

DAMBAI COLLEGE OF EDUCATION



TEACHING AND LEARNING POLICY

DACE/TLP001/2020

TABLE OF CONTENTS

TABLE OF CONTENTS.....	i
TEACHING AND LEARNING POLICY	1
1. INTRODUCTION.....	1
2. THE POLICY STATEMENT	1
3. PURPOSE/OBJECTIVES	1
4. SCOPE.....	2
5. SUPPORTING PROCEDURES.....	2
6. INCLUSION RESPONSIVE STATEMENT	3
7. RESPONSIBILITY FOR IMPLEMENTATION.....	3
8. RESPONSIBILITY FOR MONITORING.....	3
9. KEY STAKEHOLDERS.....	3
10. STATUS	4
11. INITIATING BODY	4
12. SPONSOR.....	4
17. AUTHOR.....	4
10. APPROVAL BODY	4
14. EFFECTIVE DATE.....	4
15. REVIEW DATE	4
16. RELATED LEGISLATION	4
17. RELATED POLICY	5
18. FURTHER INFORMATION	5

TEACHING AND LEARNING POLICY

DACE/TLP001/2020

1. INTRODUCTION

Dambai College of Education was established primarily to turn out quality professional teachers to man Basic Schools in Ghana. The passage of the Colleges of Education Act, 2012 (Act 847) however, elevated the College to a tertiary status. The College now runs Bachelor of Education in **Early Childhood, Primary (Early Grade and Upper Grade)** and Junior High School Specialisms.

2. THE POLICY STATEMENT

This policy is committed to providing equal opportunities of engagement to qualified, dedicated and motivated staff and students for effective teaching and learning within a conducive environment, and shaping the structure of the College, the resources available for teaching and learning, the curriculum, the number and type of teaching staff and how students are assessed; to enable the College achieve its vision and mission as an excellent teacher education and training provider.

3. PURPOSE/OBJECTIVES

Objectives of the Policy are to:

- a. ensure quality training of professional teachers for Ghanaian Basic Schools;
- b. encourage exchange programmes between the College and other sister institutions ;
- c. foster team and collaborative teaching and learning through the use of resource persons;
- d. ensure the participation of all staff in professional development programmes;
- e. ensure the provision and usage of quality teaching and learning resources to enhance the delivery of teaching and learning;
- f. spell out clearly, the assessment criteria for effective teaching and learning;

- g. establish and resource a Counselling Centre to provide counselling services and motivate students in their academic work and welfare;
- h. provide cognitive, affective and psychomotor skills to student teachers to enable them participate effectively in the holistic training and development of the Ghanaian school-going child;
- i. ensure a conducive environment for effective teaching and learning;
- j. run a mentorship system for newly recruited tutors to acquire professional experience and display confirmable commitment to promoting excellence in teaching.

4 SCOPE

This policy shall apply to members of the College Community including all students, tutors, administrative staff and all persons concerned with academic activities in the College.

5. SUPPORTING PROCEDURES

The College Academic Board shall:

- a. develop intellectual curiosity and the desire for life-long education among the faculty through CPD;
- b. develop a sense of community of practice to enhance collaboration among teachers and students in sharing knowledge, skills and competencies;
- c. institute self, peer, departmental and College based appraisal to enhance the quality of teaching and learning;
- d. organize field trips for student teachers to explore natural resources for teaching and learning;
- e. ensure the extensive use of Teaching and Learning Resource Centre to enhance the development of practical skills among students and tutors;
- f. draw up an effective lecture schedule for engagement of students and tutors;
- g. monitor the lecture engagement of staff and students;
- h. provision of academic counselling to support staff and students;
- i. promote research and publication among staff and students;

- j. provision of supportive and quality facilities and services for staff and students;
- k. punctuality, regularity, and active participation are mandatory to both students and staff;
- l. contact hours span from 7:00a.m. to 5:00p.m. within which students take turns to meet with their tutors at their stipulated lecture theatres.

6. INCLUSION RESPONSIVE STATEMENT

All provisions made by this policy shall apply to all manner of persons considered stakeholders of the College irrespective of their gender, ethnicity, religion, social status, ability and cultural background and affiliations in such a manner that no act of discrimination is promoted under any circumstance in any engagement of the College.

7. RESPONSIBILITY FOR IMPLEMENTATION

- a. The Academic Board
- b. The Academic Planning and Quality Assurance Committee
- c. The Academic Affairs Committee.
- d. The STS Unit and Professional Development Committee
- e. The Teaching and Learning Resource Centre Management Committee
- f. The Research Committee

8. RESPONSIBILITY FOR MONITORING

- a. The College Governing Council
- b. The Affiliated Universities
- c. The Academic Board
- d. The Academic Planning and Quality Assurance Committee
- e. The Quality Assurance Unit

9. KEY STAKEHOLDERS

- a. The College Governing Council
- b. The Affiliated Universities
- c. The Academic Board
- d. The College Management

- e. The Staff
- f. The Students
- g. The Students' Representative Council

10. STATUS

Approved

11. INITIATING BODY

- a. The Academic Board
- b. The Quality Assurance Unit
- c. The Appointment and Promotions Committee
- d. The Admissions Committee

12. SPONSOR

The College Principal

17. AUTHOR

The College Principal

10. APPROVAL BODY

The College Governing Council

14. EFFECTIVE DATE

16th September, 2020

15. REVIEW DATE

2023

16. RELATED LEGISLATION

Colleges of Education Act, 2012 (Act 847)

17. RELATED POLICY

- a. Harmonized Statutes for Colleges of Education, Ghana
- b. Students' Handbook, Dambai College of Education
- c. University of Cape Coast Progression Policy Document
- d. University for Development Studies Progression Document

18. FURTHER INFORMATION

For further information or enquiries regarding this policy, please contact the following:

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