



Initial Evaluation – Self-evaluation Checklist

The purpose of accreditation is to demonstrate that you are a quality operator who is committed to improving the quality of your training operation. Meeting the accreditation standards is the best way that you can go about ensuring it. We invite you to embark on the quality journey to become an accredited operator.

Complete the following self-evaluation checklist before Initial Evaluation. The checklist helps you to evaluate the extent to which your organisation meets the HKCAAVQ's accreditation standards. If you have any questions about the checklist, please call 3658-0120. If you wish to know how to improve your systems and practices, please visit www.hkcaavq.edu.hk for information on our next workshop for operators.

(1) Organisational Management	Yes √	No X
The following questions help you assess how your organisational structure supports the effective operation of learning programmes.		
(a) Have you clearly defined the roles and responsibilities of the management staff, training staff and administrative/support staff?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Is the composition of the governing boards/committees, if any, able to support your training operations with balanced views?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Do you have records of any decisions made to aid sustainability, development and improvement?	<input type="checkbox"/>	<input type="checkbox"/>
The following questions help you assess how your policies and procedures ensure effective management of your organisation.		
(d) Do you have any policies and/or procedures on staff deployment, financial allocation and programme management?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Do you have any policies and/or guidelines on how to handle conflict of interest cases?	<input type="checkbox"/>	<input type="checkbox"/>
(2) Staffing and Staff Development	Yes √	No X
The following questions help you assess how your staff qualify to develop and deliver the programme.		
(a) Are your staff appointment criteria in line with the level and scope of administrative work or training programmes?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Do your programme development staff and training staff have relevant (i) qualifications (ii) industry experience and (iii) training experience?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Do you have any way to ensure that programme development staff and training staff have sufficient knowledge of QF standards?	<input type="checkbox"/>	<input type="checkbox"/>
(d) Do you have any way to evaluate staff performance?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Is this recorded to help follow-up actions for improvement?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Is follow up action taken?	<input type="checkbox"/>	<input type="checkbox"/>
(g) Do you have any policies to ensure the skills and knowledge of the staff are up-to-date?	<input type="checkbox"/>	<input type="checkbox"/>

(3) Financial and Physical Resources	Yes √	No X
The following questions help you assess how your financial and physical resources and budgetary practices meet your training responsibilities.		
(a) Do you have evidence of sustainable operations for the past two years?	<input type="checkbox"/>	<input type="checkbox"/>
(b) [For organisations offering formal education] Have you accumulated enough of a surplus for two years' operation?	<input type="checkbox"/>	<input type="checkbox"/>
(c) [For organisations in deficit] Do you have solid financial projections and business plans to achieve a stable source of income?	<input type="checkbox"/>	<input type="checkbox"/>
(d) [For organisations receiving financial support] Do you have a record of such financial support for the past two years?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Are your physical resources, including facilities and equipment, adequate for your programme(s)?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Have you conducted ongoing practices to plan and allocate resources for your training operations?	<input type="checkbox"/>	<input type="checkbox"/>
(4) Programme Development, Management and Review	Yes √	No X
The following questions help you assess how you will ensure that the programmes are being continuously developed to address community/industry needs and are aligned with the Generic Level Descriptors (GLD) of the QF.		
(a) Do you consult with industry to ensure that the programme addresses community/industry needs?	<input type="checkbox"/>	<input type="checkbox"/>
(b) Do you have any records of this?	<input type="checkbox"/>	<input type="checkbox"/>
(c) Do you have any guidelines and/or procedures to ensure that your programmes are at appropriate QF level(s)?	<input type="checkbox"/>	<input type="checkbox"/>
The following questions help you assess how your planning, approval, monitoring and evaluation procedures ensure the programmes remain current, valid and effective in meeting their training objectives.		
(d) Do you seek comments from external parties on programme development, delivery and review?	<input type="checkbox"/>	<input type="checkbox"/>
(e) Do you have any records of this?	<input type="checkbox"/>	<input type="checkbox"/>
(f) Do you consider the following when reviewing the programme: <ul style="list-style-type: none"> • drop-out rate • graduation rate • attendance rate • level of learner/graduate satisfaction? 	<input type="checkbox"/>	<input type="checkbox"/>
(g) [For organisations offering formal education] Do you consider the following when reviewing your programme(s): <ul style="list-style-type: none"> • satisfaction of employers • success of graduates in advanced studies • success of graduates in gaining certifications • employment rate of graduates? 	<input type="checkbox"/>	<input type="checkbox"/>
(h) Have you clearly defined the roles and responsibilities of programme development and training staff in the following areas: <ul style="list-style-type: none"> • programme development • selection of training materials • evaluation of the curriculum? 	<input type="checkbox"/>	<input type="checkbox"/>

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