

CRITERIA FOR LICENSING VOCATIONAL TRAINING CENTRES

№	Criteria	Indicators	Maximum score in points	Minimum score in points
1	2	3	4	5
1.	<p>Admissibility</p> <p>1. Legality of the vocational training centres (CVT)</p>	<p>1. Legitimacy of the applying for CVT licensing institution/organization - legal registration for legal non-profit entities, unified identification code or current certificate of commercial registration for the legal/physical entities registered under the Commerce Act, a criminal record certificate for sole proprietors <u>yes/no</u></p> <p>2. A constitutional document for the establishment of the Centre (Memorandum of association or another document) <u>yes/no</u></p> <p>3. Articles of association of CVT <u>yes/no</u></p> <p>4. Name and code of the professional field, the profession/s and specialty/specialities; the level of professional qualification and their compliance with the List of professions for vocational education and training (2001) under Article 6, paragraph 1 of VETA. <u>yes/no</u></p> <p>5. Documentation for vocational training - curriculum/s and syllabi for teaching the profession/s and</p>	<p><u>Yes for all indicators</u></p>	<p><u>Yes for all indicators</u></p>

	<p>2. Provision of resources</p> <p>3. Information provision</p>	<p>specialty/specialities, pursuant to Article 13 of VETA. <u>yes/no</u></p> <p>6. Certificates of title, framework agreement/s, lease contracts or agreements for cooperation, document issued by the competent authorities for the compliance of CVT facilities with the standards for education premises and the fire safety and emergency regulations, the availability of an office of the vocational training centre accessible to citizens with a permanent Internet connection. <u>yes/no</u></p> <p>7. Provision of the vocational theoretical and practical training with trainers and administrative staff. <u>yes/no</u></p> <p>8. All data has been entered in the IS of NAVET. <u>yes/no</u></p>		
2.	Management System of the Centre		<u>6,0</u>	<u>4,0</u>
	3.1. Structure of the Centre	<p>3.1.1 . Management structure of the Centre - management bodies (Managing Board, Methodical Council or another body) - structure, composition, functions, tasks and decision-making mechanisms.</p> <p>3.1.2 . Mechanisms of interaction between management bodies and the participants in the training.</p>	2,0	2,0
	3.2. Policy of transparency and awareness	3.2.1 . Access of applicants and assigners of training to the information about the offered training - the content of the training (curricula and syllabi, types and levels of professional qualifications, organisation of studies, the	2,0	

		policy and priorities of the Centre), availability of current data for the vocational training centre in all fields in the NAVET information system.		
3.	System of quality assurance of training		<u>14,0</u>	<u>10,0</u>
	3.1. Requirements to applicants for training programs offered by the Centre	3.1.1. Terms and conditions for admission of applicants willing to participate in the training programs and their compliance with Article 14, paragraphs 2 and 3 and Article 15, paragraph 2 of VETA. 3.1.2. Entry level of education and qualification assessment under Article 14, paragraphs 4 and 5 of VETA - selection and placement of people in groups.	1,0 1,0	
	3.2. Organisation of studies	3.2.1. Types of training and organisational forms, organisation of studies and their compliance with Article 17 paragraph 2 of VETA . 3.2.2. Organisation of the practical training. 3.2.3. System for assessment of the training according to SER for acquiring professional qualification. 3.2.4. Completion and certification of the vocational training for acquiring professional qualification in accordance with Article 33, paragraphs 2 and 3, Article 34, Article 35, Article 37 and Article 38, paragraphs 2, 3, 4 and 5 of VETA.	1,0 2,0 1,0	
	3.3. Quality assurance of training - structure and content of the training programs offered by the Centre	3.3.1. Structure and content of the curricula and syllabi of the profession/s and specialty/specialities and their compliance with the content of training specified with SER for achieving a professional qualification.	1,0 7,0	

4.	Internal monitoring		<u>5,0</u>	<u>3,0</u>
	4.1. System of monitoring and control	4.1.1. A system for internal monitoring and quality control of teaching in vocational training.	2,0	
		4.1.2. System for monitoring the employability of graduates and professionals having acquired a level of professional qualification in the Centre.	1,0	
		4.1.3. Procedures for handling complaints and objections.	0,5	
	4.2. Records management system in the Centre	4.2.1. Records management system in the Centre (study records and their lifecycle, etc.).	0,5	
		4.2.2. Current data in all fields in the information system of NAVET.	1,0	
5.	Provision of resources		<u>10,0</u>	<u>6,0</u>
	5.1. Providing the necessary for the vocational training human resources	5.1.1 . Ensuring that trainers in both theoretical and practical subjects comply with the requirements under SER for the acquisition of professional qualification - education qualification degree, special scientific training and others.	3,0	
	5.2. Providing the necessary for the vocational training material resources	5.2.1 . Facilities for theoretical and practical training and their compliance with the requirements of SER for acquiring a professional qualification - classrooms, study	5,0	

		<p>offices, training and production facilities, laboratories, workshops and others.</p> <p>5.2.3. Equipment for professional training (teaching aids, appliances, devices, mechanisms, machines, installations and others) and its compliance under SER for the acquisition of a professional qualification .</p>	2,0	
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