

## TVET INSTITUTIONS QUALITY STANDARDS CHECKLIST. 1

QUALITY AREA	SECTIONS	CRITERIA/INDICATORS
Leadership	Implementation of Strategic Plan	Availability Of Annual Action Plan Reflecting Strategic Plan
		Availability Of Annual Budget Plan Reflecting The Annual Action Plan
		Availability Of M&E Report On Implementation Of The Annual Action Plan
	Procedures and Communication	Availability Of Procedural And Operational Manual
		Availability Of School Organogram
		Availability Of At Least 1 Minutes Of School Management Meeting Per Month
		Availability Of 1 Minutes Of School Management Meeting Per Week
	School Board and Committee Governance	Availability Of Suggestion Box
		Availability Of Structure Of School Board And/or Committee
		Availability Of Structure Of Parent Teacher Association (PTA)
		Availability Of At Least 1 Minutes Of School Board And/or Committees Meetings Per Term
		Availability Of At Least, 1 Minutes Of Parent Teacher Association Meeting Per Term
		Availability Of At Least 1 Minute Of Meeting Between School Manager And Trainers Per Month
		Availability Of At Least 2 Minutes Of Meetings Between School Manager And Trainees Per Term
		Availability Of At Least 1 Minute Of Meeting Between School Manager And Supporting Staff Per Month
	Availability Of At Least 2 Minutes Of Meetings Between School Manager And Local Authorities Per Year	
Learning Service and Environment	Continuous Professional Development	Availability Of Continuous Professional Development Plan
		Availability Of Implementation Report Of Continuous Professional Development Plan
		Availability Of All Trainer Profiles
	Provision of Learning Materials and Consumables	More Than 70% Of Annual Budget Allocation To Teaching And Learning Activities
		More Than 50% Of Annual Budget Allocation To Teaching And Learning Activities
		Availability Of At Least 1 Requisition Report On Learning Materials And Consumables Per Term
		Availability Of At Least 1 Report On The Use Of Learning Materials And Consumables Per Term
		Availability Of At Least 1 Report On The Use Of Learning Materials And Consumables Per Term
	Competency-based Curricula Implementation Planning	Availability Of Hard Copies And Soft Copies Of All Relevant Curricula
		Availability Of Annual Academic Calendar
		Availability Of Chronogram For Each Level Per Each Trade
		Availability Of Chronogram For, At Least, 1 Level Per Each Trade
		Availability Of Chronogram For, At Least, 1 Level In 1 Trade
		Availability Of School Calendar
		Availability Of Implementation Report On School Calendar
	Availability Of Teaching Timetable	
	Competency-based Training Implementation	Availability Of Trainer Portfolio For All Trainers
		Availability Of Trainer Portfolio For, At Least, 1 Trainer Per Each Trade
		Availability Of Trainer Portfolio For, At Least, 1 Trainer
		Availability Of Scheme Of Work For Each Module
		Availability Of Scheme Of Work For, At Least, 1 Module Per Each Trade
		Availability Of Scheme Of Work For, At Least, 1 Module
		Availability Of Session Plan For Each Session Per Each Class
		Availability Of Session Plan For, At Least, 1 Session Per Each Trade
Availability Of Session Plan For, At Least, 1 Session		
Availability Of Class Diary For All Trainers		
Availability Of Class Diary For, At Least, 1 Trainer For Each Trade		
Availability Of Class Diary For, At Least, 1 Trainer		
Competency-based Assessment Implementation	Availability Of Trainee Portfolio For All Trainees	
	Availability Of Trainee Portfolio For At Least 1 Class Per Each Trade	
	Availability Of Trainee Portfolio For At Least 1 Class	
	Availability Of Hard Copy And Soft Copy Of Approved Assessment Guideline	
	Availability Of Assessment Plan For Each Level Of Each Trade	

		Availability Of Assessment Plan For, At Least, One Level Per Each Trade
		Availability Of Assessment Plan For, At Least, One Level
		Availability Of Assessment Report For Each Module Per Each Level Of Each Trade
		Availability Of Assessment Report For Each Module Per, At Least One Level Of Each Trade
		Availability Of Assessment Report For Each Module Per, At Least One Level
		Availability Of Internal Verification Plan
		Availability Of Evidence For Internal Verification For Each Module For All Trainees
		Availability Of Evidence For Internal Verification For Each Module In, At Least, 1 Class Per Level Per Trade
		Availability Of Evidence For Internal Verification For Each Module In, At Least, 1 Class
		Availability Of Summative/integrated Assessment Report For Each Specific Module
		Availability Of Summative/integrated Assessment Report For, At Least, 1 Specific Module Per Each Trade
		Availability Of Summative/integrated Assessment Report For, At Least, 1 Specific Module
	Labour Market Orientation	Availability Of Plan Of Industrial Attachment Program For Each Level Of Each Trade
		Availability Of Plan Of Industrial Attachment Program For, At Least, One Level Of Each Trade
		Availability Of Plan Of Industrial Attachment Program For, At Least, One Trade
		Availability Of Agreement For Industrial Attachment Program For Each Level Of Each Trade
		Availability Of Agreement For Industrial Attachment Program For, At Least, One Level Of Each Trade
		Availability Of Agreement For Industrial Attachment Program For, At Least, One Trade
		Availability Of Logbook For Industrial Attachment Program For Each Trainee In Each Level Of Each Trade
		Availability Of Logbook For Industrial Attachment Program For Each Trainee In, At Least, One Level Of Each Trade
		Availability Of Logbook For Industrial Attachment Program For Each Trainee In, At Least, One Trade
		Availability Of Trainer Visit Report For Industrial Attachment Program For Each Trainee In Each Level Of Each Trade
		Availability Of Trainer Visit Report For Industrial Attachment Program For Each Trainee In, At Least, One Level Of Each Trade
		Availability Of Trainer Visit Report For Industrial Attachment Program For Each Trainee In, At Least, One Trade
	Monitoring and Evaluation of Competency-based Curricula Implementation	Availability Of Session Delivery Observation Plan For Each Level Of Each Trade
		Availability Of Session Delivery Observation Plan For, At Least, One Level Of Each Trade
		Availability Of Session Delivery Observation Plan For, At Least, One Trade
		Availability Of Session Delivery Observation Report For Each Level Of Each Trade
		Availability Of Session Delivery Observation Report For, At Least, One Level Of Each Trade
		Availability Of Session Delivery Observation Report For, At Least, One Trade
	Extra Curricula Activities	Availability Of List Of Co-curriculum Clubs
		Availability Of Reports On Co-curriculum Clubs Activities
		Availability Of List Of Subject Clubs
		Availability Of Reports Of Subject Clubs Activities
		Availability Of Career Guidance Plan
		Availability Of Career Guidance Implementation Report
	Promotion of ICT	Availability Of Weekly Plans To Use Smart Classroom, Computer Laboratory And/or E-Library
		Availability Of Budget For Internet Connectivity To Smart Classroom, Computer Laboratory And/or E-Library

		Availability Of Parental Control Mechanism On Smart Classroom, Computer Laboratory And/or E-Library
<b>Management and Administration</b>	General Administration	Availability Of Admission Procedures For Trainees
		Availability Of Trainee Admission Report
		Availability Of Trainee Filing System
		Availability Of Web-based Management Information System
		Availability Of Reporting And Communication Procedures
	Financial Management	Availability Of Operational Manuals In Financial Management And Procurement
		Availability Of Operational Budget Plan
		Availability Of Monthly Financial Report
		Availability Of Term-based Financial Report
		Availability Of Annual Financial Report
		Availability Of Procurement Plan
		Availability Of Operational Tender Committee
		Availability Of Tender Documents
		Availability Of Tender Reports
		Availability Of Annual External Audit Reports
		Availability Of Production Unit
		Availability Of Separate Account For Production Unit
		Availability Of Operational Plan Of Production Unit
		Availability Of Implementation Report Of Production Unit
	Human Resource Management	Availability Of Human Resource Procedure Manual
		Availability Of Work Performance Contract
		Availability Of Performance Evaluation Report And Appraisal
		Availability Of Recruitment Plan
		Availability Of Recruitment Report
		Availability Of Staff File
		Availability Of Staff Attendance Records
		Availability Of Monthly Payroll
		Availability Of Staff Capacity Building Plan
		Availability Of Implementation Report Of Staff Capacity Building
		Availability Of Disciplinary Committee Reports
	Infrastructure Management	Availability Of Annual-based Inventory Reports For Infrastructure
		Availability Of Annual Budget For Maintenance And Safety
		Availability Of Annual Budget For Running Water And Electricity
		Availability Of Annual-based Maintenance And Safety Plan Of Infrastructure
		Availability Of Annual Maintenance And Safety Report Of Infrastructure
	Equipment and Materials Management	Availability Of Valid Insurance Contracts For Infrastructure
		Availability Of Stock Cards
		Availability Of Stock Requisition Forms
		Availability Of Term-based Inventory Reports Of Equipment And Materials
		Availability Of Budget For Maintenance, Safety And Disposal Of Equipment And Materials
		Availability Of Term-based Maintenance And Safety Plan
		Availability Of Term-based Maintenance And Safety Report
		Availability Of Annual Disposal Plan
		Availability Of Annual Disposal Implementation Report
		Availability Of Valid Insurance Contracts For Equipment
	Environment Management	Availability Of School Greening, Cleaning And Beautification Based The Plan
		Availability Of Waste Management Mechanism Including Bio Degradable And Non-bio Degradable Waste
Availability Of Renewable Energy And Resource Utilisation Mechanism		
Availability Of Plan For School Greening, Cleaning And Beautification		
Welfare Management	Availability Of School Feeding Program	
	Availability Of Counselling Program	
	Availability Of Report On Counselling	
	Availability Of Operational Use In Female Learner Room	
	Availability Of Operational Plan For Sports And Recreation	
	Availability Of Implementation Report On Sports And Recreation	
	Availability Of Itorero Room (Icumba Cy'Indashyikirwa)	
	Availability Of Inclusiveness Plan	
	Availability Of Reports On Inclusiveness	
	<b>Cooperation and Public</b>	Marketing and Public Relations

Relation		Availability Of Implementation Reports On Marketing And Public Relation, Including School Open Day, Exhibition, Graduation Day, Flyers, Banners, Sign Posts And/or Visitor's Book
		Availability Of School Web Sites
		Availability Of Service Charter In School Websites
	Community Outreach	Availability Of Annual Plan For Community Outreach
		Availability Of Implementation Reports On Community Outreach
	Partnership	Availability Of MoUs With Relevant Private Companies
		Availability Of MoUs With Relevant Development Partners And/or Non-profit Organisations
		Availability Of MoUs With Relevant Other TVET Institutions And/or Professional Associations
	Tracer Survey	Availability Of Graduate Filing System
		Availability Of Tracer Survey Mechanism For Graduates
		Availability Of Annual Tracer Survey Report
		Availability Of Annual Employer Satisfaction Survey Report
	Research and Innovation	Availability Of Project Plans Promoting Research And/or Innovation
		Availability Of Implementation Reports On Projects Promoting Research And/or Innovation
	Available Water Resources	