**St. Kitts-Nevis Technical and Vocational Education and Training Council - Training and Assessment Audit Form**

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| **Institutional Leader’s Audit** | | | | | | | | |
| Institution Name: | |  | | | | | Date: | Click or tap to enter a date. |
| Institutional Leader: | |  | | | | | | |
| **Section 1** | | **C/NVQ Supporting Structures** | | | | | | |
| **No** | **Criteria** | | **Compliant** | **Non-compliant** | **Not Applicable** | **Comments** | | |
| 1.1 | 1.1 Facilities standards for all programmes are available to the institution | |  |  |  |  | | |
| 1.2 | Facilities audits conducted and recommendations implemented | |  |  |  |  | | |
| 1.3 | Approved standards for the CVQ are in place and operational | |  |  |  |  | | |
| 1.4 | Internal verifiers trained and in place | |  |  |  |  | | |
| 1.5 | External verifiers are in place | |  |  |  |  | | |
| 1.6 | Delivery and assessment plans are aligned to CVQ standards | |  |  |  |  | | |
| 1.7 | Trainers are trained in CBET methodology and processes | |  |  |  |  | | |
| 1.8 | Trainers’ qualifications and experience are current and relevant | |  |  |  |  | | |
| 1.9 | Comprehension and implementation of the requirements for the award of the CVQ | |  |  |  |  | | |
| **Subtotal** | | |  |  |  |  | | |

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| Institution Name: | |  | | | | | Date: | Click or tap to enter a date. |
| Institutional Leader: | |  | | | | | | |
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| **Section 2** | | **Training Facilities** | | | | | | |
| **No** | **Criteria** | | **Compliant** | **Non-compliant** | **Not Applicable** | **Comments** | | |
| 2.1 | equipment, materials, and tools are adequate | |  |  |  |  | | |
| 2.2 | Workshop layout is in accordance with shop organizational plan | |  |  |  |  | | |
| 2.3 | Workstations are adequate | |  |  |  |  | | |
| 2.4 | Safety lanes are correctly marked and visible (where relevant) | |  |  |  |  | | |
| 2.5 | Storage facilities are properly organized and sufficient | |  |  |  |  | | |
| 2.6 | Workshop, classrooms and outdoor work sites meets OHS requirements (OHS provisions - including personal protective equipment, posting of safety charts, organisation, ventilation, lighting, spacing and cleanliness of the environment, tools and equipment) | |  |  |  |  | | |
| 2.7 | Internal environment (staff and administrative offices, public areas, stores) meets OHS requirements | |  |  |  |  | | |
| 2.8 | External environment (buildings, grounds) meets safety and OHS requirements | |  |  |  |  | | |
| **Subtotal** | | |  |  |  |  | | |

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| Institution Name: | |  | | | | | Date: | Click or tap to enter a date. |
| Institutional Leader: | |  | | | | | | |
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| **Section 3** | | **Administrative Systems** | | | | | | |
| **No** | **Criteria** | | **Compliant** | **Non-compliant** | **Not Applicable** | **Comments** | | |
| 3.1 | Department budgets are prepared and approved | |  |  |  |  | | |
| 3.2 | Requisition processes are in place and operational | |  |  |  |  | | |
| 3.3 | Inventory listing of equipment, materials and tools are available and current | |  |  |  |  | | |
| 3.4 | Safety and maintenance plans are prepared and operational | |  |  |  |  | | |
| 3.5 | Internal arrangements for staff training, including staff furloughs, industry attachment and re-certification, are in place and operational | |  |  |  |  | | |
| 3.6 | Evidence of staff accountability records is available and sufficient | |  |  |  |  | | |
| **Subtotal** | | |  |  |  |  | | |

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| Institution Name: | |  | | | | | Date: | Click or tap to enter a date. |
| Institutional Leader: | |  | | | | | | |
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| **Section 4** | | **Training and Assessment Systems** | | | | | | |
| **No** | **Criteria** | | **Compliant** | **Non-compliant** | **Not Applicable** | **Comments** | | |
| 4.1 | Lesson plans are approved prior to use and evaluated after delivery | |  |  |  |  | | |
| 4.2 | Internal Assessment Records are properly maintained (current, reliable, retrievable, and sufficient) | |  |  |  |  | | |
| 4.3 | External Assessment Records are properly maintained (current, reliable, retrievable, and sufficient) | |  |  |  |  | | |
| 4.4 | Internal Assessments are validated prior to use | |  |  |  |  | | |
| 4.5 | Assessments are moderated in accordance with requirements | |  |  |  |  | | |
| 4.6 | Internal assessment results are used to effectively create continuous improvements in training and assessment (interventions, improvements in lesson delivery and trainee performance) | |  |  |  |  | | |
| 4.7 | External assessment results are used to create improvements in training and assessment | |  |  |  |  | | |
| 4.8 | Portfolio assessment processes are in place and operational | |  |  |  |  | | |
| 4.9 | Portfolio feedback systems are in place | |  |  |  |  | | |
| 4.10 | Evidence of co-curricular activities (industry collaboration, work experience for students) is available | |  |  |  |  | | |
| 4.11 | Evidence is authenticated | |  |  |  |  | | |
| **Subtotal** | | |  |  |  |  | | |

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| **Institutional Leader’s Audit Totals by Category** | | | |
| **Sections** | **Compliant** | **Non-Compliant** | **Not Applicable** |
| C/NVQ Supporting Structures |  |  |  |
| Training Facilities |  |  |  |
| Administrative Systems |  |  |  |
| Training and Assessment Systems |  |  |  |
| **Totals** |  |  |  |

**Teachers’ Audit**

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| Institution Name: | |  | | | | | Date: | Click or tap to enter a date. |
| Institutional Leader: | |  | | | | | | |
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| **Section 5** | | **Teachers’ Audit** | | | | | | |
| **No** | **Criteria** | | **Compliant** | **Non-compliant** | **Not Applicable** | **Comments** | | |
| 5.1 | Requisition processes are in place and operational | |  |  |  |  | | |
| 5.2 | Equipment, materials, and tools are adequate | |  |  |  |  | | |
| 5.3 | Current Inventory listing of equipment, materials and tools is available | |  |  |  |  | | |
| 5.4 | Safety and Maintenance Plans are implemented | |  |  |  |  | | |
| 5.5 | Quality of workshop environment meets OHS requirements (OHS provisions, safety charts, order, and cleanliness – floors, walls, roofs, windows, doors, tools, equipment, protective clothing) | |  |  |  |  | | |
| 5.6 | Delivery and assessment schedules are prepared, communicated to students, and implemented | |  |  |  |  | | |
| 5.7 | Lesson Plans, prepared and approved ahead of teaching time | |  |  |  |  | | |
| 5.8 | Lessons evaluated after each delivery and the results used to improve students’ performance | |  |  |  |  | | |
| 5.9 | A variety of delivery strategies and teaching aids to effectively develop workplace competencies, critical thinking, teamwork and problem-solving skills are used in accordance to the CVQ workplace and curriculum standards | |  |  |  |  | | |
| 5.10 | Technology is understood and used in the delivery and assessment of the programme | |  |  |  |  | | |
| 5.11 | Individualized and self-paced instructional plans are applied effectively | |  |  |  |  | | |
| 5.12 | Portfolio is comprised of industry based, relevant and meaningful evidence | |  |  |  |  | | |
| 5.13 | Students’ Attendance Records are being maintained | |  |  |  |  | | |
| 5.14 | Students’ Portfolio development and assessment procedures are in place and are operational | |  |  |  |  | | |
| 5.15 | The prescribed Assessment Package is used to administer assessment | |  |  |  |  | | |
| 5.16 | Records of Formative and Summative Assessments are in place | |  |  |  |  | | |
| 5.17 | Formative and summative records are used to improve students’ performance | |  |  |  |  | | |
| 5.18 | Assessment methods are valid and sufficient | |  |  |  |  | | |
| 5.19 | Industry collaboration is incorporated in the delivery and assessment of the programme | |  |  |  |  | | |
| 5.20 | Industry work experience plans are implemented and evaluated | |  |  |  |  | | |
| **Total** | | |  |  |  |  | | |

**Candidates’ Audit**

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| Institution Name: | |  | | | | | | Date: | Click or tap to enter a date. |
| Institutional Leader: | |  | | | | | Number of Samples Taken | |  |
|  | | | | | | | | | |
| **Section 6** | | **Candidates’ Audit** | | | | | | | |
| **No** | **Criteria** | | **Compliant** | **Non-compliant** | **Not Applicable** | **Comments** | | | |
| 6.1 | The requirements of the CVQ are outlined and understood by candidates | |  |  |  |  | | | |
| 6.2 | Access to the approved Competency Standards for the CVQ qualification is available to candidates | |  |  |  |  | | | |
| 6.3 | The benefits of the CVQ qualification are understood by candidates | |  |  |  |  | | | |
| 6.4 | Candidates are aware of the delivery and assessment plans | |  |  |  |  | | | |
| 6.5 | Training materials, tools and equipment are adequate for effective learning and assessment | |  |  |  |  | | | |
| 6.6 | Candidates’ reflections are prepared and compiled in their portfolios | |  |  |  |  | | | |
| 6.7 | Candidates are involved in peer and self-assessment processes | |  |  |  |  | | | |
| 6.8 | Candidates are involved in the tasks and their projects | |  |  |  |  | | | |
| 6.9 | Candidates’ performance tracking records are in place and operational | |  |  |  |  | | | |
| 6.10 | Candidates are involved in the safety and maintenance of tools, equipment and workshops | |  |  |  |  | | | |
| 611 | Appropriate attire is worn by candidates for practical activities | |  |  |  |  | | | |
| 6.12 | Participation in industry work experience is adequate | |  |  |  |  | | | |
| 6.13 | Candidates are satisfied with the depth of the knowledge and experiences gained in the programmes | |  |  |  |  | | | |
| 6.14 | Provisions for individual instruction are adequate | |  |  |  |  | | | |
| **Total** | | |  |  |  |  | | | |

***Note: The Candidate Audit is only to be administered if candidates are present for participation***

**Audit Calculations**

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| **Audit Area** | **Institutional Leader** | **Teachers’ Audit** | **Candidates’ Audit** | **Institutional Rating (Average)** | **Compliance Level** |
| Compliance Percentage Achieved |  |  |  |  |  |

**Compliance Rating Scale**

|  |  |  |
| --- | --- | --- |
| **Percentage** | **Compliance Level** | **Narrative** |
| 100 - 80 | 5 | High level of compliance to most or all of the requirements |
| 65 - 79 | 4 | Strong level of compliance to most requirements |
| 50 - 64 | 3 | Minimum level of compliance. Satisfactory maintenance of requirements |
| 49 - 35 | 2 | Moderate compliance achieved. Developing stage |
| Below 35 | 1 | Below requirement for C/NVQ participation |

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| Training and Assessment Officer Name: | Click or tap here to enter text. |
| Training and Assessment Officer Signature: |  |
| Training and Assessment Audit Date: | Click or tap to enter a date. |