



➤ IBCT Certification Standards & Checklist for training centres



➤ Organization's Name:



Thank you for taking the first step towards the certification of your training centre. Before applying for certification please make sure that the following facilities are available in your centre. You may use findings in your self evaluation report.

OBSERVATION LIST OF STANDARDS	CHECK	REMARK
<p>✓ Infrastructure of the training centre:</p> <ul style="list-style-type: none"> • Space: educational area \geq 1.000 m² • Parking space and public traffic service • Lighting and safe environment outside • Front office desk <ul style="list-style-type: none"> - first medical aid kit - telephone - possession of an emergency procedure • Buffet • Air-conditioning • Accessibility for disabled trainees • \geq 2 Restrooms (Ladies and Gents) • \geq1 Auditorium, 400-600 seats <ul style="list-style-type: none"> - flip over - white board - audio equipment • \geq 4 training rooms, 25 seats <ul style="list-style-type: none"> - flip over - white board • \geq 8 sub room, 6-8 seats <ul style="list-style-type: none"> - flip over • \geq1 computer lab, 20 seats <ul style="list-style-type: none"> - flip over - white board - 20 computers - LAN • (Free broadband wireless) internet access in the training centre. • Emergency exits 		

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<p>✓ Training aids & equipment:</p> <ul style="list-style-type: none"> • \geq 2 televisions • \geq 1 video recorder • \geq 1 video camera • \geq 2 beamers 		

<ul style="list-style-type: none"> • ≥ 1 overhead projector • ≥ 2 personal computers • ≥ 4 survival kits for trainers 		
<p>✓ Organisational structure:</p> <ul style="list-style-type: none"> • Rooms for the administrators • ≥ 2 personal computers + internet • Phone • Fax • Leadership • Vision, mission and goals • Transfer strategy and policy • Organisation schedule • Job descriptions and staff appraisals • Usage of a trainee evaluation system • Usage of a trainer evaluation system • Usage of the PDAC cycle • Annual self evaluation report (2 pages) 		
<p>✓ Training plan and methodology</p> <ul style="list-style-type: none"> • Possession of a training plan • Possession of a transfer strategy • Training methodologies for adult learning and skill training 		
<p>✓ Possession of a 'Management Information System'</p> <p>Assists to execute and manage training programs.</p> <p>It contains:</p> <ul style="list-style-type: none"> • Equipment • Programs • Data base which consist of: <ul style="list-style-type: none"> - trainees and their academic ranks - trainers and their expertises - plans and quarter reports of progress - budgets - controllable trainee attendance administration 		