



TVET Quality Council  
Bhutan Qualifications and Professionals Certification Authority  
Thimphu Bhutan



## Accreditation of TVET Program

### On-site Evaluation Report

**Course:**

Developed by: Quality Assurance Services

Revised July 2024

## Accreditation Standards

Programs will be assessed in six performance areas. For each performance areas a set of process-oriented criteria has been formulated to give a clear and transparent indication of the strength and weaknesses of the program. Each criterion is rated individually weighed according to its importance. The performance areas are:

Criterion	Category	Weighted Points
1: Teaching and Learning	<b>Critical</b>	350
2: Training Facilities and Resources	<b>Critical</b>	200
3: Human Resources (Trainers)	<b>Critical</b>	150
4: Assessment and Evaluation	Essential	100
5: Program Quality Management System	Essential	100
6: Support to Students	Essential	100
		<b>1000</b>

The criteria are divided in two categories: “Critical” and “Essential”. Programs that do not meet the majority of critical criteria cannot be accredited. “Essential” criteria are those criteria that usually are associated with the registration system focusing mostly on processes in the different performance areas.

## Grading Levels of Accreditation

Level/Category	Total Points	Duration	Conditions for Award
Accredited	800-1000	Accredited for three years	<ol style="list-style-type: none"> <li>1. Meets all major criteria</li> <li>2. No major non compliance</li> </ol>
Not Accredited	799 and below	-	<ol style="list-style-type: none"> <li>1. Not meeting the majority of critical criteria</li> <li>2. Major non-compliance</li> </ol>

### Criterion 1: Teaching and Learning-350 (Critical)

The institute has a clearly defined training program based on the curriculum and revised National Competency Standards. Have effective training delivery plans and instructional resources to ensure success in meeting the learning objectives and enable the trainees to achieve the indented outcomes.

#### Indicator A- Course Curriculum - 50

Is the course curriculum based on the revised NCS, developed in-consultation with subject matter experts from relevant industry?

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (50)	Accreditors Evaluation	
1	Curriculum is developed based on revised/validated NCS			10		
2	Curriculum is endorsed by TTTRC (refer endorsement letter)			5		
3	Curriculum has validity of minimum 3years and valid at the time of on-site evaluation			10		
4	Curriculum contains 80% Practical and 20% Theory			10		
5	Curriculum contents include values/employability skills			5		
6	Curriculum contains provision of OJT/field visit			10		
		<b>Total</b>		<b>50</b>		
Sources of evidence: <ul style="list-style-type: none"> <li>• Copy of curriculum</li> <li>• Refer time distribution sheet in the curriculum</li> <li>• Refer course information in the curriculum</li> <li>• Current NCS</li> </ul>		<ul style="list-style-type: none"> <li>• Curriculum endorsement letter issued by TTTRC</li> </ul>				

### Indicator B- Instructional Materials - 100

Is teaching and learning enhanced by the availability of print and non-print instructional materials, use of audio-visual aids and other resources.

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (100)	Accreditors Evaluation	
1	Printed instructional materials such as workbook, manuals, handouts, competency-based learning materials (CBLM)			20		
2	Visual aids such as wall chart, models and simulator			20		
3	Advanced learning/technologies such as online learning and power point presentation			20		
4	Audio-visual/instructional equipment such as projector, TV screen and white board in classroom			20		
5	Instructional materials are maintained/stored properly			20		
			<b>Total</b>	<b>100</b>		
Sources of evidence:						
<ul style="list-style-type: none"> <li>• Resource Centre,</li> <li>• Instructional Materials</li> <li>• Online learning platform</li> </ul>						

### Indicator C- Course Delivery Plans - 100

Is teaching and learning enhanced by the availability of structured training delivery plans? Training plans are developed as per curriculum, approved HoDs and endorsed by the head of the institute/management.

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (100)	Accreditors Evaluation	
1	Course plan is developed as per the content and duration specified in the curriculum			20		
2	Weekly/monthly training plan is developed as per the course plan and curriculum			25		
3	Lesson plans are developed for every competency as per weekly/monthly plan			20		
4	Task sheets are developed for every competencies/task as per weekly/monthly plan			20		
5	Project work and assignment memos are developed and assessed			10		
6	Trainees log book is maintained and verified for individual trainers			5		
		<b>Total</b>		<b>100</b>		
Sources of evidence: <ul style="list-style-type: none"> <li>• Training/course plan</li> <li>• Weekly/monthly plan</li> <li>• Assignment sheet</li> </ul>		<ul style="list-style-type: none"> <li>• Lesson plan</li> <li>• Task sheet</li> <li>• Trainee notebook</li> <li>• Trainee logbook</li> </ul>				

## Indicator D- Training Methods and Techniques- 100

To what extent do the trainers effectively adopt the following training methods and techniques? Have practical and theory ratio of 80-20 percent and established OJT system.

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (100)	Accreditors Evaluation	
1	Deliver 80% practical training such as simulations and experiments			20		
2	Deliver 20% classroom theory of interactive teaching such as lecture, group discussion, brainstorming and individual activity			15		
3	Group or individual assignments/project works are developed/ assigned and evaluated			15		
4	OJT implemented/planned as per the curriculum			10		
5	OJT monitoring plan developed/implemented			20		
6	Industry experts/professional identified/invited as trainers/guest speakers to teach specific contents			5		
7	Feedback forms developed/implemented for each module by trainers			15		
			<b>Total</b>	<b>100</b>		
Sources of evidence:			<ul style="list-style-type: none"> <li>• Trainee notebook</li> <li>• OJT logbook</li> <li>• Trainees feedback form</li> <li>• Record of industry expert invitation</li> </ul>			
<ul style="list-style-type: none"> <li>• Training/course plan</li> <li>• Weekly/monthly plan</li> <li>• Assignment sheet</li> <li>• Lesson plan and Task sheet</li> </ul>						

**Criterion –Based  
Summary of Points**

**Criterion 1: Teaching and Learning- 350 (minimum 280 points)**

<b>Indicators</b>	<b>Weighted Points</b>	<b>Accreditors' Points</b>
A. Course Curriculum	50	
B. Instructional Materials	100	
C. Course Delivery Plans	100	
D. Training Methods and Techniques	100	
<b>Total</b>	<b>350</b>	

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Accreditor's Name & Signature

\_\_\_\_\_  
Team Leader's Name & Signature

Date\_\_\_\_\_

## Criterion 2: Training Facilities and Resources-200 (Critical)

The institute provides adequate training facilities and learning environment which is conducive to effective teaching and learning that supports the training program offered by the institute. The adequacy of workshops/laboratories/classroom, tools and equipment, multimedia Centre, outdoor training field, are paramount

### Indicator A- Workshops/Labs/Classroom– 100

How compliant is the Institute with regard to training facilities such as workshops/laboratories/classroom, tools and equipment, multimedia Centre, outdoor training field as per standard requirements? Whether there is adequate space, are well-ventilated and properly maintained.

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (100)	Accreditors Evaluation	
1	Sufficient classroom space for training available			10		
2	Sufficient workshop/lab space for training available			20		
3	Safety signs and symbols are displayed in workshops/labs			10		
4	Classrooms are maintained, labeled, cleaned and arranged orderly			15		
5	Workshops/labs are maintained, labeled, cleaned and arranged orderly			20		
6	Adequate, accessible and clean restroom separately for male and female			10		
7	Safe drinking water facility (hot and cold water) available in workshop/labs/classroom			15		
			<b>Total</b>	<b>100</b>		
Sources of evidence:		<ul style="list-style-type: none"> <li>• Signage</li> <li>• Restroom</li> <li>• Drinking water facility</li> </ul>				
	<ul style="list-style-type: none"> <li>• Workshops/labs</li> <li>• Classrooms</li> </ul>					

## Indicator B- Tools, Equipment and Training Materials – 100

Does the Institute have sufficient tools and equipment for training? Are these tools and equipment installed well, maintained and safe for training?

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (100)	Accreditors Evaluation	
1	Sufficient hand tools for training available			10		
2	Sufficient training equipment (machinery/power tools)			15		
3	Training equipment are installed safely, maintained and functional			10		
4	Training tools are maintained properly			10		
5	Sufficient fire safety and first aid facility in the workshop/labs/classroom			5		
6	Adequate storage facility for tools, equipment and materials			10		
7	Sufficient personal protective equipment (PPE) for the training			10		
8	Proper maintenance plan for equipment developed			5		
9	Sufficient training materials available for training as per curriculum and training plan			15		
10	Adequate budget for purchase of training materials			10		
			<b>Total</b>	<b>100</b>		
Sources of evidence:			<ul style="list-style-type: none"> <li>• Personal Protective Equipment (PPE)</li> <li>• Tools and Equipment</li> <li>• Training materials</li> <li>• Budget plan</li> </ul>			
<ul style="list-style-type: none"> <li>• Stores</li> <li>• Workshops</li> <li>• Maintenance plan</li> <li>• OHS equipment and Facility</li> </ul>						

**Criterion –Based  
Summary of Points**

**Criterion 2: Training Facilities and Resources – 200 (minimum 160)**

<b>Indicators</b>	<b>Weighted Points</b>	<b>Accreditors' Points</b>
A. Workshops/Labs/classroom	100	
B. Tools and Equipment	100	
<b>Total</b>	<b>200</b>	

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Accreditor's Name & Signature

\_\_\_\_\_  
Team Leader's Name & Signature

Date \_\_\_\_\_

### Criterion 3: Human Resources (Trainers)- 150(Critical)

The quality of training is greatly measured by the qualification, skills, experience and professional competence of trainers. The institute maintains high quality faculty in terms of their qualifications, experience and professional competence. It maintains an effective system of maintaining and developing an adequate number of highly qualified and appropriate faculty members.

#### Indicator A- Qualification and Registration of Trainer-100

Does the Institute have sufficiently trained and certified trainers to deliver effective training? Trainer-trainee ratio is maintained as per standards.

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (100)	Accreditors Evaluation	
1	Full-time Lead/ Master trainers to deliver and manage the overall training program			10		
2	An undertaking letter/TOR signed by the lead trainer to formalize his/her commitment			10		
3	Lead trainer qualification and experience are relevant to course			10		
4	Trainers possess qualification one level higher than the course			10		
5	Trainers are registered with TVET Quality Council			10		
6	Trainers have undergone TOT training/pedagogical skills training			15		
7	Minimum of 2 years teaching experience			10		
8	Minimum of 1 year industry experience			10		
9	Trainee-trainer ratio is as per the course curriculum			10		
10	Terms of Reference (TOR) developed and signed by the trainers			5		
				<b>Total</b>	<b>100</b>	
Sources of evidence:						
<ul style="list-style-type: none"> <li>• Undertaking letter</li> <li>• Trainer registration certificates</li> <li>• Industry training and experience certificate</li> <li>• Academic certificate</li> <li>• Training of Trainer (ToT) certificate</li> </ul>		<ul style="list-style-type: none"> <li>• ToR signed by trainers</li> <li>• HR record</li> <li>• TVET-MIS</li> </ul>				

### Indicator B- Job Responsibility and Guidance - 50

What is the average percentage of Trainers' workload and assignments? Proper support and guidance are provided by the Institute.

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (50)	Accreditors Evaluation	
1	Other job responsibility besides teaching and training			20		
2	Sufficient facility and resources to prepare for training session			20		
3	Sufficient professional support and guidance are provided			10		
			<b>Total</b>	<b>50</b>		
Sources of evidence: <ul style="list-style-type: none"><li>• Job responsibilities of trainers</li><li>• Facility and resources</li></ul>						

**Criterion –Based  
Summary of Points**

**Criterion 3: Human Resources (Trainers)- 150 (minimum 120)**

Indicators	Weighted Points	Accreditors' Points
A. Qualification and Registration of Trainer	100	
B. Job Responsibility and Guidance	50	
<b>Total</b>	<b>150</b>	

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Accreditor's Name &Signature

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Team Leader's Name & Signature

Date\_\_\_\_\_

#### Criterion 4: Assessment and Evaluation- 100(Essential)

Assessment and evaluation system are critical in effective teaching and training delivery. The Institute conduct modular assessment at the end of each module and each task performed by the trainee is assessed and records maintained as a part of continuous assessment.

#### Indicator A-Practical Task Assessment – 50

Is there a system of assessing the practical task performed by the trainees through a proper assessment sheet for both process and product? Assessment records are maintained for each task.

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (50)	Accreditors Evaluation	
1	Practical task/activities are developed for each module			15		
2	Practical task assessment sheet is developed and assessment done for each tasks (process or product)			10		
3	Evidence of trainee's achievement of competency is maintained			10		
4	Proper assessment system for project works/assignment			10		
5	Proper assessment record for OJT/Field visit and project work are maintained			5		
		<b>Total</b>		<b>50</b>		
Sources of evidence: <ul style="list-style-type: none"> <li>• Task sheet</li> <li>• Practical assessment sheet</li> <li>• OJT logbook</li> <li>• Project work/assignment memo</li> </ul>						

## Indicator B- Module Assessment – 50

Does the Institute comply with the requirements to conduct modular assessment at the end of each module?

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (50)	Accreditors Evaluation	
1	Question bank is developed for each module			10		
2	Test items are validated and moderated			10		
3	Module assessment result are maintained			10		
4	Continuous assessment result is maintained.			10		
5	Continuous assessment result is displayed			10		
		<b>Total</b>		<b>50</b>		
Sources of evidence:						
<ul style="list-style-type: none"> <li>• Test items</li> <li>• Question bank</li> <li>• Continuous assessment record</li> <li>• Module assessment record</li> </ul>						

**Criterion –Based  
Summary of Points**

**Criterion 4: Assessment and Evaluation- 100 (minimum 80)**

Indicators	Weighted Points	Accreditors' Points
Practical Task Assessment	50	
Module Assessment	50	
<b>Total</b>	<b>100</b>	

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Accreditor's Name & Signature

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Team Leader's Name & Signature

Date\_\_\_\_\_

### Criterion 5: Program Quality Management System- 100(Essential)

The institute has established functional program quality management system based on the standard processes set by the TVET QC. Proper filing and documentation of training documents, records with proper labeling, file rack, rules and regulations of institute established etc.

#### Indicator A- Administration and Management– 100

Is the Institute implementing the following program QMS related to administration and management such as filing, documentation, institute rules and regulations, monitoring and supervision, student registration and selection.

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (100)	Accreditors Evaluation	
1	Established academic committee/team with TOR to oversee program planning, implementation, evaluation etc			20		
2	Displayed training plans, institute rules and regulations, assessment results etc.) on notice board			10		
3	Maintained proper filing and records keeping system			20		
4	Established institute rules and regulations			20		
5	Established internal monitoring and supervision of training activities			20		
6	Established proper trainee registration and selection system as per entry requirements in the curriculum			10		
			<b>Total</b>	<b>100</b>		
Sources of evidence:						
<ul style="list-style-type: none"> <li>• Notice board</li> <li>• Institute rules and regulations</li> <li>• Monitoring and supervision forms</li> <li>• Student registration and selection criteria/ forms/committee</li> </ul>						

**Criterion –Based  
Summary of Points**

**Criterion 5: Program Quality Management System-100 (minimum 80)**

<b>Indicators</b>	<b>Weighted Points</b>	<b>Accreditors' Points</b>
A. Program Administration and Management	100	
<b>Total</b>	<b>100</b>	

\_\_\_\_\_  
Accreditor's Name & Signature

\_\_\_\_\_  
Team Leader's Name & Signature

Date \_\_\_\_\_

### Criterion 6: Support to Students- 100 (Essential)

Trainees are the main customer of the training institutes. it is the responsibility of the institutes to develop not only the intellectual ability of the trainees but his total personality as well. Towards this a career and employment counseling is implemented to help the trainees, throughout his academic life, attain his maximum potential and become a worthy members of the society.

#### Indicator A- Career and Employment Counselling– 40

Does the Institute have system of providing career and employment counseling services to trainees? Have trained counselor in the Institute?

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (40)	Accreditors Evaluation	
1	Conducted career guidance and counselling			10		
2	Liaise with relevant agency to provide counseling services			10		
3	Conducted career training for CV writing, job interview etc			10		
4	Grievance procedure for disciplinary/harassment issues in the Institute			10		
		<b>Total</b>		<b>40</b>		
Sources of evidence: <ul style="list-style-type: none"><li>• Job responsibility</li><li>• Invitation letter for guest lecturer/counselors from relevant agency</li><li>• PPT for career training</li></ul>						

### Indicator B- Recruitment & Job Placement Services – 30

Does the Institute have established job placement services/unit for graduates after completion of training program?

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (30)	Accreditors Evaluation	
1	Trainees recruited as per recruitment criteria for the course			10		
2	Maintained employment/job placement record of graduates			5		
3	Facilitated job placement services for the graduates			10		
4	Established linkages with industry for employment and OJT for trainees			5		
			<b>Total</b>	<b>30</b>		
Sources of evidence: <ul style="list-style-type: none"> <li>• Job placement record</li> <li>• MoU signed with Industry</li> <li>• OJT record</li> <li>• Trainee recruitment criteria</li> </ul>						

### Indicator C- Library and Recreational Facilities – 30

Does the Institute have Library/resources Centre and Recreational facilities?

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (30)	Accreditors Evaluation	
1	Institute provides services to promote health and social wellbeing of the trainees including social activities			5		
2	Access to recreational and sports facilities for trainees			5		
3	Institute have enough stock of Library reference books for trainees and trainers			10		
4	Accessible and effective internet facilities			10		
		<b>Total</b>		<b>30</b>		
Sources of evidence:						
<ul style="list-style-type: none"> <li>• Recreational and sports facilities</li> <li>• Library /e-library</li> <li>• Annual plan/calendar</li> <li>• Internet facilities</li> </ul>						

**Criterion –Based  
Summary of Points**

**Criterion 6: Support to Students- 100 (minimum 80)**

<b>Indicators</b>	<b>Weighted Points</b>	<b>Accreditors' Points</b>
A. Career and Employment Counseling	40	
B. Job Placement Services	30	
C. Library and Recreational facilities	30	
<b>Total</b>	<b>100</b>	

\_\_\_\_\_  
Accreditor's Name &Signature

\_\_\_\_\_  
Team Leader's Name & Signature

Date\_\_\_\_\_

**Summary of Points Earned**

Criteria	Weighted Points	Earned Points
1. Teaching and Learning	350/280	
2. Training facilities and resources	200/160	
3. Human Resources (Trainers)	150/120	
4. Assessment and Evaluation	100/80	
5. Program Quality Management System	100/80	
6. Support to Students	100/80	
	<b>1000/800</b>	

**Note:** The cut-off figure is 800 points. Any Institute that has earned 800 points or higher shall get accredited status, while those with 799 or less will be given a “NOT Accredited” status

**Accreditation Status**

Name of Training Institute:			
Accredited <input type="checkbox"/>	NOT Accredited <input type="checkbox"/>		
Name of Accreditor	Signature	Name of Team Leader	Signature
1.		2.	

Date \_\_\_\_\_

## The Indicators of Quality

To capture the qualitative data of the Institute being evaluated, the following indicators shall be looked into; but this portion of the evaluation will NOT be rated; and thus, it will not be given weight, nor will it gain points.

1. Commendations

2. Affirmations

3. Recommendations

**DECLARATION:**

We the undersigned, members of the team of accreditors hereby certify that we have physically gone through all aspects of the evaluation process entrusted to us by TVET QC, and declare that this evaluation report depicts the actual situation, which prevailed at the training institution at the time of our evaluation.

Name/signature of Team Leader .....

Name/Signature of Accreditor .....

Name/Signature of Accreditor.....

Name/signature of accreditor/observer (TVET QC): .....

Date of Assessment: .....

**Recommendation by:**

**Quality Assurance Services:**

In considering the comments and recommendations made by the Accreditors signed above after the physical assessment of the.....(Course name) against the relevant National Competency Standard. It is recommended / not recommended that the course referred to above, conducted by .....be accredited/accreditation to within /for a period of.....year from.....to..... Qualifications..... Code: .....

.....  
Name (signature)            Date:

**Endorsed by:**

**Head, Quality Assurance Services**

In considering the Accreditors' report and recommendation, the course is hereby approved and endorsed for accreditation.

.....  
signature                    Date:



**Criterion 3 (Indicator A)**

**List of Trainer**

SI NO	Name	Qualification	Years of Experience (work/teaching)	Meet the criteria(Yes/No)

## Accreditation Summary Report and Approval

<b>Institute Name:</b>			
<b>Program Title and Level</b>			
<b>PART 1: DECLARATION</b>			
We the undersigned, members of the team of Accreditors hereby certify that we have physically gone through all aspects of the evaluation process entrusted to us by the TVET QC and we declare that this evaluation report depicts the actual situation which prevailed at the training institute at the time of the evaluation. We declare that:			
<ol style="list-style-type: none"> <li>1. the information provided in the attached report is true, complete and accurate and</li> <li>2. any false, fictitious, or fraudulent information may be subjected to administrative penalties.</li> </ol>			
<b>Parameters</b>	<b>Meet the Criteria</b>	<b>Do not meet the Criteria</b>	<b>Remarks</b>
1. Teaching and Learning			
2. Training facilities and resources			
3. Human Resources (Trainers)			
4. Assessment and Evaluation			
5. Program Quality Management System			
6. Support to Students			
<b>SLN</b>	<b>Name</b>	<b>Signature</b>	
1.			
2.			
<b>Submission Date:</b>			
<b>PART 2: APPROVAL OF REVIEW &amp; ENDORSEMENT COMMITTEE (REC) MEMBERS</b>			
Based on the report submitted by the team of Accreditors, the REC hereby:			
APPROVE <input type="checkbox"/>	REJECT <input type="checkbox"/>		
<b>Signature of Review &amp; Endorsement Committee (REC) members</b>			
<b>SLN</b>	<b>Name</b>	<b>Signature</b>	
1.	Tshewang, Chief, TVET Quality Council		
2.	Tandin Dorji, QAS, TVET Quality Council		
3.	Karma Loday, Specialist, TVET Quality Council		
<b>Approved by Director, BQPCA</b>			
<hr style="width: 20%; margin: auto;"/> <b>Dr. Ugyen Tshewang</b>			

1. Teaching and Learning	Meet the Criteria	Do not meet the Criteria	Remarks
1.1. Course Curriculum			
1.2. Instructional materials			
1.3. Course Delivery Plan			
1.4. Delivery methods and Techniques			
Name and Signature of Accreditor _____			
Name and Signature of Team Leader (Accreditor)  _____ Signature	Coordinator (TVET QC) Signature: _____		

2.Training facilities and resources	Meet the Criteria	Do not meet the Criteria	Remarks
2.1. Workshops/labs/classroom			
2.2 Tools, Equipment and Training materials			
Name and Signature of Accreditor _____			
Name and Signature of Team Leader (Accreditor)  _____ Signature	Coordinator (TVET QC)  Signature: _____		

3. Human Resource (Trainers)	Meet the Criteria	Do not meet the Criteria	Remarks
3.1 Qualification and Registration of Trainers			
3.2 Job Responsibility			
Name and Signature of Accreditor _____			
Name and Signature of Team Leader (Accreditor)  _____ Signature	Coordinator (TVET QC)  Signature: _____		

4. Assessment and Evaluation	Meet the Criteria	Do not meet the Criteria	Remarks
4.1 Practical Task Assessment			
4.2 Module assessment			
Name and Signature of Accreditor _____			
Name and Signature of Team Leader (Accreditor)  _____ Signature	Coordinator (TVETQC)  Signature: _____		

5. Program Quality Management System	Meet the Criteria	Do not meet the Criteria	Remarks
5.1 Program Administration and Management			
Name and Signature of Accreditor _____			
Name and Signature of Team Leader (Accreditor)  _____ Signature	Coordinator (TVETQC)  Signature: _____		

6. Support to Students	Meet the Criteria	Do not meet the Criteria	Remarks
6.1 Counselling Services			
6.2. Remedial Learning service			
6.3. Library and recreational facilities			
Name and Signature of Accreditor _____			
Name and Signature of Team Leader (Accreditor)  _____ Signature		Coordinator (TVET QC)  Signature: _____	
Upon onsite evaluation of the course conducted on _____ by the Accreditors would like to submit <b><u>recommendation</u></b> of the course to be:  <b>Accredited:</b> <input type="checkbox"/>  <b>NOT Accredited</b> <input type="checkbox"/>			

## Shortcoming Report

The following shortcomings have been identified during the on-site evaluation of course for Accreditation. Please take necessary corrective actions to rectify the shortcomings and inform the same to the TVET QC within the specified time agreed by the Institute. The TVET QC will further review the shortcomings and award accreditation certificate (provisional/full accreditation) after fulfilling all major shortcomings.

Accreditors (Name and Signature)	Name of concerned focal person
1.	
Program Coordinator, TVET QC	Date of corrective actions to be submitted to TVET QC
_____	_____

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<b>Accreditors (Name and Signature</b> 1. _____ 2. _____	<b>Name of concerned focal person</b> _____
<b>Program Coordinator, TVET QC</b> _____	<b>Date of corrective actions to be submitted to TVETQC</b> _____