



Technical and Vocational Education and Training Quality Council  
Bhutan Qualifications and Professionals Certification Authority  
Thimphu

## Accreditation of Assessment Centre

(Occupation: \_\_\_\_\_)

### On-site Evaluation Report

Developed by: Quality Assurance Services

Revised August 2023

## Assessment Centre Details

<b>Name of the Assessment Centre:</b>			
<b>Type of organization:</b>		<b>Location:</b>	
<b>Name of Contact Person:</b>		<b>Contact no:</b>	
<b>Email address:</b>			
<b>Name of Assessment Coordinator:</b>			
<b>Occupation Title: .</b>		<b>NC Level:</b>	
<b>Maximum capacity:</b>		<b>Capacity proposed/approved:</b>	
<b>Assessment fee per candidate (Nu.)</b>	Nu/ Candidate:		
<b>Other charges if any:</b>			

### Criterion 1: Assessment facilities and resources

**Important:** All mandatory criteria **MUST** be ticked **YES** for accreditation of assessment centre

Sl.no	Elements	Rating			Remarks
		YES	NO	Category	
1	Minimum 2 rooms for oral/written assessment with proper furniture			<b>Mandatory</b>	
2	Waiting room for participants (if required of oral assessment)			<b>Mandatory</b>	
3	Sufficient hand tools for practical assessment			<b>Mandatory</b>	
4	Workshop facilities with proper set up of workstations for participants			<b>Mandatory</b>	
5	Sufficient equipment/machines for practical assessment as per NCS			<b>Mandatory</b>	
6	Sufficient PPE for participants			<b>Mandatory</b>	
7	Proper safety signage and instructions at workplace			<b>Mandatory</b>	

### Criterion 2- Organization and Management

Sl.no	Elements	Rating			Remarks
		YES	NO	Category	
1	Organization is legally established (private/govt/corporate/NGO)			<b>Mandatory</b>	
2	Proper office space/location for registration and verification of candidate's documents			Essential	
3	Assessment centre rules and regulations			<b>Mandatory</b>	
4	Assessment coordinator identified and job responsibilities assigned			<b>Mandatory</b>	
5	Structured orientation/briefing program for RPL candidates			Essential	
6	Assessment fee is reasonable (if any)			<b>Mandatory</b>	

### Criterion 3- Support services

Sl.no	Elements	Rating			Remarks
		YES	NO	Category	
1	First aid facilities available			<b>Mandatory</b>	
2	Toilet facilities with running water (Male and Female)			<b>Mandatory</b>	
3	Self-assessment of competency of candidates as per NCS (forms)			Essential	
4	Document verification and processing (with minimum 3yrs work experience for RPL assessment)			Essential	

Recommendation for Accreditation		Remarks
Recommended for Approval <input type="checkbox"/>	NOT Recommended <input type="checkbox"/>	

### DECLARATION:

We, the undersigned members of the team, hereby certify that we have physically gone through all aspects of the evaluation process, and declare that this evaluation report depicts the actual situation, which prevailed at the time of our evaluation.

Name/signature of Team Leader .....

Name/Signature of members.....

Date of Assessment: .....

## Shortcoming Report

The following shortcomings have been identified during the on-site evaluation. Please take necessary corrective actions to rectify the shortcomings and inform the same to the TVETQC within the specified time agreed by the Institute. The TVETQC will further review the shortcomings and award accreditation certificate after fulfilling all major shortcomings.

<p>Accreditors (Signature)</p> <p>1: _____</p> <p>2: _____</p>	<p>Name and Signature of contact person</p> <p>_____</p> <p>Date of corrective actions to be submitted to TVETQC</p> <p>_____</p>

