Republic of Namibia

NAMIBIA QUALIFICATIONS AUTHORITY

Documents Likely to be found in an Accreditation Application

This checklist indicates **what** documents are likely to be found in an application seeking accreditation from the NQA. A similar Checklist is used by the NQA staff to verify the *completeness* of an application prior to the application being quality assured (that is, checked for compliance with the Requirements for accreditation).

In submitting these documents, it is likely that your application will proceed smoothly to the quality assurance phase of the accreditation process. This is when compliance with the Requirements for accreditation will be evaluated.

The documents required have been identified under the relevant sections of the *Accreditation Standard*. It is useful if your application is structured in a similar way.

This checklist should be completed by the Applicant prior to submitting the application materials to the NQA.

In some cases, the nature of the application or the applicant's organisation may make some documents unnecessary for inclusion. This should be clearly stated on this form and/or in the application submissions.

1. Overview Information – Business Description

	Included
• Statement of mission, goals, etc (perhaps as business plan or similar)	☐
• List of courses to be offered	☐
• Statement of where delivery will take place	☐
• Descriptions of characteristics of learners	☐

2. Information on Governance and Management

	Included
• Proof of legal existence (e.g. Trade and Industry documentation)	☐
• The structure and membership of any governing board or Council	☐
• Evidence of reputable standing of Leading Members (eg attestations, Police clearances, etc)	☐
• Organogram for the organisation	☐
• Job descriptions for managers	☐
• CVs for senior managers	☐
• Copies of latest Annual Accounts and/or current budget, supported by an Accountant's Declaration that proper practice is followed	☐
• Description of how quality is established, assured, and by whom	☐
• List of key stakeholders, how they are identified, and how theyhelp/ have helped the organisation	☐
• Statements of stakeholder support	☐

3. Course Material

	Included
• Description of the processes followed in designing courses	☐
• Course statements, descriptions or syllabi	☐
• Descriptions of processes followed to review courses	☐
• MoU's/Agreements for any off-site activities, articulation or credit transfer arrangements, or use of franchise course materials	☐

4. Learner Entry

	Included
• Policy for enrolment of learners	☐
• Samples of enrolment forms	☐
• Information given to learners before/when they enrol	☐
• Policies if learners withdraw their enrolment or from classes	☐

5. Staffing

	Included
• List of teaching staff and their qualifications (perhaps evidenced with CV's)	☐
• Evidence of eligibility to work in Namibia and in that organisation (if non-citizens are employed)	☐
• Information given to staff when joining (eg Induction Programmes)	☐
• Description of how staff are appraised, (with samples of performance appraisals if these have occurred)	☐
• Description of how staff development happens (with samples of individual plans if possible)	☐
• Policy and procedures for recruiting staff	☐

6. Learning facilities and resources

	Included
• Evidence of legal access to premises (e.g. lease agreements)	☐
• Site plans and layouts	☐
• Local authority safety approvals/certificates of inspections	☐
• Description of library facilities	☐
• Loan/lease/licence agreements for IT applications used in teaching (for example)	☐
• Asset Register of teaching equipment and aids, etc	☐

7. Management of delivery of courses

	Included
• Samples of lesson plans, teaching resources, etc	☐
• Schedule for review of courses and materials	☐
• Samples of teacher and/or teaching evaluation reports	☐

8. Learner Support

	Included
• Samples of induction information given when starting	☐
• Policy(ies) for learning, health support, etc	☐
• Complaints procedure	☐
• Behaviour rules and regulations	☐

9. Assessment

	Included
• Plans for how and when assessment takes place	☐
• Samples of assignments, tests and marking schemes	☐
• Samples of internal moderation/verification activities (if this is happening already)	☐
• Samples of external moderation/verification reports (if relevant)	☐
• List of assessors, moderators and their qualifications	☐
• Policies for appealing assessment results	☐

10. Learner Records/Reports

	Included
• Samples of learner enrolment and progress records kept	☐
• Samples of student report forms	☐
• Samples of certificates issued	☐
• Policies on how certificates kept secure	☐
• Lists of past/current students and standards/grades achieved	☐

11. Research (degree providers only)

	Included
• Policy on how research is funded, conducted and supervised	☐
• List of recent research by staff and/or students	☐

12. Franchising Relationships (where relevant)

	Included
• Memoranda of Agreement with franchise owner	☐
• Proof of quality assurance recognition of franchise owner	☐
• Proof that local employers and providers will accept graduates with 'franchise' qualifications	☐

13. Review Processes

	Included
• Schedules for reviews of POLICIES	☐
• Schedules for review of SERVICES	☐
• Evidence of review (if provider operating for time) such as External Examiner reports, analyses of student results, tracer studies or programme effectiveness reports, etc.	☐
• Evidence of Self Review prior to application being made	☐

14. Achievements (if you have been operating for some time)

	Included
• Examples of qualitative and quantitative data and information on what successes have occurred	☐
• Examples of current Action Plans to improve things	☐