

Checklist Requirements Training Institute

To be eligible to implement CVT courses the respective training institute needs to meet the following requirements:

- Provision of theoretical training phase complementing the on-the-job training at the enterprise (incl. general subjects: computer literacy, English and life skills)
- Compliance with contractual commitments and national labor law, safety regulations, tax credits, and other applicable legislation Instructors are familiar with CVT course curricula, as well as the corresponding competency standards and learning outcomes
- the institute has the infrastructure/teaching and learning materials a CVT course requires (refer to competency standards for further information)
- Teachers are familiar with CVT course curricula, as well as the corresponding competency standards and learning outcomes
- Induction event: the enterprise in consultation with the training institute facilitates a comprehensive induction workshop on the concept and implementation procedures of CVT to Enterprise Coordinators/Instructors/teachers prior to the beginning of a CVT course
- Provision of human resources: 1 *Training Institute Coordinator*(please refer to Job Description)and given the enterprise is the Lead Agency, 1CVT Manager (please refer to Job Description)
- Compliance with CVT quality standards
- Liaison with enterprise on CVT implementation progress
- Support the examination bodies in final assessment of trainees