

## School Assessment and Data Collection Checklist

School	
Person met / Position	
Date of visit	
Assessment topic	School and sector assessment + Data collection "Maintenance of Manufacturing Machines"
Assessment by	

Area		Criteria	YES	NO	Remarks
A. The school	1	Is the school a public school or a joint project?	Joint Project		
	2	What is the school built-up area?			
	3	Brief description of the school campus (no. of blocks, buildings, floors, classrooms, workshops, etc.)?			
	4	How many students are registered at the school?			
	5	What is the distribution (percentage) of registered students from the area and from outside the area? And from what areas do they come from?			
	6	How do the students come to school (parents, bus, walking, etc.)?			
	7	What are the specializations available at the school?	<ul style="list-style-type: none"> <li>• BP in</li> <li>• DS in:</li> <li>• BT in:</li> <li>• TS in</li> <li>• LT in:</li> </ul>		
	8	What are the working hours/days?			
	9	Is the school equipped with any alternative reliable power supply (generator, solar PV, UPS, etc...)?			
	10	If yes, is this power supply sufficient (diesel, fuel, batteries)?			
	11	Is the school able to use the alternative power supply during the training?			
B. The workshop	1	Is it accessible to all trainees in case of special needs?	<input type="checkbox"/>	<input type="checkbox"/>	
	2	What are the approximate dimensions for the maintenance of manufacturing machines workshop?			
	3	What are the equipment, tools, material, and consumables available at the workshop? <b>Take pictures + Ask for list</b>			

	4	Is it equipped with power supply and electric sockets?	<input type="checkbox"/>	<input type="checkbox"/>		
	5	Is it clean, organized, and ready for the training? <i>Workbenches, lockers, shelves, wall hooks, whiteboard, etc.</i>	<input type="checkbox"/>	<input type="checkbox"/>		
	7	Is there a storage room with a lock to safely store the equipment, tools, material, and consumables?	<input type="checkbox"/>	<input type="checkbox"/>		
	8	Does it have access to restrooms?	<input type="checkbox"/>	<input type="checkbox"/>		
	9	Does it have adequate lighting to conduct the training?	<input type="checkbox"/>	<input type="checkbox"/>		
	10	Does it have adequate temperature to conduct the training?	<input type="checkbox"/>	<input type="checkbox"/>		
	11	Is there a generator in the school to ensure electricity in the classroom and workshop?	<input type="checkbox"/>	<input type="checkbox"/>		
	12	Does it have a relatively quiet and distraction-free environment?	<input type="checkbox"/>	<input type="checkbox"/>		
	<b>C. The school director</b>	1	Can s/he share the already developed curricula for the BT (and DS if available) in Maintenance of Manufacturing Machines with us?	<input type="checkbox"/>	<input type="checkbox"/>	
		2	Is s/he willing to cooperate with GIZ to organize delivery of the short CBT (Competency Board Training) courses?	<input type="checkbox"/>	<input type="checkbox"/>	
		3	Is s/he willing to assign a focal point of contact for coordination purposes?	<input type="checkbox"/>	<input type="checkbox"/>	
		4	Is s/he ready to organize an orientation session for the students?	<input type="checkbox"/>	<input type="checkbox"/>	
5		Is s/he willing to assign the head of the workshop as a member of assessing jury?	<input type="checkbox"/>	<input type="checkbox"/>		
6		Is s/he willing to assign a professional from the Maintenance of Manufacturing Machines sector labour market as a member of the assessing jury?	<input type="checkbox"/>	<input type="checkbox"/>		
7		Is s/he willing to contact neighbouring construction companies to help provide Work Based Learning (WBL) opportunities for the students?	<input type="checkbox"/>	<input type="checkbox"/>		
8		Is s/he willing to assign a staff member to be responsible for inventory management?	<input type="checkbox"/>	<input type="checkbox"/>		
9		Does the school have a School Advisory Board (SAB)? مجلس إبتشاري	<input type="checkbox"/>	<input type="checkbox"/>		
10		If not, is the school willing to have a School Advisory Board (SAB)? مجلس إبتشاري	<input type="checkbox"/>	<input type="checkbox"/>		
11		Is s/he willing to assign a professional from the Maintenance of Manufacturing Machines industry sector in the School Advisory Board (SAB)? مجلس إبتشاري	<input type="checkbox"/>	<input type="checkbox"/>		
<b>D. The teachers / head of workshop</b>	1	How many teachers are there for the theoretical subjects?				
	2	How many teachers are there for the TPs? <b>Refer to trainers' evaluation grid to be filled in</b>				

	3	What are the experience and qualifications for the assigned TP Teachers?			
	4	What is their time availability and commitment?			
	5	Are they willing to take the ToT training course?	<input type="checkbox"/>	<input type="checkbox"/>	
	6	Are they willing to be assessed by a third-party assessor?	<input type="checkbox"/>	<input type="checkbox"/>	
	7	Are they willing to be part of the assessing jury?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>E. The students</b>	1	How many students are there registered in the BT1 Maintenance of Manufacturing Machines for the academic year of	2019 - 2020		
			2020 - 2021		
			2021-2022		
	2	How many students are there registered in the BT2 Maintenance of Manufacturing Machines for the academic year of	2019 - 2020		
			2020 - 2021		
			2021-2022		
	3	How many students are there registered in the BT3 Maintenance of Manufacturing Machines for the academic year of	2019 - 2020		
2020 - 2021					
2021-2022					
4	How many student batches graduated from the school in "Maintenance of Manufacturing Machines" BT?			The Maintenance of Manufacturing Machines BT started in XXX	
5	Are the graduating batches continuous or intermittent?	<input type="checkbox"/>	<input type="checkbox"/>		
<b>F. Around the school</b>	1	Does the school have a guidance and employment office (GEO)? مكتب توظيف وتوجيه؟			
	2	Chamber of commerce & industry distance from the school			
	3	Available data of Work Based Learning (WBL) and job vacancies around the school?			
	4	Any previous links and cooperation with private sector industries?			
	5	What is the distance from the nearest general education / preparatory school?			
<b>G. The specialization</b>	1	What are the TPs delivered?			

	2	What are the technical theoretical subjects delivered?		
	3	What are the gaps in the curriculum?		
	4	What are the subsectors needed (market demand / needs / trends)?		
	5	What are the skills, competences, and knowledge needed?		
<b>SWOT ANALYSIS</b>	<b>STRENGTHS</b>		<b>WEAKNESSES</b>	
	<b>OPPORTUNITIES</b>		<b>THREATS</b>	
<b>Signature</b>			<b>Date</b>	