

# **CoEP 1**

## **Quality Assurance Policy**

### **1. Preamble**

Good quality research and education are the bedrock of the development of any country. As the Ghanaian population continues to increase, with its attendance proliferation of Colleges, it becomes increasingly necessary to ensure that the quality of education in Ghanaian Colleges is not only maintained but is continuously improved upon to meet international standards of tertiary education and prepare its products for the rapidly expanding world of research and innovations in development. Quality Assurance is a regulatory mechanism directed at accountability in academic programmes and processes, through a systematic, structured process of evaluations and assessments with the aim of maintaining and improving upon set standards. The College is dedicated to a culture of excellence that contributes service to society through the pursuit of knowledge, research and education at the highest national and international levels. The College is accountable for the quality and standards of the degrees and awards made in its name, and for ensuring that the quality of the teaching, learning and research experience is appropriate to meet (its set standards) local and international students.

### **2. Vision**

To be a College of Education producing morally, academically and professionally competent teachers capable of operating worldwide.

### **3. The Mission**

St Louis College of Education shall provide a unique Teacher Professional Education that endows its products with the requisite academic and professional know-how to empower them for basic school teaching for the betterment of the learners spiritual, intellectual and moral wellbeing.

#### **4. Purpose of the Quality Assurance**

This policy provides the importance to document and monitor any modifications made as a result of the quality assurance procedures St. Louis College of Education has implemented to keep an eye on its academic and administrative activities. It further outlines the procedures for improving the quality of the College's teaching, learning, student assessment, evaluation, including all quality outcomes, in addition to any other mechanisms and reporting cycles that may be in place for reviewing and enhancing performance to suit the prescribed quality standards of Colleges of Education.

#### **5. Aims of the Policy**

The College aims to be the first choice for high-quality education and training. This makes Quality Assurance very important to achieve this vision. Quality Assurance in our context is our belief and commitment to ensure that ongoing quality improvement is an integral part of our College.

The Quality Assurance Unit in consultation with the Heads of Departments and the College shall:

- i. Co-ordinate the activities of the Departments regarding the preparation, implementation, monitoring and evaluation of Strategic Planning, as well as quality service delivery in respect of teaching, research, administration and attainment of academic excellence
- ii. Prepare and maintain an up-to-date database on staff and students as well as basic statistics on the College
- iii. Perform any other related functions as may be assigned to the Unit by the Principal of the College. (Harmonised Statutes for Colleges of Education. (HSCoE) Statute 38)

The College shall follow the procedures outlined in this document to help maintain quality in all areas of the institution.

## **6. Scope/Application**

This policy shall apply to all members of the College; the Principal, Vice Principal, Quality Assurance Officer/Unit, Heads of Department, Academic Staff, Ancillary Staff and Students.

## **7. Policy Statement**

The Quality Assurance Policy is to guarantee continuous improvement in the college's operations and make them accountable to stakeholders.

## **8. Supporting Procedures**

### **8.1. Establishment of a Quality Assurance Unit**

- There shall be established, under the Principal's Office, a Quality Assurance Unit, headed by a Senior Staff designated as Quality Assurance Officer, who shall be appointed by the Principal with the approval of the Academic Board.
- The Quality Assurance Officer will report directly to the Principal for the purposes of effective implementation of quality control measures or decisions.
- The term of office of the Quality Assurance Officer shall be three (3) years renewable for another three (3) years. (Harmonised Statutes for Colleges of Education. (HSCoE) Statute 38)

## **8.2. Methods of Quality Assurance**

Internal and External methods shall be employed in the College for Quality Assurance.

**8.3.** Internal Quality Assurance would be continuous to monitor and evaluate teaching and learning on the part of tutors and students respectively.\*

### **8.3.1. College Staff**

- College Staff must have the requisite qualification and experience to work in the College.
- Staff would be provided with adequate and quality resources for effective execution of their duties.
- Staff shall have periodic professional development and in-service training. Staff would be encouraged in the areas of innovation, research and scholarship in instructional delivery.
- Tutors and other officers shall submit their Assessment Plan and Reports for the semester through their Heads of Department (HoD) to the College Secretary before the deadline set on the academic calendar.
- Staff of the college shall report to duty on time and sign the attendance form.
- An appraisal of courses and services would be done by students electronically at the end of every semester. This is to help gather information and improve upon the quality of services and service delivery at the College.

### **5.3.2. Students**

- Students admitted to the College must satisfy the entry requirement as set by the Ghana Tertiary Education Commission (GTEC).
- Student would be provided Students' Handbook or Rules and Regulations
- Students at their orientation would be made aware of the quality standards of the College.
- Students' feedback including comments in the appraisal of services would be analyzed and acted upon every semester.
- Students' performance would be monitored and evaluated.
- Students' files would be continuously and rigorously assessed for quality.
- Counseling services would be made available to students to help them in their challenges.

**8.4.** External Quality Assurance method would be periodic. To ensure that high quality standards are maintained, the Quality Assurance Unit would see to it that the College is in:

- Compliance with Ghana Tertiary Education Commission (GTEC).
- Compliance with National Teaching Council regulations
- Compliances with our affiliate University's, (University of Education, Winneba) regulations.
- Readiness for periodic monitoring of any of the external bodies listed above and other relevant external stakeholders.
- Readiness to act upon feedback given to ensure quality.

## **8. Responsibility for implementation:**

Quality Assurance Unit

## **9. Responsibility for Monitoring, Implementation and Compliance:**

- Vice Principal
- Quality Assurance Officer
- Internal Auditor
- Heads of Department

## **10. Status:**

Pending Approval

## **11. Key stakeholders**

- Principal
- Vice Principal
- Quality Assurance Officer
- Internal Auditor
- Heads of Department
- College Staff
- Students

## **12. Approval Body**

College Governing Council

## **13. Initiating Body**

Quality Assurance Unit

## **14. Definition of terms:**

**14.1 Quality Assurance:** Quality Assurance in this policy document refers to the process whereby measures are established to ensure that outcome of academic programmes and their related services are of a prescribed standard.

**14.2. Quality Assurance Unit:** Quality Assurance Unit is a statutory unit set up to oversee quality assurance in the College. The main function of this unit is to co-ordinate the activities of the Departments regarding the preparation, implementation, monitoring and evaluation of strategic planning, as well as quality service delivery in respect of teaching, research, administration and attainment of academic excellence.

**14.3. Stakeholders:** Stakeholders includes both governmental and non-governmental agencies that oversee and regulate tertiary institutions in Ghana.

**15. Related Legislation:**

Harmonised Statutes for Colleges of Education.

**16. Related Policy and other Documents (Exhibits)**

Harmonised Statutes for Colleges of Education.

**12. Effective Date:** to be provided

**13. Review Date:** to be provided

**14. Keywords:**

Quality Assurance, Quality Assurance Unit, Stakeholders

**15. Owner/Sponsor:**

St. Louis College of Education's Principal

**16. Author:**

College Governing Council

**17. Further information:**