

CTE & Career Pathways Program Audit Tool

A Comprehensive Diagnostic for Continuous Program Quality & Effectiveness

PROGRAM INFORMATION

Program Name:	
Institution / Department:	
Audit Date:	
Auditor Name(s):	
Program Director:	
Review Period:	
Overall Rating (1–5):	

HOW TO USE THIS CHECKLIST

For each item, mark Yes, No, or N/A and record supporting evidence or notes in the Notes column. Complete the Summary Scorecard at the end. Items marked "No" should be prioritized for program improvement planning. A score of 85% or above (Yes responses as a percentage of applicable items) is considered meeting quality standards.

Tool provided by:



SECTION 1: Program Design & Curriculum Alignment

Audit Item	Yes	No	N/A	Notes / Evidence
1. Program goals and learning outcomes are clearly documented and measurable	☐	☐	☐	
2. Curriculum is aligned to current industry standards and employer expectations	☐	☐	☐	
3. Skills taught reflect documented labor market demand in relevant occupational areas	☐	☐	☐	
4. Course content is reviewed and updated at least annually with external stakeholder input	☐	☐	☐	
5. Program length is appropriate for the skills being taught	☐	☐	☐	
6. Curriculum sequences are logical, scaffolded, and build progressively	☐	☐	☐	
7. Both technical (hard) skills and employability (soft) skills are integrated throughout	☐	☐	☐	
8. Curriculum includes hands-on, experiential, or work-based learning components	☐	☐	☐	
9. Instructional materials are current, accurate, and accessible to all learners	☐	☐	☐	
10. Program incorporates industry-recognized credentials or certifications where applicable	☐	☐	☐	

Section 1 Observations & Action Items:

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SECTION 2: Instructor Qualifications & Instructional Quality

Audit Item	Yes	No	N/A	Notes / Evidence
1. Instructors hold appropriate credentials, licenses, or certifications for their subject area	☐	☐	☐	
2. Instructors have relevant industry experience in the skills they teach	☐	☐	☐	
3. Instructors participate in ongoing professional development and industry updates	☐	☐	☐	
4. Instructional methods are varied	☐	☐	☐	
5. Instructors receive formal classroom observations or evaluations at least once per cycle (i.e.: quarter, term)	☐	☐	☐	
6. Student-to-instructor ratios are appropriate for effective skill instruction	☐	☐	☐	
7. Instructors use formative assessment strategies throughout the program	☐	☐	☐	
8. Substitutes or adjunct instructors meet the same qualification standards	☐	☐	☐	
9. There is a clear process for students to provide feedback on instructional quality	☐	☐	☐	
10. Peer mentoring, tutoring, or academic support resources are available to students	☐	☐	☐	

Section 2 Observations & Action Items:

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SECTION 3: Student Recruitment, Enrollment & Retention

Audit Item	Yes	No	N/A	Notes / Evidence
1. Enrollment criteria are clearly stated, equitable, and consistently applied	☐	☐	☐	
2. Program actively recruits from underserved or underrepresented nontraditional populations	☐	☐	☐	
3. Prospective students receive accurate pre-enrollment information about the program	☐	☐	☐	
4. Financial aid, scholarships, or tuition assistance information is readily available as needed	☐	☐	☐	
5. Program has defined student retention strategies and tracks retention rates	☐	☐	☐	
6. Early-alert systems exist to identify and support students at risk of dropping out	☐	☐	☐	
7. Student demographics are tracked and reviewed for equity gaps	☐	☐	☐	
8. Enrollment targets are met and seat utilization is efficient	☐	☐	☐	
9. There is a documented orientation process for new students	☐	☐	☐	
10. Barriers to participation (literacy level /ability, transportation, childcare, scheduling) are addressed	☐	☐	☐	

Section 3 Observations & Action Items:

Tool provided by:



SECTION 4: Facilities, Equipment & Safety

Audit Item	Yes	No	N/A	Notes / Evidence
1. Training facilities are adequate in size and layout for the skills being taught	☐	☐	☐	
2. Equipment and tools are industry-current and in good working condition	☐	☐	☐	
3. Equipment is inspected and maintained on a regular, documented schedule	☐	☐	☐	
4. Facilities meet all applicable health, safety, and accessibility standards	☐	☐	☐	
5. Safety protocols are taught, posted and enforced in lab/shop environments	☐	☐	☐	
6. Students receive required safety training before using equipment	☐	☐	☐	
7. Supplies and consumable materials are adequately stocked	☐	☐	☐	
8. Technology resources (computers, software, simulators) are current and functional	☐	☐	☐	
9. Instructors hold relevant safety credential	☐	☐	☐	
10. The learning environment is clean, organized, and conducive to instruction	☐	☐	☐	

Section 4 Observations & Action Items:

Tool provided by:



SECTION 5: Student Learning Outcomes & Assessment

Audit Item	Yes	No	N/A	Notes / Evidence
1. Assessments are directly aligned to stated program learning outcomes	☐	☐	☐	
2. A variety of assessment types are used (written, performance, portfolio, etc.)	☐	☐	☐	
3. Students demonstrate competency through practical or skills-based demonstrations	☐	☐	☐	
4. Grading and competency criteria are clearly communicated to students	☐	☐	☐	
5. Industry-recognized credential or certification pass rates are tracked	☐	☐	☐	
6. Pre- and post-assessments are used to measure student skill gains	☐	☐	☐	
7. Assessment results are analyzed and used to improve curriculum and instruction	☐	☐	☐	
8. Accommodations are available for students with disabilities or learning differences	☐	☐	☐	
9. Program has a defined minimum competency or mastery threshold for completion	☐	☐	☐	
10. Assessment data is reported in disaggregated form by student subgroups	☐	☐	☐	

Section 5 Observations & Action Items:

Tool provided by:



SECTION 6: Employer & Sector Engagement

Audit Item	Yes	No	N/A	Notes / Evidence
1. An active employer advisory committee meets at least twice per year	☐	☐	☐	
2. Employer feedback is formally collected and used to update curriculum	☐	☐	☐	
3. Work-based learning opportunities (internships, apprenticeships, job shadows) are available	☐	☐	☐	
4. Employers participate in program activities such as guest speaking or mock interviews	☐	☐	☐	
5. Program has documented partnerships with local businesses in the relevant sector	☐	☐	☐	
6. Graduates are tracked for employment outcomes in the program's field	☐	☐	☐	
7. Employer satisfaction with graduate preparedness is measured	☐	☐	☐	
8. Program maintains relationships with industry associations or professional organizations	☐	☐	☐	
9. Industry partners are involved in credential or certificate design or endorsement	☐	☐	☐	
10. There are formal memoranda of understanding (MOUs) with key sector partners	☐	☐	☐	

Section 6 Observations & Action Items:

Tool provided by:



SECTION 7: Student Support Services

Audit Item	Yes	No	N/A	Notes / Evidence
1. Career counseling and advising services are accessible to program students	☐	☐	☐	
2. Job placement assistance and job search resources are provided	☐	☐	☐	
3. Job search planning, resume writing and interview preparation coaching is available	☐	☐	☐	
4. Students have access to academic tutoring or supplemental instruction	☐	☐	☐	
5. Mental health and wellness support is available (either direct support or referrals)	☐	☐	☐	
6. Flexible scheduling, food /nutrition, transportation, childcare or other wraparound support services are coordinated	☐	☐	☐	
7. Students with disabilities receive appropriate accommodations and services	☐	☐	☐	
8. Financial literacy or financial planning support is offered	☐	☐	☐	
9. An active alumni network or peer mentoring program exists	☐	☐	☐	
10. Students are informed of all available support services at enrollment and regularly thereafter	☐	☐	☐	

Section 7 Observations & Action Items:

Tool provided by:



SECTION 8: Program Outcomes & Data

Audit Item	Yes	No	N/A	Notes / Evidence
1. Program completion/graduation rates are tracked and benchmarked	☐	☐	☐	
2. Employment placement rates are tracked for graduates going directly into the workforce	☐	☐	☐	
3. Wage data for placed graduates is collected and reported	☐	☐	☐	
4. Credential or licensure attainment rates are documented	☐	☐	☐	
5. Student satisfaction and feedback surveys are administered and results are analyzed	☐	☐	☐	
6. Employer satisfaction with program graduates is measured and reported	☐	☐	☐	
7. Faculty and Instructional Staff feedback surveys are administered and results are analyzed	☐	☐	☐	
8. Outcome data is disaggregated by race, gender, age, and other demographic factors and compared against peer programs, state, or national benchmarks	☐	☐	☐	
9. Program outcomes are shared with institutional leadership and relevant stakeholders	☐	☐	☐	
10. A continuous improvement plan based on outcome data is documented and implemented	☐	☐	☐	

Section 8 Observations & Action Items:

Tool provided by:



SECTION 9: Program Governance & Administration

Audit Item	Yes	No	N/A	Notes / Evidence
1. The program has a clearly designated program director or coordinator	☐	☐	☐	
2. Roles and responsibilities of all program staff are documented	☐	☐	☐	
3. Program policies (attendance, grading, conduct) are documented and consistently applied	☐	☐	☐	
4. The program has a current, written program improvement or strategic plan	☐	☐	☐	
5. Budget allocation is sufficient and aligned to program needs	☐	☐	☐	
6. Program expenditures are tracked and reported transparently	☐	☐	☐	
7. Compliance with applicable accreditation or state approval requirements is maintained	☐	☐	☐	
8. Program records (enrollment, completion, outcomes) are accurately maintained	☐	☐	☐	
9. Program is reviewed formally by institutional leadership on a regular cycle	☐	☐	☐	
10. There is a succession or continuity plan for key program personnel	☐	☐	☐	

Section 9 Observations & Action Items:

Tool provided by:



SUMMARY SCORECARD

Section	Total Items	# Yes	# No	# N/A	Score %	Priority Action
1. Program Design & Curriculum Alignment	10					
2. Instructor Qualifications & Instructional Quality	10					
3. Student Recruitment, Enrollment & Retention	10					
4. Facilities, Equipment & Safety	10					
5. Student Learning Outcomes & Assessment	10					
6. Employer & Industry Partnerships	10					
7. Student Support Services	10					
8. Program Outcomes & Data	10					
9. Program Governance & Administration	10					
TOTALS	90					

Overall Strengths:

Areas Requiring Improvement:

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Recommended Priority Actions (Top 3–5):**Follow-Up Review Date & Responsible Party:****SIGNATURES & APPROVAL**

Auditor Name (please print)	Program Director Name (please print)
Auditor Signature & Date	Program Director Signature & Date

This audit checklist is an internal quality assurance tool. Results should be reviewed by program leadership and shared with institutional administration as appropriate.

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