



TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING AUTHORITY

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ASSESSMENT REPORT

1.0 INSTITUTIONAL PARTICULARS				
Name of institution				
Postal Address	Box:	Code:	Town:	
Physical Address	Location/Building			
	Road/Street:			
Institution Telephone No.				
e-mail and website				
County:				
Sub-County:				
Ward:				
Health Inspection Report	Commencing date		Expiry Date	
Title Deed/Plot No.				
Lease Agreement	Valid from		Expiry date	
Business name Certificate/ Certificate of Incorporation				
Type	Private/Public			
Category	National Poly/Technical Trainer College/Technical & vocational College/ Vocational Training Centre			
Form of ownership	Sole proprietor/ Partnership/ Limited Company/ Public/ any other			
Registration / License Certificates Nos.				
Date of assessment	Previous			
	Current			
Arrival Time		Received by		
Purpose of Current Assessment				

2.0 BACKGROUND INFORMATION		
Item	Observations	Remarks
Date of Establishment		
Clarity of direction to institution		
Conduciveness of Learning Environment		
Current Enrolment		
Approved enrolment(where applicable)		
Total No. of Accredited Courses		

3.0 MANAGEMENT AND ADMINISTRATION		
3.1.1 Management		
Area of assessment		
Academic qualification of the manager		
Nature of Management	BOG/BOD/Any other	
Composition of Management	No. of Males: No. of females:	
Frequency of Meetings		
Evidence of Minutes		
3.1.2 Administration		
Area of assessment	Observations/Findings	Remarks
Academic qualification of the principal		
Experience in years as a trainer		
Availability Organizational Structure		
3.2 Guidance and Counseling		
Availability of Guidance and Counseling unit		
Suitability of Guidance and Counseling room		
Name of the head of Guidance and Counseling unit		
Qualifications of the Head of the unit		
Evidence of records of Guidance and counseling records		
3.3 Strategic Plan		
Area of assessment	Findings/Observations	Remarks
Availability of strategic plan		
Clarity of vision of the institution		
Clarity of mission of the institution		
Period of the strategic plan		
Was the strategic plan being implemented		

3.4. Administrative and Legal Documents		
3.4.1 Administrative and Financial Records		
Area of Assessment	Observations/findings	Remarks
Visitors' book		
Students admission Register		
Staff payroll inventories		
Fees payment registers		
Financial statements		
Statutory Records	NSSF	
	PAYE	
	NHIF	
3.4.2 Legal Documents		
Legal Documents to assess	Findings/Observations	Remarks
Sessional Paper No. 14 of 2012		
TVET Act 2013		
Basic Education Act, 2013		
Universities Act, 2012		
Teachers Service Commission Act of 2012		
Code of Regulations for Teachers		
KNEC Act 2012		
Occupation Safety & Health Act (OSHA)		
WIBA 2007		
Labour Relations Act		
Employment Act, 2007		
3.5 INTERNAL QUALITY ASSURANCE (IQA)		
Area of assessment	Findings/Observations	Remarks
An appointed training internal quality assurance officer		
Trainers professional documents countersigned by internal quality assurance officer		
Availability of quality assurance committee	Appointment letters of members	
	Minutes of meetings	
Submission of Annual Returns to TVETA		

4.0 PHYSICAL FACILITIES					
4.1 Administration Offices					
No.	Room	Size (LxW=M)	Facilities	Conditions	Remarks
1					
2					
3					
4					
Comment:					
4.2 Theory Rooms					
No.	Room	Size (LxW=M)	Facilities	Conditions	Capacity
1					
2					
3					
4					
5					
6					
7					
Comment and total Capacity					
4.3 Laboratories and Workshops					
4.3.1 Laboratories					
No.	Room	Size (L and W in Metres)	Facilities	Conditions	Capacity
1.					
2.					
3.					
4.					
Comment and total Capacity:					
4.3.2 Workshops					
No.	Room	Size (Land W in Metres)	Facilities	Conditions	Capacity
1.					

2.					
3.					
4.					
Comment and total Capacity:					
4.4 Library					
Assessment area	Size (M)	Facilities and Equipment		Conditions	Capacity
Reading Space					
Book storage area					
Circulation desk					
Total Capacity					
Volumes of books					
Electronic resources					
Borrowing System in Place					
Qualification of librarian(s)					
Comment:					
4.5 Sanitation Facilities					
	Gender	Observations/Findings	Condition	Capacity	
Students	Male				
	Female				
Staff	Male				
	Female				
Comment and total students' capacity:					
4.6 Water, Electricity and Waste Management					
Service	Observations/Findings		Remarks		
Source of Water and sewer					
Source of Electricity					
Waste Disposal					
Comment:					
4.7 Safety					
Type	Observations/Findings		Remarks		
Fire safety: Serviced Fire extinguisher	eg. serviced types and number of Fire extinguishers, hose reel, Sand buckets, Fire blanket e.t.c				
Safety training of staff					
Occupational Safety and health	i.e Documented evidence				

Policy and committee or Person in charge of safety		
General safety of the premises	e.g safety signs, ramps,	
Comment:		
4.8 Other Facilities		
Area of assessment	Observations	Conditions

5.0 STAFFING					
5.1 Teaching Staff					
No.	Name	Qualifications	Training area	Experience	Remarks
	Remarks:				
5.2 Technical Staff					
No.	Name	Qualifications	Area of deployment	Remarks	
1					
2					
3					
4					
5					
6					
7					

8								
9								
10								
11								
12								
13								
Total								
Remarks								

7.0 TEACHER PREPARATION AND EXAMINATIONS		
7.1 Teacher Preparation		
Professional Documents	Observations	Remarks
Course Outline		
Scheme of Work		
Records of Work		
Student's Progress Records		
Attendance Register		
7.2 Examination Results and Analysis		
Area of Assessment	Observations	Remarks
Examination Policy		
Examination Committee		
Records of exam meeting minutes		
Examination Records	Internal	
	External	

8.0 INDUSTRIAL ATTACHMENT		
Area of Assessment	Observation	Remarks
Industrial attachment policy		
Industrial attachment office		
Industrial attachment Liaison officer (ILO)		
Attachment Records	File	
	Logbook	
	List of trainees	
Insurance Policy		

9.0 CONCLUSION AND RECOMMENDATIONS

9.1 Conclusion

9.2 Recommendations

No.	Area of Improvement	Recommendations	Time Frame
1			
2			
3			
4			
5			
6			
7			
Comment:			

10. NAMES OF ASSESSORS

Name

Signature

Date

- 1.
- 2.
- 3.