

## Education Audit

| Nr.            | Reference  | Result / Correction | Responsibility | Dead Line |
|----------------|--|---------------------|----------------|-----------|
| <b>General</b> |  |                     |                |           |
|                | Job descriptions<br>⇒ <b>doc. 2.1</b>  |                     |                |           |
|                | Functional specifications<br>⇒ <b>doc. 2.2</b>   |                     |                |           |
|                | Computer file management<br>⇒ <b>doc. 16.1</b>   |                     |                |           |
|                | Personal further studies of teachers & instructors   |                     |                |           |
|                | Management of profession by HoP  |                     |                |           |
|                | Communication within prof. team  |                     |                |           |
|                | Communication with management  |                     |                |           |
|                | English skills of teachers & instr.  |                     |                |           |
|                | Expert contacts  |                     |                |           |
|                | Student feedback   |                     |                |           |
|                | Intake of new students<br>⇒ <b>doc. 15.1</b><br>⇒ <b>doc. 15.2</b><br>⇒ <b>doc. 15.3</b><br>⇒ <b>doc. 15.4</b> |                     |                |           |
|                | Exchange with professional organisations   |                     |                |           |
|                | Student Numbers  |                     |                |           |
|                | Dropout Rate   |                     |                |           |
|                | Advanced Study Courses   |                     |                |           |
|                | ASEAN World Skill Competition  |                     |                |           |

|                               |  |  |  |  |
|-------------------------------|--|--|--|--|
|                               | Library (books, DVD)   |  |  |  |
|                               | Profession annual overview planing<br>⇒ <i>doc. 7.2</i>  |  |  |  |
|                               |  |  |  |  |
| <b>Theoretical Training</b>   |  |  |  |  |
|                               | Textbook   |  |  |  |
|                               | Curricula<br>⇒ <i>doc. 7.1</i>   |  |  |  |
|                               | Annual plan of subjects<br>⇒ <i>doc. 7.3 / 7.4</i>   |  |  |  |
|                               | Theme plan<br>⇒ <i>doc. 7.5</i>  |  |  |  |
|                               | Lesson plans<br>⇒ <i>doc. 7.6</i>  |  |  |  |
|                               | Infrastructure   |  |  |  |
|                               | Teaching<br>⇒ <i>doc. 8.1</i><br>⇒ <i>doc. 8.2</i><br>⇒ <i>doc. 12.1</i><br>⇒ <i>doc. 12.2</i><br>⇒ <i>doc. 12.3</i> |  |  |  |
|                               | Teaching material / aids   |  |  |  |
|                               | Tests / Marks<br>⇒ <i>doc. 11.1</i>  |  |  |  |
|                               | Absences   |  |  |  |
|                               | Homework   |  |  |  |
|                               | Tuition  |  |  |  |
|                               |  |  |  |  |
| <b>Practical Training PTC</b> |  |  |  |  |
|                               | Curriculum<br>⇒ <i>doc. 9.1</i>  |  |  |  |
|                               | Annual plan<br>⇒ <i>doc. 9.2</i>   |  |  |  |
|                               | Program<br>⇒ <i>doc. 9.3</i>   |  |  |  |

|                          |   |  |  |  |
|--------------------------|---|--|--|--|
|                          | Textbook  |  |  |  |
|                          | PTC files   |  |  |  |
|                          | Instructors Manual /<br>Guideline                                   |  |  |  |
|                          | Infrastructure  |  |  |  |
|                          | Maintenance   |  |  |  |
|                          | Safety  |  |  |  |
|                          | Tests / Marks<br>⇒ <i>doc. 11.2</i>                                 |  |  |  |
|                          | Absences  |  |  |  |
|                          | PTC homework  |  |  |  |
|                          | Tuition   |  |  |  |
|                          | Raw material  |  |  |  |
|                          |   |  |  |  |
| <b>Companies</b>         |   |  |  |  |
|                          | Guideline for Training<br>Companies<br>⇒ <i>doc. 10.1</i>           |  |  |  |
|                          | Company training<br>plan<br>⇒ <i>doc. 10.2</i>                      |  |  |  |
|                          | Company quality<br>check<br>⇒ <i>doc. 10.3</i>                      |  |  |  |
|                          | Company report of<br>practical<br>competences<br>⇒ <i>doc. 10.4</i> |  |  |  |
|                          | Company training day  |  |  |  |
|                          | Company visits 1-2x<br>per year                                     |  |  |  |
|                          | Training exercises for<br>companies                                 |  |  |  |
|                          | Checklist for<br>companies for<br>selection of students             |  |  |  |
|                          |   |  |  |  |
| <b>Final Examination</b> |   |  |  |  |

|  |   |  |  |  |
|--|---|--|--|--|
|  | Final examination<br>Theories<br>⇒ <b>doc. 12.2</b>             |  |  |  |
|  | Final examination<br>Practical<br>⇒ <b>doc. 12.2</b>            |  |  |  |
|  | Verification of final<br>examination exerc. by<br>Swiss experts |  |  |  |
|  |   |  |  |  |