

**Quality Management system Docuemnts  
Training Centre Accreditation**

QMS Doc No	Document Description
00	Mission, Aims and Objectives
01	Quality Policy
02	Quality Procedure
03	TP Induction Declaration
04	Quality Audit of TP QMS
05	Master Learner Database
06	Quality Audit of TSC Learning Programme
07	Review Policy
08	Review Procedure
09	Review Meeting Attendance Register
10	review of TP QMS
11	Learning Programme Policy
12	Learning Programme Procedure
13	Learner Pre-Learning Programme
14	Unit Standard List for TSC courses
15	Training facility checklist
16	Training course Attendance register
17	Training course learner feedback
18	Learner Certificate
19	Off-Site practical or Work site component Policy
20	Off-Site practical or Work site component Procedure
21	Off-Site practical or Work site pre-selection checklist
22	Off-Site practical or Work site component checklist
23	Staff selection, Appraisal and Development Policy
24	Staff selection, Appraisal and Development Procedure
25	Staff Disciplinary Policy
26	Staff Disciplinary Procedure
27	Staff Grievance Policy
28	Staff Grievance Procedure
29	Minutes General
30	Learner Entry, Guidance and Supporty Policy
31	Learner Entry, Guidance and Supporty Procedure
32	Recognition of Prior Learning Policy
33	Recognition of Prior Learning Procedure
34	Learner Grievance Policy
35	Learner Grievance Procedure
36	Assessment Policy
37	Assessment Procedure
38	Moderation Policy
39	Moderation Agreement
40	Moderation Procedure
41	Reporting and document management policy

**Legend**

QMS	Quality management System
TP	Training Programme
TSC	Training System Courses

QMS Doc No	Document Description
42	Reporting and document management procedure
43	Assessment application and Implementation
44	Preparation for Assessment
45	Assessment Cover
46	Application for Assessment
47	Terms of Agreement Assessor and Learner
48	Notice of Agenda for pre-assessment meeting
49	Minutes of Pre-Assessment meeting
50	Confirmation of readiness for assessment
51	Direct Obsrvation checklist template
52	Recording sheet Template
53	Assessor's checklist - Expeded answers template
54	Assessors checklist
55	Assessment decision
56	Assessment plan
57	Record of Post-assessment interview
58	Feedback Form
59	Evaluation Report
60	Assessment Appeals Policy and Procedure
61	Post Assessment checklist 1
62	Post Assessment checklist 2
63	Post Assessment checklist 3
64	Post Assessment checklist 4
65	Post Assessment checklist 5
66	Post Assessment checklist 6
67	Strengths and Weaknesses of Assessment Instruments
68	Review of Assessment process
69	HIV Policy
70	financil Policy
71	financial Procedure
72	Health and Safety Policy
73	Health and Safety Procedure
74	Facilities, Equipment Learning Materials Policy
75	Facilities, Equipment Learning Materials Procedure
76	Learning Programme Preparation checklist
77	Off-site Practical or Work site Agreement
78	Quality Audit
79	Quality Policy
80	Quality Policy, Procedure
81	Review Meeting Attendance Register
82	Trainers Feedback