



**ASSESSMENT GUIDE FOR REGISTRATION OF A COLLEGE**

**APPLICANT'S DETAILS**

<b>NAME OF PROPOSED HIGHER EDUCATION INSTITUTION</b>	
<b>MODE OF EDUCATION DELIVERY</b> (State whether ODL, Dual or Conventional)	
<b>DATE OF APPLICATION</b>	
<b>DATE OF ASSESSMENT</b>	
<b>ASSESSMENT TEAM LEADER</b>	
<b>ASSESSMENT TEAM MEMBERS</b>	

## Introduction

This assessment guide shall be used in the evaluation of an application for registration of a private college. It consists of requirements (R), standards, guidelines and performance indicators that should be considered in the assessment for registration.

To obtain the actual score for each indicator, the assessment team must evaluate the available evidence provided by an institution for each indicator and score it against the maximum score. Where an institution provides satisfactory evidence, the actual score shall be the maximum score 1. Where an institution provides partial evidence, the score shall be 0.5 and where there is no evidence, the actual score shall be zero (0). **An exception to this rule is R3 where both partial and no evidence attract a score of zero (0).**

### R1: Vision, Mission and Strategy

**Standard 1.1:** The institution has a stated vision and mission that is supported by specific and clearly defined goals and objectives.

**Guideline:** In assessing this item, the assessment team should review the strategic/operational plan to evaluate the vision, mission and core values of the institution. The assessment team shall score the following indicators;

Performance Indicator	Findings	Max Score	Actual Score
The vision and mission statements have been provided		1	
The strategic/operational plan outlines short-term, medium-term and long-term objectives.		1	
The strategic /operational plan outlines the core values of the institution.		1	
<b>Total Scores</b>		<b>3</b>	
<b>Weighted Score</b>	<b>Actual Score/3 x 2%</b>		

## R2: Governance and Management

**Standard 2.1:** The institution has a defined governance system and structures that ensure ethical and effective governance of the institution.

**Guidelines:** In assessing this item, the team should review the institutions' statutes, operational plan, institutional manuals and other available policy documents to assess the following:

Performance Indicator	Findings	Max Score	Actual Score
The institution has statutes to govern its administration.		1	
The functions of the management board are outlined in the institution's statutes.		1	
The operational procedures of the management board are outlined in the statutes.		1	
The management board committees are defined in the statutes.		1	
The institution has identified qualified persons to sit on the management board.		1	
The functions of the academic board are outlined in the institution's statutes.		1	
The operational procedures of the academic board are outlined in the statutes.		1	
The academic board committees are defined in the statutes.		1	
The institution has identified qualified persons to sit on the academic board.		1	
The statutes or operational manuals provide for a board of studies at the school or departmental level*		1	
The statutes or operational manuals provide for the board of examiners/examinations committee at the school or departmental level.		1	
<b>Sub-Total Score</b>		<b>11</b>	

*\*Applicable to Colleges with more than one school or department*

**Standard 2.2:** The institution has a clearly defined management structure to ensure effective administration and management of the institution.

**Guidelines:** In assessing this item, the team should review the institutions' statutes, strategic/operational plan and other available administrative policy documents to assess the following:

<b>Performance Indicator</b>		<b>Findings</b>	<b>Max Score</b>	<b>Actual Score</b>
The institution has an organisation of schools/departments.			<b>1</b>	
The roles and responsibilities of management team members are defined.			<b>1</b>	
The institution has identified appropriately qualified and experienced Management staff:	a) Principal with at least a Bachelor's degree and minimum five (5) years of experience in teaching/administration/professional practice. *		<b>1</b>	
	b) Registrar with at least a Bachelor's degree and minimum five (5) years of administrative experience.		<b>1</b>	
	c) Person in charge of finance with at least Bachelor's degree in accountancy or any NQF level 7 accounting qualification and 3 years' experience		<b>1</b>	
	d) Librarian with a Bachelor's degree and three (3) years of experience or Diploma with five (5) years of work experience		<b>1</b>	
	e) Student affairs officer with a Bachelor's degree and two (2) years of experience or a Diploma with three (3) years of experience in counselling and guidance/ teaching.		<b>1</b>	
<b>Sub-Total Score</b>			<b>7</b>	

### **R3: Academic Programmes**

**Standard 3.1:** The institution's academic programmes meet HEA's accreditation criteria.

**Guideline:** In scoring this item, the assessment team should use the evaluation results for accreditation to ensure that the proposed academic programmes meet HEA's accreditation requirements. A college is required to have at least one programme (up to diploma level) accepted for accreditation.

<b>Performance Indicator</b>	<b>Findings</b>	<b>Max Score</b>	<b>Actual Score</b>
The required number of programmes have met accreditation requirements*		<b>1</b>	
<b>Total Score</b>		<b>1</b>	
<b>Weighted Score</b>	<b>Actual Score/1 x 26%</b>		

*\*To be filled in after results for accreditation assessment are out.*

#### **R4: Staffing**

**Standard 4.1:** The institution has well-defined policies on academic staff qualifications, experience and recruitment.

**Guideline:** In scoring this item, the assessment team should review the proposed staff establishment, policies on staff recruitment, promotion and staff development to determine if the proposed staff establishment is adequate and the policies are clearly defined.

<b>Performance Indicator</b>	<b>Findings</b>	<b>Max Score</b>	<b>Actual Score</b>
Availability of an academic establishment with defined ranks		<b>1</b>	
Availability of an administrative and support staff establishment showing categorisation of positions/ranks		<b>1</b>	
Availability of a policy document that provides information on staff recruitment, promotion and development		<b>1</b>	
Availability of a list of identified academic staff		<b>1</b>	
Availability of conditions of service document for all staff		<b>1</b>	
Availability of code of conduct and disciplinary procedures for staff		<b>1</b>	
<b>Total Scores</b>		<b>6</b>	
<b>Weighted Scores</b>	<b>Actual Score / 6 X 5%</b>		

## R5: Teaching and Learning support systems

**Standard 5.1:** The institution has well-defined teaching and learner support systems.

**Guideline:** In scoring this item, the assessment team should ensure that the institution has policies and procedures for learner support services on matters such as student admission, progression and information dissemination to students, staff and the public.

The team shall also ensure that the institution has a policy on training material development/distribution and provisions for academic and psychosocial counselling.

Performance Indicator		Findings	Max Score	Actual Score
Availability of a student handbook providing information on academic regulations, admission requirements, registration process, progression requirements, assessment, credit transfer, graduation and award of qualifications			1	
Availability of a policy/guidelines on the development of an academic calendar			1	
Availability of a policy on student welfare, counselling and orientation			1	
Availability of a student counselling unit			1	
Availability of a learner support system for ODL programmes (where applicable) including:	a) Learner guide on ODL learning		1	
	b) An ODL policy that includes instructional material development, production and distribution to learners		1	
Availability of a code of conduct and disciplinary measures for students			1	
A facility for the production and storage of instructional material and examination material			1	

<b>Total Scores</b>		<b>8</b>	
<b>Weighted Score</b>	<b>Actual Score / 8X 6%</b>		

## **R6: Financial Resources**

**Standard 6.1:** The institution has allocated adequate financial resources to support its operations.

**Guidelines:** In scoring this item, the assessment team should evaluate available financial records to determine that the institution has allocated adequate financial resources towards its operations.

<b>Performance Indicator</b>	<b>Findings</b>	<b>Actual Score</b>	<b>Max Score</b>
Availability of institutional budget		<b>1</b>	
Availability of bank records for the institution		<b>1</b>	
Availability of funds to support institutional operations for at least six months		<b>1</b>	
Availability of a risk mitigation policy		<b>1</b>	
Availability of a financial management policy		<b>1</b>	
<b>Total Scores</b>		<b>5</b>	
<b>Weighted Score</b>	<b>Actual Score / 5 X 5%</b>		

## **R7: Internal Quality Assurance (IQA)**

**Standard 7.1:** The institution has well-defined quality assurance policies and procedures for its training programmes

**Guidelines:** In scoring this item, the assessment team must first confirm that a quality assurance policy or framework is available. Second, the quality assurance policy or framework must provide mechanisms/protocols for quality assurance for training.

<b>Performance Indicator</b>	<b>Findings</b>	<b>Max Score</b>	<b>Actual Score</b>
The institution has made provision for a quality assurance coordination unit in its statutes or operational documents		<b>1</b>	

Availability of Quality Assurance policy document(s)		<b>1</b>	
The Quality Assurance policy is comprehensive, i.e., addressing quality assurance mechanisms for learner support services, curriculum development and review, programme delivery, assessment, external examinations etc.		<b>1</b>	
Availability of a Curriculum development and review policy		<b>1</b>	
<b>Total Score</b>		<b>4</b>	
<b>Weighted Score</b>	<b>Actual Score / 4 X 5%</b>		

### **R8: Technological Infrastructure**

**Standard 8.1:** The institution has suitable and adequate technological facilities to support teaching and learning

**Guideline:** In scoring this item, the assessment team should pay attention to the type of training to be conducted by the HEI. The technological facilities must be appropriate and suitable for the nature of training.

<b>Performance Indicator</b>		<b>Findings</b>	<b>Max Score</b>	<b>Actual Score</b>
Availability of an ICT plan for purposes of procuring, maintaining and upgrading of ICT equipment and technologies, ensuring reliability, privacy, safety, and security;			<b>1</b>	
The institution has identified staff to manage the ICT unit			<b>1</b>	
Availability of the following technological systems:	a) Online Student information management system		<b>1</b>	
	b) E-learning platforms (e.g., Moodle, blackboard, Astria e-learning platform)		<b>1</b>	
	c) E-library Services		<b>1</b>	



	d) Internal and External communication systems		<b>1</b>	
Availability of the following ICT facilities:	a) Computing facilities (minimum 10 functional computers in each computer room)		<b>1</b>	
	b) Internet connectivity for staff		<b>1</b>	
	c) Internet connectivity for students		<b>1</b>	
	d) Printers		<b>1</b>	
	e) Photocopiers		<b>1</b>	
<b>Total Score</b>			<b>11</b>	
<b>Weighted Score</b>		<b>Actual Score / 11 X 10%</b>		

## R8: Health and Safety

**Standard 8.1:** The institution has facilities to ensure the health and safety of learners and staff.

**Guideline:** In assessing this item, the team should ensure that the institution complies with prescribed minimum health and safety requirements and conforms to the building regulations under the relevant written law.

<b>Performance Indicator</b>	<b>Findings</b>	<b>Max Score</b>	<b>Actual Score</b>
Availability of health clearance certificate		<b>1</b>	
Availability of occupancy certificate		<b>1</b>	
Availability of fire extinguishers		<b>1</b>	
Availability of a fire assembly point		<b>1</b>	
Availability of security and safety warning posts		<b>1</b>	
Availability of campus security		<b>1</b>	
Availability of a waste management system/collection procedure		<b>1</b>	
Availability of waste bins		<b>1</b>	

Availability of clean running water		<b>1</b>	
Availability of functioning sewer system		<b>1</b>	
Availability of reliable energy source for the premises, e.g., hydro/solar		<b>1</b>	
<b>Total</b>		<b>11</b>	
<b>Weighted Score</b>	<b>Actual Score / 11 X 4%</b>		

### **R10: Physical Infrastructure**

**Standard 10.1:** The institution has adequate and appropriate infrastructure and facilities to support teaching, learning and research.

**Guideline:** In scoring this item, the assessment team should pay attention to the type of training to be conducted by the HEI. The infrastructure must be appropriate and suitable for the nature of training.

Performance Indicator		Findings	Max Score	Actual Score
Availability of furnished offices* for the following:	a) Principal		<b>1</b>	
	b) Registrar/Human Resources Manager		<b>1</b>	
	c) Finance officer		<b>1</b>	
	d) College Librarian		<b>1</b>	
	e) Student Affairs Officer		<b>1</b>	
	f) Academic staff		<b>1</b>	
Availability of furnished lecture rooms* with student desks suitable for learners of 16 years of age and above			<b>1</b>	
Availability of Library facility*			<b>1</b>	
Availability of ICT rooms with functional computers			<b>1</b>	
Availability of faculty or departmental offices			<b>1</b>	
Access pathways and ramp/elevators for students and staff with physical disabilities			<b>1</b>	
Toilet facilities for students and staff with physical disabilities			<b>1</b>	
Availability of a Counselling	a) Tables and chairs for the counsellor(s)		<b>1</b>	

office (for students and staff) with the following facilities:	b) Chair(s) for counselees (at least two chairs for the counselees)		<b>1</b>	
	c) Lockable cabinet		<b>1</b>	
Availability of ablution facilities for both male and female students (toilet to student ratio 1:25)			<b>1</b>	
Availability of ablution facilities for both male and female staff (toilet to staff ratio 1:25)			<b>1</b>	
Availability of first aid room with first aid kit (with medical and surgical supplies)			<b>1</b>	
Availability of an adequately stocked sickbay <sup>1*</sup>			<b>1</b>	
Availability of hostels for both male and female students or MOUs with accommodation providers			<b>1</b>	
Availability of cafeteria/tuckshop/kitchen where there is no proximity to food facilities			<b>1</b>	
Availability of Laboratories and workshops <sup>2</sup>	a) Stocked Science laboratories (separate for specific subject areas like Physics, Chemistry and Biology), where applicable		<b>1</b>	
	b) skills laboratories/practicum facilities, where applicable		<b>1</b>	
	c) Demonstration sites for programmes such as agriculture, forestry etc.		<b>1</b>	
Availability of recreational facilities:	a) Multi-purpose sports hall		<b>1</b>	
	b) Sports field		<b>1</b>	
<b>Total Score</b>			<b>26</b>	
<b>Weighted Score (for institutions with programmes requiring laboratory/ practicum facilities)</b>		<b>Actual Score/ 26 X 28%</b>		
<b>Weighted Score (for institutions not offering programmes requiring laboratory/ practicum facilities)</b>		<b>Actual Score/ 21X 28%</b>		

*\*Refer to Table 1 for detailed requirements*

<sup>1</sup> For institutions located at a distance of not less than 5km from an established health facility

**Table 1: Detailed Requirements**

<b>Furnished Offices</b>	<b>Furnished lecture rooms</b>	<b>Library facility</b>
<ul style="list-style-type: none"> <li>a) Office Table</li> <li>b) Office Chair</li> <li>c) Desktop/laptop</li> <li>d) Printer or networked printer</li> <li>e) Dustbin</li> <li>f) Shredder (principal office)</li> <li>g) Internet connectivity</li> <li>h) Cross ventilation/air conditioning</li> </ul>	<ul style="list-style-type: none"> <li>a) Minimum of two lecture rooms where the college intends to offer one programme and an additional lecture room for each added programme</li> <li>b) Lecture room shall have a minimum floor size of 80m<sup>2</sup></li> <li>c) Table and chair</li> <li>d) Lecturers table and chair</li> <li>e) Writing board/projection</li> <li>f) Cross ventilation/air conditioning</li> </ul>	<ul style="list-style-type: none"> <li>a) Furnished offices for library staff with;               <ul style="list-style-type: none"> <li>i. Office Table</li> <li>ii. Lockable cabinet</li> <li>iii. Dustbin</li> <li>iv. Office Chair</li> <li>v. Cross ventilation/air conditioning</li> <li>vi. Desktop/laptop</li> <li>vii. Printer or networked printer</li> </ul> </li> <li>b) Tables and chairs for library users</li> <li>c) Functional library computing facilities (at least one computer for staff and five for users)</li> <li>d) Bookshelves for reading materials</li> </ul>
<b>ICT</b>	<b>Science Laboratory</b>	<b>Sickbay</b>
<ul style="list-style-type: none"> <li>a) ICT rooms shall be a floor size of 80m<sup>2</sup></li> <li>b) at least one computer for staff and five for users</li> </ul>	<ul style="list-style-type: none"> <li>a) Sample preparation room</li> <li>b) Storage facility for reagents, equipment and apparatus</li> <li>c) Laboratory furniture</li> <li>d) Laboratory sinks and water taps</li> <li>e) Ventilation chamber</li> <li>f) Gas pipes</li> <li>g) Writing board(s)</li> <li>h) ICT facilities</li> <li>i) Electrical sockets</li> </ul>	<ul style="list-style-type: none"> <li>a) Hospital bed</li> <li>b) Foot-stead</li> <li>c) First aid kit (with medical and surgical supplies)</li> <li>d) Over-the-counter drugs</li> <li>e) Table and chair for staff</li> <li>f) Waiting bench/two chairs</li> <li>g) Stretcher</li> <li>h) Lockable medicine cupboard</li> <li>i) Medicine trolley</li> <li>j) 3 dust bins with bin liners</li> <li>k) Linen (2 blankets, two pairs of bedsheets, two pillows)</li> <li>l) 3 thermometers</li> <li>m) Weighting machine</li> <li>n) 1 BP machine</li> <li>o) 1 Glucometer</li> <li>p) 1 Desktop</li> <li>q) Clean running water</li> <li>r) Water jar</li> <li>s) 2 large receivers</li> <li>t) 2 medium receivers</li> </ul>

### EVALUATION OF SCORES

SN	Quality Attribute	Weighted Maximum Score (%)	Actual Weighted Score (%)
1.	Vision, Mission and Strategy	2	
2.	Governance and Management	9	
3.	Academic Programmes	26	
4.	Staffing and Training	5	
5.	Teaching and Learning Support Systems	6	
6.	Financial Resources	5	
7.	Internal Quality Assurance	5	
8.	Technological Infrastructure	10	
9.	Health and Safety	4	
10	Physical Infrastructure	28	
<b>TOTAL</b>		<b>100</b>	

### DECISION CRITERIA

DECISION	PERCENTAGE SCORE	TICK (✓)
<b>PASS</b>	<b>75 – 100</b>	
<b>FAIL</b>	<b>0 – 74.9</b>	

VERDICT	TICK (✓)
RECOMMENDED FOR PANEL HEARING	
NOT RECOMMENDED FOR PANEL HEARING	