



དཔལ་ལྷན་འབྲུག་གཞུང་།
འབྲུག་ཤེས་ཚད་དང་ལྷན་དུ་སྦྱོར་དབང་འཛིན།

ROYAL GOVERNMENT OF BHUTAN
BHUTAN QUALIFICATIONS AND PROFESSIONALS' CERTIFICATION AUTHORITY
THIMPHU: BHUTAN



TVET Quality Council

Accreditation of Courses

On-site Evaluation Report

BQF Certificate 4 (Diploma)

Developed by: Quality Assurance Services

Revised July 2023

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: Program development and delivery	Critical	350
2: Training Facilities and Resources	Critical	200
3: Trainers	Critical	150
4: Assessment and Evaluation	Essential	100
5: Continual Quality Improvement	Essential	100
6: Trainee Support Service	Essential	100
		1000

The criteria are divided in two categories: “Criteria” 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	700-1000	Accredited for three years	<ol style="list-style-type: none"> 1. Meets all major criteria 2. No major non compliance
Not Accredited	699 and below	-	<ol style="list-style-type: none"> 1. Not meeting the majority of critical criteria 2. Major non-compliance

Criterion 1: Program Development and Delivery-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 the latest revised/validated National Competency Standards (NCS).			10		
2	Curriculum is officially endorsed by the relevant agency (TTTRC).			10		
3	Must be revised and valid at the time of on-site evaluation.			10		
4	Curriculum maintains a 70% Practical and 30% Theory structure.			10		
5	Additional academic subjects relevant to the trade are integrated where necessary.			10		
		Total		50		
Sources of evidence: <ul style="list-style-type: none"> • Copy of current curriculum • Copy of current NCS 		<ul style="list-style-type: none"> • Curriculum endorsement certificate/letter(private) 				

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 workbooks, manuals, handouts, and Competency-Based Learning Materials (CBLM) are available and up-to-date.			20		
2	Visual aids including wall charts, models, and simulators are available to enhance learning.			20		
3	Advanced learning technologies such as online learning platforms and PowerPoint presentations are integrated into instruction			20		
4	Audio-visual and instructional equipment such as projectors, TV screens, and whiteboards are available and functional in classrooms.			20		
5	Instructional materials are developed and properly maintained to ensure their effective use.			20		
		Total		100		
Sources of evidence:						
<ul style="list-style-type: none"> • Resource Centre, • Instructional Materials • Online learning platform 						

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 (block wise) developed according to the content and duration specified in the curriculum for both foundational and core subjects			20		
2	Weekly/monthly training plan is developed based on 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 competency or task as per weekly/monthly plan			20		
5	Student assignment designed/implemented and assessed			10		
6	Project work planned and developed/implemented			10		
7	Trainees log book developed/verified by trainers			5		
				Total	100	
Sources of evidence:		<ul style="list-style-type: none"> • Training/course plan • Weekly/monthly plan • Assignment sheet 				
		<ul style="list-style-type: none"> • Lesson plan • Task sheet • Trainees notebook • Trainees logbook 				

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 70% practical training through simulations, experiments and hands-on activities.			20		
2	Deliver 30% interactive classroom theory using lecture, group discussion, brainstorming and individual activities			15		
3	Group and individual assignments/project works are assigned and evaluated			15		
4	Training program designed/Implemented as per the curriculum			10		
5	Training monitoring system developed/monitored and evaluated			20		
6	Trainees gain industry-relevant insights from expert guest trainers and professional speakers invited to deliver specific content.			5		
7	Feedback system developed/implemented for every module by trainees			15		
		Total		100		
Sources of evidence:		<ul style="list-style-type: none"> • Training/course plan • Weekly/monthly plan • Assignment sheet • Lesson plan and Task sheet 				
		<ul style="list-style-type: none"> • Trainees notebook • Trainee logbook • Trainees feedback form • Record of industry expert invitation 				

**Criterion –Based
Summary of Points**

Criterion 1: Program development and delivery- 350

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

Accreditor's Name &Signature

Team Leader's Name & Signature

Date_____

Criterion 2: Training Facilities/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 with all facilities			10		
2	Sufficient workshop/lab space for training with all facilities			10		
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			10		
6	A separate engineering/training Lab setup with required resources for experiment/demonstration			20		
7	Adequate, accessible and clean restroom separately for male and female			10		
8	Safe drinking water facility available in workshop/labs/classroom			15		
			Total	100		
Sources of evidence:		<ul style="list-style-type: none"> • Signage • Restroom • Drinking water facility 				
<ul style="list-style-type: none"> • Workshops/labs • Classrooms 						

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			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			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			5		
9	Sufficient training materials for training as per curriculum and training plan			15		
10	Adequate budget provision for purchase of training materials/supplies			10		
		Total		100		
Sources of evidence: <ul style="list-style-type: none"> • Stores • Workshops • Maintenance plan • OHS equipment and Facility 		<ul style="list-style-type: none"> • Personal Protective Equipment (PPE) • Tools and Equipment • Training materials • Budget plan 				

**Criterion –Based
Summary of Points**

Criterion 2: Training Facilities/Resources - 200

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

Accreditor's Name &Signature

Team Leader's Name & Signature

Date _____

Criterion 3: 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	Trainer qualification and experience are relevant to course			10		
2	Full time trainers to deliver the training program			10		
3	Qualifications of trainers are one level higher than the course			10		
4	Trainers are registered with TVET QC			10		
5	Trainers have undergone TOT training			15		
6	Minimum of 2 years teaching experience			10		
7	Minimum of 1 year industry experience			10		
8	Undergone skills enhancement program			5		
9	Trainee-trainer ratio of 1:12 for practical			10		
10	Trainee-trainer ratio of 1:20 for theory			5		
11	Continuous Professional Development plans for trainers developed			5		
			Total	100		
Sources of evidence:						
<ul style="list-style-type: none"> • Trainer registration certificates • Industry training and experience certificate • Academic certificate • Training of Trainer (ToT) certificate 			<ul style="list-style-type: none"> • HR record • TVET-MIS 			

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	Any 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		
			Total	50		
Sources of evidence:						
<ul style="list-style-type: none"> • Job responsibilities of trainers • Facility and resources 						

**Criterion –Based
Summary of Points**

Criterion 3: Trainers- 150

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

Accreditor's Name &Signature

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			10		
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 work			10		
5	Proper assessment system for assignment			5		
6	Proper assessment records maintained			5		
			Total	50		
Sources of evidence:						
<ul style="list-style-type: none"> • Task sheet • Practical assessment sheet • Logbook • Project work/assignment memo 						

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 course (module wise)			10		
2	Test items are validated and moderated			10		
3	Module assessment result are maintained			10		
4	Continuous assessment system developed			10		
5	Continuous assessment result sheet developed/displayed for each course			10		
		Total		50		
Sources of evidence: <ul style="list-style-type: none"> • Test items • Question bank • Continuous assessment record • Module assessment record 						

**Criterion –Based
Summary of Points**

Criterion 4: Assessment and Evaluation- 100

Indicators	Weighted Points	Accreditors' Points
Practical Task Assessment	50	
Module Assessment	50	
Total	100	

Accreditor's Name &Signature

Team Leader's Name & Signature

Date_____

Criterion 5: Quality Management System- 100(Essential)

The institute has established functional QMS based on the standard processes set by the DOS. QMS manual is endorsed implemented effectively by the Institute. Regular quality audits conducted and review meeting held and corrective action taken.

Indicator A-Implementation of Quality Management System– 100

Is the Institute implementing the QMS and internal audits conducted as per the QMS manual? Non-compliance is identified and corrective actions taken through review meeting.

Sl.no	Elements	Points				Remarks
		YES	NO	Weighted (100)	Accreditors Evaluation	
1	QMS implemented for the course as per manual by DOS/Institute			20		
2	Internal QMS Auditors in the Institute trained and registered			20		
3	Conducted QMS audits at-least once a year			20		
4	Action taken report against the QMS Audit observation for the course as per deadline			20		
5	Correction and corrective action implemented as per the action taken report			20		
			Total	100		
Sources of evidence:						
<ul style="list-style-type: none"> • QMS Manual • Internal Audit report • Meetings of review meetings • Improvement plans and action taken reports 						

**Criterion –Based
Summary of Points**

Criterion 5: Quality Management System-100

Indicators	Weighted Points	Accreditors' Points
A. Implementation of Quality Management System	100	
Total	100	

Accreditor's Name &Signature

Team Leader's Name & Signature

Date_____

Criterion 6: Trainee Support Services- 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 Counseling– 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	Career counselor in the Institute available/trained			10		
2	Liase with relevant agency to provide counseling services			10		
3	Written rules and regulations of institute available			10		
4	Grievance procedure included in the Institute rules and regulations			10		
			Total	40		
Sources of evidence:						
<ul style="list-style-type: none"> • Job responsibility • Invitation letter for guest lecturer/counselors from relevant agency • Written rules and regulations 						

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' selection criteria developed and recruited as per recruitment criteria for the TVET Program			10		
2	Employment/job placement system instituted			10		
3	Facilitated job placement services for the graduates			5		
4	Established formal linkages with industry for TVET Program			5		
			Total	30		
Sources of evidence:						
<ul style="list-style-type: none"> • Job placement record • MoU signed with Industry • OJT record • Trainee recruitment criteria 						

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	Recreational and sports facilities for trainees			5		
3	Institute have enough stock of Library reference books/eBooks for trainees			10		
4	Accessible and effective internet facilities			10		
		Total		30		
Sources of evidence: <ul style="list-style-type: none"> • Recreational and sports facilities • Library /e-library • Annual plan/calendar • Internet facilities 						

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

**Criterion –Based
Summary of Points**

Criterion 6: Trainee Support Services- 100

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

Accreditor's Name &Signature

Team Leader's Name & Signature

Date _____

Summary of Points Earned

Criteria	Weighted Points	Earned Points
1. Training-Learning Process	350	
2. Training facilities/resources	200	
3. Trainers	150	
4. Assessment and Evaluation	100	
5. Quality Management System	100	
6. Trainee support services	100	
	1000	

Note: The cut-off figure is 700 points. Any Institute that has earned 700 points or higher shall get accredited status, while those with 699 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 _____

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 the 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:

TVET Program Accreditor:

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 bybe 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:

Accreditation Summary Sheet: On-site Evaluation of TVET Program (Diploma)

1. Program Development and Delivery	Meet the Criteria	Do not meet the Criteria	Remarks
1.1. Course Curriculum			
1.2. Instructional materials			
1.3. Course Delivery Plan			
1.4. Training methods and Techniques			

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			

3. Human Resource (Trainers)	Meet the Criteria	Do not meet the Criteria	Remarks
3.1. Qualification and Registration of Trainers			
3.2. Job Responsibility and Guidance			

4. Assessment and Evaluation	Meet the Criteria	Do not meet the Criteria	Remarks
4.1. Practical Task Assessment			
4.2. Module assessment			

5. Continual Quality Improvement	Meet the Criteria	Do not meet the Criteria	Remarks
5.1. Implementation of Quality Management System			

6. Trainee support services	Meet the Criteria	Do not meet the Criteria	Remarks
6.1. Career and Employment Counseling			
6.2. Recruitment and Job Placement services			
6.3. Library and recreational facilities			

Name and Signature of Team Leader (Accreditor)

Name and Signature of Accreditor

Coordinator (TVET QC)

Signature: _____

Upon onsite evaluation of the course conducted on _____ by the Accreditors would like to submit **recommendation** of the course to be:

Accredited:

NOT Accredited

Accreditation Report and Approval

Institute Name:			
Program Title and Level			
PART 1: 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 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"> 1. the information provided in the attached report is true, complete and accurate and 2. any false, fictitious, or fraudulent information may be subjected to administrative penalties. 			
Parameters	Meet the Criteria	Do not meet the Criteria	Remarks
1. Teaching and Learning			
2. Training facilities and resources			
3. Trainers			
4. Assessment and Evaluation			
5. Continual Management Improvement			
6. Trainee Support Service			
SLN	Name of Accrerator		Signature
1.			
2.			
Submission Date:			
PART 2: APPROVAL AND ENDORSEMENT			
Based on the report submitted by the team of Accreditors, the TVET QC hereby:			
APPROVE <input type="checkbox"/> REJECT <input type="checkbox"/>			
Signature of Review & Endorsement Committee (REC) members			
SLN	Name		Signature
1.			
2.			
3.			
Endorsed by BQPCA			
<hr style="width: 20%; margin: 0 auto;"/> Dr Ugyen Tshewang Director			

Criterion 3 (Indicator A)

List of Trainer

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