1. **PURPOSE**

This is to establish a procedure for assessing and monitoring learners performance leading to certification.

1. **SCOPE**

This procedure is applicable to all certified courses where certification is awarded to learners fulfilling the certification criteria.

1. **PROCEDURE**

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| **Responsible** | **Actions** | **Interfaces** |
| MR | 1. Identify all courses by the course titles and ensure that it matches with the latest version of Training Schedule. Check that potential learners meet the minimum course pre-requisite before accepting. | * Course Pre-requisite * Course Master List * Training Schedule |
| Assigned Trainer | 1. Identify each learner by learner name, learner number, identification card/passport number and class number | * Attendance List |
| Assigned Trainer | 1. Prepare/follow Assessment Plan and schedule assessment | * Assessment Plan * Assessment Schedule |
| Assigned Trainer  &  MR | 1. Monitor learners’ attendance throughout the course to ensure meeting attendance requirements. Conduct assessment as indicated in the Assessment Plan. | * Attendance List * Assessment Plan |
| Assigned Assessor  &  MR | 1. Maintain record of learner marks in the Assessment Record | * Assessment record |
| TM | 1. Recommend award of certification to learners who meet the assessment criteria. For learners not meeting the criteria will be given a Certificate of Attendance (COA). Maintain records of certificates issued for students who had completed the course. | * Assessment Record * Award Certificate * COA * Register of Certificate |

1. **NOTES**
2. **RECORDS**

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| **Name** | **Format** | **Filed By** | **Retention Period** | **Disposal Method** |
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1. **REVISION & APPROVAL HISTORY**

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| **Effective Date** | **Rev.** | **Revision Details** | **Prepared/ Revised By** | **Approved By** |
| 1 March 2015 | 0 | Initial Release | BDM | DIR |
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