

**LOCATION CHECKLIST**

*This document will be filled prior to selecting any vocational training center and will serve as a monitoring tool that will clarify the quality of the selected VT center)*

Date:

Filled By (name and position):

**Center Name:**

**Area/District:**

<b><u>Criteria of selection</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>N/A</u></b>	<b><u>Additional comments</u></b>
<b><u>Geographical location:</u></b>				
Is the VT located in a middle point and catchment areas have almost equal distance				
Is the VT center accessible via public transportation?				
Is traffic level acceptable in the geographical area of the VT center?				
The VT center is not located in a crowded area				
The VT center is not located in empty or isolated area				
<b><u>Safety and Security</u></b>				
Is the center located in a secure area?				
Is there any check point on the way to the center that might put participants at the risk of being detained?				
Are there any known conflicts between refugees and host communities residing in the center's location?				
Municipality is aware of the establishment of the site				
Emergency numbers (red cross, security intelligence, civil defense) are visible in the VT center				
Is the center equipped with fire extinguishers and first aid kit in case of any emergency?				
The area around the VT center is clear from any hazardous objectives (e.g chemicals, sharp tools, etc.)				
<b><u>Protection</u></b>				

Is the space of the center adequate to fit the number of trainees?				
Are bathrooms available and separate for male and female participants?				
Is the VT center is physically accessible for elderly and persons with disabilities?				
Are hygiene standards considered?				
<b>Training delivery</b>				
Is the VT center equipped to conduct the sessions?				
Are materials needed for the VT available in the center?				
Is lightning available?				
Is a coffee break area available?				
Is drinkable water available in the center?				

**Overall Comments and Suggestions by observer:**

Program Coordinator signature: