

## TVET INSTITUTIONS QUALITY STANDARDS CHECKLIST. 2

QUALITY AREA	SECTIONS	CRITERIA/INDICATORS
Learning Resources	Curricula	Availability Of Hard And Soft Copies Of Formal Competency-based Curricula Of Each Level For Each
	Furniture	Availability Of At Least One Chair For Each Trainee
		Availability Of At Least One Table For Each Trainee
		Availability Of At Least One Chair For Trainer In Each Classroom
		Availability Of At Least One Table For Trainer In Each Classroom
		Availability Of Shelves To Store Materials In Each Classroom
		Availability Of Dust Bin In Each Classroom
		Availability Of Dust Bin In Each Workshop
	Equipment and Materials	Availability Of All The Requirements Of Standard Training Equipment List (STEL) In The Training Organization Guide (TOG) For Each Trade
		Availability Of Minimum Requirements Of Standard Training Equipment List (STEL) In The Training Organization Guide (TOG) For Each Trade
		Availability Of At Least 50 Computers
		Availability Of A Computer For Each Trainee
		Availability Of A Computer For Each Trainer
		Availability Of A Projector In At Least A Classroom For Each Trade
		Availability Of At Least 1 Smart Classroom
		Availability Of At Least 2 Smart Classrooms
		Availability Of Internet Connectivity For All Computer Laboratories
		Availability Of Internet Connectivity For All Smart Classrooms
		Availability Of All Safety And Security Requirements Of Standard Training Equipment List (STEL) In The Training Organization Guide (TOG) For Each Trade
	Safety and Security	Availability Of Minimum Safety And Security Requirements Of Standard Training Equipment List (STEL) In The Training Organization Guide (TOG) For Each Trade.
Physical Facilities	Administrative Facilities	Availability Of At Least One Academic Staff Room
		Availability Of A Shelf For Academic Materials In Academic Staff Room
		Availability Of At Least One Open Administrative Staff Office
		Availability Of An Office For School Manager
		Availability Of An Office For Bursar
		Availability Of Electricity In All Administrative Offices
		Availability Of Internet Connectivity In All Administrative Offices
		Availability Of Internet Connectivity In The Office Of School Manager
		Availability Of Convenient Furniture In All Offices
		Availability Of Authorised Construction Materials For All Administrative Facilities
		Availability Of Authorised Materials For Roofing For All Administrative Facilities
		Availability Of Authorised Materials For Roofing For All Administrative Facilities
		Availability Of Ceiling To Prevent Noisy For All Administrative Facilities
		Availability Of At Least, Pointing For Finishing For All Administrative Facilities
		Availability Of At Least One Classroom By Each Level Of Each Trade
		Learning Facilities
	Availability Of At Least One Classroom Of 7m X 6m By Each Level Of Each Trade	
	Availability Of At Least One Classroom Of 7m X 6m By Each Trade	
	Availability Of At Least One Classroom Of More Than 4 Windows By Each Level Of Each Trade	
	Availability Of At Least One Classroom Of More Than 4 Windows By Each Trade	
	Availability Of At Least One Classroom Having At Least 2 Doors By Each Level Of Each Trade	
	Availability Of At Least One Classroom Having At Least 2 Doors By Each Trade	
	Availability Of At Least One Classroom With Maximum Capacity Of 30 Learners By Each Level Of	
	Availability Of At Least One Classroom With Maximum Capacity Of 30 Learners By Each Trade	
	Availability Of At Least A Workshop For Each Trade	
	Availability Of At Least A Workshop That Has A Store For Tools And Materials For Each Trade	
	Availability Of At Least A Computer Laboratory	
	Availability Of At Least A Computer Laboratory Having 2 Doors	
	Availability Of At Least A Computer Laboratory Having 2 Windows	
	Availability Of At Least A Library Of 7mX10m	
	Availability Of At Least A Library With 2 Doors	
	Availability Of At Least A Library With At Least 4 Windows	
	Availability Of Electricity In All Classrooms	
	Availability Of Electricity In All Workshops	
	Availability Of Authorised Construction Materials For All Classrooms	
	Availability Of Authorised Construction Materials For All Workshops	
	Availability Of Authorised Roofing Materials For All Classrooms	
	Availability Of Authorised Roofing Materials For All Workshops	
	Availability Of Ceiling To Prevent Noisy For All Classrooms	
	Availability Of At Least, Pointing For Finishing For All Classrooms	
	Availability Of At Least, Pointing For Finishing For All Workshops	
	Welfare Facilities	Availability Of A Fence Built In Accordance With The Norms Of Construction Which Guarantee The Security Of Learners And The School Property
		Availability Of, At Least A Modern Toilet For Staff
		Availability Of At Least A Modern Toilet For Staff For Each Gender
		Availability Of At Least A Modern Toilet To Serve At Least 15 Staff
		Availability Of At Least A Modern Toilet For Learners
		Availability Of At Least A Modern Toilet For Learners For Each Gender
		Availability Of At Least A Modern Toilet To Serve Maximum 25 Learners

		Availability Of A Dining Hall
		Availability Of A Dining Hall With At Least 6 Windows
		Availability Of A Dining Hall With 2 Doors
		Availability Of A Dining Hall With A Container Of Portable Water
		Availability Of A Dining Hall With Shelves To Store Plates And Cups
		Availability Of Authorised Construction Materials For A Dining Hall
		Availability Of Authorised Roofing Materials For A Dining Hall
		Availability Of Ceiling To Prevent Noisy For Dining Hall
		Availability Of At Least, Painting For Finishing For Dining Hall
		Availability Of A Space For Washing Hands
		Availability Of A Kitchen Attached To The Dining Hall
		Availability Of A Kitchen Having A Modern Cooking Stove
		Availability Of A Kitchen Having A Modern Cooking Stove Which Is Combustible-saving And
		Availability Of A Kitchen With At Least A Water Tap Or Any Other Means Allowing To Keep Clean
		Availability Of Authorised Construction Materials For Kitchen
		Availability Of Authorised Roofing Materials For Kitchen
		Availability Of At Least, Painting For Finishing For Kitchen
		Availability Of At Least Tiling For Kitchen
		Availability Of A Playground For Different Games And Sports Which Can Accommodate Trainees
		Availability Of At Least 2 Water Tanks With 5 Meter Cube
		Availability Of At Least A Water Tank With Distant Tap From The Tank
		Availability Of A Dormitory Constructed With Authorized Construction Materials
		Availability Of A Dormitory With Toilets And Bathroom In The Same Building
		Availability Of Authorised Roofing Materials For Dormitory
		Availability Of Ceiling To Prevent Noisy For Dormitory
		Availability Of At Least, Painting For Finishing For Dormitory
		Availability Of At Least A Mosquito Net For Each Trainee
		Availability Of At Least, Tiling For Toilets And Bathroom For Dormitory
		Availability Of At Least A Rain-water Harvesting Tank With 5 Meter Cube
		Availability Of Pathway For The People With Disability
		Availability Of At Least A Special Room For Female Learners
		Availability Of Clean Drinking Water
		Absence Of Bushes And Pools Of Water
		Availability Of A Garden And Trees In The School Yard
		Availability Of School Access To Main Road
		Availability Of Waste Water Management Facilities
		Availability Of A Multi-purpose Hall Built With Authorized Construction Materials
		Availability Of Authorised Roofing Materials For Multi-purpose Hall
		Availability Of Ceiling To Prevent Noisy For Multi-purpose Hall
		Availability Of At Least, Painting For Finishing For Multi-purpose Hall
	Security and Safety Facilities	Availability Of At Least A Valid Fire Extinguisher In Each Building
		Availability Of At Least A Lightening Arrestor For Each Building
		Availability Of At Least An External Lighting In All Buildings
Documentation	Financial Resources	Availability Of School Budget Proposal In Strategic Plan
		Availability Of Procurement Plan In Strategic Plan
	Strategic Plan	Availability Of Clear Vision, Mission And Mandates In Strategic Plan
		Availability Of Strategic Plan
		Availability Of Organisational Structure In Strategic Plan
	TVET Regulations	Availability Of Business Plan In Strategic Plan
		Availability Of Education And TVET-related Laws, Ministerial Orders And Instructions
	Application Documents	Availability Of TVET Quality Standards
		Availability Of Application Letter
		Availability Of Self-Assessment Report
		Availability Of Recommendation Letter By District
	Human Resources	Administrative Staff
Availability Of Legal Registration Certificate By RDB		
Availability Of Legal Permission For Use Of Land By District		
Academic Staff		Availability Of A School Manager Or Principal With Relevant Qualification According To Ministerial
		Availability Of All Administrative Staff With Relevant Qualification According To Organisational
		Availability Of Necessary Administrative Staff With Relevant Qualification According To Organisational Structure
		Availability Of, At Least, 3 Technical Trainers With Relevant Qualification For Each Level Per Each
		Availability Of, At Least, 2 Technical Trainers With Relevant Qualification For Each Trade
		Availability Of, At Least, 1 Language Trainer With Relevant Qualification For Each Level
		Availability Of, At Least, 1 Language Trainer With Relevant Qualification
	Availability Of, At Least, 1 ICT Trainer With Relevant Qualification For Each Level	
Availability Of, At Least, 2 ICT Trainers With Relevant Qualification		
Supporting Staff	Availability Of, At Least, 1 Entrepreneurship Trainer With Relevant Qualification For Each Level	
	Availability Of, At Least, 1 Entrepreneurship Trainer With Relevant Qualification	
Trainees	Enrolment Plan	Fulfilment Of Trainee-trainer Ratio 25:1
	Qualified Trainees	Availability Of All Supporting Staff With Relevant Qualification According To Organisational
		Availability Of Necessary Supporting Staff With Relevant Qualification According To Organisational
		Availability Of Enrolment Plan Or Strategy For Relevant Levels Of Relevant Trades
		Availability Of Qualified Trainees To Enrol Relevant Levels For Relevant Trades