



དཔལ་ལྷན་འབྲུག་གཞུང་།
འབྲུག་ཤིས་ཚད་དང་ལྷན་རིག་འཛུལ་དབང་འཛིན།
ROYAL GOVERNMENT OF BHUTAN
BHUTAN QUALIFICATIONS AND PROFESSIONALS CERTIFICATION AUTHORITY
THIMPHU: BHUTAN



TVET Quality Council

Terms of Reference (ToR): TVET Program Accreditor

The TVET Quality Council (TVET QC) is committed to upholding the highest standards of professionalism and ethical conduct in its accreditation processes. The role of a TVET Program Accreditor is vital in maintaining the integrity, reliability, and credibility of the accreditation system. This Terms of Reference outlines the roles, responsibilities, and expected conduct of Accreditors appointed to evaluate TVET programs.

Purpose

To ensure that TVET program evaluations are conducted with professionalism, impartiality, and in alignment with established accreditation guidelines and standards.

Scope of Work

1. Undertaking accreditation responsibilities in a professional, ethical, and objective manner;
2. Reviewing and thoroughly understanding the TVET Accreditation Guidelines, including accreditation criteria, indicators, and elements;
3. Conducting on-site evaluations of training institutions to:
 - Verify and validate the information provided;
 - Assess whether the institution meets the minimum accreditation requirements;
 - Discuss and examine processes and practices at the institution through observation, interviews, and document reviews;
4. Submitting comprehensive and unbiased reports immediately after the on-site evaluation, including clear findings and recommendations;
5. Declaring any conflict of interest to the TVET QC and relevant stakeholders;
6. Maintaining confidentiality of all information obtained during the review process;
7. Acting as a representative of the TVET QC by demonstrating professional behavior, appearance, and communication at all times.

Ethical and Professional Conduct

1. Avoid any personal, financial, or interpersonal factors that may affect impartiality;
2. Exercise fair and evidence-based judgment in the evaluation process;
3. Avoid favoritism, prejudice, or bias in reporting or decision-making;
4. Refrain from accepting inappropriate hospitality or gifts that could compromise professional judgment;
5. Communicate respectfully and constructively with institutional staff, avoiding abusive or unprofessional language;
6. Exhibit strong interpersonal and teamwork skills during interactions with institution representatives and co-accreditors.

Reporting

1. Submit a complete and evidence-based evaluation report to the TVET Quality Council within the specified timeframe;
2. Ensure that the report clearly reflects findings based on physical verification, discussions, document reviews, and observations;
3. Include actionable recommendations in alignment with accreditation criteria and institutional performance.

I hereby agree to the above-mentioned Terms of Reference entrusted to me. In the event of any breach of these terms, I understand that I shall be fully liable for any disciplinary or corrective actions deemed necessary by the TVET Quality Council.

Signature _____ Date _____



དཔལ་ལྷན་འབྲུག་གཞུང་།
འབྲུག་ཤིས་ཚད་དང་ལྷན་དུ་སྦྲོམ་དབང་འཛིན།
ROYAL GOVERNMENT OF BHUTAN
BHUTAN QUALIFICATIONS AND PROFESSIONALS CERTIFICATION AUTHORITY
THIMPHU: BHUTAN



TVET Quality Council

DECLARATION OF CONFLICT OF INTEREST

Bio Data of Accreditor:

Name:

CID no:

Name of Organization/Freelance:

Mobile No.:

Email Address:

Field of accreditation:

Declaration:

I hereby declare (*please tick the relevant box*):

1. I DO NOT have any family member(s) associated with a Training Provider applying for course accreditation where I am involved as an Accreditor.
2. I DO HAVE family member(s) associated with a Training Provider applying for course accreditation.

If you select option 2, please provide the following details:

Name:

Position/Title:

Relationship to you:

I hereby declare that the above information is true and complete to the best of my knowledge. I understand that any false declaration or failure to disclose relevant information may result in administrative action as per the existing laws and regulations.

Name and Signature: _____

Date: _____