**CHECKLIST OF COMPLIANCE TO GUIDELINES OF CONVERSION PROGRAMME ACADEMIC SECTOR TO TVET SECTOR**

| Name of Programme | : |  |
| --- | --- | --- |
| Education Provider & Address | : |  |

**SUPPORTING DOCUMENTS**

|  | **Supporting Documents Required** | **Indicate the location of these items with an accessible link** | **To be filled out by TVET Provider (/)** |
| --- | --- | --- | --- |
| 1. | Self-review report submitted in the required format. |  | |  | Yes | | --- | --- | |  | No | |
| 2. | Market survey and analysis report. |  | |  | Yes | | --- | --- | |  | No | |
| 3. | Curriculum structure submitted is in the required format. |  | |  | Yes | | --- | --- | |  | No | |
| 4. | All course information (only technology components). |  | |  | Yes | | --- | --- | |  | No | |
| 5. | Mapping of technology/ technical services submitted are in the required format. |  | |  | Yes | | --- | --- | |  | No | |
| 6. | Minimum three samples of student file (full accreditation only). |  | |  | Yes | | --- | --- | |  | No | |
| 7. | Teaching, technical and administrative staff profiles and records. |  | |  | Yes | | --- | --- | |  | No | |
| 8. | External assessor report (full accreditation only). |  | |  | Yes | | --- | --- | |  | No | |
| 9. | Programme Advisory Committee report. |  | |  | Yes | | --- | --- | |  | No | |

**ACCREDITATION REQUIREMENTS AND CRITERIA**

|  | **Requirement/Criteria** | **FA** | **Indicate the location of these items with an accessible link** | **To be filled out by TVET Provider (/)** |
| --- | --- | --- | --- | --- |
|  | **Qualifying Requirements** | | | |
| 1. | Programme meets minimum total graduating credit   * Bachelor’s Degree: 120 * Advanced Diploma: 40 * Diploma: 90 * Certificate: 60   And;  Programme meets minimum technology component   * Bachelor’s Degree: 92 * Advanced Diploma: 25 * Diploma: 73 * Certificate: 45 | Qualifying |  | |  | Yes | | --- | --- | |  | No | |
| 2. | Programme meets minimum duration of study:   * Bachelor’s Degree: 3 years * Advanced Diploma: 1 year * Diploma: 2 years * Certificate: 1 ¼ years | Qualifying |  | |  | Yes | | --- | --- | |  | No | |
| 3. | Programme has final year project (MQF Level 4 and Level 6) OR  Programme has mini project (MQF Level 3 and Level 5) | Qualifying |  | |  | Yes | | --- | --- | |  | No | |
| 4. | Programme offered in industry mode (min. 20% WBL courses) | Qualifying |  | |  | Yes | | --- | --- | |  | No | |
| 5. | Programme meets minimum number of full-time teaching staff in the relevant fields:   * Bachelor’s Degree: six full-time staff * Advanced Diploma: two full-time staff * Diploma: four full-time staff * Certificate: three full-time staff   Note: Minimum two full-time staffs for PA | Qualifying |  | |  | Yes | | --- | --- | |  | No | |
| 6. | Programme meets minimum staff: student ratio   * Bachelor’s Degree: 1:20 or better * Advanced Diploma: 1:20 or better * Diploma: 1:20 or better * Certificate: 1:20 or better | Qualifying |  | |  | Yes | | --- | --- | |  | No | |
| 7. | Programme has External Assessor report. | Qualifying |  | |  | Yes | | --- | --- | |  | No | |
| 8. | Programme has Advisory Committee report. | Qualifying |  | |  | Yes | | --- | --- | |  | No | |
| 9. | Curriculum is aligned to the technology/ technical services and knowledge area of competencies as displayed in Appendix A. | Qualifying |  | |  | Yes | | --- | --- | |  | No | |

|  | **Requirement/Criteria** | **FA** | **Location in Standard Document** | **To be filled out by TVET Provider (/)** |
| --- | --- | --- | --- | --- |
|  | **Criteria 1: Programme Design and Delivery** |  |  |  |
| 1. | Vision and mission of TVET Provider are clearly stated. | Minor | 2.1 | |  | Yes | | --- | --- | |  | No | |
| 2. | PEOs demonstrate the interest of the programme’s stakeholders. | Minor | 2.2 | |  | Yes | | --- | --- | |  | No | |
| 3. | KPI is clearly stated under proper consultation with stakeholders. | Minor | 2.2 | |  | Yes | | --- | --- | |  | No | |
| 4. | Programme demonstrates appropriate mechanism to monitor and evaluate the PEO's attainment. | Minor | 2.2 | |  | Yes | | --- | --- | |  | No | |
| 5. | PEOs are consistent with TVET Provider’s vision and mission. | Minor | 2.1 | |  | Yes | | --- | --- | |  | No | |
| 6. | Programme has appropriate (Table 2.0) and well-documented graduate attributes. | Major | 2.4 | |  | Yes | | --- | --- | |  | No | |
| 7. | Programme demonstrates appropriate mechanisms to monitor and evaluate the GA attainment. | Major | 2.4 | |  | Yes | | --- | --- | |  | No | |
| 8. | TVET Provider publish GA to all stakeholders. | Minor | 2.4 | |  | Yes | | --- | --- | |  | No | |
| 9. | Evidence of stakeholders’ involvement in generating GA is provided. | Minor | 2.4 | |  | Yes | | --- | --- | |  | No | |
| 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). | Major | 2.4 | |  | Yes | | --- | --- | |  | No | |
| 11. | Needs analysis is appropriately carried out. | Minor | 2.6 | |  | Yes | | --- | --- | |  | No | |
| 12. | Appropriate involvement of relevant stakeholders in curriculum design, delivery and assessment is available. | Major | 2.6 (ii) & 8.2 | |  | Yes | | --- | --- | |  | No | |
| 13. | Clear process in designing, reviewing, and evaluating the programme is established. | Major | 2.6 (iii) | |  | Yes | | --- | --- | |  | No | |
| 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. | Major | 2.6 (iii) | |  | Yes | | --- | --- | |  | No | |
| 15. | The learning outcomes, delivery and assessment are constructively aligned. | Minor | 2.6 | |  | Yes | | --- | --- | |  | No | |
| 16. | Appropriate teaching learning methods are adopted. | Minor | 2.6 | |  | Yes | | --- | --- | |  | No | |
| 17. | Student placement and conducive learning environment that guarantee the achievement of the programme GAs is provided. | Minor | 2.6 | |  | Yes | | --- | --- | |  | No | |
| 18. | Programme is conformed to minimum requirement of programme structure (Table 4.0)   * Technology Component * General Component * Theory / Knowledge based * Practical / Modern Tool Usage-based | Major | 2.6 | |  | Yes | | --- | --- | |  | No | |
| 19. | Mutual agreement shall be made between TVET Provider and industry involved in TVET programme delivery. | Minor | 2.6 | |  | Yes | | --- | --- | |  | No | |
| 20. | SLT is based on effective learning time (ELT) for the related courses. | Minor | 2.6 | |  | Yes | | --- | --- | |  | No | |
| 21. | Students are provided with and briefed on current programme information. | Minor | 2.6 | |  | Yes | | --- | --- | |  | No | |
| 22. | Ensure that adequate resources and conducive learning environment are in place. | Minor | 2.6 | |  | Yes | | --- | --- | |  | No | |
| 23. | A team of instructors comprising a mentor from the industry and a visiting lecturer/supervisor. | Minor | 2.6 | |  | Yes | | --- | --- | |  | No | |
|  | **Criteria 2: Student Assessment** |  |  |  |
| 1. | Final assessment is individually evaluated. | Minor | 3.0 | |  | Yes | | --- | --- | |  | No | |
| 2. | Assessment alignment to GA is appropriately implemented. | Minor | 3.1 | |  | Yes | | --- | --- | |  | No | |
| 3. | Assessment regulation and policies are clearly defined. | Minor | 3.2 | |  | Yes | | --- | --- | |  | No | |
| 4. | Appropriate process of designing, implementing, evaluating and reviewing of assessment methods. | Minor | 3.3 | |  | Yes | | --- | --- | |  | No | |
| 5. | Assessment process involves the respective internal and external stakeholders. | Minor | 3.3 | |  | Yes | | --- | --- | |  | No | |
| 6. | TVET Provider has mechanisms to review the assessment methods. | Minor | 3.3 | |  | Yes | | --- | --- | |  | No | |
| 7. | Assessments, teaching strategies, and learning activities are constructively aligned with learning outcomes (only technology courses). | Minor | 3.3 | |  | Yes | | --- | --- | |  | No | |
| 8. | Assessment methods signify the progress as well as the final evaluation of each course. | Minor | 3.4 | |  | Yes | | --- | --- | |  | No | |
| 9. | Combination of multiple evaluation approaches indicates accomplishment of learning outcomes. | Minor | 3.4 | |  | Yes | | --- | --- | |  | No | |
| 10. | Number of students does not exceed five students per group for any group activities. | Minor | 3.4 | |  | Yes | | --- | --- | |  | No | |
| 11. | Assessment methods confirm that an individual can satisfactorily perform a specific skill or competency in accordance with standards set by the industry. | Minor | 3.4 | |  | Yes | | --- | --- | |  | No | |
|  | **Criteria 4: Teaching and Support Staff** |  |  |  |
| 1. | TVET Provider recruitment policy, criteria & other related process for teaching staff are well-defined and implemented. | Minor | 5.1.1 | |  | Yes | | --- | --- | |  | No | |
| 2. | Appoint industry mentor to assist students with experiential learning in the industry. | Major | 5.1.1 | |  | Yes | | --- | --- | |  | No | |
| 3. | All qualified teaching staff registered as GT or QT. | Minor | 5.1.2 | |  | Yes | | --- | --- | |  | No | |
| 4. | 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. | Minor | 5.1.2 | |  | Yes | | --- | --- | |  | No | |
| 5. | Teaching staff keep abreast with latest practices by accumulating at least one month industrial activities every two years. | Minor | 5.1.3 | |  | Yes | | --- | --- | |  | No | |
| 6. | Clear policy and mechanism on teaching staff involved in technology/ technical services. | Minor | 5.1.4 | |  | Yes | | --- | --- | |  | No | |
| 7. | Recruitment policy and criteria for technical support staff are well defined and implemented. | Minor | 5.2.1 | |  | Yes | | --- | --- | |  | No | |
| 8. | All qualified technical support staff should register as QT. | GP | 5.2.2 | |  | Yes | | --- | --- | |  | No | |
| 9. | Teaching facility is adequately staffed to fulfil its intended function. | Minor | 5.2.3 | |  | Yes | | --- | --- | |  | No | |
| 10. | Sufficient administrative staff to support the programme. | Minor | 5.3 | |  | Yes | | --- | --- | |  | No | |
| 11. | TVET Provider has recruitment policy and criteria for administrative support staff. | Minor | 5.3.1 | |  | Yes | | --- | --- | |  | No | |
| 12. | TVET Provider provides a clear guideline for encouraging industry engagement amongst the teaching and technical support staff. | Minor | 5.4 | |  | Yes | | --- | --- | |  | No | |
| 13. | TVET Provider has continuous industry engagement to ensure teaching and learning activities are industry relevant. | Minor | 5.4 | |  | Yes | | --- | --- | |  | No | |
| 14. | TVET Provider has assessment system for staff annual evaluation and appraisal. | Minor | 5.5 | |  | Yes | | --- | --- | |  | No | |
| 15. | TVET Provider has mechanism for students to evaluate the quality of teaching and learning activities. | Minor | 5.5 | |  | Yes | | --- | --- | |  | No | |
| 16. | Teaching staff has appropriate competency for teaching practical-oriented courses within the programme. | Major | 5.6 | |  | Yes | | --- | --- | |  | No | |
|  | **Criteria 5: Educational Resources** |  |  |  |
| 1. | The programme has sufficient and appropriate educational resources to ensure its effective delivery. | Minor | 6.0 | |  | Yes | | --- | --- | |  | No | |
| 2. | Safety factor is considered in the educational resources planning and operation. | Major | 6.0 | |  | Yes | | --- | --- | |  | No | |
| 3. | Environmental, sustainability, cultural, professional, ethical and legal factors are considered in the educational resource planning and operation. | Minor | 6.0 | |  | Yes | | --- | --- | |  | No | |
| 4. | Programme ensures the quality, availability, relevance and utilisation of facility. | Minor | 6.1 | |  | Yes | | --- | --- | |  | No | |
| 5. | Suitable experimental and practical facilities are adequate and accessible. | Major | 6.1 | |  | Yes | | --- | --- | |  | No | |
| 6. | Adequate facilities and resources to encourage staff in providing technology/ technical services to the community and industry. | Minor | 6.2 | |  | Yes | | --- | --- | |  | No | |
| 7. | Programme demonstrates financial viability and sustainability for operation and maintenance. | Minor | 6.3 | |  | Yes | | --- | --- | |  | No | |

**DECLARATION:**

I/We hereby confirm that the information provided is accurate, correct and complete and that the documents submitted along with this application checklist are genuine. I understand that incomplete or non-compliant documents with the qualifying requirements, major requirements, or minor requirements will have implications on the accreditation decision.

Name :

Identification Card Number :

Designation :

Signature :

Stamp :

Date :