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Quality Assurance Policy
Madzivhandila

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Head of Department **Date**

(Maisela RJ)

Approved by

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Approval of Policy

Approved this Date	:	
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Signature	:	

Please note that the implementation of the policy contained in this document is subject to approval and signature of the delegated authority.

TABLE OF CONTENTS

1. Introduction 5

2. Purpose 5

3. Scope 6

4. Authority of policy 6

5. Applicable Legislation 6

6. Principles 6

7. Policy Provisions 8

8. Monitoring and Evaluation 9

9. Amendments/Review 9

10. Dispute resolution 9

11. Deviations from the Policy 9

12. Inception date 9

13. Termination and review conditions 10

14. Enquiries 10

ABBREVIATIONS

ATI	Agricultural Training Institutes
DAFF	Department of Agriculture, Forestry and Fisheries
HEQC	Higher Education Quality Council
QA	Quality Assurance
QCTO	Quality Council for Trades and Occupations

1. INTRODUCTION

Part taking in the promotion of quality endeavours is part of a national imperative and conforms to the guidelines set the Higher Education Quality Committee (HEQC) of Council on Higher Education in respect to Higher Education Qualifications and by the AgriSETA and QCTO (Quality Council for Trades and Occupations) in the Further Education and Training qualifications and programmes. Our understanding of Quality is guided by the HEQC's definition which include the following; fitness for purpose, fitness of purpose, value for money and transformation. Quality assurance is implemented according legalization established by South Africa's National Framework for Women's empowerment and Gender Equality. All academic and non-academic staff involved in the training and learning, research and community outreach carries the responsibility of upholding the academic standards and enhancing the quality provision. QA and promotion encourages all departments to plan, act, observe and reflect in order to improve their provisions. QA enhancement aims to bring about sustainable changes of relevance to the core activities of the Agricultural College.

2. PURPOSE

Teaching, research, community service and administrative duties, supported by suitably qualified staff should result in excellent service delivery for the institution. It supports staff in continuous improvement of the education provided at the Agricultural College. The policy is intended to contribute first to quality, second to regulate the provision of services by the Agricultural College to students and stakeholders. This policy provides a framework for the promotion and assurance of quality and standards at the Agricultural College. Its purpose is to govern all processes and procedures used in the assurance and promotion of quality. This will include Institutional reviews or audits, Programme development and reviews, Assessment in teaching, programme approval and accreditation and Institutional quality research and Governance of Community Engagement Projects. This supersedes all existing policies in Quality Assurance and related activities and is in support

of the transformation of Colleges of Agriculture into Agriculture Training Institutes (ATIs). Promote critical self-reflection and to encourage continuous improvement in the core activities of the institution, namely, teaching and learning, research and community engagement. The Agricultural College is committed to a policy of continuous quality assurance leading to quality improvement. This means robust, accurate and ongoing self-assessment which leads to real improvement in the quality of provision and learner experience and success. The self-assessment process is a process which involves the whole College community. Self-assessment is validated by peers through an audit or review process.

3. SCOPE

This policy applies to all the learners of the higher education qualifications in the Agricultural Training institutes.

4. AUTHORITY OF POLICY

The QA Policy is issued under the authority of both the Member of the Executive Council (MEC) for Agriculture as the Executive Authority of the LDA and the Head of Department (HOD) as the Accounting Officer of the Limpopo Department of Agriculture.

5. APPLICABLE LEGISLATION

- The green paper on National Agricultural Training Institutes.
- Approved Norms and Standards for Agricultural Training Institutes.

6. PRINCIPLES

6.1. Teaching and learning

6.1.1 Provide students and staff with opportunities to participate in promoting and evaluating quality.

6.1.2 Enable staff and students to know and understand University policies that assure and enhance the quality of teaching and learning.

6.1.3 Ensure that quality is maintained in the provision of services and standards are consistently applied across various academic departments in support of the quality of teaching and learning at the Agricultural College.

6.1.4 Facilitate the institutionalisation of quality mechanisms to ensure that student access with success is assured.

6.1.5 Support academics and students to achieve high quality standards that the Agricultural College has set for itself.

6.1.6 The internal development, approval and modification/termination of formal and non-formal academic programs occur according to the prescribed policy and procedures. External approval, accreditation, registration, recording and termination of formal program of the Agricultural Training Institute takes place in accordance with the national policy requirements. The above mentioned are described in the Agricultural Training Institute policy document guidelines for the approval, accreditation, registration, recording and termination of formal and non-forma/ academic programs.

6.1.7 Continuous assurance and improvement of the quality of teaching and learning in and of programs at the Agricultural College take place on a cyclic basis through the application of self-evaluation mechanisms and procedures. The existing diploma programmes are evaluated every five years or less.

6.1.8 Internal moderation of all final assessment takes place during each round of assessment (examination) and is the responsibility of each academic department/ faculty.

6.1.9 External moderation

- All examination papers of exit-level modules must be moderated externally.
- At least a representative sample of 10% of the scripts (with a minimum of 20 scripts or all scripts if the total is less than 20) of the final assessment of all exit-level modules (highest-level modules) in the final year of the qualification, must be moderated.

- Details of the arrangements for the internal and external moderation are the responsibility of the Assessment Officer and Departments.

6.2 Research

6.2.1 Provide staff with opportunities to reflect on their practices in order to continuously offer quality professional services to the academic and relevant communities of practice.

6.2.2 Familiarise staff with the institution in understanding of quality and strive for service excellence in their areas of operation.

6.2.3 Develop a culture of reflection and continuous improvement that is underpinned by regular alignment to the institutional strategy and periodic quality reviews.

6.2.4 Continuously conduct satisfaction and other surveys on quality of services.

6.2.5 Ensure that service level agreements are developed by each unit where relevant and produce periodic reports on adhering to set targets and performance levels.

6.2.6 Conduct benchmarking exercises to assess quality and practice against the best in the university, the country and abroad against similar educational institutions and industry partners.

6.2.7 Provide academics and students with opportunities to participate in promoting and evaluating quality of the support sector.

6.2.8 Research outputs are, according to existing practice formally of non-formally, subjected to external and/or peer evaluation.

6.3 Administration of the Policy

6.3.1 The institutional responsibility for the management of the quality assurance system resides in the line function of the Academic Head.

6.3.2 The Academic Head represents the quality assurance office within the Agricultural College and is responsible for the overall co-ordination of quality

assurance at the Agricultural College, assisted by an institutional quality assurance committee appointed for each self-evaluation.

7. POLICY PROVISIONS

More specifically the Agricultural College Quality Assurance Policy aims to provide a framework for an efficient quality assurance system with enforceable requirements and norms:

7.1 Establishment and development of a quality assurance culture.

7.2 Establishment and development of a functional institutional quality assurance and management system for the Agricultural College.

7.3 Promotion of quality assurance and improvement actions at institutional level.

7.4 Empowerment of staff in the execution and implementation of quality assurance systems, processes and mechanisms.

7.5 Co-ordination and monitoring of the quality assurance actions within functional units of the Agricultural College.

7.6 Co-ordination of feedback received from the different role players and stakeholders regarding academic, social, service and quality experiences at the Agricultural College.

7.7 The institutional quality assurance accountability required of the Agricultural College on a national and statutory level.

8. MONITORING AND EVALUATION

Monitoring and evaluation of this policy would be conducted by the Agricultural College.

9. AMENDMENTS / REVIEW

9.1 Since quality assurance has been identified by the Agricultural College as a strategic priority, amendments to this policy, where these imply substantial changes to its objectives, are subject to the approval of the Council and the Management.

9.2 This policy must be reviewed at least every 2 years or as and when a need arise and may be replaced by the Policy from DAFF.

10. DISPUTE RESOLUTION

Any disputes in relation to this policy, its application and implementation shall be managed in line with the Agricultural College dispute resolution and grievance mechanisms.

11. DEVIATIONS FROM POLICY

This QA Policy will be applicable in all relevant cases and under no circumstances will any deviation of the Policy be allowed. Should any deviation be deemed necessary, it will only be done with the written consent of the HOD of the Limpopo Department of Agriculture.

12. INCEPTION DATE

The inception date is the date of approval of this document.

13. TERMINATION AND REVIEW CONDITIONS

The Quality Assurance Policy will be reviewed every 24 months (2 years) or as and when a need arise and this policy may be replaced by the Policy from DAFF.

14. ENQUIRIES

All enquiries regarding this policy should be directed towards the Limpopo Department of Agriculture at 015 294 3000/Madzivhandila Agricultural College at 015 962 7200.

Recommended by:

..... 2015-06-23

Head of Department **Date**

(Maisela, RJ)

Approved by:

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Hon MEC for Agriculture **Date**

(Matshoge, BAJ)