



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

VOCATIONAL TRAINING CENTER QUALITY AUDIT REPORT

1.0 INSTITUTIONAL PARTICULARS

Name of institution	Not set			
Reg. No	Not set			
Date of Registration	Not set			
Address	Box:	Not set	Town:	Not set
Physical Address	Tel No.			Not set
	Location/Building:			Not set
	Road/Street:			Not set
E-mail and website:	Not set Not set			
County:	Not set			
Sub-County:	Not set			
Ward:	Not set			
Form of ownership (Public, Sole proprietorship, Partnership, Limited Company, Faith Based)	Not set			
Name of Principal/ Manager (Where applicable)	/			
Date of Quality Audit	02-Sep-2021			

LEADERSHIP, MANAGEMENT AND GOVERNANCE

Audit Area	Indicator/Question Target	Score	Totals	Remarks	Recommendations
1.1 Strategic plan	Availability				
	Vision and mission clearly stated.				
	Clarity of objectives.				
	Evidence of implementation.				
	clear and functional organogram.				
1.2 Board of Management/Governors	Validity (of the The Board and members)				
	Properly constituted (Complying with the TVET Act)				
	Frequency of Meetings (Evidence of Minutes)				
	Existence of The Board committees.				
	Qualifications and experience of The Board members.				

1.3	Trainers/Instructors	Composition: Gender, Regional Balance				
		Frequency of Meetings (Evidence of Minutes)				
		Evidence of implementation of management decisions.				
1.4	Internal quality assurance	Availability of a committee (appointment letters)				
		Meetings (minutes on frequency)				
		Schedule of activities				
		Quality Management System (as per the TVETA Quality Assurance Framework)				

1.5	Administrative support documents	Remittance of Statutory deductions (NHIF, NSSF, PAYE)			
		Land ownership documents.eg. Title Deed, Lease Agreement, Allotmentletter			
		Student Management Records E.g. Admission Register, Leaving certificates			
		capacity development plans			

1.6	Legal documents	Sessional Paper No 1 of 2019			
		TVET Act 2013			
		Basic Education Act, 2012			
		Kenya National Qualifications Framework Act 2014			
		KNEC Act 2012			
		Occupation Safety & Health Act (OSHA) 2007			
		Industrial Training Act, 2012			
		Work Injuries and Benefits Act (WIBA) 2007			
		Labour Relations Act of 2007			
		Employment Act, 2007			
		Public Finance Management Act, 2012			
		Public Procurement and Asset Disposal Act, 2015.			

1.7	Financial Management	Fees Register				
		Receipts Book/evidence of fee payments/collections				
		Cashbook				
		Approved Budget				
		Procurement Plan				
		Audited financial reports				
		Sub total	0			
Overall Recommendations:						

2. Audit Criteria for Physical Resources

2.1 Administrative Offices

Offices	Size (m)	Accessibility (PLWD)	Availability suitable furniture	Fit for purpose	Totals
Sub total					0
Remarks and Recommendations: Guidance and counselling room required					

2.2 Theory rooms(score from accessibility to adequacy)

Room	Size	Capacity per shift	Accessibility (PLWD)	Condition	Availability of suitable Furniture	Fit for the programme	Adequacy	Totals
Sub total								0
Remarks and recommendations: Lecture rooms were spacious and in good condition								

2.3 Workshops/Laboratories (score from accessibility to organization)

Workshops	Size (m)	Capacity per shift	Accessibility (PLWD)	Conditions	Availability of equipment	Fit for the programme/Adequacy	Safety	Org arr
Sub total								
Remarks and Recommendations: The institute had good workshops with adequate basic tools and equipment however some old technology equipment which required replacement								

2.4 Tools and Equipment (as per the workshops sampled above)

Workshops	Relevant for program	Condition and functionality	Availability of technician	Storage (Inventory)	Adequacy	Organization	Properly installed and labelled	Score
Sub total								
Remarks and Recommendations: Inventory of tools and equipment should be updated to show the correct status of the available tools& equipment in each workshop								

Indicator/Question Target	Score	Totals	Remarks	Recommendations
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es	Fire fighting equipment			
	First aid kit			
	Emergency exit (Signage)			
	Fire assembly point			
	Fire drills			
	Personal protective equipment			
	Fencing and gate			
on s	Availability of washrooms/urinals (Trainers, trainees)			
	Adequacy (male, female, Sanitary bins)			
	Condition (Cleanliness, Lighting)			
	Waste disposal (solid and liquid)			
	Provision for special needs			
	Power and backup system			
	Renewable energy(availability)			
	Water (adequate, safe and reliable)			
	2.7 Sports facility (availability/MoU, adequacy)			
	Lawns (maintenance)			
	Proper signages for direction			

Availability				
Reading space versus enrollment(space should accommodate 10% of the student population)				
2.8 Adequacy of reference materials (relevant to programmes offered)				
Qualified librarian				
Provision of E-resource				
Sub total		0		
Recommendations:				

3. Audit Criteria for Human Resources.

	Audit Area	Indicator/Question Target	Score	Totals	Remarks	Recommendations
3.1	Trainers/Instructors	Trainers qualifications(availability of records)				
		Trainers Bio data (availability of records)				
		Development plan (Capacity building)				
		Trainers Workload (Sufficient workload)				
		Availability of staff establishment (Documented)				
		Existence of performance management system (Appraisals)				

3.2	Administrativestaff	Sufficient for institutional functions			
		Appropriately deployed (Qualifications and experience)			
		Scheme of service/Career progression guideline			
		Balanced (Gender, regional)			
		HR Policies/Procedure Implemented in place (Gender, Disability)			
		Availability of job descriptions			
		Existence of performance management system (Appraisals)			
		Capacity development plans			
		Compliance certificates (Good conduct for watchmen)			
		Compliance certificate (public health certificate for food handlers)			

3.3 Trainers Analysis Template

Trainers Name	Qualification	Pedagogical Training	Relevant courses taught
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Sub total	0
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Remarks and Recommendations:

4. Audit Criteria for Training delivery

	Audit Area	Indicator/Question Target	Score	Totals	Remarks	Recommendation										
4.1	Time table	<table border="1"> <tr> <td>Availability</td> <td></td> </tr> <tr> <td>Trainee friendly</td> <td></td> </tr> <tr> <td>Reflects curriculum requirements</td> <td></td> </tr> </table>	Availability		Trainee friendly		Reflects curriculum requirements									
Availability																
Trainee friendly																
Reflects curriculum requirements																
4.2	Classrooms Attendance	<table border="1"> <tr> <td>Lessons are attended as timetabled</td> <td></td> </tr> <tr> <td>Appropriate methodology used</td> <td></td> </tr> <tr> <td>Mechanism for training supervision (Trainee Attendance marked, Trainer Attendance marked)</td> <td></td> </tr> </table>	Lessons are attended as timetabled		Appropriate methodology used		Mechanism for training supervision (Trainee Attendance marked, Trainer Attendance marked)									
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4.3	Updated professional documents	<table border="1"> <tr> <td>Course outline</td> <td></td> </tr> <tr> <td>Schemes of work</td> <td></td> </tr> <tr> <td>Record of work</td> <td></td> </tr> <tr> <td>Progress records</td> <td></td> </tr> <tr> <td>Training notes/handouts</td> <td></td> </tr> </table>	Course outline		Schemes of work		Record of work		Progress records		Training notes/handouts					
Course outline																
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4.4	Assessment/Examinations	Continuous assessments are regular				
		Mechanism for setting and moderation in place				
		Analysis of assessment results				
		Supervision of exams				
		Marking scheme				
		Exam policy				
		Verification mechanism				

4.5	Industrial attachments as part of the learning process	Industrial attachment policy available		0		
		Industrial attachment carried out				
		Sourcing for placement of trainees				
		Records maintained (Log books, list)				
		Industrial Liaison Officer (ILO) in place				
		Trainees supervised (Supervision schedules)				
		Insurance for trainees				
		Sub total		0		

5.0 Programmes evaluation (Score as per analysis in 5.1 above)

	Indicator/Question Target	Score	Remarks
1	Accredited (licensed)		
2	Enrollment (within the approved ceiling)		
3	Programme versus trainers		
4	Programme versus facilities		
5	Trainer-trainee ratio per course is within provided standards guidelines		
6	Programmes under collaboration with TVCs(Number)		
7	Technical versus business (proportion of each)		
8	Gender Balance (Proportion)		
9	Level of programmes (Proportion of Artisans, Grade Test)		
10	Trainers Qualification (proportion of qualified trainers)		
11	Trainers Registration status(Proportion of Registered Trainers)		
	Sub total		

Remarks and Recommendations:

6. Audit Criteria for Trainee Support

	Audit Area	Indicator/Question Target	Score	Totals	Remarks	Recommendations
6.1	Trainee support procedures	Admission procedures (Trainee admission register)				
		Code of conduct (Evidence of use, trainee awareness)				
		Discipline procedure (Developed and documented)				
		Complaints procedure (Documented, suggestion box)				
		Conflict resolution procedure (Documented)				

6.2	Trainee welfare	Staff in charge	1			
		Scholarships (Beneficiaries documented, Trainee awareness, MoU)				
		Trainee representative (Available, mode of appointment, democratic space)				
		clubs and sports				
		Vulnerable trainee support e.g. expectant mothers, orphans, PLWDs (Documentation, support programme)				
		Career counselling/orientation (Schedules, staff in charge)				
6.3	Alumni Networks	Availability/ Database/ Documentation				
		Active (activities in institution, meetings)				
		Planned projects				

6.4	Accommodation (where applicable)	Availability				
		Availability of a qualified matron/janitor				
		Condition (State of maintenance e.g. painting, tidiness, Lighting, ventilation)				
		Adequacy (standard size)				
		Organization (well arranged)				
		Safety provisions (instructions/rules, fire, doors opening)				
		Accessibility (Ramps, lifts)				
		Sub total	0			
Overall Recommendations :Develop a complaints and conflict resolution procedures. Operationalize the alumni networks						

7. Audit Criteria for Innovation, Research and Cooperation

	Audit Area	Indicator/Question Target	Score	Totals	Remarks	Recommendations												
7.1	Innovation	<table border="1"> <tr> <td>Innovation Committee in place</td> <td></td> </tr> <tr> <td>Initiated innovation</td> <td></td> </tr> <tr> <td>Programmes for patenting</td> <td></td> </tr> <tr> <td>Promotion plan/in use</td> <td></td> </tr> <tr> <td>Commercialization</td> <td></td> </tr> <tr> <td>Open-days organized</td> <td></td> </tr> </table>	Innovation Committee in place		Initiated innovation		Programmes for patenting		Promotion plan/in use		Commercialization		Open-days organized					
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7.2	Labour market/industry information	<table border="1"> <tr> <td>Mechanism for obtaining feedback</td> <td></td> </tr> <tr> <td>Documentation of information</td> <td></td> </tr> <tr> <td>Use of feedback to improve training (minutes of meetings to discuss the same, course outline etc.)</td> <td></td> </tr> </table>	Mechanism for obtaining feedback		Documentation of information		Use of feedback to improve training (minutes of meetings to discuss the same, course outline etc.)											
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7.3	Linkages and collaborations	Activities planned				
		Participation in benchmarking				
		Skills show, competitions and conferences				
		Exchange programmes for trainers and trainees				
		Industrial visits				
		Partnerships (MoUs)				
7.4	Participating in community activities/ Corporate social responsibility	Community needs identified				
		Activities and plans to respond to community needs				
		Greening/ Resource conservation (tree planting, water harvesting, bio gas, renewable energy)				

7.5	Entrepreneurship and income generating activities	Production units initiated				
		Trainees participating in production units				
		Projects/incubation hubs				
		Entrepreneurship is being taught				
		Exhibitions and trade fairs				
		Sub total	0			
Overall Recommendations:						

PARTICIPANTS IN QUALITY ASSURANCE

TVETA Quality Auditors

	Name	Signature	Date
1	Admin	Admin	01-Jan-1970 03:00 AM