

A GUIDE TO REGISTER AND APPLY FOR TVET COURSES USING TVET-MIS



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OPTION A. <u>REGISTER AS A TRAINEE FROM BLMIS PAGE USING</u> <u>"REGISTER" TAB</u>

Step 1. Visit <u>https://blmis.gov.bt</u>



Step 2. Click on the <u>Register</u> tab

	Enter	your application no. to track its stat	us Tr	ack	
		SER	/ICES		
2009 For the second		¥		Sec.	
Job Seekers & Trainees Registration, and apply for vacancies	Employers Register as an employer, post vacancies, and recruit employees	Labour Administration Worksite inspection and internal service	TVET Training providers registration, and enrollment into training.	Foreign Workers Management Recruitment of foreign workers.	Entrepreneurshi Selection and training.

Step 3. Click on the **For Jobseeker/Trainee** tab



Step 4. Select the Registration Type "Trainee" - Enter the details and Click "Submit"

	Jobseeker/Trai	nee Registration
Personal Details		
Citizen ID No.*		Name*
Email ID*]	Mobile No.*
]	
select	~	select
Are you registe		

Once registered, "SMS and email notification" will be sent to the 'Phone Number' and 'Email Address' you entered in the registration page.

OPTION B. REGISTER AS A TRAINEE FROM BLMIS PAGE USING "LOGIN" TAB



Step 2. Click on the Login tab

BHUTAN LABOUR MAR	IKET EM 🏠	Vacancies & Trainings Career	Information Tutorials FAQs	Feedback/Complaint	Login Degister
	Entery	rour application no. to track its stat	us Tr /ICES	ack	
Job Seekers & Trainees Registration, and apply for vacancies and training.	Employers Register as an employer, post vacancies, and recruit employees.	Labour Administration Worksite inspection and internal service rule.	TVET Training providers registration, and ergistration, and training.	Foreign Workers Management Recruitment of foreign workers.	Entrepreneurship Selection and training.

Step 3. Click on the register as Jobseeker/Trainee

User ID
Password
Remember me Forgo ur password? Log in
1. For Jobseekers/Trainer User Id is your CID Number. (Click the link or register as Jobseeker/Trainee
2. For Employers, User lans your Employer la

Step 4. Select the Registration Type "Trainee" - Enter the details and Click "Submit"

Personal Details		
Citizen ID No.*]	Name*
Email ID*		Mobile No.*
Present Dzongkhag / Thromde*		Present Gewag / Town
select	~	select

Once registered, "SMS and email notification" will be sent to the 'Phone Number' and 'Email Address' you entered in the registration page.

OPTION C.REGISTER AS A TRAINEE FROM TVET-MIS PAGE

Step 1. Visit <u>https://blmis.gov.bt/tvet</u>





	User ID
	Password
	Remember me
	Forgot your password? Log in
1.	For Jobseekers, prinees, User Id is your CID Number. (Click the link, o register as Jobseeker/Trainee)
2.	For Employers, User lais your Employer id

Step 3. Click on the register as Jobseeker/Trainee

Step 4. Select the Registration Type "Trainee" - Enter the details and Click "Submit"

	Jobseeker/Trai	nee Registration	
Personal Details			
Citizen ID No.*		Name*	
Email ID*		Mobile No.*	
			•
Present Dzongkhag / Thromde*		Present Gewog / Town	
select	~	select	~
Are you register			

Once registered, "SMS and email notification" will be sent to the 'Phone Number' and 'Email Address' you entered in the registration page.

PART II. TRAINEE LOGIN

OPTION A. TRAINEE LOGIN FROM BLMIS PAGE

BHUTAN LABOUR MAR	RKET EM	🟠 Vacancies & Trainings Ca	reer Information Tutorials FAQs	Feedback/Complaint	Login g
		Enter your application no. to track its	status Tr	ack	
		SE	RVICES		
ACTES Search				Sec.	
Job Seekers & Trainees Registration, and apply for vacancies and training.	Employers Register as an employer, post vacancies, and recruit employees.	Labour Administration Worksite inspection and internal service rule.	TVET Training providers registration, and enroliment into training.	Foreign Workers Management Recruitment of foreign workers.	Entrepreneurshij Selection and training.

Step 2. Enter the User Name "CID No." and Password sent to you via SMS/Email and click Login

	S A A A A A A A A A A A A A A A A A A A
User ID	
Password	
Remember me	
	Forgot your password? Log in

PART II. TRAINEE LOGIN

STEP 3. If you forgot your password, click "**Forgot your password**?"- Enter CID and Mobile Number – Click "**Reset your password**" (password will be sent to you via SMS)

A Contraction of the second se	
User ID Password Remember me	Mobile Number O Email Forgot your password? No problem. Just enter your user ID and phone number. we will SMS you a password. User ID Mobile No.

Step 4. After resetting the password, enter the User ID (CID) and password (received via SMS) on the **Login page**, and click **Login**

PART II. TRAINEE LOGIN

OPTION B. <u>TRAINEE LOGIN FROM TVET-MIS PAGE</u>

Step 1. Visit *https://blmis.gov.bt/tvet* and Click <u>Trainees Login</u>



Step 2. Enter the User Name "CID No." and Password sent to you via SMS/Email and click Login

	A CONTRACT OF THE SECOND
User ID	
Password	
Remember me	
	Forgot your password? Log in

PART III. PROFILE UPDATE

Step 1. Once logged in, **Trainee Dashboard** will be displayed as follows:



Dashboard						
La Dashboard	Lastest Training					View more -
Profile	Course	Training Provider	Contact No.	Funding Source	Course fee	Last Date
◯ Search Job & Training ~	Acting-Black Box Theatre	Department of Workforce Planning and Skills Dev	elopment 17955844	Skills Development Plan(SDP)	0	2023-07-27
	Early Childhood Care and Development (ECCD)	Department of Workforce Planning and Skills Dev	elopment 17955844	Skills Development Plan(SDP)	0	2023-07-19
り Job & Training Record 〜	Early Childhood Care and Development (ECCD)	Department of Workforce Planning and Skills Dev	elopment 17955844	Skills Development Plan(SDP)	0	2023-07-20
	Cane and Bamboo Art Design and Development	Rural Development Training Centre (RDTC)	17637938	Skills Development Plan(SDP)	100	2023-07-20
E Logout	Food Product Development	Rural Development Training Centre (RDTC)	17637938	Skills Development Plan(SDP)	100	2023-07-20
	Solar Power Technology M1+M2+M3	Jigme Wangchuck Power Training Institute	77673105	Skills Development Plan(SDP)	0	2023-07-31
	Basic Landscape Design	Jigme Wangchuck Power Training Institute	77673105	Skills Development Plan(SDP)	1600	2023-07-31
	Upholstery	Jigme Wangchuck Power Training Institute	77673105	Skills Development Plan(SDP)	1600	2023-07-31
	Mechanical Fitter	Technical Training Institute Khuruthang	17624935	Skills Development Plan(SDP)	750	2023-07-27
	Refrigeration and Airconditioning Technician	Technical Training Institute-Thimphu	77109945	Skills Development Plan(SDP)	0	2023-07-23
	Application history for recent jobs Company Name Job Category	View more → Status Applied Date	Recent History of Applied Training Provider	Course S	tatus Rei	View more -
	No data av	allable	Department of Workforce Planning and Skills Development	Early Childhood Care and Development (ECCD)	Rejected tes	t 2023- 07-15
	News and Announcement • The Ministry of Labour and Human Resources i following training programs in construction see (tot), interested registered jobsekers are em- get skilled	a pleased to announce the availability of tor under the Skills Development Flan oursigned to apply for the opportunity to	Employment Status Company Name Designation Location Employment Type	Sonax IT (Software Thimphu,] Regular		

List of the Latest Trainings announced, Job and Training Application history, News and Announcement, Employment details are also displayed.

PART III. PROFILE UPDATE

Step 2. Profile: Update your Personal and Guardian Details

Dashboard	Personal Details	
Profile	Profile Photo	
Search Job & Training ~	Profile Prioto	
Job & Training Record ~	• 🚇	
Logout	Remove Photo	
-	Citizen ID No.*	Name*
	Your CID No will be displayed here	Your Name will be displayed here
	Email ID*	Mobile No.*
	You can update your email address	You can update your mobile number
	Present Dzongkhag/Thomde*	Present Gewog/Town
	1	~ C
	Registration Type*	Marital Status*
	Tr	× £
	Employment Status*	Designation*
	Ir	~ A
	Company Name*	Are you a person with a disability? *
	1	

Select whether you are a 'person with disability' or not. If yes, select the type of disability

Gua	ardian Details		
Mob	bile No.*	8	Alternate Mobile No.
Emai	ail ID		Name*
Guar	ardian Relationship*		Parental Occupation*
		~	· · · · · · · · · · · · · · · · · · ·
Mari	rital Status of Parents*	~	Academic Qualification *
			UPDATE CANCEL

Step 3. Update your **Education Details**

rd	
	Education Details
ch Job & raining	Academic Qualification • Course Name*
Training cord	Field of Study* Country of Study*
	Completion Year.*
	0
	Attach the file(*) : [Document size should not be more than 1 MB for each attachment]
	1. Please attach your academic transcript here.
	UPDATE
	UPDATE Contect

OPTION A. <u>APPLY USING SEARCH TRAINING IN THE TRAINEE DASHBOARD</u>

Step 1. Login to your **Trainee Profile**

	A SALAN
User ID	
Password	
Remember me	
	Forgot your password Log in

If you have forgotten your password; click on **Forgot password** and reset the password (password will be sent to you via SMS)

Step 2. Select "Search Training"; Choose the "Training Type, Training Provider, Course Name and Location" or any one of this; Click View to check the details of the training, and click Apply and Confirm.

	Tra	ining Type:	Train	ning Provider:	с	ourse:		Train	ing Location:	
Q Search Job & Training ~	5	kills Development Plan(SDP)	·] [select	×]	select		~s	elect	v
節 Job & Training Record ~										
		Training Provider/Institution	Contact No.	Course	Funding Source	e Course Fee	Application Date	Course Date	Location	Action
e Logout	1	Department of Workforce Planning and Skills Development	17955844	Acting-Black Box Theatre	Skills Development Plan(SDP)	o	17-Jul-2023 to 27-Jul-2023	01-Aug-2023 to 30- Sep-2023 (1 month)	Thimphu	lew Apply
	2	Department of Workforce Planning and Skills Development	17955844	Early Childhood Care and Development (ECCD)	Skills Development Plan(SDP)	0	13-Jul-2023 to 19-Jul-2023	31-Jul-2023 to 30-Or 2023 (2 months)	st- Paro	View Apply
	3	Technical Training Institute Khuruthang	17624935	Mechanical Fitter	Skills Development Plan(SDP)	750	13-Jul-2023 to 27-Jul-2023	07-Aug-2023 to 07- Aug-2024 (12 month	s) Punakha	View Apply
	4	Department of Workforce Planning and Skills Development	17955844	Early Childhood Care and Development (ECCD)	Skills Development Plan(SDP)	0	13-Jul-2023 to 20-Jul-2023	31-Jul-2023 to 30-Se 2023 (1 month)	^{ID-} Thimphu	View Apply
	5	Technical Training Institute- Thimphu	77109945	Auto Mechanic	Skills Development Plan(SDP)	0	11-Jul-2023 to 23-Jul-2023	01-Aug-2023 to 31-0 2024 (14 months)	ct- Thimphu	View Apply
	6	Technical Training Institute- Thimphu	77109945	Refrigeration and Airconditioning Technician	Skills Development Plan(SDP)	0	11-Jul-2023 to 23-Jul-2023	01-Aug-2023 to 31-Ju 2024 (11 months)	^{ul-} Thimphu	View Apply
	7	Technical Training Institute Samthang	77105319	Auto Mechanic	Skills Development Plan(SDP)	0	07-Jul-2023 to 20-Jul-2023	31-Jul-2023 to 30-Ap 2024 (8 months)	or- Wangdue Phodrang	View Apply
	8	Technical Training Institute Samthang	77105319	Earth Moving Equipment Mechanic	Skills Development Plan(SDP)	0	07-Jul-2023 to 20-Jul-2023	31-Jul-2023 to 29-Fe 2024 (6 months)	b- Wangdue Phodrang	View Apply
	9	Rural Development Training Centre	17637938	Food Product Development	Skills Development	100	07-Jul-2023 to	24-Jul-2023 to 23-Ar	Jg- Zhemgang	ew Apply

The status of your training application will be displayed on your dashboard.

OPTION B.APPLY USING THE LATEST TRAINING "VIEW MORE' TAB

Step 1. Login to your profile and Click view more on the "Latest Training" on the dashboard

Dashboard		Lastest Training				~	View more
Profile	~	Course	Training Provider	Contact No.	Funding Source	Course fee	Last Date
Search Job & Tra	aining ~	Acting-Black Box Theatre	Department of Workforce Planning and Skills Development	17955844	Skills Development Plan(SDP)	0	2023-07-27
		Early Childhood Care and Development (ECCD)	Department of Workforce Planning and Skills Development	17955844	Skills Development Plan(SDP)	0	2023-07-1
ob & Training R	ecord ~	Early Childhood Care and Development (ECCD)	Department of Workforce Planning and Skills Development	17955844	Skills Development Plan(SDP)	0	2023-07-2
		Cane and Bamboo Art Design and Development	Rural Development Training Centre (RDTC)	17637938	Skills Development Plan(SDP)	100	2023-07-2
ogout		Food Product Development	Rural Development Training Centre (RDTC)	17637938	Skills Development Plan(SDP)	100	2023-07-2
		Solar Power Technology M1+M2+M3	Jigme Wangchuck Power Training Institute	77673105	Skills Development Plan(SDP)	0	2023-07-3
		Basic Landscape Design	Jigme Wangchuck Power Training Institute	77673105	Skills Development Plan(SDP)	1600	2023-07-3
		Upholstery	Jigme Wangchuck Power Training Institute	77673105	Skills Development Plan(SDP)	1600	2023-07-3
		Mechanical Fitter	Technical Training Institute Khuruthang	17624935	Skills Development Plan(SDP)	750	2023-07-2
		Refrigeration and Airconditioning Technician	Technical Training Institute-Thimphu	77109945	Skills Development Plan(SDP)	0	2023-07-2

Step 2. Apply for the Trainings

e v	Training Type:	Train	ing Provider:	c	Course:			Training L	ocation:	
h Job & Training ~	Skills Development Plan(SDP) ~	s	elect	×	select		~	select		v
Training Record ~										
	# Training Provider/Institution	Contact No.	Course	Funding Source	ce Course Fee	Application Date	Course Date		Location	Action
ıt	1 Department of Workforce Planning and Skills Development	17955844	Acting-Black Box Theatre	Skills Development Plan(SDP)	o	17-Jul-2023 to 27-Jul-2023	01-Aug-2023 to Sep-2023 (1 m	o 30- ionth)	Thimphu	View Apply
	2 Department of Workforce Planning and Skills Development	17955844	Early Childhood Care and Development (ECCD)	Skills Development Plan(SDP)	0	13-Jul-2023 to 19-Jul-2023	31-Jul-2023 to 2023 (2 month	30-Oct- s)	Paro	View Apply
	3 Technical Training Institute Khuruthang	17624935	Mechanical Fitter	Skills Development Plan(SDP)	750	13-Jul-2023 to 27-Jul-2023	07-Aug-2023 t Aug-2024 (12	o 07- months)	Punakha	View Apply
	4 Department of Workforce Planning and Skills Development	17955844	Early Childhood Care and Development (ECCD)	Skills Development Plan(SDP)	0	13-Jul-2023 to 20-Jul-2023	31-Jul-2023 to 2023 (1 month	30-Sep-)	Thimphu	View Apply
	5 Technical Training Institute- Thimphu	77109945	Auto Mechanic	Skills Development Plan(SDP)	0	11-Jul-2023 to 23-Jul-2023	01-Aug-2023 to 2024 (14 mont	o 31-Oct- hs)	Thimphu	View Apply
	6 Technical Training Institute- Thimphu	77109945	Refrigeration and Airconditioning Technician	Skills Development Plan(SDP)	o	11-Jul-2023 to 23-Jul-2023	01-Aug-2023 to 2024 (11 mont	o 31-Jul- hs)	Thimphu	View Apply
	7 Technical Training Institute Samthang	77105319	Auto Mechanic	Skills Development Plan(SDP)	0	07-Jul-2023 to 20-Jul-2023	31-Jul-2023 to 2024 (8 month	30-Apr- is)	Wangdue Phodrang	View Apply
	8 Technical Training Institute Samthang	77105319	Earth Moving Equipment Mechanic	Skills Development Plan(SDP)	0	07-Jul-2023 to 20-Jul-2023	31-Jul-2023 to 2024 (6 month	29-Feb- is)	Wangdue Phodrang	View Apply
	9 Rural Development Training Centre (RDTC)	17637938	Food Product Development	Skills Development	100	07-Jul-2023 to 20-Jul-2023	24-Jul-2023 to 2023 (0 month	23-Aug-	Zhemgang	View Apply

OPTION C. <u>APPLY FROM BLMIS HOMEPAGE</u>

Step 1. Visit <u>https://blmis.gov.bt</u>

Step 2. Click on Jobseekers and Trainees

	Enter	your application no. to track its stat	us Tr	rack	
		SER	/ICES		
				<u></u>	
Job Seekers & Trainees Registration, and apply for vacancies	Employers Register as an employer, post vacancies, and	Labour Administration Worksite inspection and	TVET Training providers registration, and enrollment into training.	Foreign Workers Management Recruitment of foreign workers.	Entrepreneurship Selection and training.

Step 3. Select Search Training, select the type of training, choose a training and click Login to apply to apply for Trainings.

Searc	ch Job Search Train	ing							
Cou	urse	Location					Qualification		
-5	select course-		~se	lect location	1-		~s	elect qualification-	~
									Find Trainings
#	Skills Developm Training Provider/Institution	course) Institute Ce Funding Source	Course Fee	National Certifi Application Date	cate Entro Course Date	epreneurship Mininum Qualificatio	 Critical Capability Develo n Course Description 	pment Apply
1	Department of Workforce Planning and Skills Development (Thimphu)	Acting-Black Box Theatre	Skills Development Plan(SDP)	0	17-Jul-2023 to 27-Jul- 2023	01- Aug- 2023 to 30- Sep- 2023 (1 month)	Class X	The training program is designed to provide trainees with the knowledge, skills and attitudes required to act in theatre and film. The short course will prepare the participants to perform with confidence to be on the stage, or the screen. They will get a deep understanding in preparing for a character and play it with conviction. The work will start with understanding the self and preparing individually, gradually moving to co-actor work and then finally opening up to the audience in case of theatre and camera in case of films.	Login to apply

OPTION D. <u>APPLY FROM TVET-MIS HOMEPAGE</u>

Step 1. Visit <u>https://blmis.gov.bt/tvet</u> and Select the type of training you want to apply for.



Step 2. Select the **Training** and **Login** to Trainee/Jobseeker Profile to apply

	irse		Locat	tion			Qua	lification	
-5	select course-		~ -se	lect location	1-		~ -s	elect qualification-	
									Find Trainin
	Chille Development			-tificata - N	lational Castifi	este Fata		Oritical Constitute Develo	
	Skills Developh	ient Plan(SDP) Institute Ce	rtificate i	vational Certifi	cate Entre	epreneursnip	Critical Capability Develo	pment
	Training Provider/Institution	Course	Funding Source	Course Fee	Application Date	Course Date	Mininum Qualification	Course Description	Apply
	Department of Workforce Planning and Skills Development (Thimphu)	Acting-Black Box Theatre	Skills Development Plan(SDP)	o	17-Jul-2023 to 27-Jul- 2023	01- Aug- 2023 to 30- Sep- 2023 (1 month)	Class X	The training program is designed to provide trainees with the knowledge, skills and attitudes required to act in theatre and film. The short course will prepare the participants to perform with confidence to be on the stage, or the screen. They will get a deep understanding in preparing for a character and play it with conviction. The work will start with understanding the self and preparing individually, gradually moving to co-actor work and then finally opening up to the audience in case of theatre and camera in case of films.	Login to apply

PART V. <u>APPLY FOR TRAININGS (Non-CID holders)</u>

Step 1. Visit <u>https://blmis.gov.bt/tvet</u>

Step 2. Select the type of training you want to apply for

	APPLY FOR COURSES For Trainees	
Skills Development Plan	(SDP)	
😂 National Certificate		
Institute Certificate		
🖴 RPL Assessment		
International Student		
	FOR TRAINING PROVIDERS Apply for new Registration	
🖍 Institute Proposal		
Institute Registration		
	For Non CID to apply for TVET Courses	
1. National Certificate		2. Institute Certificate

Step 3. Select the Training and click **Apply**

	. TVET Management Information System 🔞								
				*		REGISTRATI	ION - APPLY	FOR COURSE * REPORTS * ASSESSMENT RESULT PUBLICATION	
Nation	al Certificate								
Show 10 = entries									
#*-	Training Provider/Institution +++	Course ++	Level	Funding Source 🕫	Course Fee +=	Application Date =>	Course Date 🕫	Course Description	Status
3	Druksel Institute of Management and Technology	Commercial Accountant(Certificate)	NC3	Self Funded	2000	9th-Feb-2023 to 2nd-Feb-2024	3rd-Jan-2023 to 2nd-Feb- 2023	Commercial Accountant	Apply
4	Institute of Professional Studies	Trekking Guide	NC3	Self Funded	40000	25th-May-2023 to 23rd-Jul- 2023	5th-Jul-2023 to 5th-Oct-2023	Course duration 49 days.	Apply
5	Technical Training Institute-Thimphu	Auto Mechanic	NC2	RGoB Regular	0	6th-Jun-2023 to 30th-Jul-2023	1st-Jul-2023 to 30th-Apr-2025	In accordance with the industry requirements, the trainees undergoing the Auto-mechanic NC II can be able to Service Suspension systems, Steering System Brake systems, Overhaul Power trains, and Service Engine Auxiliary System and perform Basic Auto Electrical works within 16 months.	Apply
6	Technical Training Institute-Thimphu	Refrigeration and Airconditioning Technician	NC2	RGoB Regular	0	6th-Jun-2023 to 30th-Jul-2023	1st-Jul-2023 to 30th-Jun-2024	In accordance with industry standards and can perform services such as applying fundamentals of RAC, carrying out servicing of domestic refrigerator, installation & servicing of domestic air conditioner(heat pump and servicing of Mobile Air Conditioning (BAC) in 11 months.	Apply
7	College of Zorig Chusum	Tshem-Zop	NC2	RGoB Regular	750	28th-Jun-2023 to 23rd-Jul- 2023	1st-Aug-2023 to 31st-Aug-2024	13 Months Tailoring NC2 regular course.	Apply
8	Jigme Wangchuck Power Training Institute	Transmission and Distribution Linemen	NC2	RGoB (National Skills Development)	1600	5th-Jul-2023 to 31st-Jul-2023	7th-Aug-2023 to 30th-Jun- 2024	Candidates with sound health, with class X(00 passed results can apply this course.	Apply
9	Jigme Wangchuck Power Training Institute	Mason	NC2	RGoB (Dual Training Program)	1600	5th-Jul-2023 to 31st-Jul-2023	7th-Aug-2023 to 31st-Mar- 2025	Candidates with sound health with class X/XII passed the result may apply to this course	Apply

PART V. <u>APPLY FOR TRAININGS (Non-CID holders)</u>

Step 4. Enter your details, upload the documents and click **Submit** to apply for the training of your choice.

Applicant Details	
Reference No:	Name:*
Date of Birth:*	Gender:* Male Female
 	
Email:	Mobile No:*
	+975
Trainee Type:*	Employment Status of a trainee:*
-select-	-select-
Academic Qualification:*	Remarks:
-select-	
Permanent Address	
remailent Audress	
Dzongkhag:*	Gewog:*
-select-	-select-
Village:*	
-select-	

Present Address	
Dzongkhag:* -select-	Gewog: -select-
Parental Details	
Parental Occupation:* -select-	Marital Status of Parents:* -select-
Supporting Documents	
Attach the file:[Document size should not be more than 1 MB for each attachment] • Photo Marksheet CID Copy	+ Click to add files
	Submit Reset

If you make mistake while entering, you can **Reset** the form.



DEPARTMENT OF WORKFORCE PLANNING AND SKILLS DEVELOPMENT MINISTRY OF EDUCATION AND SKILLS DEVELOPMENT

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