



REPUBLIC OF GHANA

MINISTRY OF EDUCATION

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

**Accreditation Application Pack for
TRAINING PROVIDERS**

To offer

COMPETENCY BASED TRAINING (CBT) PROGRAMME(S)

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 centre to offer COTVET accredited CBT programme(s). You are required to provide as much as possible a true reflection of the current standing of your centre in line with the issues below.

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

General Instructions:

- a. All Columns must be filled and copies of relevant documents attached before submission
- b. Payment of Ghc 4000.00* per programme per NTVETQF level 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 offering qualification(s) at any sites other than the one(s) named below? 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 list the full titles of the qualification(s) for which approval is being sought.

PROGRAMME(S): 1. NAME..... LEVEL.....

2. NAME..... LEVEL.....

3. NAME..... LEVEL.....

4. NAME..... LEVEL.....

5. NAME..... LEVEL.....

6. OTHERS.....

DEPARTMENT:.....

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Section 2: Checklist for Centre Approval to offer a COTVET-CBT Programme(s)
<i>Please answer all questions by ticking the appropriate box.</i>
<ul style="list-style-type: none"> • 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 centre in relation to the qualification as much as possible.				
Questionnaire/ Criteria	Amplification	Yes	No	Comments/Evidence
11. Has your Centre/ Institution registered with COTVET. (Critical) Attach copy	The Centre is registered with COTVET. The Centre has COTVET Registration number specifying date of registration.			

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<p>12. Does your Centre have Appropriate Legal Framework? (Critical) Attach copies</p>	<p>The Centre is legally established with;</p> <ul style="list-style-type: none"> • Appropriate Company or Institutional Registration Certificate • COTVET Registration Certificate, • Social Security and National Insurance Trust(SSNIT) Registration Certificate, • Value Added Tax Registration Certificate • Tenancy Agreement or Personal Ownership of Premises documents. 			
<p>13. Does your Centre have Strong Governance System? (Critical) Attach copies with their Curriculum Vitae</p>	<p>The Centre has Board of Governors and management team with a defined organogram. Indicate the Names, Position, Qualification, Trade Areas in both the Board of Governors and Management team list</p>			
<p>14. Do you have CBT Training Packages that meet all the minimum standards on the NTVETQF? (Critical)</p>	<p>The Centre has developed or procured Competency Based Training(CBT) package approved by COTVET Board at the level on the National Technical and Vocational Education and Training Qualification Framework(NTVETQF)</p>			
<p>15. Does your Centre have adequate Infrastructure that meet the learning</p>	<p>Accommodation is suitable and takes account of technical/special needs. The centre has library facilities to</p>			

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needs of the learners? (Critical). Indicate the numbers/quantities	support learning Facilitation room, workshop, laboratory, ICT facilities etc. are adequate			
16. Do you have a well-developed strategic plan for your centre to roll-out CBT? (Critical) Attach a copy per COTVET's Strategic Plan Template.	The centre has a well-developed strategic plan for the implementation of Competency Based Training programmes spelling out the vision, mission, strategic objectives, goals and SWOT analysis with a budgeted action plan.			
17. Do you have a health, safety and Environmental policy? (Critical) Attach a copy per COTVET's Health and Safety Policy Template and National Fire Service Fire Certificate	The centre complies with COTVET occupational health and safety policy framework. Premises and equipment comply with the requirements of the relevant health and safety legislations. The Centre has Ghana National Fire Service Fire Certificate with appropriate fire safety symbols and labels. The floor has safety markings and signs to ensure safety working environment (Be guided by Factory, Offices and Shop Act).			
18. Does your institution have an equal	There is a system for monitoring equality of opportunity in the selection, admission			

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<p>opportunity and admission policy? (Critical). Attach a copy.</p>	<p>and assessment of candidates. There is a system for monitoring award marketing and publicity procedures to ensure that they are non-discriminatory.</p>			
<p>19. Does your Centre have Adequate and Appropriate Tools, Equipment and Consumables that Meet the Standards Generated for Delivery and Certification on the NTVETQF? (Critical). Indicate the numbers/quantities</p>	<p>Centre has adequate tools and equipment for delivery of the programme to aid learning. List details of Tools and Equipment.</p>			
<p>20. Do you have the learning materials (consumables) to be used for this programme? (Critical). Indicate the numbers/quantities</p>	<p>There are enough materials for facilitation and assessment of learners at the centre.</p>			
<p>21. Do you have a system for storing information</p>	<p>Relevant information on COTVET awards and procedures is used by centre</p>			

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on qualifications and procedures?	staff to ensure satisfactory management, quality assurance, delivery and assessment of COTVET awards.			
22. Do you have a system for disseminating information to Stakeholders including learners and staff?	<p>The centre has a named contact who is responsible for communicating with the TQAC.</p> <p>The effectiveness of the centre's management of information is regularly reviewed.</p>			
23. 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 centre 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 centre has a functioning computerized system for storing information</p> <p>The centre is hooked to the COTVET MIS</p>			

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24. Do you have a system for forwarding candidate information?	There is a system for disseminating learner and staff information. Eg. Notice board, internet facilities, etc			
25. Does your Centre have a system to allocate and review resources?	There is a system for the regular review of the allocation of accommodation, reference material, equipment, tools, learning and assessment material for awards. The Centre has a Resource Allocation Book for the allocation of the resources.			
26. Does your centre 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 centre has staff development policy</p>			
27. Do you have an induction, guidance and support system for	There is a system for providing initial and ongoing personal, vocational and award – related guidance and support to			

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<p>candidates?</p>	<p>all candidates.</p> <p>The centre provides induction for learners before they start the programme</p> <p>The centre has Delivery Planner that shows when induction of learners will take place.</p>			
<p>28. Do you have a documented appeals procedure for candidates? Attach Copy</p>	<p>There are procedures by which candidates can appeal against the centre's judgments of evidence and assessment decisions.</p> <p>The appeals procedures are documented and are communicated to staff and candidates.</p> <p>The centre has an learners appeals policy</p>			
<p>29. What are the full titles of all qualifications for which approval is being sought?</p>	<p>Qualifications for which approval is being sought</p>			

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30. Do you have Assessment Instrument for this qualification?	Assessment material is available for and appropriate to the award.			
31. State other reference materials available to candidates	Centre has additional learning materials to support learning			
32. Do you have assessment instruments to be used assess learners after completion of each unit?	Assessment instruments developed from the standards are available and properly secured for use after completion of a unit.			
33. Does your Centre have a strong System to Operate Internal Quality Assurance? (Critical) Attach Copy	<p>The Centre have a documented system to allow for internal verification of centre assessments Staffs are aware of internal verification requirements (IV 1-10). Those carrying out internal verification:</p> <ul style="list-style-type: none"> • Have the organizational and interpersonal skills required • Are competent in the subject/cognate/occupational area to a level appropriate to the awards being verified. • Are competent in the use of 			

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	<p>assessment of the type involved in the awards being verified.</p> <p>Are familiar with the award standards, procedures and documentation in relation to internal verification</p> <p>The centre has updated Delivery Planner spelling out the schedule of activities (Attach a copy).</p> <p>Each stage of the internal verification process is defined clearly and documented.</p> <p>The centre has a system for the allocation of internal verification duties.</p> <p>There is a system for reviewing the effectiveness of internal verification at the center.</p> <p>Internal verification is carried out effectively.</p> <p>The training needs of the people carrying out internal verification are identified and met.</p>			
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	<p>The reporting mechanism linking each stage of the internal verification process is defined.</p> <p>The remits of all individuals and groups involved in internal verification are defined.</p>			
<p>34. List each unit with Assessor(s) and Internal Verifier(s) (Critical) Attach Copy</p>	<p>Assessors/Internal Verifiers are:</p> <ul style="list-style-type: none"> • Competent in the subject/occupational area to a level appropriate to the award. • Competent in the use of assessment of the type involved in the award • Familiar with the award procedures and documentation. • The training needs of assessors are identified and met. 			
<p>35. State for each member of staff involved in facilitation, assessment and internal verification: (Critical) Attach Copies with their Curriculum Vitae</p>	<p>The table should show:</p> <ul style="list-style-type: none"> • Name • Department • Position 			

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<p>In cases of Foreign Workers, attach evidence of work permits.</p>	<ul style="list-style-type: none"> • Qualifications • Industrial experiences and year • Areas of qualification or Trade Area he or she will facilitate / assess / internally verify 			
<p>36. Does your Centre have a strong System to allow for External Quality Assurance? (Critical) Attach Copy</p>	<p>The centre is registered with COTVET accredited Awarding Body that has requisite external verifiers to carry out external verification.</p> <p>Staff is aware of external verification requirements.</p> <p>The centre 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..... (PRINCIPAL/MANAGER/HEADMASTER/RECTOR/DIRECTOR/etc.)

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

Signed: (Head of Centre/Institution) Date:/...../20.....

Name: Official stamp with date:

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

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