

DAMBAI COLLEGE OF EDUCATION



QUALITY ASSURANCE POLICY

DACE/QAP001/2020

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QUALITY ASSURANCE POLICY

DACE/QAP001/2020

1. INTRODUCTION

Dambai College of Education was upgraded from a Teacher Training College to a College of Education status with the passage of Colleges of Education Act, 2012 (Act 847). The vision of the College is to roll out excellent teachers to meet educational demands nationally and internationally. In line with its mission to produce competent teachers through quality teaching and learning, research and service to the Ghanaian and global society, there is the need to ensure strong quality assurance practices.

2. POLICY STATEMENT

The concept of Quality Assurance held by the College is that of unceasing improvement in the services rendered by the College, improvement in the quality of the products of the College, thus the graduates and the processes by which the College performs its functions.

The quality of academic programmes and their delivery in higher institutions of learning is crucial in determining the competitiveness of the graduates of an institution. To actualise this need, the College formulated this Quality Assurance Policy to provide broad guidelines for ensuring quality assurance practices.

3. PURPOSE/OBJECTIVES

The purpose of this policy is to:

- a. build deeper awareness of the needs of the consumers such as the private and public sectors; government and the world community, especially students and also to re-orient teaching, research and extension activities to achieve operational excellence.
- b. ensure that students have a suitable academic experience and support their engagement and involvement in the quality assurance of programmes and courses through the promotion of innovation, technology and leadership development.

- c. uplift and enhance quality services and encourage curriculum delivery by continuous evaluation of programmes and courses through staff and students self-reflection and the process of peer review to assure the quality and standards of awards.

Objectives of the Policy are to:

- a. streamline quality assurance practices and procedures in all departments and units.
- b. create a conducive environment for teaching and learning.
- c. strengthen monitoring and evaluation processes.
- d. develop assessment instruments for internal quality assurance and evaluation of teaching and learning.
- e. disseminate good practices, including ensuring that all staff are familiar with the College's Quality Assurance procedures and mechanisms.
- f. apply the standards and criteria as formulated by the National Accreditation Board (NAB), National Council for Tertiary Education (NCTE) and Universities of Affiliation.

4. SCOPE

This policy shall apply to all Units, Staff, Departments, Students and other Stakeholders of the College.

5. SUPPORTING PROCEDURES

A. Key Principles

The implementation of the Quality Assurance Policy is underpinned and shaped by the following key principles:

i. Rigorous and Comprehensive Coverage in Evaluations

The policy aims to achieve rigorous and comprehensive coverage by addressing quality across the entire College. Thus, the process of assuring and enhancing quality is addressed through a comprehensive range of mechanisms such as: course approval and validation, course and departmental annual monitoring, subject review, partnership approval and review, monitoring and review of all service areas including learning support.

ii. Monitoring

There shall be regular monitoring on the effectiveness of all the institution's programmes to ensure that they remain relevant and valid in the light of developing knowledge in the discipline and practice in its application. Additionally, the College shall monitor and evaluate the implementation of the curriculum and assessment in relation to the proposed learning outcomes to ensure that suitable actions are taken to remedy any identified shortcomings.

iii. Involvement and Ownership

- a. Staff and students have an obligation and responsibility to be fully involved in the quality assurance processes for the enhancement of their own works as well as that of the College.
- b. The College shall provide support and training for professional and personal development for all staff whose efficiency would add value to the College.

iv. Internal and External Review

The College shall periodically review the quality of teaching and learning experiences and develop strategies for building upon its quality assurance processes in order to enhance the quality of its service delivery. This shall be done by internal peer review which is an important basis for assuring and enhancing quality. Also, external reviews from mentoring institutions and regulatory bodies shall help to validate internal quality assurance processes.

v. Rapid and Effective Feedback

Rapid and effective feedback from both students and staff shall be the basis for key information about the quality of College practices. Students' feedback is a critical part of the College's Quality Assurance Strategy and shall be obtained at Departmental and Unit levels through a variety of mechanisms implemented by the Quality Assurance Unit. Staff feedback may be obtained through a range of methods including departmental meetings, committee meetings, working groups, evaluations of professional development sessions, and administration of questionnaire for validation and review of events.

B. The Quality Assurance Unit

There shall be a quality assurance unit that shall be headed by a Quality Assurance Officer who shall hold a qualification in quality assurance or a researched Master's degree and shall be a member of the Academic Planning and Quality Assurance Committee.

C. Quality of Staff

Staff competence is crucial in the delivery of quality services in the College. The Quality Assurance Unit shall see to putting measures in place in promoting the exhibition of high level of competence among Staff.

D. Assessment of Teaching and Learning

The Quality Assurance Unit of the College shall in every semester assess:

- a. all courses
- b. teaching and learning
- c. results
- d. continuous professional development
- e. the conduct of examinations
- f. quality of engagements at all units

E. Conduct of Examinations

Examinations in the College are vital component of quality assurance and should be recognized as such by all major stakeholders: students, staff and College Management. Conventions relating to rules governing examinations including moderation of questions, students' assessment and examination grading must be enforced. The effort to sustain the credibility and integrity of examinations is a priority to the College. Thus, the Unit must monitor and ensure that the conduct of all examinations meet required standards.

F. Appointments

The College will ensure that the right processes and procedures are followed in the appointment of staff as set out in the Appointment and Promotions Policy and other related documents.

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. Academic Planning and Quality Assurance Committee
- b. Quality Assurance Unit

8. RESPONSIBILITY FOR MONITORING

Academic Board

9. KEY STAKEHOLDERS

- a. The College Governing Council
- b. National Council for Tertiary Education
- c. National Accreditation Board
- d. Mentoring Universities
- e. Academic Board
- f. Staff
- g. Students

10. STATUS

Approved

11. INITIATING BODY

- a. The Academic Planning and Quality Assurance Committee
- b. The Academic Board

12. SPONSOR

The College Principal

13. AUTHOR

The College Principal

14. APPROVAL AUTHORITY

The College Governing Council

15. EFFECTIVE DATE

16th September

16. REVIEW DATE

2023

17. RELATED LEGISLATION

- a. The Colleges of Education Act 2012 (Act 847)
- b. Harmonised Statutes of Colleges of Education, Ghana
- c. Harmonised Scheme of Service for Staff of Colleges of Education
- d. Harmonised Conditions of Service for Staff of Colleges of Education

18. RELATED POLICY

National Accreditation Board Policy on Quality Assurance in Tertiary Institutions.

19. FURTHER INFORMATION

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

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