

Criterion II. Teaching and Learning

The institution has a clearly defined mission, and has adopted academic/ technical/ vocational programs with set objectives and learning outcomes at appropriate levels; and has effective mechanism of delivery and testing to ensure success in meeting these objectives and enable students to achieve the intended outcomes.

Indicator A - Institutional Objectives

1. Are the institutional objectives aligned with the national standards with regard to teaching and learning system?

Parameter	Alignment with National Agenda (Please tick)		Institution's Evaluation
	Yes	No	
	(4)	(0)	
Vision	✓		
Mission	✓		
Thrust Areas	✓		
Social Responsibility	✓		
Teaching and Learning	✓		
Employment/Self-employment	✓		
MAXIMUM WEIGHT: 24			24

Data Required:

Annex 17. Teaching and Learning Systems

Data Sources:

- National policy on education affecting TVET Systems
- Institutional Mission, Vision, Thrust Areas, Teaching and Learning, Social Responsibility, Employment/Self-employment Policies
- Copy of current curriculum
- Government Policy Guidelines
- List of benchmarked institutions

Indicator B - Curriculum

1. How often does your institution review the curriculum to integrate current trends and strategies to meet industry needs?

Frequency	Please tick (✓)	Points	
		Weighted (4)	Institution's Evaluation
Once every 2 years	✓	4	4
Once every 3 years		3	
Once every 5 years		2	
Once in more than 5 years or only when applying for program or institutional accreditation/certification		1	
Never		0	

Data Sources:

- Copy of current curriculum
- Written drafts or proposal for curriculum revision
- Guidelines on curriculum design and development
- List of benchmarked institutions
- Minutes of meeting on curriculum review
- Record of attendance

2. What is the frequency of involvement of the industry, faculty and staff, students and other stakeholders in curriculum review (i.e., proposals are written and submitted for curricular enhancement and improvement to proper authorities; attendance to curriculum review and revision meetings called upon by higher authorities)?

Stakeholders	Frequency of Involvement Please tick (✓)					Institution's Evaluation
	Regular undertaking (4)	By initiation of higher authorities (3)	When there is a felt need (2)	Only when required (1)	Never (0)	
Industry	✓					
Faculty and Staff	✓					
Students	✓					
Other Stakeholders	✓					
MAXIMUM POINTS: 16						

16

3. What percentage of the total courses offered are reviewed in the last three years?

Percentage	Please tick (✓)	Points	
		Weighted (4)	Institution's Evaluation
41 and above	✓	4	4
31 – 40		3	
21 – 30		2	
11 – 20		1	
10 or less		0	

Data Sources:

- Written guide on curriculum design and development
- Written description of courses and curriculum
- Minutes of meeting on curriculum review
- Record of attendance
- Memo inviting special participation of faculty meetings to review and revise curriculum
- Proposals written and submitted to proper authorities towards curriculum revision

4. Does the curriculum include components for the following areas?

Areas	Please tick (✓)		Institution's Evaluation
	Yes	No	
	(1)	(0)	
Core Skills/ Employability Skills/ Non-technical skills	✓		
Sustainability Concepts	✓		
Entrepreneurship	✓		
Continuing/ Specialized Skills Upgrading/ Education Module	✓		
MAXIMUM WEIGHT: 4			4

Indicator C – Syllabus

1. How often are the syllabi updated and revised to integrate new trends, strategies?

Frequency	Please tick (✓)	Points	
		Weighted (4)	Institution's Evaluation
Every Year	✓	✓	4
Once every 2 years			
Once every 3 years			
Once every 4 years			
Once in more than 4 years or never			

Data Required:

Annex 18. Sample of Approved Syllabus

Data Sources:

- Institution's course syllabus for the last three years
- List of faculty members for the last three years
- Minutes of meeting on syllabus review and revision
- Record of attendance

Indicator D - Instructional Materials

1. Is teaching and learning enhanced by the availability of print and non-print instructional materials, access to networked computer facilities, use of audio-visual aids and other advanced technologies?

Parameter	Percentage Availability	Please tick (✓)	POINTS	
			Weighted (16)	Institution's Evaluation
Instructional Materials • Print-based (modules, workbooks, manuals, etc.)	81 and above	✓	4	4
	61 – 80		3	
	41 – 60		2	
	21 – 40		1	
	20 or less		0	
• Access to networked computer	81 and above	✓	4	4
	61 – 80		3	
	41 – 60		2	
	21 – 40		1	
	20 or less		0	
• Audio visual aids (multimedia projector, CDs, DVDs, etc.)	81 and above	✓	4	4
	61 – 80		3	
	41 – 60		2	
	21 – 40		1	
	20 or less		0	
• Advanced technologies (teleconferencing, closed-circuit tv, mobile learning, etc.)	81 and above	✓	4	4
	61 – 80		3	
	41 – 60		2	
	21 – 40		1	
	20 or less		0	

Data Required:

Annex 19. List of Instructional Materials

Data Sources:

- List of faculty members
- List of student population
- Inventory of instructional materials
- Maintenance procedure

2. What percentage of the total financial resources is made available for the purchase of these instructional materials; and maintenance/ recycle or reuse?

Percentage of Total Budget	Please tick (✓)	POINTS	
		Weighted (4)	Institution's Evaluation
21 and above	✓	4	4
16 – 20		3	
11 – 15		2	
5 – 10		1	
4 or less		0	

Instructional materials include consumables, print/non-print materials used for instruction.

Data Sources:

- Budget proposal
- Budget allocation for instructional materials
- Financial statements
- Procedure of procurement

3. How compliant is the student-instructional materials with the curriculum in terms of (relevance and adequacy)?

Parameter	National Standards	Institution's Status	Average Percent Compliance	Please tick (✓)	POINTS	
					Weighted (4)	Institution's Evaluation
Instructional Materials			81 and above	✓	4	4
			61 – 80		3	
			41 – 60		2	
			21 – 40		1	
			20 or less		0	

Data Sources:

- Student population
- List of instructional materials, including location
- Inventory of instructional materials
- Government Prescribed Requirements

Indicator E - Teaching Methods and Techniques

Teaching Method/ Technique	Extent of and effectiveness of use. Pls. tick(✓)					POINTS
	Exemplary (4)	Good (3)	Acceptable (2)	As beginn er (1)	Never (0)	Institution's Evaluation
Problem Solving/ Experiments/ Simulation/ Hands-on	✓					
Group Discussion, Brainstorming and Experience Sharing	✓					
Interactive Learning/ Workshops	✓					
Project-based Learning/ Case study	✓					
Multimedia Presentation/ others (please specify)	✓					
MAXIMUM WEIGHT: 20						20

1. To what extent do the faculty members adopt the following teaching methods and techniques?

Data Sources:

- List of faculty members for the last three years
- Teaching methods and techniques

Indicator F - Other Related Teaching-Learning Indicators

1. What is the frequency of monitoring and evaluating (e.g. supervision of classes; teacher-supervisor of conferences; performance assessment of teachers, percentage of completed courses in due time); different teaching and learning processes to assess the effectiveness and relevance?

Teaching Method/ Technique	Extent of use (Pls. tick (✓))					POINTS
	Monthly (4)	Quarterly (3)	Twice a year (2)	Once a year (1)	Never (0)	Institution's Evaluation
Delivery of instruction	✓					
Utilization of laboratories/ workshops/ industrial training/ OJT	✓					
Student's Assessment/ Examination	✓					
Faculty Performance Evaluation	✓					
Lifelong Learning programs	✓					
MAXIMUM WEIGHT: 20						20

Data Sources:

- Copies of teaching and learning processes used by the institution
- Student assessment
- Faculty performance evaluation
- System of monitoring and evaluation of teaching and learning processes
- Percentage of implementation of lesson plan