





THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
COLLEGE OF MEDICINE

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PROCEDURE
SELF-ASSESSMENT OF VOCATIONAL EDUCATION QUALITY

Encryption : BM/QT.19/TTKT
Issued for the first time : 01
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	Author	Inspector	Approver
Signature			
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Job title		P.HT	PRINCIPAL

EXAM REVIEW PROCEDURE

I. PURPOSE AND SCOPE OF APPLICATION

To improve and enhance the quality of training and accreditation registration quantity.

Evaluate the school's activities according to quality assessment standards during a testing cycle.

This procedure applies to all units of the College of Medical Sciences. Peace.

II. DEFINITIONS AND ABBREVIATIONS

1. **Definition:**

2. **Abbreviations:**

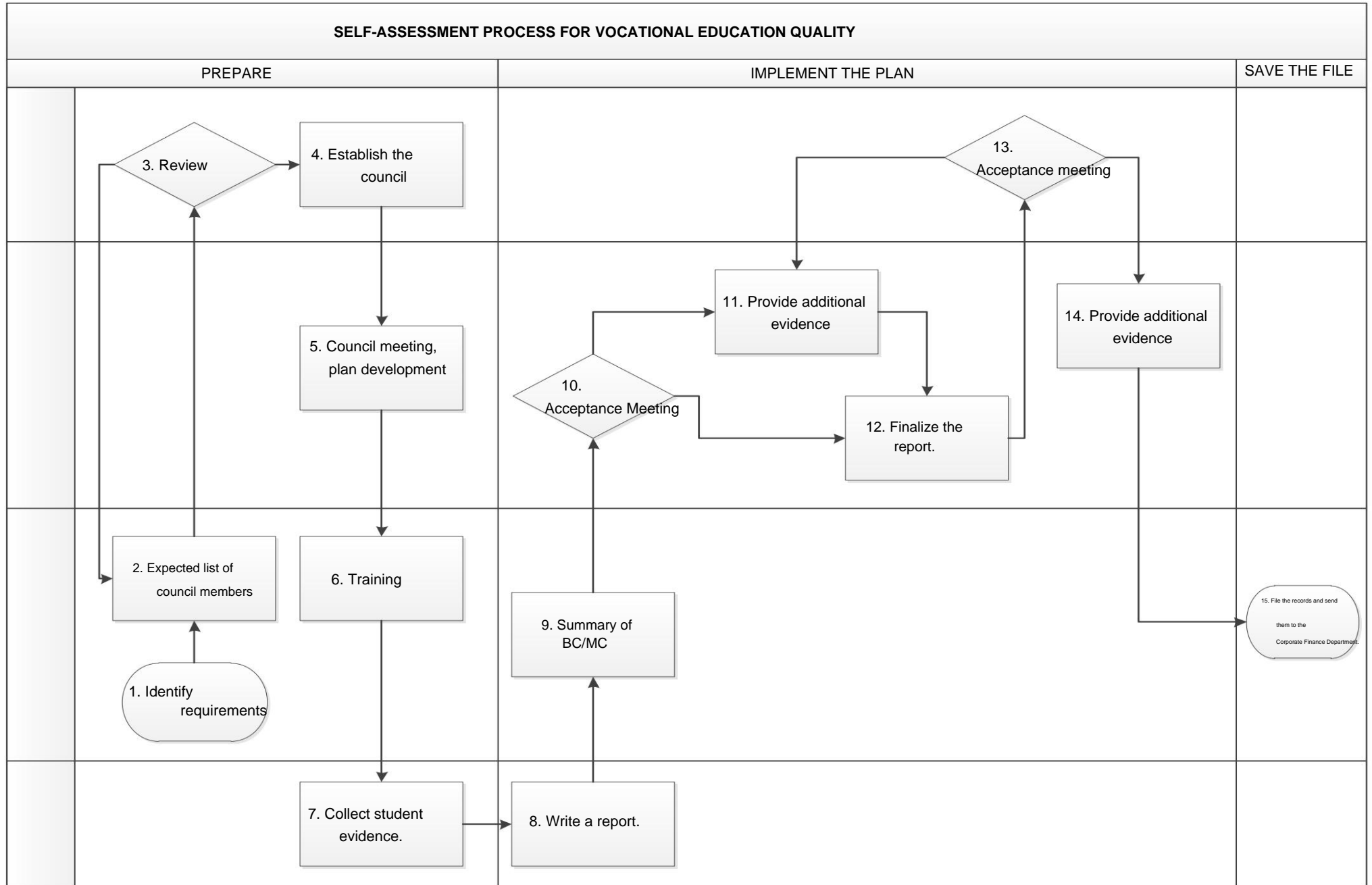
III. FLOWCHART (See page 3)

KH	Plan
TKyCL	Self-assessment of quality
TT	Information
TCDN	General Department of Vocational Training
TyG	Self-assessment
BM	Form
HD	Instruct
MC	Proof
Technical and Quality Control	Inspection and Quality Assurance

IV. **SPECIFICATION** (See pages 4-5)

V. ACCOMPANYING FORMS/INSTRUCTIONS

No.	Form/Instruction Name	Encryption
1.	Self-Assessment Plan	
2	Decision to establish a self-assessment council	
3	Criteria Evaluation Form	
4	Summary of self-assessment results	
5	Standard Reports	
6	Synthesis of criteria and standards	



No.	Job step name	Specification	Department/Unit responsible	Coordinating Department/Unit	Results achieved	Limit complete wall	Form
1	Identify the goal goal, requirement	The basis for determining the objectives, criteria, and standards is stipulated in Circular 15/2017 dated June 8, 2017, and the self-assessment process is as per Section 2. Circular 28/2017/TT-LyTBXH stipulating the system quality assurance system of vocational education institutions	Information Technology Department Quality Assurance	Units the whole school	Identify the goal goal, requirement	Head year	
2	Establishing a self-governing council quality assessment quantity	The Examination and Quality Assurance Inspection Department will prepare a list of members for the self-assessment council on vocational education quality and submit it to the Principal for approval.	Principal	Information Technology Department Quality Assurance	The council is establish	In the first quarter year	
3	Develop a plan plan	Based on the documents from the General Department of Vocational Education and Training, the guidance from the Department of Vocational Education Quality Accreditation, and the actual situation of the school, a plan will be developed. The Department of Technical Inspection and Quality Control drafted the plan. plan to be presented to the council.	Information Technology Department Quality Assurance	Self-governing council Evaluate	Draft plan plan, draft assign tasks	After 15 days	
4.	Review	The principal reviews the self-assessment plan that has been developed.	Principal	Secretary of the Association self-attack price	The plan approved review	2 days	
5.	Council Meeting Meeting of the Quality Assessment Council		Council	Secretariat	Task assignment chart service		
6	Organize training training	Training on quality assessment and evaluation for council members. TyGCL and secretariat	Council	Information Technology Department Quality Assurance		5 days	
7	Collection evidence file	Assigning tasks and developing a plan. the work of each group. Develop a draft report for the quality assessment. Gather information and evidence.	Department, office, division	Secretariat	Evaluation form criterion price Summary table combine the results	According to plan plan	

		Encrypting information and evidence obtained					
8.	Write a report.	Database statistics Write a quality assessment report.	Department, office, division	Information Technology Department Quality Assurance	Standard report	According to plan plan	
9	News summary fox / MC	Compile all relevant reports into a single report. summary report	Information Technology Department Quality Assurance	Secretariat	Report standard (total fit)	According to plan plan	
10	Examination meeting collect	The Quality Assessment Council held a meeting to review the report, with the participation of the specialized departments and the Information Technology and Quality Assurance Department.	Council	Secretariat		According to plan plan	
11	Additional evidence	The Quality Assessment Council will provide additional supporting evidence following the acceptance meeting.	Council	Department, office, division	Additional evidence	According to plan plan	
12	Complete the report.	The Quality Assessment Council has finalized the report in accordance with the requirements.	Council	Secretariat	Complete report good times	According to plan plan	
13	Review	Principal's approval	Principal	Secretariat		After 3 days	
14	Public announcement declare	Announce the results of the quality assessment to all parties. Departments, Offices, Divisions, Staff, Teachers and All students in the school	Council	Secretariat	Information has been released. publicly by text, camp bulletin board, on website, profile synthetic.	After the review Reviewed in 1 day	
15	Save the file and send it to the Corporate Finance Department.	Save the records and minutes of the quality assessment and send them. General Department of Vocational Training	Information Technology Department Quality Assurance	Administration and Finance Department			