



**ASSESSMENT GUIDE FOR REGISTRATION OF A PRIVATE HIGHER
EDUCATION INSTITUTION FOR SPECIALISED TRAINING OF
PROFESSIONALS IN A SPECIFIED FIELD**

NAME OF HIGHER EDUCATION INSTITUTION	
DATE OF APPLICATION	
DATE OF SITE VISIT	
ASSESSMENT TEAM LEADER	
ASSESSMENT TEAM MEMBERS	

Introduction

This assessment guide shall be used in the evaluation of an application for registration of an institution for Specialized Training of Professionals in a Specified Field. 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 should 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).

R1: Vision, Mission and Strategy (Provide vision and mission statement-, short-, medium- and long-term objectives).

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 and mission 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 clearly outlines short-term, medium-term and long-term objectives specific to training		1	
Total Score		2	
Weighted Score	Actual Score/2 X 2%		

R2: Governance and Management

A: For institutions solely setup to provide training

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' organizational structure and staff establishment to ensure effective implementation of programmes.

Performance Indicator	Findings	Max Score	Actual Score
Availability of Statutes to govern the administration of the institution		1	
Institution's governance structure is outlined in the Statutes		1	
The Statutes provide for the Board/Governing Council		1	
The functions of the Board/Governing Council are outlined in the Statutes		1	
Operational procedures of the Board are outlined in the Statutes or operational manuals		1	
Board committees are defined in the Statutes/operational plan		1	
Functions of the Board are outlined in the institution's Statutes/operational plan		1	
Operational procedures of the Board are outlined in the Statutes or operational manuals		1	
Statutes or operational manuals provide for the Board of studies		1	
Statutes or operational manuals provide for the Board of examiners/examinations committee		1	
Sub-Total Scores		10	
Weighted Score	Actual Score/10 X 9%		

B: For institutions where training is only a component of professional activities

Standard 2.2: The institution has a clearly defined management system that ensures the effective implementation of professional training programmes.

Guidelines: In assessing this item, the team should review the institutions' organizational structure and staff establishment to determine whether the institution has a unit for management of training programmes, with appropriately qualified staff. The following performance indicators will be used in the assessment:

Performance Indicator	Findings	Max Score	Actual Score
The institution has a department/unit that coordinates curriculum development, training, assessments and learner support services.		1	
The functions of the coordinating department/unit are well-defined		1	

The roles and responsibilities of staff in the coordinating department/unit are specified		1	
The coordinating department/unit has an appropriately qualified coordinator/head/director*		1	
The roles and responsibilities of staff in the coordinating department/unit are well defined		1	
Sub-Total Score		5	
Weighted Score	Actual Score/5 X 9%		

* Appropriately qualified coordinator means that the coordinator/head/director has some experience in training/education.

R3: Staffing

Standard 3.1: The institution has a well-defined policy on trainer/lecturer qualifications, experience and recruitment of trainers to provide tuition in the professional programmes.

Guidelines: In scoring this item, the assessment team should review the institution's policy on trainer qualifications in order to determine that the type and level of qualifications required by trainers are clearly specified and are in conformity with the Higher Education Authority (HEA) standards and guidelines.

Performance Indicator	Findings	Max Score	Actual Score
Availability of a policy/guidelines which specify the type and level of qualification required for trainers/lecturers of professional training programmes.		1	
Conformity of the policy/guidelines on qualifications of trainers/lecturers to the HEA standards and guidelines.		1	
Availability of a framework for monitoring qualifications of trainers/lecturers in tuition providing institutions*		1	
Existence of trainers/lecturer's establishment for the institution**		1	

Identified trainers have appropriate qualifications in fields of specializations**		1	
Total		5	
Weighted Score	Actual Score/5 X 5%		

**Applicable to situations where the applicant will not be the tuition provider*

***Applicable to situations where the applicant will also be the tuition provider*

R4: Financial Resources

Standard 4.1: The institution has allocated adequate financial resources towards training and/or learner support.

Guidelines: In scoring this item the assessment team will evaluate available financial records to determine that the institution has allocated adequate financial resources towards training and/or learner support.

Performance Indicator	Findings	Actual Score	Max Score
Availability of Institutional budget for training/operations and learner support		1	
Availability of funds to cover training operations and learner support		1	
Availability of a financial risk management policy		1	
Total Score		3	
Weighted Score	Actual Score/3 X 5%		

R5: Internal Quality Assurance (IQA)

Standard 5.1: The institution has a well-defined quality assurance policy and procedures for its training programmes.

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

Performance Indicator	Findings	Max Score	Actual Score
Availability of Quality Assurance policy document(s)		1	
Comprehensiveness of the Quality Assurance policy document(s) i.e., addressing quality assurance mechanisms for learner support services, curriculum development and review, programme delivery, assessment, external examinations etc.		1	
Availability of a quality assurance unit/department staffed with an appropriately qualified coordinator/head/director*		1	
Total Score		3	
Weighted Score	Actual Score/3 X 5%		

**Applicable to institutions that will be offering training.*

R6: Student Admission and Learner Support

Standard 6.1: The institution has a well-defined learner support system.

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 learner support policy and procedures for student admission, progression, graduation and student transfer.		1	
Availability of student information handbook(s) on training programmes, counselling services, available training materials and facilities.		1	
Availability of a policy on training material development/distribution		1	
Total		3	
Weighted Score	Actual Score/3 X 6%		

R7: Training Programmes

Standard 7.1: The institution has well-defined training programmes in a specialized field.

Guideline: In scoring this item the assessment team shall review the list of training programmes and information provided to determine if the training programmes are in line with the institution's mandate.

Performance Indicator	Findings	Max Score	Actual Score
The professional training programmes have met accreditation requirements		1	
Total Score		1	
Weighted Score	Actual Score/1 X 26%		

R8: Health and Safety

Note: For institutions where training is only a component of professional activities

Standard 8.1: The Higher Education Institution has facilities to ensure health and safety for learners and staff.

Guideline: In assessing this item, the team shall ensure that the institution is compliant to prescribed minimum requirements of health and safety and conforms to the building regulations under the relevant written law.

Performance Indicator	Findings	Max Score	Actual Score
Availability of a health clearance certificate		1	
Availability of Occupancy certificate		1	
Availability of Fire extinguishers		1	
Availability of fire assembly signs/point		1	
Availability of Security warning posts		1	
Availability of safety warning signs		1	
Availability of campus security		1	
Availability of a waste management system/collection procedure		1	
Availability of waste bins		1	
Availability of clean running water		1	
Availability of functioning sewer system		1	
Total Score		11	
Weighted Score	Actual Score/11 X 4%		

R9: Technological Infrastructure

Standard 9.1: The institution has appropriate technological facilities for its training.

Guideline: In scoring this item the assessment team shall 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.

Performance Indicator	Findings	Max Score	Actual Score
Availability of Guidelines on technological systems required to conduct training		1	
Availability of technological systems: *	a) E-learning platforms (e.g moodle, blackBoard,	1	

	astria e-learning platform)			
	b) E-library Services		1	
	c) Internet connectivity		1	
	d) Student information management system		1	
	e) Institutional repository		1	
	f) Internal and External communication systems (e.g., phones/intranet)		1	
	g) Availability of ICT facilities		1	
	h) Technical services system for back-ups, disaster recovery and remote services		1	
	i) Availability of technology that allows for verification of identity of candidates during online assessments		1	
Total Score			10	
Weighted Score		Actual Score/10 X 10%		

**Applicable to situations where the applicant will also be the tuition provider*

R10: Physical Infrastructure

Standard 10.1: The institution has appropriate physical and technological facilities for its training.

Guidelines: In scoring this item the assessment team shall 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 guidelines on the type of physical infrastructure required to offer the training programmes		1	
Availability of offices for staff coordinating the training		1	
Availability of offices for training staff *		1	
Availability of training rooms*		1	
Availability of practical training facilities where applicable*		1	
Availability of a multi-purpose hall		1	
Availability of recreation facilities (e.g., sports hall or sports field)		1	
Total Score		7	
Weighted Score	Actual Score/7 X 28%		

**Applicable to situations where the applicant will also be the tuition provider*

EVALUATION OF SCORES

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

DECISION CRITERIA

DECISION	PERCENTAGE SCORE	TICK (✓)
PASS	75 – 100	
FAIL	0 – 74.9	

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