

**CARIBBEAN EXAMINATIONS COUNCIL
WESTERN ZONE OFFICE**

CARIBBEAN VOCATIONAL QUALIFICATION
(CVQ)

CHECKLIST FOR READINESS

If your answer to the following questions is, yes; then you are ready to pursue CXC CVQ programmes ...

#	Readiness Criteria	Your Status		
		Use a tick (✓) to indicate		
		Yes	No	In Progress
1	Do you have a National Training Agency (NTA)/TVET Council?			
2	Do your (administrators and teachers) have access to all the Regional Occupational Standards and the Facility Standards?			
3	Have you identified the programmes for implementation?			
4	Have you identified the schools/institutions that will be involved?			
5	Have you completed training for the Assessors for the programmes selected?			
6	Have you completed training for the Internal Verifiers for each school?			
7	Have you completed training for the External Verifiers for the programmes selected?			
8	Do your institutions have trained teachers for the programmes selected?			
9	Do your institutions have the required resources (tools, equipment, workspaces) for the programmes selected?			
10	Do your institutions have the Curriculum Guides for the programmes selected?			
11	Do your institutions have the Assessment tools for the programmes selected?			
12	Have you identified contact persons at the Ministry of Education?			
13	Have you identified contact persons responsible for Technical Vocational Education and Training (TVET)			
14	Have you identified contact persons responsible for Information Technology (IT)			
15	Do you have arrangements in place to expose students to the world of work and to gain competence with industry standards?			

Once most or all of these are in place, you are ready to submit your Country Data to CXC and sign off on your contract.