

**ASSESSMENT REPORT BY EXTERNAL ASSESSOR FOR 2025**

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| External assessors appointed to conduct assessments of programmes accredited by the Technology & Technical Accreditation Council (TTAC) Malaysia Board of Technologists (MBOT) must meet the criteria and responsibilities established by TTAC MBOT. Additionally, appointed assessors are required to use this template and conduct assessments at least once every two years. |

**PROGRAMME DETAILS:**

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| --- | --- | --- |
| **Name of Programme** | **:** | **XXXX** |
| **Name of Education Provider** | **:** | **XXXX** |
| **Address** | **:** | **XXXX** |
| **Email** | **:** | **XXXX** |

 **ASSESSOR DETAILS:**

|  |  |  |
| --- | --- | --- |
| **Name of External Assessor** | **:** | **XXXX** |
| **Designation & Organisation** | **:** | **XXXX** |
| **Address** | **:** | **XXXX** |
| **Email** | **:** | **XXXX** |
| **Tel. No.** | **:** | **XXXX** |

**QUALIFYING REQUIREMENTS:**

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| **NO** | **ITEM** | **EXTERNAL ASSESSOR’S JUSTIFICATION**  |
| 1 | Programme meets minimum total credits (min. technology component)

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| [ ]  | Comply |
|[ ]  Not Comply |

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| 2 | Programme meets minimum duration of the study

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 3 | Programme has final year project (MQF Level 4 and 6) OR Programme has mini project (MQF Level 3 and 5)

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| [ ]  | Comply |
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| 4 | Programme offered in industry mode (min. 20% WBL courses)

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| [ ]  | Comply |
|[ ]  Not Comply |

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| 5 | Programme meets minimum number of full-time teaching staff in the relevant field

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 6 | Programme meets minimum staff: student ratio

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 7 | Programme has external assessor’s report

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 8 | Programme has advisory committee’s report

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 9 | Curriculum is aligned to the technology / technical services and Knowledge Area of Competencies stated in Appendix A

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| [ ]  | Comply |
|[ ]  Not Comply |

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**PROGRAMME NOMENCLATURE:**

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| **NO** | **ITEM** | **EXTERNAL ASSESSOR’S JUSTIFICATION**  |
| 1 | Use of the Term ‘Technology’

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| [ ]  | Comply |
|[ ]  Not Comply |

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**CRITERIA 1: PROGRAMME DESIGN AND DELIVERY**

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| **NO** | **ITEM** | **EXTERNAL ASSESSOR’S JUSTIFICATION**  |
| 1 | Vision and mission of TVET Provider are clearly stated

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 2 | PEOs demonstrate the interest of the programme’s stakeholders.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 3 | KPI is clearly stated under proper consultation with stakeholders.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 4 | Programme demonstrates appropriate mechanism to monitor and evaluate the PEO's attainment

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 5 | PEOs are consistent with TVET Provider’s vision and mission.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 6 | Programme has appropriate (Table 2.0) and well-documented graduate attributes.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 7 | Programme demonstrates appropriate mechanisms to monitor and evaluate the GA attainment.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 8 | TVET Provider publish GA to all stakeholders.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 9 | Evidence of stakeholders’ involvement in generating GA is provided

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 10 | Programme emphasises Complex Problem (CP) and Complex Activity (CA) in teaching and learning practices *(Bachelor’s Degree in Information and Communication Technology, Cyber Security Technology and Art Design and Creative Multimedia Technology only)*

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 11 | Needs analysis is appropriately carried out

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|[ ]  Not Comply |

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| 12 | Appropriate involvement of relevant stakeholders in curriculum design, delivery and assessment is available.

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|[ ]  Not Comply |

 |  |
| 13 | A clear process in designing, reviewing, and evaluating the programme is established.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 14 | Content and structure are continually kept abreast with the most current technological advances, professional practices, and international best practices in the field, as well as with stakeholder needs.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 15 | The learning outcomes, delivery and assessment are constructively aligned.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 16 | Appropriate teaching-learning methods are adopted.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 17 | Student placement and conducive learning environment that guarantee the achievement of the programme GAs is provided.

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|[ ]  Not Comply |

 |  |
| 18 | Programme is conformed to minimum requirement of programme structure (Table 4.0)

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| [ ]  | Comply |
|[ ]  Not Comply |

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| 19 | Mutual agreement shall be made between TVET Provider and industry involved in TVET programme delivery.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 20 | SLT is based on effective learning time (ELT) for the related courses.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 21 | Students are provided with and briefed on current programme information.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 22 | Ensure that adequate resources and conducive learning environment are in place.

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|[ ]  Not Comply |

 |  |
| 23 | A team of instructors comprising a mentor from the industry and a visiting lecturer/supervisor.

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| [ ]  | Comply |
|[ ]  Not Comply |

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**CRITERIA 2: STUDENT ASSESSMENT**

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| **NO** | **ITEM** | **EXTERNAL ASSESSOR’S JUSTIFICATION**  |
| 1 | Final assessment is evaluated individually

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 2 | Assessment alignment to GA is appropriately implemented.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 3 | Assessment regulation and policies are clearly defined.

|  |  |
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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 4 | Appropriate process of designing, implementing, evaluating and reviewing of assessment methods.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 5 | Assessment process involves the respective internal and external stakeholders.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 6 | TVET Provider has mechanisms to review the assessment methods.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 7 | Assessments, teaching strategies, and learning activities are constructively aligned with learning outcomes (only technology courses).

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 8 | Assessment methods signify the progress as well as the final evaluation of each course.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 9 | Combination of multiple evaluation approaches indicates accomplishment of learning outcomes.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 10 | Number of students does not exceed five students per group for any group activities.

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|[ ]  Not Comply |

 |  |
| 11 | Assessment methods confirm that an individual can satisfactorily perform a specific skill or competency in accordance with standards set by the industry.

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| [ ]  | Comply |
|[ ]  Not Comply |

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**CRITERIA 3: STUDENT SELECTION AND SUPPORT SERVICE**

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| **NO** | **ITEM** | **EXTERNAL ASSESSOR’S JUSTIFICATION**  |
| 1 | Policies and procedures on student selection and appeals are established and accessible to stakeholders.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 2 | Provide planning (PA) and access to (FA) student support services, both in campus and at the workplace.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 3 | Programme has a minimum student entry requirement as stated in the standard.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 4 | Student selection complies with the stipulated minimum entry requirements for the TVET programme.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 5 | Policy, regulations and procedures on course exemption is well-defined (PA) and implemented (FA).

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 6 | Policy, regulations, procedures, and students/public awareness on student transfer are well-defined (PA) and implemented (FA).

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 7 | Policy, regulations, procedures on credit transfer are well-defined (PA) and implemented (FA).

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| [ ]  | Comply |
|[ ]  Not Comply |

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| 8 | Student Support Services is supported with adequate and qualified administrative personnel.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 9 | Regulations, processes, and functions of a student representative organisation is well-defined

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 10 | Student representative organisations have been established and are functioning well

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 11 | TVET Provider has active linkages with alumni to support the development, review and continually improve the programme.

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| [ ]  | Comply |
|[ ]  Not Comply |

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**CRITERIA 4: TEACHING AND SUPPORT STAFF**

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| **NO** | **ITEM** | **EXTERNAL ASSESSOR’S JUSTIFICATION**  |
| 1 | TVET Provider recruitment policy, criteria & other related process for teaching staff are well-defined and implemented.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 2 | Appoint industry mentor to assist students with experiential learning in the industry.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 3 | Train the industry mentors to ensure quality teaching and learning activities are established.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 4 | All qualified teaching staff registered as GT or QT.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 5 | At least one teaching staff must be a Professional Technologist (Ts.) or Certified Technician (Tc.) and is registered under MBOT or efforts towards complying with the criteria.

|  |  |
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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 6 | Teaching staff keep abreast with latest practices by accumulating at least one-month industrial activities in every two years.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 7 | Clear policy and mechanism on teaching staff involved in technology/ technical services.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 8 | Recruitment policy and criteria for technical support staff are well defined and implemented.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 9 | All qualified technical support staff should register as QT.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 10 | Teaching facility is adequately staffed to fulfil its intended function.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 11 | Sufficient administrative staff to support the programme.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 12 | TVET Provider has recruitment policy and criteria for administrative support staff.

|  |  |
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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 13 | TVET Provider provides a clear guideline for encouraging industry engagement amongst the teaching and technical support staff.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 14 | TVET Provider has continuous industry engagement to ensure teaching and learning activities are industry relevant.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 15 | TVET Provider has assessment system for staff annual evaluation and appraisal.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 16 | TVET Provider has mechanism for students to evaluate the quality of teaching and learning activities.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 17 | Teaching staff has appropriate competency for teaching practical-oriented courses within the programme.

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| [ ]  | Comply |
|[ ]  Not Comply |

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**CRITERIA 5: EDUCATIONAL RESOURCES**

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| **NO** | **ITEM** | **EXTERNAL ASSESSOR’S JUSTIFICATION**  |
| 1 | The programme has sufficient and appropriate educational resources to ensure its effective delivery.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 2 | Safety factor is considered in the educational resources planning and operation

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 3 | Environmental, sustainability, cultural, professional, ethical and legal factors are considered in the educational resource planning and operation

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| [ ]  | Comply |
|[ ]  Not Comply |

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| 4 | Programme ensures the quality, availability, relevance and utilisation of facility.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 5 | Suitable experimental and practical facilities are adequate and accessible.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 6 | Adequate facilities and resources to encourage staff in providing technology/ technical services to the community and industry.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 7 | Programme demonstrates financial viability and sustainability for operation and maintenance.

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| [ ]  | Comply |
|[ ]  Not Comply |

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**CRITERIA 6: PROGRAMME MANAGEMENT**

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| **NO** | **ITEM** | **EXTERNAL ASSESSOR’S JUSTIFICATION**  |
| 1 | Programme has governance structure supported by staff or committees performing various functions.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 2 | Policies and procedures of programme are established, published, and implemented.

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|[ ]  Not Comply |

 |  |
| 3 | Qualified and dedicated leaders in related fields.

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|[ ]  Not Comply |

 |  |
| 4 | TVET Provider maintains students’ records related to their admission, performance, completion, and graduation and preserve them for future reference.

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| [ ]  | Comply |
|[ ]  Not Comply |

 |  |
| 5 | TVET Provider maintains proper records of staff academic qualification, appointment, training, appraisal, and other related documents.

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| [ ]  | Comply |
|[ ]  Not Comply |

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**CRITERIA 7: QUALITY MANAGEMENT SYSTEM**

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| **NO** | **ITEM** | **EXTERNAL ASSESSOR’S JUSTIFICATION**  |
| 1 | TVET Provider establishes structure and processes to manage the programme quality assurance.

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| [ ]  | Comply |
|[ ]  Not Comply |

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| 2 | TVET Provider establishes a dedicated unit or committee to oversee and coordinate quality assurance deliverables.

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|[ ]  Not Comply |

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| 3 | TVET Provider ensures available support and resources are adequate to support quality assurance activities.

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|[ ]  Not Comply |

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| 4 | Stakeholders’ feedback is obtained to continuously improve the programme quality.

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 |  |
| 5 | TVET Provider has an advisory committee to monitor and review programme.

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|[ ]  Not Comply |

 |  |
| 6 | One of the industry advisors and one of the academic advisors registered as Ts. or Tc. under MBOT.

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 |  |
| 7 | Programme is continually monitored, reviewed and evaluated.

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| 8 | Examination Committee periodically monitors, evaluates, and reviews students' performance and outcome attainment.

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| 9 | TVET Provider conducts benchmarking with other reputable institutions to ensure comparable quality of education.

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 |  |
| 10 | Programme is regularly and systematically assessed and evaluated for continual improvement.

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|[ ]  Not Comply |

 |  |
| 11 | TVET Provider provides appropriate evidence of the following activities for continual quality improvement:1. Periodic analysis on programme educational objective achievement for continual improvement.
2. Periodic analysis on student outcome attainment.
3. Periodic departmental analysis on teaching and learning activities.
4. Periodic analysis of students’ feedback on teaching and learning activities.
5. Comprehensive review of curriculum at least once every programme cycle.
6. Quality evaluation by external assessor at least once every two years.
7. Quality evaluation by programme advisory committee at least once every two years.

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|[ ]  Not Comply |

 |  |
| 12 | TVET Provider takes remedial actions by continually improving the following criteria: 1. Programme Design and Delivery
2. Student Assessment
3. Student Selection and Support Services
4. Teaching and Support Staff
5. Educational Resources
6. Programme Management
7. Quality Management System

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|[ ]  Not Comply |

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| OVERALL / ADDITIONAL COMMENT*(If necessary)*  |
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**DECLARATION:**

*I confirm that I possess the qualifications, expertise, and/or experience required to serve as an external assessor for this programme, and I have no personal interest in the education provider, as determined by TTAC MBOT. Additionally, I confirm that this assessment is true and accurate and am prepared to cooperate fully with any further inquiries, if necessary.*

|  |  |  |
| --- | --- | --- |
| **Prepared by:****………………………………..**Name:Date: |  | **Confirmed by:****………………………………...**Name:Designation:Date: |