

# PART ONE

## TVET QUALITY ASSURANCE

### PROGRAMME REGISTRATION CRITERIA

## I. REGISTRATION

No	Criteria to be considered for Program registration.	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
<b>I. DOCUMENTS</b>							
1.	Shared mission and vision						
2.	TVET System Documents						
3.	A report on local labor market demand						
4.	Updated EOS of all programs						
5.	Updated Strategic Plan(Institutional Development Plan-IDP)						
6.	Composition of the Board						
7.	Board resolution on the acceptance of the TVET program						
8.	Memorandum of understanding with local company (In case of Cooperative and in company Training)						
9.	Proof of building ownership or lease-contract of at least five years						
<b>II.ADMINISTRATIVE SUPPORT</b>							
1.	Profile of management and supporting staff and their qualifications						
2.	Administrative Support Units(structures) based on the Standard						
3.	Disability guidance and counselling unit						
<b>III. CURRICULUM</b>							
1.	Curriculum derived from the Relevant EOS						
2.	Fulfill Curricular Requirements based on the standard(1.2)						
3.	Inclusiveness						
4.	Dependent upon the local, national and international labor market demand						

No	Criteria to be considered for Program registration.	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
IV. TRAINEES							
4.1 Regular trainees							
1.	10 <sup>th</sup> or 12 <sup>th</sup> Grade Completers						
2.	Consider entry requirements of Federal TVET agency or regional TVET bureau/agency/ commission based on the labor-market demand.						
3.	Additional requirements of the sector based on particular occupational needs and demands.						
4.	The number of trainees per class for each programme based on the standard						
5.	Gender Equity for Each Occupational Area based on the standard						
6.	Standard Working Uniform for Each Occupational Area						
7.	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, EOS and curriculum.						
8.	Priority should be given to persons with disabilities						
4.2 Short term trainees							
1	Any interested person or group of persons with or without impairment who are able to read and write						
2	Additional requirements of the sector based on particular occupational needs and demands.						
3	The number of trainees per class for each programme based on the standard						
4	Gender Equity for Each Occupational Area based on the standard						
5	Standard Working Uniform for Each Occupational Area						
6	Personal Protective Equipment (PPE) for Each						

No	Criteria to be considered for Program registration.	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
	Occupational Area as stated in OHS standards, EOS and curriculum.						
7	Priority should be given to persons with disabilities						
<b>4.3</b>	<b>First Degree program trainees</b>						
1	Degree programs trainees/students qualification requirements based on the standard						
2	Special attention given to disabled candidates for upgrading						
3	Additional requirements of the sector based on particular occupational needs and demands.						
4	The number of trainees per class for each programme based on the standard(2.5)						
5	Gender Equity for Each Occupational Area based on the standard(2.6)						
6	Standard Working Uniform for Each Occupational Area						
7	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, and curriculum.						
<b>4.4</b>	<b>Second degree program trainees</b>						
1	Second Degree programs trainees/students qualification requirements based on the standard						
2	Special attention given to disabled candidates for upgrading						
3	Additional requirements of the sector based on particular occupational needs and demands.						
4	The number of trainees per class for each programme based on the standard						
5	Gender Equity for Each Occupational Area based on the standard						

No	Criteria to be considered for Program registration.	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
6	Standard Working Uniform for Each Occupational Area						
7	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, and curriculum.						
<b>V. TRAINERS</b>							
1.	Profile of Certified TVET Trainers for the program and their qualifications based on the standard (3.2)						
2.	Contractual agreement of training staff at least for a year.						
3.	Role and Responsibility of TVET/industry Trainer based on the standard(3.3)						
4.	Numbers of Occupational class Required Per Trainer based on the standard (3.4)						
5.	Trainer to Trainee Ratio based on the standard (3.5)						
<b>VI. TRAINING FACILITIES</b>							
1.	flexible and technologically-advanced learning environments(safe, healthy, comfortable, esthetically pleasing and accessible for trainees with/without impairment (4.2)						
2.	Building, training facilities and general requirements of the compound based on the standard (4.2)						
3.	Size of Training Facilities/ Workshops/ Classrooms and Others based on the standard(4.3)						
4.	Size of Instruction Rooms based on the standard(4.4)						
5.	Accessibility of the furniture to the persons with/without impairment (4.4)						
6.	Library based on the standard(4.5)						
7.	Competency of librarians to serve persons with/without impairment (4.5)						

No	Criteria to be considered for Program registration.	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
8.	Accessibility of the Library to persons with impairment (4.5)						
9.	Lighting and Ventilation Requirements of Workshop and Classrooms for Each Occupational Area based on the standard(4.6)						
10.	Workshop Area based on the standard(4.7)						
11.	Height of Window and Door Panels, Pathways based on the standard(4.8)						
12.	Colour Code for Danger, Hallway, Work Area and Lecture Area based on the standard (4.9)						
13.	Electrical Requirements for Each Occupational Area based on standard(4.10)						
14.	Physical Facility for Different Categories of Institutions based on the standard(4.11)						
15.	Maintenance of Workshops and other Learning Facilities (kaizen,5s) based on the Standard (4.12)						
16.	Persons with impairments inclusive recreation / trainee center						
<b>VII. TOOLS,MACHINES AND EQUIPMENTS</b>							
1.	Tools, Machines and Equipment for Each Occupation based on the Standard (5.2)						
2.	Ratio of Tools, Machines, and Equipment Per Trainee based on the Standard(5.3)						
3.	Colour Coding for Machines and Equipment based on the Standard(5.4)						
4.	Maintenance of Tools, Machines and Equipment based on the Standard(5.5)						

No	Criteria to be considered for Program registration.	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
5.	Installation of Machines based on the Standard(5.6)						
<b>VIII. SUPPLIES AND MATERIALS</b>							
1.	Supplies and Materials for Each Occupational Area based on the Standard(6.2)						
2.	Preparation of Technical Specifications for Quality Supplies and Materials based on the Standard(6.3)						
3.	Quantity of Supplies and Materials Per Trainee/Student Ratio based on the Standard(6.4)						
4.	Storage System, Distribution and Inventory of Supplies and Materials based on the Standard(6.5)						
<b>IX. INSTRUCTIONAL MATERIALS</b>							
1	Types of Training and Instructional Materials (resource based and self contained)based on the standard (7.2)						
2	Ratio of Training and Instructional Materials based on the Standard (7.3)						
3	Priority of training and instructional materials to trainees with impairment						
4	Component of Training Material's(learning guide, trainers' guides and assessment packet)						
<b>x. Assessment (for existing TVET providers)</b>							
1	Institutional assessment (formative and summative)						
2	Assessment Packet based on the Standard						
3	Adjustment for trainees with impairment						
4	National Assessment conducted based on Standard (8.4,8.5,8.6) including enterprises' operators						
5	Number and percentage of graduates who are competent on the national occupational assessment at every year						

No .	Criteria to be considered for Program registration.	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
Average result							
Grand total							

**Note: TVET providers are expected to get a minimum score of 3.8 for program registration**

**PART TWO**  
**TVET QUALITY ASSURANCE**  
**PROGRAMME ACCREDITATION CRITERIA**

**II. ACCREDITATION**

No.	Criteria to be considered for Program Accreditation	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
I. DOCUMENTS							
1.	Shared mission and vision						
2.	Awareness on TVET System Documents						
3.	Updated report on local labor market demand						
4.	Updated EOS of all programs						
5.	Updated Strategic Plan (Institutional Development Plan- IDP)						
6.	Composition of the Board						
7.	Board resolution on the acceptance of the TVET program						
8.	Cooperative and in company Training delivered as per Memorandum of understanding with local company						
9.	Proof of building ownership or lease-contract of at least five years						
II.ADMINISTRATIVE SUPPORT							
1.	Profile of management and supporting staff and their qualifications						
2.	Administrative Support Units(structures) based on the Standard						
3.	Disability guidance and counselling unit						
III. CURRICULUM							
1.	Curriculum derived from the Relevant EOS						
2.	Fulfill Curricular Requirements based on the standard(1.2)						
3.	Inclusiveness of the curriculum for trainees with impairment						
4.	Dependent upon the local, national and international						



No.	Criteria to be considered for Program Accreditation	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
	labor market demand						
<b>IV. TRAINEES</b>							
<b>4.1 Regular trainees</b>							
1.	10 <sup>th</sup> or 12 <sup>th</sup> Grade Completers						
2.	Consider entry requirements of Federal TVET agency or regional TVET bureau/agency/ commission based on the labor-market demand						
3.	Additional requirements of the sector based on particular occupational needs and demands.						
4.	The number of trainees per class for each programme based on the standard						
5.	Gender Equity for Each Occupational Area based on the standard						
6.	Standard Working Uniform for Each Occupational Area						
7.	Training Completer package(project, business plan, saving, informal organization) and readiness to labour market						
8.	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, EOS and curriculum.						
9.	Priority given to persons with disabilities						
<b>4.2 Short term trainees</b>							
1	Any interested person or group of persons with or without impairment who are able to read and write						
2	Additional requirements of the sector based on particular occupational needs and demands.						
3	The number of trainees per class for each programme based on the standard						

No.	Criteria to be considered for Program Accreditation	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
4	Gender Equity for Each Occupational Area based on the standard						
5	Standard Working Uniform for Each Occupational Area						
6	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, EOS and curriculum.						
7	Priority given to persons with impairments						
<b>4.3</b>	<b>First Degree program trainees</b>						
1	Degree programs trainees/students qualification requirements based on the standard						
2	Special attention given to impaired candidates for upgrading						
3	Additional requirements of the sector based on particular occupational needs and demands.						
4	The number of trainees per class for each programme based on the standard(2.5)						
5	Gender Equity for Each Occupational Area based on the standard(2.6)						
6	Standard Working Uniform for Each Occupational Area						
7	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, and curriculum.						
<b>4.4</b>	<b>Second degree program trainees</b>						
1	Second Degree programs trainees/students qualification requirements based on the standard						
2	Special attention given to impaired candidates for upgrading						
3	Additional requirements of the sector based on particular occupational needs and demands.						

No.	Criteria to be considered for Program Accreditation	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
4	The number of trainees per class for each programme based on the standard						
5	Gender Equity for Each Occupational Area based on the standard						
6	Standard Working Uniform for Each Occupational Area						
7	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, and curriculum.						
<b>V. TRAINERS</b>							
1.	Profile of Certified TVET Trainers for the program and their qualifications based on the standard (3.2)						
2.	Contractual agreement of training staff at least for a year						
3.	Role and Responsibility of TVET/industry Trainer based on the standard(3.3)						
4.	Numbers of Occupational class Required Per Trainer based on the standard (3.4)						
5.	Trainer to Trainee Ratio based on the standard (3.5)						
<b>VI. TRAINING FACILITIES</b>							
1.	Flexible and technologically-advanced learning environments (safe, healthy, comfortable, esthetically pleasing and accessible for trainees with/without impairment (4.2)						
2.	Building, training facilities and general requirements of the compound based on the standard (4.2)						
3.	Size of Training Facilities/ Workshops/ Classrooms and Others based on the standard (4.3)						

No.	Criteria to be considered for Program Accreditation	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
4.	Furniture for Instruction Rooms based on the standard (4.4)						
5.	Accessibility of the furniture to the persons with/without impairment (4.4)						
6.	Library based on the standard (4.5)						
7.	Competency of librarians to serve persons with/without impairment (4.5)						
8.	Accessibility of the Library to persons with impairment (4.5)						
9.	Lighting and Ventilation Requirements of Workshop and Classrooms for Each Occupational Area based on the standard(4.6)						
10.	Workshop Area based on the standard(4.7)						
11.	Height of Window and Door Panels, Pathways based on the standard(4.8)						
12.	Colour Code for Danger, Hallway, Work Area and Lecture Area based on the standard (4.9)						
13.	Electrical Requirements for Each Occupational Area based on standard(4.10)						
14.	Physical Facility based on the standard (4.11)						
15.	Maintenance of Workshops and other Learning Facilities (kaizen,5s) based on the Standard (4.12)						
16.	Persons with impairments inclusive recreation/trainee center						
<b>VII. TOOLS,MACHINES AND EQUIPMENTS</b>							
1.	Tools, Machines and Equipment for Each Occupation based on the Standard (5.2)						

No.	Criteria to be considered for Program Accreditation	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
2.	Ratio of Tools, Machines, and Equipment Per Trainee based on the Standard(5.3)						
3.	Colour Coding for Machines and Equipment based on the Standard(5.4)						
4.	Maintenance of Tools, Machines and Equipment based on the Standard(5.5)						
5.	Installation of Machines based on the Standard(5.6)						
<b>VIII. SUPPLIES AND MATERIALS</b>							
1.	Supplies and Materials for Each Occupational Area based on the Standard(6.2)						
2.	Preparation of Technical Specifications for Quality Supplies and Materials based on the Standard(6.3)						
3.	Quantity of Supplies and Materials Per Trainee/Student Ratio based on the Standard(6.4)						
4.	Storage System, Distribution and Inventory of Supplies and Materials based on the Standard(6.5)						
<b>IX. INSTRUCTIONAL MATERIALS</b>							
1	Types of Training and Instructional Materials (resource based and self contained)based on the standard (7.2)						
2	Ratio of Training and Instructional Materials based on the Standard (7.3)						
3	Priority of training and instructional materials to trainees with impairment						
4	Component of Training Material's(learning guide, trainers' guides and assessment packet)						

No.	Criteria to be considered for Program Accreditation	Weighted Scales: 1= Very low 2= low 3= Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
<b>x. Assessment</b>							
1	Institutional assessment (formative and summative)						
2	Assessment Packet based on the Standard						
3	Adjustment for trainees with impairment						
4	National Assessment conducted based on Standard (8.4,8.5,8.6) including enterprises’ operators and farmers						
5	Number and percentage of graduates who are competent on the national occupational assessment at every year (GTP II)						
<b>Average result</b>							
<b>Grand total</b>							

**Note: TVET providers are expected to get a minimum score of 4.0 for program accreditation**

**PART THREE**  
**TVET QUALITY ASSURANCE**  
**PROGRAMME RENEWAL CRITERIA**

**III. RENEWAL**

No.	Criteria to be considered for Program Renewal	Weighted Scales: 1=Very low 2=low 3 = Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
I. DOCUMENTS							
1.	Shared mission and vision						
2.	Implementation of TVET System Documents						
3.	A report on local labor market demand						
4.	Updated EOS of all programs						
5.	Report on tracer study						
6.	Updated Strategic Plan (Institutional Development Plan- IDP)						
7.	Composition of the Board						
8.	Board resolution on the acceptance of the TVET program						
9.	Implemented Memorandum of understanding with local company (In case of Cooperative and in company Training)						
10.	Audit Report by Licensed Accountants						
11.	Proof of building ownership or lease-contract of at least five years						
II.ADMINISTRATIVE SUPPORT							
1.	Profile of management and supporting staff and their qualifications						
2.	Administrative Support Units(structures) based on the Standard						
3.	Disability guidance and counselling unit						
III. CURRICULUM							
1.	Curriculum derived from the Relevant EOS						
2.	Fulfill Curricular Requirements based on the						

No.	Criteria to be considered for Program Renewal	Weighted Scales: 1=Very low 2=low 3 = Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
	standard(1.2)						
3.	Inclusiveness						
4.	Dependent upon the local, national and international labor market demand						
<b>IV. TRAINEES</b>							
<b>4.1 Regular trainees</b>							
1.	10 <sup>th</sup> or 12 <sup>th</sup> Grade Completers						
2.	Consider entry requirements of Federal TVET agency or regional TVET bureau/agency/ commission based on the labor-market demand.						
3.	Additional requirements of the sector based on particular occupational needs and demands.						
4.	The number of trainees per class for each programme based on the standard						
5.	Gender Equity for Each Occupational Area based on the standard						
6.	Standard Working Uniform for Each Occupational Area						
7.	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, EOS and curriculum.						
8.	Priority given to persons with impairments						
9.	Number of competent trainees with or without impairments who organized in MSEs (with the help of the TVET institution)						
<b>4.2 Short term trainees</b>							
1	Any interested person or group of persons with or without impairment who are able to read and write						
2	Additional requirements of the sector based on particular occupational needs and demands.						



No.	Criteria to be considered for Program Renewal	Weighted Scales: 1=Very low 2=low 3 = Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
3	The number of trainees per class for each programme based on the standard						
4	Gender Equity for Each Occupational Area based on the standard						
5	Standard Working Uniform for Each Occupational Area						
6	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, EOS and curriculum.						
7	Priority should be given to persons with disabilities						
<b>4.3</b>	<b>First Degree program trainees</b>						
1	Degree programs trainees/students qualification requirements based on the standard						
2	Special attention given to impaired candidates for upgrading						
3	Additional requirements of the sector based on particular occupational needs and demands.						
4	The number of trainees per class for each programme based on the standard(2.5)						
5	Gender Equity for Each Occupational Area based on the standard(2.6)						
6	Standard Working Uniform for Each Occupational Area						
7	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, and curriculum.						
<b>4.4</b>	<b>Second degree program trainees</b>						
1	Second Degree programs trainees/students qualification requirements based on the standard						
2	Special attention given to impaired candidates for upgrading						

No.	Criteria to be considered for Program Renewal	Weighted Scales: 1=Very low 2=low 3 = Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
3	Additional requirements of the sector based on particular occupational needs and demands.						
4	The number of trainees per class for each programme based on the standard						
5	Gender Equity for Each Occupational Area based on the standard						
6	Standard Working Uniform for Each Occupational Area						
7	Personal Protective Equipment (PPE) for Each Occupational Area as stated in OHS standards, and curriculum.						
<b>V. TRAINERS</b>							
1.	Profile of Certified TVET Trainers for the program and their qualifications based on the standard (3.2)						
2.	Contractual agreement of training staff at least for a year.						
3.	Role and Responsibility of TVET/industry Trainer based on the standard(3.3)						
4.	Numbers of Occupational class Required Per Trainer based on the standard (3.4)						
5.	Trainer to Trainee Ratio based on the standard (3.5)						
6.	Accumulated and Transferred Technologies and provided industry extension services						
<b>VI. TRAINING FACILITIES</b>							
1.	Flexible and technologically-advanced learning environments (safe, healthy, comfortable, esthetically pleasing and accessible for trainees with/without impairment (4.2)						

No.	Criteria to be considered for Program Renewal	Weighted Scales: 1=Very low 2=low 3 = Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
2.	Building, training facilities and general requirements of the compound based on the standard (4.2)						
3.	Size of Training Facilities/ Workshops/ Classrooms and Others based on the standard(4.3)						
4.	Furniture for Instruction Rooms based on the standard (4.4)						
5.	Accessibility of the furniture to the persons with/without impairment (4.4)						
6.	Library based on the standard(4.5)						
7.	Competency of librarians to serve persons with/without impairment (4.5)						
8.	Accessibility of the Library to persons with impairment (4.5)						
9.	Lighting and Ventilation Requirements of Workshop and Classrooms for Each Occupational Area based on the standard(4.6)						
10.	Workshop Area based on the standard(4.7)						
11.	Height of Window and Door Panels, Pathways based on the standard(4.8)						
12.	Colour Code for Danger, Hallway, Work Area and Lecture Area based on the standard (4.9)						
13.	Electrical Requirements for Each Occupational Area based on standard(4.10)						
14.	Physical Facility based on the standard(4.11)						
15.	Implementation of Workshops Maintenance and other Learning Facilities (kaizen,5s) based on the Standard (4.12)						
16.	Persons with impairments inclusive						

No.	Criteria to be considered for Program Renewal	Weighted Scales: 1=Very low 2=low 3 = Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
	recreation/trainee center						
<b>VII. TOOLS,MACHINES AND EQUIPMENTS</b>							
1.	Tools, Machines and Equipment for Each Occupation based on the Standard (5.2)						
2.	Ratio of Tools, Machines, and Equipment Per Trainee based on the Standard(5.3)						
3.	Colour Coding for Machines and Equipment based on the Standard(5.4)						
4.	Maintenance of Tools, Machines and Equipment based on the Standard(5.5)						
5.	Installation of Machines based on the Standard(5.6)						
<b>VIII. SUPPLIES AND MATERIALS</b>							
1.	Supplies and Materials for Each Occupational Area based on the Standard(6.2)						
2.	Prepared Technical Specifications for Quality Supplies and Materials based on the Standard (6.3)						
3.	Quantity of Supplies and Materials Per Trainee/Student Ratio based on the Standard(6.4)						
4.	Storage System, Distribution and Inventory of Supplies and Materials based on the Standard(6.5)						
<b>IX. INSTRUCTIONAL MATERIALS</b>							
1	Types of Training and Instructional Materials (resource based and self contained)based on the standard (7.2)						
2	Ratio of Training and Instructional Materials based on the Standard (7.3)						
3	Priority of training and instructional materials to trainees						

No.	Criteria to be considered for Program Renewal	Weighted Scales: 1=Very low 2=low 3 = Satisfactory 4= Good 5= very good 6= Excellent					
		1	2	3	4	5	6
	with impairment						
4	Component of Training Material's(learning guide, trainers' guides and assessment packet)						
<b>x. Assessment</b>							
1	Institutional assessment (formative and summative)						
2	Implemented Assessment Packet based on the Standard						
3	Adjustment for trainees with impairment						
4	National Assessment conducted based on Standard (8.4,8.5,8.6) including enterprises' operators						
5	Number and percentage of graduates who are competent on the national occupational assessment at every year (GTP II)						
Average result							
Grand total							

**Note: TVET providers are expected to get a minimum score of 4.7 for program renewal.**