CARIBBEAN EXAMINATIONS COUNCIL
Caribbean Vocational Qualification (CVQ®)
Training and Assessment Audit Form

	INSTITUTION:		*TYPE OF AUDIT: TRAINING AND ASSESSMENT AUDIT*			*DATE OF AUDIT:*
	HEAD OF INSTITUTION AUDIT: **_NAME:_**					
ITEM NO.	**CRITERIA**	**COMPLIANT**	**NON COMPLIANT**	**NOT APPLICABLE**	**COMMENTS**	
	SECTION ONE: CVQ SUPPORTING STRUCTURES					
1.	Facilities standards for all programmes are available to the institution					
2.	Facilities audits conducted and recommendations implemented					
3.	Approved standards for the CVQ are in place and operational					
4.	Internal verifiers trained and in place					
5.	External verifiers are in place					
6.	Delivery and assessment plans are aligned to CVQ standards					
7.	Trainers are trained in CBET methodology and processes					
8.	Trainers' qualifications and experience are current and relevant					
9.	Comprehension and implementation of the requirements for the award of the CVQ					

	INSTITUTION:	TYPE OF AUDIT: TRAINING AND ASSESSMENT AUDIT	DATE OF AUDIT:

	HEAD OF INSTITUTION AUDIT: **NAME:**

ITEM NO.	CRITERIA	COMPLIANT	NON COMPLIANT	NOT APPLICABLE	COMMENTS
	SECTION TWO: TRAINING FACILITIES				
10.	Equipment, materials and tools are adequate				
11.	Workshop layout is in accordance with shop organizational plan				
12.	Work stations are adequate				
13.	Safety lanes are correctly marked and visible (where relevant)				
14.	Storage facilities are properly organised and sufficient				
15.	Workshop, classrooms and outdoor work sites meets OHS requirements (OHS provisions - including personal protective equipment, posting of safety charts, organisation, ventilation, lighting, spacing and cleanliness of the environment, tools and equipment)				
16.	Internal environment (staff and administrative offices, public areas, stores) meets OHS requirements				
17.	External environment (buildings, grounds) meets safety and OHS requirements				
	SECTION THREE: ADMINISTRATIVE SYSTEMS				
18.	Department budgets are prepared and approved				
19.	Requisition processes are in place and operational				
20.	Inventory listing of equipment, materials and tools are available and				

ITEM NO.	CRITERIA	COMPLIANT	NON COMPLIANT	NOT APPLICABLE	COMMENTS
	INSTITUTION: *TYPE OF AUDIT: TRAINING AND ASSESSMENT AUDIT* *DATE OF AUDIT:*				
	HEAD OF INSTITUTION AUDIT: *NAME:*				

ITEM NO.	CRITERIA	COMPLIANT	NON COMPLIANT	NOT APPLICABLE	COMMENTS
	current				
21.	Safety and maintenance plans are prepared and operational				
22.	Internal arrangements for staff training, including staff furloughs, industry attachment and re-certification, are in place and operational				
23.	Evidence of staff accountability records is available and sufficient				
	SECTION FOUR: TRAINING AND ASSESSMENT SYSTEMS				
24.	Lesson plans are approved prior to use and evaluated after delivery				
25.	Internal Assessment Records are properly maintained (current, reliable, retrievable and sufficient)				
26.	External Assessment Records are properly maintained (current, reliable, retrievable and sufficient)				
27.	Internal Assessments are validated prior to use				
28.	Assessments are moderated in accordance with requirements				
29.	Internal assessment results are used to effectively create continuous improvements in training and assessment (interventions, improvements in lesson delivery and trainee performance)				
30.	External assessment results are used to create improvements in training and assessment				
31.	Portfolio assessment processes are in place and operational				

	INSTITUTION:		TYPE OF AUDIT: TRAINING AND ASSESSMENT AUDIT			DATE OF AUDIT:
	HEAD OF INSTITUTION AUDIT: **NAME:**					
ITEM NO.	**CRITERIA**	**COMPLIANT**	**NON COMPLIANT**	**NOT APPLICABLE**	**COMMENTS**	
32.	Portfolio feedback systems are in place					
33.	Evidence of co-curricular activities (industry collaboration, work experience for students) is available					
34.	Evidence is authenticated					
	TOTALS					

Type of Audit: Training and Assessment Audit		*SAMPLE TEACHERS' AUDIT*			Date:
Institution:					

DIRECTION: Tick the appropriate response

ITEM NO.	CRITERIA	COMPLIANT	NON COMPLIANT	NOT APPLICABLE	COMMENTS
1.	Requisition processes are in place and operational				
2.	Equipment, materials and tools are adequate				
3.	Current Inventory listing of equipment, materials and tools is available				
4.	Safety and Maintenance Plans are implemented				
5.	Quality of workshop environment meets OHS requirements(OHS provisions, safety charts, order and cleanliness – floors, walls, roofs, windows, doors, tools, equipment, protective clothing)				
6.	Delivery and assessment schedules are prepared , communicated to students and implemented				
7.	Lesson Plans, prepared and approved ahead of teaching time				
8.	Lessons evaluated after each delivery and the results used to improve students' performance				
9.	A variety of delivery strategies and teaching aids to effectively develop workplace competencies, critical thinking, team work and problem solving skills are used in accordance to the CVQ workplace and curriculum standards				
10.	Technology is understood and used in the delivery and assessment of the programme				
11.	Individualized and self-paced instructional plans are applied effectively				

Type of Audit: Training and Assessment Audit			*SAMPLE TEACHERS' AUDIT*		Date:	
Institution:						
DIRECTION: Tick the appropriate response						
ITEM NO.	CRITERIA	COMPLIANT	NON COMPLIANT	NOT APPLICABLE	COMMENTS	
12.	Portfolio is comprised of industry based, relevant and meaningful evidence					
13.	Students' Attendance Records are being maintained					
14.	Students' Portfolio development and assessment procedures are in place and are operational					
15.	The prescribed Assessment Package is used to administer assessment					
16.	Records of Formative and Summative Assessments are in place					
17.	Formative and summative records are used to improve students' performance					
18.	Assessment methods are valid and sufficient					
19.	Industry collaboration is incorporated in the delivery and assessment of the programme					
20.	Industry work experience plans are implemented and evaluated					
	TOTALS					

	Type of Audit: Training and Assessment Audit		*CANDIDATES' AUDIT*		Date:	
	Name of Institution:				*Number of SAMPLES TAKEN: _____*	

DIRECTION: Tick the appropriate response

ITEM NO.	CRITERIA	COMPLIANT	NON COMPLIANT	NOT APPLICABLE	COMMENTS
1.	The requirements of the CVQ are outlined and understood by candidates				
2.	Access to the approved Competency Standards for the CVQ qualification is available to candidates				
3.	The benefits of the CVQ qualification are understood by candidates				
4.	Candidates are aware of the delivery and assessment plans				
5.	Training materials, tools and equipment are adequate for effective learning and assessment				
6.	Candidates' reflections are prepared and compiled in their portfolios				
7.	Candidates are involved in peer and self-assessment processes				
8.	Candidates are involved in the tasks and their projects				
9.	Candidates' performance tracking records are in place and operational				
10.	Candidates are involved in the safety and maintenance of tools, equipment and workshops				
11.	Appropriate attire is worn by candidates for practical activities				
12.	Participation in industry work experience is adequate				
13.	Candidates are satisfied with the depth of the knowledge and experiences gained in the programmes				

Type of Audit: Training and Assessment Audit	CANDIDATES' AUDIT			Date:	

Name of Institution:				Number of SAMPLES TAKEN: _____	

DIRECTION: Tick the appropriate response

ITEM NO.	CRITERIA	COMPLIANT	NON COMPLIANT	NOT APPLICABLE	COMMENTS
14.	Provisions for individual instruction are adequate				
	TOTALS				

*The Candidate Audit is only to be administered if candidates are present for participation

	Head of Institution	Teacher's Audit	Candidate Audit	Institution Rating (Average)
Compliance Achieved (%)				

COMPLIANCE RATING SCALE

(%)	Compliance Level	NARRATIVES
100 - 80	5	High level of compliance to most or all of the requirements
65 - 79	4	Strong level of compliance to most requirements
50 - 64	3	Minimum level of compliance. Satisfactory maintenance of requirements
49 - 35	2	Moderate compliance achieved. Developing stage
Below 35	1	Below requirement for CVQ participation