

ORIENTATION WORKSHOP FOR UNIVERSITIES AND UNVIERSITY COLLEGES ON HEA QUALITY ASSURANCE PROCESSES

25TH TO 28TH JUNE, 2024 - CHISMAR HOTEL, LIVINGSTONE

TUESDAY 25TH TO FRIDAY 28TH JUNE 2024

Tuesday 25 th June 2024 - Day 1		
TIME	THEME	PRESENTER
08:30 – 08:45hrs	Registration	<i>Ushers</i>
08:45 – 09:00hrs	National Anthem	<i>Mr. Birbal Boniface Musoba, Director of Ceremonies and Corporate Communications Officer, Higher Education Authority</i>
	Opening Prayer	<i>HEI Representative</i>
09:00 – 09:10hrs	Introductions	<i>Mr. Birbal Boniface Musoba, Director of Ceremonies and Corporate Communications Officer, Higher Education Authority – 10mins</i>
09:10 – 09:15hrs	Address by the Minister of Education, Honourable Douglas M Syakalima, MP	<i>– 5mins</i>
09:15 – 09:20hrs	Welcome Remarks	<i>Dr. Martin Mushumba, Director-Quality Assurance, Higher Education Authority - 5mins</i>
09:20 – 09:30hrs	Opening Remarks	<i>Professor Kazhila Chinsembu, Director-General, Higher Education Authority – 10mins</i>
09:30 – 09:45hrs	Overview of the Workshop Objectives & Expectations	<i>Dr. Martin Mushumba, Director-Quality Assurance, Higher Education Authority – 15mins</i>
09:45 – 10:30hrs	Academic Transformation: This topic will focus on academic transformation, its features, and agenda for the higher education sector.	<i>Professor Kazhila Chinsembu, Director-General, Higher Education Authority – 45mins</i>
10:30 – 10:50hrs	Photo Session	<i>Mr. Birbal Boniface Musoba, Director of Ceremonies and Corporate Communications Officer, Higher Education Authority 20mins</i>
10:50 – 11:05hrs	SNACKS & REFRESHMENTS	<i>15mins</i>
11:35 – 12:05hrs	Discussion	<i>Dr. Martin Mushumba, Director-Quality Assurance, Higher Education Authority – 30mins</i>

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12:05 – 12:45hrs	Legal Reforms in Higher Education	Mrs. Tafuna Mumba-Phiri, Legal Counsel, Higher Education Authority – 40mins
12:45 – 13:00hrs	Discussion	Mrs. Tafuna Mumba-Phiri, Legal Counsel, Higher Education Authority – 20mins
13:00 – 14:00hrs	LUNCH & REFRESHMENTS	1hr
14:00 – 14:40hrs	Learning Programme Accreditation Processes: Workshop participants will learn about the accreditation requirements and procedures.	Dr. Elizabeth Namonje, Manager-Programme Accreditation, Higher Education Authority – 40mins
14:40 – 15:00hrs	Discussion	Dr. Elizabeth Namonje, Manager-Programme Accreditation, Higher Education Authority – 20mins
15:00 – 15:20hrs	SNACKS & REFRESHMENTS	20mins
15:20 – 16:00hrs	Curriculum Development and Evaluation: This will focus on designing and assessing curriculum frameworks that align with industry needs, educational standards, and institutional goals.	Prof. Innocent Mulenga – 40mins
16:00 – 16:30hrs	Discussion	Prof. Innocent Mulenga – 30mins
	END OF DAY	

Wednesday 26th June 2024 - Day 2

TIME	THEME	PRESENTER
08:30 – 08:45hrs	Registration	Ushers
08:45 – 09:00hrs	Recap of Day 1	Mr. Birbal Boniface Musoba, Director of Ceremonies and Corporate Communications Officer, Higher Education Authority
09:00 – 09:40hrs	Presentation by Nursing and Midwifery Council of Zambia (NMCZ)	NMCZ Representative – 40mins
09:40 – 10:00hrs	Discussion	NMCZ Representative – 20mins

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TUESDAY 25TH TO FRIDAY 28TH JUNE 2024

10:00 – 10:20hrs	SNACKS & REFRESHMENTS	20mins
10:20 – 11:00hrs	Presentation by Teaching Council of Zambia (TCZ)	TCZ Representative – 40mins
11:00 – 11:20hrs	Discussion	TCZ Representative – 20mins
11:20 – 12:00hrs	Introduction to Zambia's minimum standards and quality assurance system for ODL (with a focus on the frameworks)	Dr Ruth Aluko – Commonwealth of Learning (COL) – 40mins
12:00 – 12:20hrs	Discussion	Dr Ruth Aluko – Commonwealth of Learning (COL) – 20mins
12:20 – 13:00hrs	Learning Programme Quality Assurance Process: The workshop participants will learn about key areas for learning programme evaluation and other quality assurance parameters such as stakeholder engagement, core elements and learning programme audits	Dr. Elizabeth Namonje, Manager-Programme Accreditation, Higher Education Authority – 40mins
13:00 – 14:00hrs	LUNCH & REFRESHMENTS	1hr
14:00 – 14:20hrs	Discussion	Dr. Elizabeth Namonje, Manager-Programme Accreditation, Higher Education Authority – 20mins
14:20 – 15:00hrs	Teaching and Learning Strategies: This will explore innovative teaching methods, assessment techniques, and learning technologies to enhance student engagement and academic achievement.	Prof Richard Siaciwena – 40mins
15:00 – 15:20hrs	Discussion	Prof Richard Siaciwena – 20mins
15:20 – 15:35hrs	SNACKS & REFRESHMENTS	15min
15:35 – 16:15hrs	Findings from COL-HEA Project: Prospects and Gaps	Dr Ruth Aluko – Commonwealth of Learning – 40min
16:15 – 16:40hrs	Discussion	Dr Ruth Aluko – Commonwealth of Learning – 25min
	END OF DAY	

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TUESDAY 25TH TO FRIDAY 28TH JUNE 2024

Thursday 27th June – Day 3		
<u>TIME</u>	<u>THEME</u>	<u>PRESENTER</u>
08:30 – 08:45hrs	Registration	<i>Ushers</i>
08:45 – 09:00hrs	Recap of Day 2	<i>Mr. Birbal Boniface Musoba, Director of Ceremonies and Corporate Communications Officer, Higher Education Authority</i>
09:00 – 09:40hrs	Presentation by Zambia Qualifications Authority (ZAQA)	<i>ZAQA Representative – 40mins</i>
09:40 – 10:00hrs	Discussion	<i>ZAQA Representative – 20mins</i>
10:10 – 10:20hrs	<i>SNACKS & REFRESHMENTS</i>	<i>20mins</i>
10:20 – 11:00hrs	Presentation by Health Professions Council of Zambia (HPCZ)	<i>HPCZ Representative – 40mins</i>
11:00 – 11:20hrs	Discussion	<i>HPCZ Representative – 20mins</i>
11:20 – 12:00hrs	Quality Assurance in Online Education: With the increasing popularity of online learning through Open and Distance Learning (ODL), this subject will be about the best practices for delivering quality online courses, and ensuring student success in virtual environments.	<i>Prof Richard Siaciwena – 40mins</i>
12:00 – 12:20hrs	Discussion	<i>Prof Richard Siaciwena – 20mins</i>
12:20 – 13:00hrs	Recommendations from Participants and COL Project on ODL Practice in Zambia	<i>Dr Ruth Aluko – Commonwealth of Learning – 40mins</i>
13:00 – 14:00hrs	<i>LUNCH & REFRESHMENTS</i>	<i>1hr</i>
14:00 – 14:20hrs	Discussion	<i>Dr Ruth Aluko – Commonwealth of Learning – 20mins</i>
14:20 – 15:00hrs	Zambia Standards and Guidelines: The participants will learn about the applicable standards that guide higher education in Zambia. The Zambia Standards and	<i>Mr. Denny Nsokolo – 40mins</i>

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	Guidelines are a basis for the enforcement of Quality Assurance and provide the minimum expectations in all key areas of quality assurance.	
15:00 – 15:30hrs	Discussion	Mr. Denny Nsokolo – 30mins
15:30 – 15:50hrs	SNACKS & REFRESHMENTS	20mins
15:50 – 16:30hrs	Quality Assurance in Assessment Practices: Participants will learn about fair assessment methods, grading standards, exam administration procedures, and using assessment results for continuous improvement purposes.	Prof. Innocent Mulenga – 40mins
16:30 – 17:00	Discussion	Prof. Innocent Mulenga – 30mins
	END OF DAY	
Friday 28 th June – Day 4		
TIME	THEME	PRESENTER
08:30 – 08:45hrs	Registration	Ushers
08:45 – 09:00hrs	Recap of Day 3	Mr. Birbal Boniface Musoba, Director of Ceremonies and Corporate Communications Officer, Higher Education Authority
09:00 – 09:40hrs	Institutional Audit Processes: Workshop participants will learn about the institutional audit process, and best practices for conducting self-assessments to ensure compliance with quality assurance requirements.	Mr. Suzyo Soko, Senior Inspector Institutional Audits Higher Education Authority – 40mins
09:40 – 10:00hrs	Discussion	Mr. Suzyo Soko, Senior Inspector Institutional Audits Higher Education Authority – 20mins
10:00 – 10:20hrs	SNACKS & REFRESHMENTS	20mins

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10:20 – 11:00hrs	Continuous Improvement Processes: The workshop will learn about the importance of fostering a culture of continuous improvement within institutions. The presentation will explore mechanisms of quality assurance being employed in contemporary higher education.	<i>Dr. Martin Mushumba, Director-Quality Assurance, Higher Education Authority – 40mins</i>
11:00 – 11:20hrs	Discussion	<i>Dr. Martin Mushumba, Director-Quality Assurance, Higher Education Authority – 20mins</i>
11:20 – 11:30hrs	Closing Remarks	<i>Professor Kazhila Chinsembu, Director-General, Higher Education Authority – 10mins</i>
11:30 – 11:40hrs	Award of Certificates	<i>Professor Kazhila Chinsembu, Director-General, Higher Education Authority – 10mins</i>
11:40 – 11:50hrs	Vote of Thanks	<i>HEI Representative – 10mins</i>
11:50 – 12:00hrs	Evaluation	<i>Mrs Getrude Mubika – 10mins</i>
12:00 – 12:10hrs	Closing Prayer	
	National Anthem	<i>Mr. Birbal Boniface Musoba, Director of Ceremonies and Corporate Communications Officer, Higher Education Authority</i>
13:00 – 14:00hrs	<i>LUNCH & REFRESHMENTS</i>	<i>1hr</i>

END OF PROGRAMME – THANK YOU FOR ATTENDING