

THE ROLES OF EACH PARTNER IN THE CVQ AWARD

The structure below is a guide that outlines the partners (The National Training Agency/TVET Council, the Ministry of Education and the Institution) and their roles and functions in the operations of the CVQ programmes.

CATEGORY	ROLES/FUNCTIONS	IMPLEMENTATION	EVALUATION
National Training Agency/TVET Council	<ul style="list-style-type: none"> • Train the Internal and External Verifiers • Appoint External Verifiers from industries • Train Assessors • Train the teachers in CBET • Provide approved Occupational Standards, Assessment packages and Facilities Standards • Conduct Facilities Audits • Monitor the performance of the participating CVQ institutions 	Prior to the commencement of the CVQ programme	Continuous
Ministry of Education	<ul style="list-style-type: none"> • Equip the institution with personnel, equipment, tools, materials • Provide curriculum/ guide curriculum development • Register candidates, submit data for awards and receive and distribute the results • Monitor the award and issuing of the CVQ certificates • Monitor CVQ programmes within its network • Act as liaison between CVQ institutions , partners and the Council 	Continuous	Continuous
Institution Head/Principal	<ul style="list-style-type: none"> • Lead the CVQ operations • Prepare and manage the annual budget for the CVQ programmes • Monitor delivery and assessment activities • Meet regularly with delivery and assessment teams to ensure fulfilment of programme requirements • Ensure Staff Training, Upgrading and accountability • Register students for certification • Provide student guidelines/handbooks • Supervise Safety, House Keeping and Maintenance activities of the institution's internal and external environment 	Continuous	Continuous

CATEGORY	ROLES/FUNCTIONS	IMPLEMENTATION	EVALUATION
Instructional Staff	<ul style="list-style-type: none"> • Complete the Assessor's training prior to the delivery of the CVQ programmes • Deliver and assess the CVQ programmes using technology and a variety of delivery and assessment strategies • Manage the development and completion of students' portfolios • Prepare and maintain training and assessment records • Prepare and implement lesson plans, delivery and assessment schedules • Manage Safety, House Keeping and Maintenance activities of training labs/workshops • Keep abreast with industry 	Continuous	Continuous
Internal Verifiers	<ul style="list-style-type: none"> • Establish and maintain institutional quality assurance systems related to CVQ programmes • Plan, execute and report on moderation activities • Sample assessment records • Ensure evaluation of assessment tools prior to use • Approve and monitor the delivery and assessment schedules • Monitor the Candidates' Portfolio Building process and Completion Summary records • Prepare the internal quality assurance/verification reports and monitor their use 	Continuous	Continuous
External Verifiers	<ul style="list-style-type: none"> • Audit the assessment and internal verification processes to ensure that they meet the standards • Sample and validate assessments • Prepare external verification reports and monitor their use • Complete the Candidate's Portfolio Completion Summary 	Continuous	Continuous
Industry Players	<ul style="list-style-type: none"> • Partner with the institution for the sharing/funding of resources and expertise • Provide industry attachment for staff and work experience for students • Provide employment for successful completers 	Continuous	Continuous

CATEGORY	ROLES/FUNCTIONS	IMPLEMENTATION	EVALUATION
	<ul style="list-style-type: none"> • Help to further the uptake of the CVQs through incorporating the qualifications in their human resources development and recruitment strategies 		
Students	<ul style="list-style-type: none"> • Exercise high interest and commitment to learn • Fulfil all the expectations and requirements for CVQ certification • Complete their portfolios 	Continuous	Continuous
CXC	<ul style="list-style-type: none"> • Perform the Quality Assurance Function of the CVQ award, through site visits and using three quality assurance instruments namely: <ul style="list-style-type: none"> -The Pre-readiness Audit; -The In Training Audit; -Training and Assessment Audit; • Work with the institutions to ensure they meet the requirements for CVQ certification • Award the CVQ certification 	<p>This audit is conducted prior to the commencement of the CVQ programmes</p> <p>This audit is conducted upon request from the institution after completing 25 – 50 per cent of the CVQ programmes</p> <p>This audit is conducted on completion of the CVQ programmes</p>	
CANTA	<ul style="list-style-type: none"> • Collaborate in the standardization of the CVQ certification • Establish and maintain the quality assurance criteria and guidelines for the CVQs 		
CARICOM Secretariat	<ul style="list-style-type: none"> • Establish Common Standards and Framework for CVQs 		