

Evaluation sheet for the Selection of Contributors

Name of Contributor:

Date of on-site visit:

<u>Criteria</u>	<u>Marks Allotted</u>	<u>Met</u>	<u>Not Met</u>
1. Overview of Contributor submitted through the online form (7marks)		<input type="checkbox"/>	<input type="checkbox"/>
2. Contributor's fitness for purpose (5 marks)		<input type="checkbox"/>	<input type="checkbox"/>
3. Commitment to Health and Safety(15marks)		<input type="checkbox"/>	<input type="checkbox"/>
4. Commitment to cover the course participant by Accident insurance or Business Liability Insurance (15 marks)		<input type="checkbox"/>	<input type="checkbox"/>
5. Clarity of written English (8 marks)		<input type="checkbox"/>	<input type="checkbox"/>
6. Initial visit at the Contributor (5 marks)		<input type="checkbox"/>	<input type="checkbox"/>
7. Fitness of the work place during the initial visit (5 marks)		<input type="checkbox"/>	<input type="checkbox"/>
8. Attitude of the contributor during the initial visit (15 marks)		<input type="checkbox"/>	<input type="checkbox"/>
9. Clarity of Instructions / explanation given (10 marks)		<input type="checkbox"/>	<input type="checkbox"/>
10. Identification of course participant supervision (5marks)		<input type="checkbox"/>	<input type="checkbox"/>
11. Identification of possible tasks to be conducted by course participant (10 marks)		<input type="checkbox"/>	<input type="checkbox"/>
Total: 100		<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Visit conducted by:

Name and Surname:

Designation:

Signature:

Date: