATIONS

1. Cover letter duly signed by the applicant formally expressing interest to be a licensed trainer.
 2. Two letters of reference on official letter head from current/previous employer/head of learning institution, professors or lecturers
 3. Recent and valid Certificate of Character issued by The Gambia Police Force within three months at the time of receipt of the application.
 4. Recent and valid Health Clearance Certificate issued by a recognised health facility in The Gambia stating that the applicant is medically fit to serve as a trainer within three months at the time of receipt of the application.
 5. Professional Competency
 - Professional teaching qualification(s)
 - Written personal statement
 - Use of Information Communication Technology skills to deliver training
 - Curriculum vitae
 - Valid licence(s) issued by a professional body/bodies for trainers interested to be licensed to offer training in professional related programmes such as nursing, medicine, etc.
 - Detailed curriculum(s) or course outline for area(s) applied for accreditation.
 6. Minimum required qualification and experience (Minimum qualification of at least Higher National Diploma/Higher Diploma -GNQF Level 6 or equivalent in the relevant area obtained from an accredited/recognised institution)
 - Certificate(s)/Attestation(s)
 - Official transcript(s)
 - Three years post qualification experience as a practitioner in the trade area
 - Appointment letter(s) from previous employer(s)
- Note that certificates, attestations, transcripts and employment letters that are not in English Language must be translated into English Language and authenticated by relevant agency or office.
7. Knowledge and skills in teaching
 - Sample Scheme of work
 - Sample Lesson plan
 - Micro teaching and/or test results
 8. Receipt/s showing payment of the required fees

- 9.** Two passport size photos (name of the applicant to be written on the back of the photos)
- 10.** Copy of Gambian National Identity Card/Passport or valid Alien Identification Card and work permit for non-Gambians
- 11.** Written personal statement
- 12.** Tax Identification Number (TIN) Certificate
- 13.** Application form for registration duly signed and dated by all parties in the relevant sections of the form
- 14.** Application form for accreditation duly signed and dated by all parties in the relevant sections of the form