



SECTION A - NAPEI EDUCATION EXCELLENCE AWARDS 2017

CRITERIA FOR VOCATIONAL TRAINING PROVIDERS

	CATEGORY	1 MARK AVAILABLE		2 MARKS AVAILABLE		3 MARKS AVAILABLE	
1.0.0	INPUT						
1.1.0	LEADERSHIP AND GOOD GOVERNANCE						
1.1.1	Display of approvals for centre	Have approvals		Have approvals but not displayed at appropriate place		Latest approvals displayed at appropriate place	
1.1.2	Organizational chart	Not latest and not displayed		Latest but not displayed		Latest and displayed	
1.1.3	Organisation Vision and Mission	Available but not latest or displayed		Latest available but not displayed		Available and displayed	
1.1.4	General Info. leaflet on programs	-		-		Available	
1.1.5	Management Meetings	Less than 2 meetings /year but no minutes		Meetings only 3 times/year no minutes		More than 4 times per year and minutes properly recorded.	
1.1.6	Training calendar Takwim	-		Got but not carried out		Got and carried out	
1.1.7	PPPB meetings	Conducted only twice a year		Conducted 4 times a year only		Conducted 4 times a year and minuted	
1.1.8	Compulsion of PB to develop WIM	Available but not implemented		-		Available and implemented	
1.1.9	Process and procedures for recruitment of trainers	Only process available		Process available and implemented		Process available, implemented and observes all statutory laws	
1.1.10	Management of trainers ethics/discipline	Have rules only		Have rules and organisation chart		Have rules, chart and implemented	
1.1.11	Systematic and well organized students records	Have records but not complete		Have records and complete		Have records, complete and accessible	
1.1.12	Staff and management records - Systematic and organized	Have records but not complete		Have records and complete		Have records, complete and accessible	
1.1.13	Management of student discipline	Have rules only		Have rules and organisation chart		Have rules, chart and implemented	
1.1.14	Management of customer complain	Have complaints officer only		Have complaints officer and process		Have complaints officer, process and action taken on time	
1.1.15	Student Council	Have chart or rules only		Have chart and rules		Have chart, process and activities	
1.1.16	Advertisement approval	Have advertisements		Have advertisements approved		Have advertisements and promotional leaflets approved	

1.1.17	Staff development programme	Only staff development calendar available		Staff development calendar partly implemented		Staff development calendar fully implemented	
1.1.18	Safety and security committee	Have chart or rules only		Have chart and rules		Have chart, process and activities	
1.1.19	Resource centre	Have books, manuals only		Have books, manuals and e books and online library accessible within college		Have books, manuals, eBooks, online library accessible anywhere	
1.1.20	Management of welfare and counselling	Have chart or rules only		Have chart and rules		Have chart, process and activities	
1.1.21	Access to food	Accessible within 500m		Accessible within 100m		Accessible within the campus	
1.1.22	Management of environment and liveliness of centre	Clean		Clean and organised		Clean, organised and as per 5S records and recorded	
1.1.23	Assets management	Have system		Have system and implemented		Have system, implemented and recorded	
1.1.24	Training Equipment maintenance record	Maintained but no record		Maintained and recorded		Maintained and recorded regularly	
1.1.25	Personal Protective Equipment	Have but insufficient		Have and sufficient		Have, sufficient and in good working condition	
1.1.26	Standard Operating Procedure	Have but not for all		Have for all		Have for all and accessible	
1.1.17	Fire Extinguisher	Have but insufficient		Have and sufficient but expired		Have, sufficient and not expired	
1.1.18	Consumable goods	Have but not recorded		Have, recorded but not up to date		Have, recorded and up to date	
1.1.19	Schedule and record of classroom/ lab cleanliness and safety	Have schedule only		Have schedule and recorded		Have schedule, recorded and up to date	
1.1.20	PPD / qualifications	Have qualifications but not approved by Ministry		Have approved qualifications and fulltime		Have approved qualification, fulltime and professional qualification	
1.1.21	PP /Internal assessor qualifications	Have qualifications but not approved by Ministry		Have approved qualifications and fulltime		Have approved qualification, fulltime and professional qualification	
1.1.22	Ratio of PP to Trainees	50 - 74% of PPs have 1:25 ratio		75% of PPs have 1:25 ratio		All PPs have ratio of 1:25	

2.0.0		PROCESS					
2.1.1	Capability and capacity to develop curriculum	Only process		Have process, and developed by staff		Have process, curriculum developed by staff and latest	
2.1.2	Training Curriculum- LG/CoS/CoCu	Have but not complete		-		Have and complete	
2.1.3	Training Curriculum- WIM	Have but not complete		-		Have and complete	
2.1.4	Training Curriculum – Lesson Plan	Have but not complete		-		Have and complete	
2.1.5	Delivery of Core Abilities	Have but not complete		-		Have and complete	
2.1.6	Latest Weekly training timetable	Have but not complete		-		Have and complete	
2.1.7	Attendance record of assessment year	70 -79%		80 - 90%		Above 90%	
2.1.8	Practical Assessment questions	Have but not complete		-		Have and complete	
2.1.9	Final Assessment Questions	Have but not complete		-		Have and complete	
2.1.10	Management of Assessment Records	Have records but not up to date		Have up to date records but not for all courses		Have up to date records for all courses and accessible	
2.1.11	Development of achievement records File (Portfolio)	Have records but not for all students		Have records for all students		Have records for all students and up to date	
2.1.12	Professional/international certification apart from NOSS	Have approvals only		Have approvals but for only some courses implemented		Have approvals and implemented for all courses	
2.1.13	Teaching Aid Equipments /Facilities	Have but limited		Have and sufficient		Have, sufficient and in good working condition	
2.1.14	Classroom Environment	Sufficient space but not maintained		Sufficient space and maintained		Sufficient space, maintained and conducive	
2.1.15	Workshop/ laboratory environment	Sufficient space and equipment but not maintained		Sufficient space and equipment and maintained		Sufficient space and equipment, maintained and in good working condition	
2.1.16	Safety signages	Have but not sufficient		Have and sufficient		Have, sufficient and well displayed	
2.1.17	Safety pathway	Have but not well indicated		Have and well indicated		Have, well indicated and safe	
2.1.18	Ventilation	Have but not effective or not maintained		Have and maintained		Have, maintained, clean and effective	

2.1.19	Lighting	Good lighting but not maintained		Good lighting and maintained		Good lighting, maintained and in good working condition	
2.1.20	Workshop/laboratory SOP	Have but not displayed		Have for all and displayed		Have for all and displayed at the appropriate place	
2.1.21	Course review for all courses conducted	Conducted only for some		Conducted for all courses		Conducted for all courses and reports prepared	
2.1.22	Remedial measures based on course review	Only for some		Remedial action proposed		Remedial action carried out and resolved	
2.1.23	Registration with JPK in current year for all courses	Only for some courses		Registration done for all courses but above 30 days		Registration done for all courses within 30 days	
2.1.24	Co-curriculum activities	Have Co-curricular schedule only		Have Co-curricular schedule and activities conducted		Have Co-curricular schedule, activities conducted and well recorded	
2.1.25	Training equipment enough and fulfils NOSS requirements	Not enough		-		Enough as per NOSS	
2.1.26	Training equipment functioning	Have but not functioning				Have and functioning	
2.1.27	Training equipment maintenance record	Maintained but no records		Maintained and recorded		Maintained, recorded and up to date	
3.0.0	OUTPUT						
3.1.1	% of trainees evaluating the college	30 - 70%		71 - 99%		100%	
3.1.2	Analysis of evaluation in 3.1.1	Have analysis report		Have analysis report and action taken		Have analysis report, action taken within reasonable time	
3.1.3	% satisfaction of teaching performance	30 - 70%		71 - 99%		100%	
3.1.4	% satisfaction of study materials	30 - 70%		71 - 99%		100%	
3.1.5	% satisfaction of training equipments	30 - 70%		71 - 99%		100%	
3.1.6	% satisfaction of facilities	30 - 70%		71 - 99%		100%	
3.1.7	Overall % satisfaction of 3.1.3 to 3.1.6	30 - 70%		71 - 99%		100%	

3.1.8	Recognition or award to PB	At community /inter centre level		At state level		At national or international level	
3.1.9	Graduate evaluation of PB after course	-		Not for all courses		Done for all courses	
3.1.10	% of students got jobs within 6 months	30 - 70%		71 - 99%		100%	
3.1.11	% of graduates working in relevant field	30 - 70%		71 - 99%		100%	
3.1.12	Formation of alumni	Only proposal		Formed		Formed and active	
3.1.13	% of students registered as alumni	30 - 70%		71 - 99%		100%	
3.1.14	Alumni activities	Only 1 - 2 per year		3 - 4 per year		5 or more per year	
3.1.15	Strategic partnership with industry	Have only agreement		Have agreement and training only		Have agreement, training and employment	
3.1.16	No. of industry partners in assessment year	1 - 3 partners		4 - 5 partners		More than 5 partners	
3.1.17	Trainees offered jobs in industry partners based on MOU	-		-		Offered jobs	
3.1.18	College Job matching activities	Have only job placement officer		Have job placement officer, promotions, consultation and counselling done		Have placement officer and jobs arranged	
3.1.19	% of secured work in field	75% and below		90% and below		Above 90%	
3.1.20	Trainees who got more than RM1000 for level 2, RM1200 for level 3 and RM1500 for level 4	Below		-		Above	
3.1.21	Participation in Skills competition	Inter-centre or community level		State level		National or international level	
3.1.22	Recognition / awards for trainees	Inter-centre or community level		State level		National or international level	