



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL  
(TVET CDACC)**

**Application form for accreditation of assessment center**

Please complete all the relevant sections of this form and submit to TVET CDACC for processing. *You may add additional sheets as necessary to include the relevant information.*

**Section A- Assessment Center Details**

Name of Institution/organization:		
Postal Address: Postal code: City/town:	County:	
Physical address:		
Telephone number:	Mobile number:	
Email Address:	Website:	
Name of Manager/CEO/Principal:		Signature.....

**Section B – Course and Qualification Level and Unit(s) of Competency/Learning for which Accreditation is being sought**

SPECIFIC ACCREDITATION INFORMATION	
COURSE AND QUALIFICATION LEVEL	UNIT(S) OF COMPETENCY/LEARNING

### Section C – Human Resource

Please provide details of each internal assessor and verifier for each of the Unit of Competency/Learning indicated in section B.

S/No.	Unit of Competency /Learning	Name of Assessor/verifier	Academic and Professional qualifications		Years of relevant experience
			Name of Qualification	Qualification Level	

### Section D – Center Accreditation Criteria

Please **identify and attach the evidence** which you will provide to a quality audit to satisfy the center approval criteria listed below.

S/No.	Criteria	Assessment Center's Evidence
	The assessment center has a system in place to ensure:	
<b>I</b>	<b>Management</b>	
1	Clear management structure, lines of authority and accountability ( <b>Organization structure</b> )	
2	Effective and efficient management of all assessment activities ( <b>Organization structure</b> )	
3	Quality assurance of assessment process ( <b>Quality assurance procedures</b> )	
<b>II</b>	<b>Physical Resources</b>	
4	The center has sufficient equipment, tools, supplies and materials available for conducting assessment ( <b>Records of equipment</b> )	
5	The equipment and tools available for conducting assessment comply with the occupational safety and health requirements ( <b>Equipment maintenance records</b> )	

6	The physical infrastructure provided for conducting assessment comply with the occupational safety and health requirements <b>(Health and safety policies and audit reports)</b>	
<b>III</b>	<b>Human Resource</b>	
7	There are sufficient and competent internal assessors and verifiers in the center <b>(Staff profile)</b>	
8	A system to access sufficient competent and qualified assessors and internal verifiers to meet the demand for assessment and verification <b>(Staff agreements/contracts and MoU)</b>	
9	A staff development programme is established to cater for identified needs <b>(Training policy)</b>	
<b>IV</b>	<b>Candidate Support</b>	
10	There is a system in place for assessment of recognition for prior learning <b>(RPL procedure)</b>	
11	There is provision for counseling services <b>(Counseling procedure)</b>	
12	There is an established system for handling appeals and complaints <b>(Appeals/complaints procedure)</b>	
<b>V</b>	<b>Assessment</b>	
13	Procedures are in place to ensure assessment is conducted in accordance with set guidelines <b>(Assessment procedures)</b>	
14	Procedures are in place for conducting verification in accordance with set guidelines <b>(Verification procedures)</b>	
<b>VI</b>	<b>Candidate Records</b>	
15	There is a well-organized system to record candidates registration information and assessment results <b>(Procedures for maintaining evidence files/portfolios)</b>	
16	There is a procedure for securely storing candidates' records in a manner that is easily accessible <b>(Details for security and access arrangements for assessment results)</b>	
17	There is a system for implementing corrective measures recommended by external verifiers <b>(Internal quality assurance system)</b>	