

COMMISSION FOR TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING  
(CTVET)

S/N	PART A: INSTITUTIONAL ACCREDITATION CHECKLIST	YES	NO
1	<b>Institution and Centre Accreditation Application Pack (Well completed)</b>		
2	Profile of the institution		
3	Company registration		
4	GRA/VAT clearance Certificate (Private Institutions)		
5	SSNIT clearance Certificate (Private Institutions)		
6	List of Governing Board (Name, Position, Qualification, Trade Area and Years of Industrial Experience)		
7	List of Institution's Management Team (Name, Position, Qualification, Trade Area and Years of Industrial Experience)		
8	Governance Regulations		
9	Health and Safety Policy		
10	List and quantity of facilitation rooms and other facilities (workshops, laboratories, recreational facilities etc)		
11	Availability of Institutional Sign posts at vantage points		
12	Availability of Sick bay/Infirmary		
13	Availability of electricity and potable water		
14	Tenancy Agreement or Personal Ownership documents		
15	National Fire Service Certificate		
16	Appointment letters of Board Members		
17	Acceptance Letters from Board members.		
18	Minutes of Board meeting (at least a copy)		
19	Appointment letters of Institutional Management Team		
20	CV's of Board Members, Institutional Management Team		
	<b>ON-SITE INSPECTION</b>		
1	Cabinet and other storage facilities		
2	Disability friendliness of facilities		
3	Labelling of Facilitation rooms and other facilities (eg. Washrooms, cafeteria etc)		
4	Library Facility		
5	Display of "Emergency Assembly Point" signages at vantage points		

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S/N	<b>PART B: CENTRE ACCREDITATION CHECKLIST</b>	<b>YES</b>	<b>NO</b>
1	List of Centre's Management Team (Name, Position, Qualification, Trade Area and Years of Industrial Experience) [should include at least a member from the centre(s)]		
2	Strategic Plan		
3	Admission policy		
4	List and quantity of Tools, Equipment and Consumables per CTVET's minimum standard list for trade area(s)		
5	Appointment letters of Centre's Management Team and Facilitators		
6	Acceptance letters from facilitators		
7	CV's of Centre's Management Team and Facilitators		
8	Formal Facilitator/Assessor/Internal Verifier Accreditation card		
9	List of Facilitator/Assessors/Internal Verifiers (Name, Position, Qualification, Trade Area and Years of Industrial Experience) for Trade Area(s) and Generics		
	<b>ON-SITE INSPECTION</b>		
1	Computers and storage facilities		
2	Arrangement of equipment and tools and appropriateness of workshop setup		
3	Display of relevant health and safety signs at workshops and facilitation rooms		
4	Appropriate Floor markings as applicable to trade area		