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| **Application for Centre Approval** | | | | | | | | |
| **St. Kitts-Nevis Technical and Vocational Education and Training Council** | | | | | | | | |
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| This Form Must Be Completed in Its Entirety for All Centre Seeking Approval in Typescript | | | | | | | | |
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| Guidelines for the Completion of this Form is Outlined in SKN TVET Quality Assurance and Guidelines Manual | | | | | | | | |
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| **Section 1: Organizational Information** | | | | | | | | |
| Institution Name: | |  | | | | | | |
| Identification Number: | |  | | | | | | |
| Physical Address: | |  | | | | | | |
| Telephone: | |  | | | | | | |
| Email Address: | |  | | | | | | |
| Web Site: | |  | | | | | | |
| Centre Director/President: | |  | | | | | | |
| Number of Locations (Please Complete Form AL1 for Additional Locations): | |  | | | | | | |
| Type of Application | | Training & Assessment | | Assessment Only | Reaffirmation | | | |
| Ownership Structure: | | Public | | | Private | | | |
| If Private, Business Entity Type | | Sole Proprietor | | Limited Liability | Corporation | | | |
| Owner's Name | |  | | | | | | |
| Address | |  | | | | | | |
| Telephone Number | |  | | | | | | |
| Email Address | |  | | | | | | |
| Have You Ever Had Any Application Denied by SKN TVET Council? | | Yes: | | | No: | | | |
| If Yes, Please Provide Details Below: | | | | | | | | |
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| Have You Ever Had Centre Approval Withdrawn by The SKN TVET Council? | | Yes: | | | No: | | | |
| If Yes, Please Provide Details Below: | | | | | | | | |
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| **Section 2: Staff and Faculty Information** | | | | | | | | |
| **Key Staff Personnel** | | | | | | | | |
| **Name** | | **Position** | | **Qualifications** | **Skill Area** | | **Industry Experience (Years)** | **Training Experience (Years)** |
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| **Faculty Listing** | | | | | | | | |
| **Name** | | **Professional/Academic Qualifications** | | | **Skill Area** | | **Industry Experience (Years)** | **Training Experience (Years)** |
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| **Staff and Faculty Categorization** | | | | | | | | |
| **Category** | | | | | **Part-Time** | | **Full-Time** | |
| Number of Administrative Staff | | | | |  | |  | |
| Number of Instructional Staff | | | | |  | |  | |
| Number of Trained Assessors | | | | |  | |  | |
| Number of Trained Assessors - Certified | | | | |  | |  | |
| Number of Instructional Staff - Certificate or Equivalent | | | | |  | |  | |
| Number of Instructional Staff - Diploma or Equivalent | | | | |  | |  | |
| Number of Instructional Staff - Bachelor's Degree or Equivalent | | | | |  | |  | |
| Number of Instructional Staff - Higher Degrees or Equivalent | | | | |  | |  | |
| Number of Trained Internal Verifiers | | | | |  | |  | |
| Number of Trained Internal Verifiers - Certified | | | | |  | |  | |
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| **Section 3: Programme Information** | | | | | | | | |
| Programme Name | Level | Award  Type  (N/CVQ) | Programme Length (weeks) | | Current Enrolment | | Training & Assessment | Assessment Only |
| FT | PT |
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| **Section 4: Systems Information** | | | | | | | | |
| **Please Answer All Questions by Checking the Appropriate Box** | | | | | | | | |
| Use the Comment Box to Reference Supporting Materials or Expand on Your Answers | | | | | | | | |
| **Do you currently have or propose to have systems in place that addresses the following?** | | | | | | | | |
| Criteria | | Yes | No | Not Applicable | Comments/Evidence | | | |
| **Management** | | | | | | | | |
| There is a clear management / organisational structure at the Centre | |  |  |  |  | | | |
| There is a documented quality management system | |  |  |  |  | | | |
| There is a system in place for promoting and implementing the qualifications for which approval is sought. | |  |  |  |  | | | |
| The centre has an organised communication system with the NTA and candidates. | |  |  |  |  | | | |
| Procedures are in place to obtain feedback from staff, candidates and employers in order to evaluate the quality and effectiveness of the training. | |  |  |  |  | | | |
| There are procedures in place for reviewing the Centre ‘s achievements against its stated aims | |  |  |  |  | | | |
| There is a system for implementing corrective measures recommended from internal and external audits | |  |  |  |  | | | |
| **Management of Information - Records Management, Security & Storage** | | | | | | | | |
| There is a procedure to accurately record and monitor learners’ information (registration and assessment) | |  |  |  |  | | | |
| There is a procedure for storing information on NVQ/ CVQ awards in a manner that is secure and safe | |  |  |  |  | | | |
| Systems are established for version control and approval of critical documents | |  |  |  |  | | | |
| **Staff Resources** | | | | | | | | |
| The centre has a policy/procedure in place for recruiting instructors | |  |  |  |  | | | |
| There are sufficient competent and qualified instructors to conduct training. | |  |  |  |  | | | |
| There is a system in place to ensure that all administrative and clerical staff are appropriately skilled and qualified to perform their functions. | |  |  |  |  | | | |
| There is a system in place to access sufficient competent and certified assessors and internal verifiers to meet the demand for assessment and verification activities. | |  |  |  |  | | | |
| A staff development programme is established to cater for identified training needs. | |  |  |  |  | | | |
| The centre has a structure in place for instructors to maintain on-going relevant industry exposure | |  |  |  |  | | | |
| **Physical Resources** | | | | | | | | |
| The size and layout of the classroom space are in accordance with the facility standards | |  |  |  |  | | | |
| The centre has sufficient equipment and tools available for conducting training and assessment. | |  |  |  |  | | | |
| The physical facility/accommodation provided for conducting training and assessment complies with the health and safety requirements. (Proper lighting and ventilation, easily accessible) | |  |  |  |  | | | |
| There are procedures in place for timely and appropriate maintenance of tools and equipment | |  |  |  |  | | | |
| The centre has systems established to ensure that health and safety mechanisms are in place and are in compliance with regulatory requirements. (First aid kits, fire extinguishers, fire points, emergency plan, etc.) | |  |  |  |  | | | |
| There are adequate and appropriate storage facilities for all tools and equipment | |  |  |  |  | | | |
| **Learning Resources and Support Services** | | | | | | | | |
| There is provision for access to library and internet facilities | |  |  |  |  | | | |
| There are resource materials like multi-media, instructional charts and DVDs available to enhance instructional delivery. | |  |  |  |  | | | |
| There is provision for counselling services | |  |  |  |  | | | |
| There is an established system for handling grievances and complaints. | |  |  |  |  | | | |
| There is an established malpractice policy | |  |  |  |  | | | |
| **Training** | | | | | | | | |
| There are time schedules for both theoretical and practical aspects of the training. | |  |  |  |  | | | |
| There is a system for the orientation of candidates to programmes | |  |  |  |  | | | |
| The occupational standards for the programme to be delivered are available | |  |  |  |  | | | |
| Curriculum is available for each standard in which training will be offered | |  |  |  |  | | | |
| Lesson plans are made and used for training | |  |  |  |  | | | |
| Records of continuous assessment (in-class activities, coursework) are kept. | |  |  |  |  | | | |
| There is a system in place for the delivery of the Life Skills training by competent instructors. | |  |  |  |  | | | |
| The organization has provisions in place for learners to be engaged in work experience or traineeship. | |  |  |  |  | | | |
| **Assessment and Verification** | | | | | | | | |
| Procedures are in place to ensure assessments are conducted in accordance with the requirements of the occupational standards and the SKNTVETC Assessment Guidelines | |  |  |  |  | | | |
| Procedures are in place for conducting verification activities which are in line with the SKNTVETC requirements and for ensuring the quality and consistency of assessment | |  |  |  |  | | | |
| Procedures are in place to ensure that assessment is conducted by certified and occupationally competent assessors | |  |  |  |  | | | |
| The centre has procedures in place for handling appeals | |  |  |  |  | | | |
| **Statutory Compliance** | | | | | | | | |
| The centre is a legally registered business with the national registry. | |  |  |  |  | | | |
| The centre is officially registered with the Ministry of Education. | |  |  |  |  | | | |
| The Centre is registered with the National Insurance Scheme/Social Security Etc | |  |  |  |  | | | |
| The Centre is registered with the Inland Revenue Department | |  |  |  |  | | | |
| The Centre has been inspected by the relevant health and safety authorities. | |  |  |  |  | | | |
| The Centre has been registered with the St. Kitts-Nevis Accreditation Board | |  |  |  |  | | | |
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| **NOTE** | | | | | | | | |
| **Documentation and evidence supporting your answers must be presented to the Systems Verifier at the time of the site visit.** | | | | | | | | |
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| **Section 5: Declaration** | | | | | | | | |
| I declare that to the best of my knowledge the information furnished within this application and attached documents is correct. | | | | | | | | |
| I confirm that the centre will have the necessary financial and other applicable resources to effectively support delivery of the NVQ and CVQ which it wishes to offer. | | | | | | | | |
| I agree to provide access to the TVET Council Verifiers or other staff and to appropriate national agencies. I do understand that this is to allow national standards to be monitored and evaluated, as well as for the collection of data for statistical purposes | | | | | | | | |
| Signature: | |  | | | | | | |
| Print Name: | |  | | | | | | |
| Position: | |  | | | | | | |
| Date: | | 23/09/2021 | | | | | | |
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| **PLEASE SUBMIT THIS APPLICATION ALONG WITH ALL SUPPORTING DOCUMENTATION TO:** | | | | | | | | |
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| **St. Kitts-Nevis Technical and Vocational Education and Training Council**  **Stanford Building, Golden Rock**  **Basseterre, St. Kitts**  **Telephone: 869-467-1106**  **Email: tvetcouncil@moeskn.org** | | |
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