**Accreditation of Building Career Skills – NVQ Level 1**

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| **Name of the institute** | **TVEC registration number** | **Whether its separate or in-built to trade course (number of hours/duration)** | | **Number of tutors and their highest qualification to teach English** | **Whether institute maintains tutors’ daily records** | | **Whether you implemented a course plan and weekly time table** | | **Continuous assessment conducted/student attendance maintained** | |
| **Separate (HRS)** | **In-built (HRS)** | **Yes** | **no** | **Course plan** | **Weekly time table** | **Assessments** | **Attendance** |
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Following documents are required:

1. C.V of tutors (every institute)
2. Tutor’s record (every institute)
3. Time table (every institute)
4. Assessment records (every institute)
5. Student attendance 90% required

Signature of the Director (Training/Academic): Date:

*: N.B – All documents will be retuned back to the institute after verification*