



**REPUBLIC OF GHANA**

**MINISTRY OF EDUCATION**

**COUNCIL FOR TECHNICAL AND VOCATIONAL  
EDUCATION AND TRAINING (COTVET)**

**Accreditation Application Pack for  
AWARDING BODIES**

*To award qualifications as registered on the National Technical and Vocational  
Education and Training Qualifications Framework (NTVETQF)*

**Council for Technical and Vocational Education and Training (COTVET)**  
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**PREAMBLE:**

This checklist has been developed to evaluate the preparedness of your Institution to award qualifications of COTVET accredited CBT programme(s). You are required to provide as much as possible a true reflection of the current standing of your Institution in line with the issues below.

<b>Section 1: Institutional Bio data</b>	
1. Institution's Full Name (Awarding Body)	
2. Address	
3. Telephone Number	
4. Fax Number/email	
5. Name of Center Contact	
6. Position of Institution's Center Contact	
7. Type of Awarding Body [Please tick (√)]	<input type="checkbox"/> Pre-Tertiary <input type="checkbox"/> Tertiary
8. Category of Awarding [Please tick (√)]	<input type="checkbox"/> Public <input type="checkbox"/> Private

**General Instructions:**

- a. All Columns must be filled and copies of relevant documents attached before submission
- b. Payment of Ghc 40,000.00\* (Tertiary), Ghc 20,000.00\*(Pre-Tertiary) should be made to Executive Director, COTVET in Banker's Draft (non refundable)
- c. Pack should be sent by EMS or hand delivered at COTVET Secretariat with soft copies to:  
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<p>9. Are you awarding qualification(s) at any sites other than the one named above? If YES, please list their names and addresses here. Did you use a site selection checklist to determine the suitability of these sites? If YES, kindly attach a copy.</p>	
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10. Please tick (√) the level(s) on the NTVETQF for which approval is being sought.

Level on NTVETQF	Tick (√)
Level 8: Doctor of Technology (D.Tech)	
Level 7: Master of Technology (M.Tech)	
Level 6: Bachelor of Technology (B.Tech)	
Level 5: Higher National Diploma (HND)	
Level 4: National Certificate II	
Level 3: National Certificate I	
Level 2: National Proficiency II	
Level 1: National Proficiency I	

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**Section 2: Checklist for Institutional Approval to Award Qualifications of COTVET Accredited CBT Programme(s)**

*Please answer all questions by ticking the appropriate box.*

- Some questions may not be applicable to your particular circumstances; indicate this by ticking the “no” box.
- The criteria to which the items refer are given alongside each item.
- Please use the “comments” box to expand on your answers or to refer to supplementary material supporting your responses.

**Section 2: Please provide clear, accurate and current information about the Institution in relation to the qualification as much as possible.**

Questionnaire/ Criteria	Amplification	Yes	No	Comments/Evidence
11. Has your Institution registered with COTVET. <b>(Critical)</b> <b>Attach copy</b>	The institution is registered with COTVET. The institution has COTVET Registration number specifying date of registration.			

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12. Does your Institution have Appropriate Legal Framework? <b>(Critical)</b> <b>Attach copies</b>	The Institution is legally established with; <ul style="list-style-type: none"> <li>• Appropriate Company or Institutional Registration Certificate</li> <li>• COTVET Registration Certificate,</li> <li>• Social Security and National Insurance Trust(SSNIT) Registration Certificate,</li> <li>• Value Added Tax Registration Certificate</li> <li>• Tenancy Agreement or Personal Ownership of Premises documents.</li> </ul>			
13. Does your Institution have Governance System? <b>(Critical)</b> <b>Attach copies with their Curriculum Vitae</b>	The Institution has Board of Governors and management team with a defined organogram. Indicate the <b>Names, Position, Qualification, Trade Areas</b> in both the Board of Governors and Management team list			
14. Does your Institution have adequate Infrastructure that meet the Minimum Standards for awarding Bodies? <b>(Critical).</b> <b>Indicate the numbers/quantities</b>	Accommodation/Offices are suitable and takes account of technical/special needs. The Institution has library facilities to support learning of External Verifiers. laboratory, ICT facilities etc. are adequate			

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<p>15. Do you have a well-developed strategic plan for your Institution to award qualifications of COTVET Accredited CBT Programmes? <b>(Critical)</b> <b>Attach copy per COTVET's Strategic Plan Template.</b></p>	<p>The Institution has a well-developed strategic plan for the awarding of qualifications of accredited Competency Based Training programmes spelling out the vision, mission, strategic objectives, goals and SWOT analysis with a budgeted action plan.</p>			
<p>16. Do you have a Health, Safety and Environmental Policy? <b>(Critical)</b> <b>Attach copy. Attach a copy per COTVET's Health and Safety Policy Template and National Fire Service Fire Certificate</b></p>	<p>The institution complies with COTVET occupational health and safety policy framework.</p> <p>The premises and equipment comply with the requirements of the relevant health and safety legislations <b>(Be guided by Factory, Offices and Shop Act)</b>.</p> <p>The institution has Ghana National Fire Service Fire Certificate with appropriate fire safety symbols and labels.</p> <p>There are safety markings and signs within the premises to ensure safety working environment.</p>			
<p>17. Do you have a financial</p>	<p>The institution has a financial policy that</p>			

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<p>Policy including fees and charges? <b>(Critical)</b>. <b>Attach a copy.</b></p>	<p>stipulates fees and charges per programme at various levels on the NTVETQF</p>			
<p>18. Does your institution have adequate logistics and equipment to support awarding of certificates as registered on the NTVETQF? <b>(Critical)</b>. <b>Indicate the numbers/quantities</b></p>	<p>Institution has adequate logistics and equipment to support awarding of certificates as registered on the NTVETQF. List details of logistics and Equipment.</p>			
<p>19. List all registered and accredited External Verifiers in the Institution's External Verifiers Register: <b>(Critical)</b> <b>Attach Copies.</b></p>	<p>The institution should provide details of their External Verifiers:</p> <ul style="list-style-type: none"> <li>• Name of External Verifier</li> <li>• Telephone Number and Email Address</li> <li>• Qualifications</li> <li>• Curriculum Vitae</li> <li>• Appointment Letters</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Acceptance Letters</li> <li>• Industrial experiences and year</li> <li>• Areas of qualification or Trade Area he or she will externally verify</li> <li>• Training Institution</li> <li>• Location (District, Region)</li> </ul>			
20. Do you have a system for storing information on qualifications and procedures?	Relevant information on COTVET awards and procedures is used by Institution staff to ensure satisfactory management, quality assurance, delivery and assessment of COTVET awards.			
21. Do you have a system for disseminating information to Stakeholders including learners and staff?  <b>(Critical). Attach copy.</b>	<p>The institution has <b>communication policy</b> and a named contact who is responsible for communicating with the Council.</p> <p>The effectiveness of the Institution's management of information is regularly reviewed.</p>			

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22. Does your institution have an up to date record keeping systems and procedures?	<p>Internal records on candidates and awards are accurate and up-to-date.</p> <p>The Institution has good filing system to keep records</p> <p>Data on candidates and awards is sent to the COTVET's QA Unit accurately and within the specified timescale.</p> <p>The Institution has a functioning computerized system for storing information</p> <p>The Institution is hooked to the COTVET MIS</p>			
23. Do you have a system for forwarding candidate's information?	There is a system for disseminating learner and staff information. Eg. Notice board, internet facilities, etc			
24. Does your Institution have a system to allocate and review	There is a system for the regular review of the allocation of accommodation, reference material, equipment, logistics, learning and assessment material for			

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resources?	awards. The Institution has a Resource Allocation Book for the allocation of the resources.			
25. Does your Institution have system for the recruitment, induction and development of staff?	<p>There is an effective system for recruitment and induction of appropriate staff.</p> <p>There is an effective system for the regular review of staff training needs.</p> <p>There is an effective system for the regular review of the deployment of staff for awards.</p> <p>The Institution has staff development policy</p>			
26. Do you have an induction, guidance and support system for External Verifiers?	<p>There is a system for providing initial and ongoing personal, vocational and award – related guidance and support to all External Verifiers.</p> <p>The Institution provides induction for External Verifiers before they start the programme</p>			

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	The Institution has Delivery Planner that shows when external verification will take place.			
27. Do you have a documented appeals procedure for candidates? <b>(Critical)</b> <b>Attach copy</b>	There are procedures by which candidates can appeal against the Institution's judgments of evidence and assessment decisions.  The appeals procedures are documented and are communicated to staff and candidates.  The Institution has learners appeals policy			
28. Do you have a documented complaints procedure for candidates? <b>(Critical)</b> <b>Attach copy</b>	The institution has in place a documented complaints procedure candidates.			

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29. What are the full titles of all qualifications for which approval is being sought?	Qualifications for which approval is being sought			
30. Do you have policy and procedures for malpractice or maladministration <b>(Critical).</b> <b>Attach copy.</b>	The institution has a policy on malpractice or maladministration on external verification			
31. Does your Institution have operational and administrative System? <b>(Critical).</b> <b>Attach copy</b>	The institution has systems and procedures for appointment, training, registration, deployment and monitoring of external verifiers			
30. Does your Institution have a system to confirm Assessment and Internal Quality Assurance of accredited Training providers in line with NTVETQF? <b>(Critical)</b> <b>Attach Copy</b>	<ul style="list-style-type: none"> <li>• The institution has a documented system to confirm internal verification of training provider's (External Verification System) – (EV 1-5)</li> </ul> <p><b>Those carrying out external verification:</b></p> <ul style="list-style-type: none"> <li>• Staffs are cognizant of internal verification requirements (IV 1-10).</li> <li>• Have the organizational and</li> </ul>			

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	<p>interpersonal skills required</p> <ul style="list-style-type: none"> <li>• Are competent in the subject/occupational area to a level appropriate to the awards being verified.</li> <li>• Are competent in the use of assessment of the type involved in the awards being verified.</li> <li>• The institution is familiar with the award standards, procedures and documentation in relation to external verification</li> <li>• Each stage of the external verification process is defined clearly and documented.</li> <li>• The Institution has a system for the allocation of external verification duties.</li> <li>• There is a system for reviewing the effectiveness of external verification at the center.</li> <li>• External verification is carried out effectively.</li> </ul>			
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	<ul style="list-style-type: none"> <li>• The training needs of the people carrying out external verification are identified and met.</li> <li>• The reporting mechanism linking each stage of the external verification process is defined.</li> <li>• The remits of all individuals and groups involved in internal verification are defined.</li> </ul>			
<p>31. State for each member of staff involved in external verification:  <b>(Critical)</b>  <b>Attach Copies with their Curriculum Vitae</b></p>	<p>The institution should provide details of their staff.</p> <ul style="list-style-type: none"> <li>• Name of staff</li> <li>• Department</li> <li>• Position</li> <li>• Qualifications</li> <li>• Industrial experiences and year</li> <li>• Areas of qualification or Trade Area he or she will externally verify</li> </ul>			

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<p>32. Does your Institution have a System to allow for External Quality Assurance in line with NTVETQF?  <b>(Critical)</b>  <b>Attach Copy</b></p>	<p>The Institution has requisite external verifiers to carry out external verification.</p> <p>Staff is cognizant of external verification requirements.</p> <p>The Institution provides access to those carrying out external verification function.</p> <p>The Delivery Planner shows when external verification will take place.</p> <p>There is a system for ensuring that feedback arising from external verification activity is disseminated to appropriate staff and is acted upon.</p>			
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**Note:**

Please list any other supplementary documentation you are sending to COTVET:

**Section 3: Declaration**

Signed: ..... (CBT Programme Team Leader)

Date: ...../...../20.....

Name: .....

Affix photo of  
Centre Contact  
Person

*(It should be  
certified by the Head  
of Institution)*

**NB: Attach a copy of a National ID of Centre Contact Person**

I..... (CHIEF EXECUTIVE OFFICER/MANAGER/RECTOR/DIRECTOR

etc) of ..... confirm that the information provided is a true reflection of the current standing of the institution in line with the issues above.

Signed: ..... (Head of Institution)

Date: ...../...../20.....

Name: ..... Official stamp with date

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<b>COTVET (TQAC) OFFICIAL USE ONLY</b>	
<b>Vetted by Director CBT:</b>	<i>Date:</i> _____ <i>Sign:</i> _____
<b>Date Accreditation Fees paid:</b>	
<b>Amount &amp; Receipt #:</b>	
<b>Date soft copy received:</b>	
<b>TQAC Committee Decision (TQAC):</b>	<input type="radio"/> <b>Approved</b>  <input type="radio"/> <b>Provisional approval</b>  <input type="radio"/> <b>Not Approved</b>
<b>Date of submission of TQAC Decision</b>	

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