|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **St. Kitts & Nevis Technical and Vocational Education and Training Council** | | | | |
|
| **Institution's Centre Approval Self-Assessment Checklist** | | | | |
|  | | | | |
| **Section 1: Management** | | **Evidence in Place** | | **Suggested Actions for Improvement** |
| **Approval Criteria** | **Examples of Evidence Required** | **Yes** | **No** |  |
| 1.1 There is a clear management / organisational structure at the Centre | * Organizational Chart * Resumes of Administrative and Instructional staff |  |  |  |
| 1.2 There is a documented quality management system | * Documented QMS |  |  |  |
| 1.3 There is a system in place for promoting and implementing the qualifications for which approval is sought. | * Copies of promotional methods used to advertise your centre's * training programmes(flyers, posters, payment for television of radio advertisements) |  |  |  |
| 1.4 The centre has an organised communication system with the Secretariat and candidates. | * Communication with the TVET Council/Secretariat (Letters, memos, emails) * Communication with candidates to include emails etc * Learner handbooks |  |  |  |
| 1.5. Procedures are in place to obtain feedback from staff, candidates, and employers in order to evaluate the quality and effectiveness of the training. | * Training feedback forms * Suggestion box |  |  |  |
| 1.6 There are procedures in place for reviewing the Centre ‘s achievements against its stated aims | * Agenda and minutes of meetings |  |  |  |
| 1.7 There is a system for implementing corrective measures recommended from internal and external audits | * Internal audit schedules and reports * Corrective actions taken |  |  |  |
| **Section 2: Staff Resources** | | **Evidence in Place** | | **Suggested Actions for Improvement** |
| **Approval Criteria** | **Examples of Evidence Required** | **Yes** | **No** |  |
| 2.1 Instructional Staff have the required CBET qualifications and experience and Industry experience to deliver training programme at the specified Level | * Procedures for minimum Instructional staff qualifications & experience * Signed copies of certificates of competence attesting to Instructors Qualifications in Instructional Delivery * Signed copies of industry related certification attesting to Instructor’s expertise in specific skills areas   Resumes of Instructional staff |  |  |  |
| 2.2. Evidence exists to demonstrate that each trainer in a technical field maintains on –going relevant industry exposure | * Evidence of field trips to relevant industry * Documentation to reflect periodic visits to relevant industry * Short-term training course |  |  |  |
| 2.3. Evidence exists to support that administrative and clerical staff employed at the centre, are appropriately skilled/qualified to conduct their job functions | * Resumes * Signed copies of certificates/qualifications * On-going professional development * Other – (specify) |  |  |  |
| **Section 3: Management of Information System, Record Management, Security & Storage** | | **Evidence in Place** | | **Suggested Actions for Improvement** |
| **Approval Criteria** | **Examples of Evidence Required** | **Yes** | **No** |  |
| 3.1. Systems are in place for the maintenance, management; preservation and security of learner’s records. | * Duplicate physical or computer records, filing cabinets and/or any other measures that ensures the preservation & security of records * Database of client’s records * Adequate and appropriate filing system for storage & retrieval of client’s records * Information technology system for electronic backup and retrieval of records – (network system, CD’s, flash drives etc.) |  |  |  |
| 3.2 Systems are established for the version control and approval of critical documents | * Procedures established for version control * Systems in place for a minimum/maximum retention of critical records (candidates/students’ records) * All critical documents have version control * Systems in place for routing of documents to relevant authority for approval |  |  |  |
| **Section 4: Physical Resources** | | **Evidence in Place** | | **Suggested Actions for Improvement** |
| **Approval Criteria** | **Examples of Evidence Required** | **Yes** | **No** |  |
| 4.1. The physical plant provides appropriate space/facilities to accommodate the scheduled number of learners/clients for TVET training and/or assessment activities. | * Appropriate layout of physical space as specified in facility standards * Client capacity as specified by facility standards * Timetables/schedules available to inform on usage of practical workshops or labs according to specific group |  |  |  |
| 4.2. Appropriate and adequate storage areas are available for storage and retrieval of tools, materials, and hand –held equipment | * Storage lockers, shelves etc. are appropriately configured and installed * All storage areas are appropriately labelled for ease of identification of tools, materials, and hand –held equipment and for removal and replacement of items * Inventory listing to record all items in all storage areas and for tracking of removal and replacement of items to & from storage |  |  |  |
| 4.3. The centre has established systems to ensure that health and safety mechanisms are in place and maintained in compliance with regulatory requirements | * Health and safety procedures inclusive of safety risks in various workshops and how these can be prevented * Safety/Instructional signs regarding wear and use of safety gears (clothing, head gear, boots. respirators, hand –gloves, etc.) * Safety guards on industrial equipment * Appropriate electrical systems and labelling/colour coding * Fire extinguishers available, mounted and serviced * First aid kit easily accessible with appropriate medical supplies * Appropriate labelling of health & safety routes * Installation of safety lines around industrial equipment * Appropriate layout of equipment & workstations for easy movement & maneuverability * Safety inspections/audit by relevant department (fire, food handling, etc.) |  |  |  |
| 4.4 The centre has mechanisms in place to ensure timely and appropriate maintenance of tools and equipment to ensure that they are safe, efficient, and functional. | * Maintenance schedule to provide projected timeframe for maintenance activities and responsible personnel * Maintenance logs/tags affixed to equipment to indicate implementation * Non –functional tools/equipment labelled ‘out of service/use * Records of maintenance (invoices for repairs, general servicing, cleaning, and maintenance agreements/contracts) * Tools/equipment in good working condition |  |  |  |
| 4.5. The centre has relevant and appropriate hand-tools and equipment to support training and/or assessment activities for the specified programmes/qualifications | * Inventory of hand-tools and equipment by qualification & dated * Number of hand-tools and equipment can accommodate client numbers as scheduled for practical workshops/labs * Range of e hand-tools and equipment available and in working condition * MOU with partnering organization and facility audit report to demonstrate arrangement to use workshop/lab hand-tools and equipment and adequacy, at nearby facility * Purchase orders for equipment to be received |  |  |  |
| 4.6 The centre has relevant and appropriate hand tools to support the training and activities for the specified programmes/qualifications. | * Inventory of tools by qualification * Number of tools to accommodate client numbers scheduled for use in workshops/labs * Range of tools available and functional * Purchase order of tools to be received |  |  |  |
| **Section 5: Learning Support Resources** | | **Evidence in Place** | | **Suggested Actions for Improvement** |
| **Approval Criteria** | **Examples of Evidence Required** | **Yes** | **No** |  |
| 5.1. The centre has relevant and appropriate educational materials and technology to support the programmes offered | * Library resource materials available for research, assignments, and projects * Books related to the qualifications * Learner guides * Periodicals/journals related to qualifications offered * Computer labs with internet access for research activities and to provide learners with critical computer literacy employability skills * Availability of multi-media & overhead projectors and instructional charts as part of the instructional delivery * DVD’s or downloaded clips from internet as part of demonstration activities for instructional delivery * Adequate classroom space with black or white board/flip charts, instructional charts etc. for theoretical delivery of qualifications |  |  |  |
| 5.2 The centre has appropriate methods to provide support and advisement to students | * Guidance is provided to students as how competence in specific units or full qualification will contribute to career and personal development * Information, advice and guidance about N/CVQ training and assessment procedures, practices, and requirements are provided to learners/potential learners and candidates * Information and advice are provided to learners pursuing N/CVQ programmes to encourage their continued training and certification in vocational qualifications * Training and assessment are communicated to students/candidates including process for appeals and external verification * Aims and objectives of the centre are communicated to learners |  |  |  |
| **Section 6: Assessment and Assessors** | | **Evidence in Place** | | **Suggested Actions for Improvement** |
| **Approval Criteria** | **Examples of Evidence Required** | **Yes** | **No** |  |
| 6.1. The centre can demonstrate evidence of contractual arrangements with trained and certified assessors to conduct external assessments. | * Contract agreements with certified assessors * Registers of attendance/assessment templates signed by contracted and approved assessors * Copies of signed certificates along with resumes of contracted assessors |  |  |  |
| 6.2. The centre can demonstrate evidence that assessments are conducted within the established guidelines of the SKN TVET Council. | * Assessment guidelines from SKN TVET Council * Reports as evidence of verification by the centre that assessors use appropriate assessment instruments and methodologies for external assessments and those templates are appropriately completed * Tracking forms to capture completion status of candidates, verification of assessment outcomes * and eligibility for certification (NVQ/CVQ) of candidates * Reports of moderation meetings helped internally and copies of registers of attendance as evidence of participating in the external moderation meetings held by the SKN TVET Council * Reports of corrective actions implemented to the external assessment process, based on verification and moderation activities |  |  |  |
| 6.3 The centre has procedures in place for appeal of internal and external outcomes of candidates | * Documented appeal procedures * Appeal application forms for candidates |  |  |  |
| **Section 7: Training** | | **Evidence in Place** | | **Suggested Actions for Improvement** |
| **Approval Criteria** | **Examples of Evidence Required** | **Yes** | **No** |  |
| 7.1 There are time schedules for both theoretical and practical aspects of the training. | * Copies of timetables/schedule for use of classroom/labs/workshops |  |  |  |
| 7.2 There is a system for the orientation of candidates to programmes | * Trainee Orientation Manual * Attendance Rosters/Sign in Sheets * Students’ handbook /manuals |  |  |  |
| 7.3 The occupational standards for the programme to be delivered are available | * Copies of Occupational Standards for all programme offering |  |  |  |
| 7.4 Curriculum is available for each standard in which training will be offered | * Copies of curriculum for all programmes offered * Course outlines |  |  |  |
| 7.5 Lesson plans are made and used for training | * Copies of lesson plans * Worksheets |  |  |  |
| 7.6 Records of continuous assessment (in-class activities, coursework) are kept. | * Copies of continuous assessments (test, practical etc.) |  |  |  |
| 7.7 There is a system in place for the delivery of the Life Skills training by competent instructors. | * Copies of Lesson plans * Copies of attendance rosters * Contract for facilitators delivering Life skills training |  |  |  |
| 7.8 The organization has provisions in place for learners to be engaged in work experience or job attachment. | * Copies of MOUs * Attendance Rosters at job sites * Candidate performance evaluation * Forms for tracking trainees on job sites |  |  |  |
| **Section 8: Verification (Internal and External)** | | **Evidence in Place** | | **Suggested Actions for Improvement** |
| **Approval Criteria** | **Examples of Evidence Required** | **Yes** | **No** |  |
| 8.1. The centre has a cadre of trained and certified Internal Verifiers from its Administrative Staff and or Instructional Staff to monitor registration and enrolment into training programmes and/or assessment activities | * Evidence of Internal Verifier Training in the form of: * Register of attendance of training * Certificates (if provided) * Evidence of Internal Verifiers activities related to: * Monitoring and validating internal assessment activities and internal assessment outcomes * Registration and enrolment activities for training and or assessment * Coordination of external assessment activities: (scheduling, contracting of assessors and monitoring of external assessments) * Evidence of Internal Verifiers communication with External assessment process to candidates * Copies of signed certificates along with resumes of contracted assessors |  |  |  |
| * 1. Internal Verifiers conduct systematic and routine monitoring activities to protect the integrity of both the Internal and External Assessment activities outcome | * Verification of internal assessment outcomes from both instructors using sampling methods of both assessment instrument and assessment outcome scripts of student’s * Ensuring that only candidates deemed COMPETENT in specific units of competence are registered for final external assessment * Documented tracking of report form to track candidate’s performance from training to final assessment activities * Report form/checklist to ensure that External Verifiers employ the appropriate strategies in Verification of external assessment outcomes |  |  |  |
| 8.3 External Verifiers are appropriately facilitated and accommodated to conduct external verification of assessment outcomes | * Register of attendance * Storage of external assessment records to allow for sampling by external verifiers * Checklists used to report activities conducted by External Verifiers * Corrective action – implementation reports based on findings from External Verifiers and Moderation activities |  |  |  |
| **Section 9: Statutory Compliance** | | **Evidence in Place** | | **Suggested Actions for Improvement** |
| **Approval Criteria** | **Examples of Evidence Required** | **Yes** | **No** |  |
| 9.1. The centre is a legally registered business entity and or a registered institution with the relevant government ministry (Ministry of Education), with the local Accreditation Board/Council, and or other regulatory body | * Articles of Incorporation for the institution/organization (applicable to private training providers or industry on-the-job based facilities) * Documents of registration from relevant Ministries or other regulatory bodies * Documents of registration/approval/accreditation from local awarding bodies/agencies * Registers of attendance/assessment templates signed by contracted and approved assessors * Copies of signed certificates along with resumes of contracted assessors |  |  |  |
| 9.2. The centre has been inspected by the appropriate Health & Safety authorities to ensure that it is safe to accommodate clients and to provide its stated training programmes and assessment | * Evidence of inspection and approval by local fire authorities * Inspection and approval by health officials (Applicable for provisions of training in Food Services, Cosmetology, etc.) * Approval Permits |  |  |  |