**Quality Assurance Management of TVET & TVET Institutions**

**Course Title**

**Quality Assurance Management of TVET & TVET Institutions**

**Speaker**

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**Course Description:**

**The course for Strategic Management of TVET & TVET Institutions is discussing the strategic management of TVET Institutions by formulating, implementing, evaluating and integrating the activities of the various functional areas that enable the nstitutions to achieve its long-term organizational objectives.**

**This high-level training course for Quality Assurance Management of TVET & TVET Institutions is a special continuation of the course for Strategic Management of TVET & TVET Institutions. The course explains how quality of TVET in the TVET Institutions is defined for the purposes of measurement and reporting and how it is managed, controlled and assured. The course also considers the stakeholders in the quality process, and various approaches to quality, explores the objectives of quality and the varied nature of quality indicators used to Monitor and Evaluate M & E the quality of TVET within Enterprises, TVET Institutions. The course will further map and analyze different quality indicators with a view to satisfy the stakeholder expectations.**

**Course Objectives:**

**This course is designed to help the participants to:**

1. **Understand Continuing, Just-in-Time, Demand Based, Decentralized and Sustainable Qualitative TVET System**
2. **Link-up Strategies between Quality-managed TVET and Different Stakeholders to improve the TVET delivery of TVET Institutions**
3. **Develops capacities of TVET Institutions’ managers and instruction staff in Quality Management, Total Quality Management and Entrepreneurial Management**
4. **Define the Quality Principals, Objectives and Benefits of Quality Assurance in TVET to Society and Economy**
5. **Explain in detail the Quality Assurance Management System CAMS and associated Assessment, Verification and Certification Mechanisms**
6. **Understand the role of Self Assessment and Inspection of TVET Institutions**
7. **Understand the Contribution of Main Actors and Training Providers to Quality Assurance in TVET**
8. **Recommendations for establishment of the National Group for Quality Assurance**
9. **Understand the TVET Quality Key Performance Indicators as measuring tools for the quality of the TVET delivery of TVET Institutions**
10. **Understand the role, factors affecting the performance, recruitment and selection of TVET Institutions’ instructional staff**

**Course Outcomes:**

**At the end of this course, the participant will be competent and able to work and utilize different quality management methods to improve the TVET delivery of TVET Institutions.**

**A rigid and robust Quality Assurance Management System CAMS will be introduced to implement TVET and assess, verify and certify the trainees / students at the TVET Institutions.**

**The Key Performance Indicators will be explained in detail with a view to assess and assure the TVET delivery of TVET Institutions.**

**Specific Course Outline:**

**The following are the topics covered in the course:**

**Section A: Quality Management in TVET**

1. **Why We Need to Assure the Quality of TVET**
2. **Definition of Quality in TVET**
3. **Stakeholders for the TVET System**
4. **Link-up Strategies between Quality-managed TVET and Different Stakeholders**
5. **The Concept of Quality Management & Total Quality Management TQM in TVET**
6. **Implementation of Total Quality Management TQM in TVET**
7. **Factors Affecting Successful Implementation of TQM in TVET**
8. **Total Quality Management TQM for TVET Institutions**
9. **Entrepreneurship Development as Approach to Quality Managed of TVET**
10. **Quality Principals**
11. **Objectives and Benefits of Quality Assurance in TVET to Society and Economy**
12. **Cost Effectiveness of Quality Based TVET**

**Section B: Competency Assurance Management System CAMS**

1. **Competency Assurance Management System CAMS**
2. **Assessment & Verification Management Corporate Policy**
3. **Personal Development Plan PDP**
4. **Minimum Assessment / Verification Standard & Evidence Based Processes**
5. **Case studies**
6. **Trainees / Students / Workers Assessment and Verification Process and Procedures**
7. **TVET Institutions’ Assessors, Observers, Verifiers & Responsibilities for Assessing / Verifying Trainees / Students / Workers**
8. **Stakeholders and Effectiveness of the TVET Quality Process**
9. **Implementation of Competency Based Assessment, Verification and Certification Mechanisms**

**Section C: Inspection of TVET Institutions - TVET Quality Criteria and Quality Indicators**

1. **Self Assessment of TVET Institutions**
2. **Inspection of TVET Institutions – Role and Main Objectives of the Inspection**
3. **Activities undertaken by Inspection Teams**
4. **Contribution of Main Actors to Quality Assurance in TVET**
5. **Training Providers**
6. **National Group for Quality Assurance**
7. **TVET Quality Performance Indicators**
8. **Most Seven Important TVET Quality Performance Indicators**
9. **Indicator No.1 - Fitness to purpose of TVET System**
10. **Indicator No.2 - Cost effectiveness of TVET**
11. **Indicator No.3 - TVET Courses (Curriculum) and Programmes**
12. **Indicator No.4 - Infrastructure and Training Equipment**
13. **Indicator No.5 - Training Plans**
14. **Indicator No.6 - TVET Assessment Processes**
15. **Indicator No.7 - TVET Quality and Competence of Instructors / Trainers**

**Training Methodology:**

1. **Interactive/practical training**
2. **Two way communication**
3. **Exercises / Assignments**
4. **Brain Storming**
5. **Case Studies**
6. **Open Discussions**
7. **Ready to use samples**

**Venue / Training Location:**

**To be advised**

**Who Should Attend?**

1. **From TVET Institutions**

**Principals, Managers, Directors, Heads of Training Departments, Master Trainers, Instructors / Trainers / Teachers, Curriculum Developers (Specialists), Assessors, Observers, Verifiers & Quality Assurance Commissioners**

1. **From Enterprises & Employers**

**Industry Trainers (Engineers & Supervisors), Training Programmes Development Specialists & Career Development Section Leaders**

1. **From TVET Stakeholders**

**Representatives from: Federations, Chambers, Training Councils, General Unions of Trainees, Workers, Private Training Institutes, Technical Schools, etc.**

**Language**

1. **The training materials for the participants will be in English.**
2. **The language of instruction will be in English**