



Quality Assurance Policy

Tompi Seleka College of Agriculture

Ref: S.6/P

2017 Reviewed Edition

Date of approval: 11 September 2017

Recommended by:


.....

Head of Department
(Maisela, RJ)

2017-09-07
.....

Date

Approved by:


.....

Hon MEC for Agriculture and Rural Development
Mapula Mokaba-Phukwana (MPL)

11/9/2017
.....

Date

Table of Contents	Page
1. Acronyms and abbreviations	1
2. Executive summary	2
3. Introduction	2
4. Purpose and objectives	2
5. Authority	3
6. Legal framework	3
7. Scope of application	3
8. Definitions	3
9. Policy Pronouncements	3
9.1 Principles	5
9.2 Policy provisions	5
9.3 Monitoring and evaluation	5
9.4 Dispute resolution	5
10.Default	6
11.Inception date	6
12.Termination and review	6
13.Enquiries and reporting	6

1. Acronyms and abbreviations

AgriSETA	Agricultural Sector Education Training Authority
DAFF	Department of Agriculture, Forestry and Fisheries
FET	Further Education and Training
HEQC	Higher Education Quality Control
HOD	Head of Department
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of Executive Council
QA	Quality Assurance
QCTO	Quality Council for Trades and Operations

2. Executive summary

The Quality Assurance Policy is addressing all matters regarding Quality Assurance at Tompi Seleka College of Agriculture and include discussions on teaching and learning, continuous assessment, etc. and ensures that quality assurance enjoys high priority at Tompi Seleka College of Agriculture.

3. Introduction

Participating in the promotion of quality endeavours is part of a national imperative and conforms to the guidelines set by the Higher Education Quality Committee (HEQC) of the Council on Higher Education in respect to Higher Education Qualifications and by the AgriSETA and the Quality Council for Trades and Operations (QCTO) in the Further Education and Training (FET) qualifications and programmes.

The understanding of “quality” is guided by the HEQC’s definition of quality – which includes the following: Fitness for purpose; fitness of purpose; value for money; transformation.

All academic and non-academic staff involved in training and learning, research and community outreach, carries the responsibility of upholding the academic standards and enhancing the quality provision.

Quality Assurance (QA) and the promotion thereof 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 College of Agriculture.

Due to the national directive that Colleges of Agriculture should take the approved Norms and Standards for Agricultural Training Institutes into consideration when developing Policies, alignment to these Norms and Standards has been applied to this Policy.

4. Purpose and objectives

The Quality Assurance Policy is intending to contribute to:

- a) Quality
- b) Regulate the provision of services by the College towards stakeholders and students
- c) Provide a framework for promotion of quality and standards at the College
- d) Govern all processes and procedures used in the assurance and promotion of quality
- e) Promote critical self-reflection and encourage continuous improvement in the core activities of the College

The self-assessment process is a process which involves the whole College community and is validated by peers through an audit/overview process.

5. Authority

This Quality Assurance Policy for Tompi Seleka College of Agriculture, is issued under the custodianship of the Hon MEC for Agriculture and Rural Development in Limpopo and the Head of Department (HOD) as Accounting Officer of the Limpopo Department of Agriculture and Rural Development (LDARD).

6. Legal framework

- Green Paper on Agricultural Training Institutes
- Constitution of the Republic of South Africa, 1996

7. Scope of application

This Quality Assurance Policy applies to all academic and non-academic staff involved in training and learning, research and community outreach at Tompi Seleka College of Agriculture.

8. Definitions

College:	Refer to Tompi Seleka College of Agriculture
Staff members:	Refer to all persons who are employed at the College
Students:	Refer to all persons registered for higher education qualifications at the College
College community:	Refer to the persons at the College (including staff, students, etc.)
College of Agriculture:	For the purpose of this policy, College of Agriculture (to replace Agricultural Training Institute) will be used until such time when the approved Norms and Standards document for Agricultural Training Institutes is fully implemented.

9. Policy Pronouncements

9.1 Principles

9.1.1 Teaching and learning

9.1.1.1 Teaching and learning provide staff and students with opportunities to participate in promoting and evaluating quality.

9.1.1.2 Teaching and learning provide staff and students to know and understand College Policies that assure and enhance the quality of teaching and learning.

9.1.1.3 Teaching and learning ensure that quality is maintained in the provision of services and that standards are consistently applied (across various academic departments in support of teaching and learning at the College of Agriculture).

9.1.1.4 Teaching and learning facilitate the institutionalisation of quality mechanisms to ensure that student access to learning is assured.

9.1.1.5 Teaching and learning support academics and learners to achieve the high quality standards that has been set for the Tompi Seleka College of Agriculture.

9.1.2 Internal and external moderation and development

9.1.2.1 The internal development, approval and modification/termination of formal and non-academic programmes since they occur according to the prescribed policy and procedures. ((External approval, accreditation, registration, recording and termination of formal programmes of the ATI's takes place in accordance with the national policy requirements.)

9.1.2.2 Continuous assurance and improvement of quality of teaching and learning in and of programmes at the College of Agriculture 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 than 5 years.)

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

9.1.2.4 The following need to be noted with regards to external moderation:

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

9.1.2.5 Details of the arrangements for the internal and external moderation, are the responsibility of the Assessment Officer and the departments.

9.1.3 Research

Research adds value in various ways, namely:

- 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.
- 2) Familiarise staff with the institution in understanding of quality and strive for service excellence in their areas of operation.
- 3) Develop a culture of reflection and continuous improvement that is underpinned by regular alignment to the institutional strategy and periodic quality reviews.
- 4) Continuously conduct satisfaction surveys and other surveys on quality of services.
- 5) Ensure that service level agreements are developed by each unit where it is relevant and produce periodic reports on adhering to set targets and performance levels.
- 6) Conduct benchmarking exercises to assess quality and practice against the best in the College, the country and abroad against similar educational institutions and industry partners.
- 7) Provide academics and students with opportunities to participate in monitoring and evaluating the quality of the support sector.
- 8) Research outputs are, according to existing practice, (formally or non-formally) subjected to external and/or peer evaluation.

9.2 Policy Provisions

The Quality Assurance Policy of Tompi Seleka College of Agriculture, aims more specifically to provide a framework for an efficient quality assurance system with enforceable requirements and norms. This include:

- 1) Establishment and development of a quality assurance culture.
- 2) Establishment and development of a functional institutional quality assurance and management system for the College of Agriculture.
- 3) Promotion of quality assurance and improvement actions at institutional level.
- 4) Empowerment of staff in the execution and implementation of quality assurance systems, processes and mechanisms.
- 5) Co-ordination and monitoring of the quality assurance actions within functional units of the College of Agriculture.

- 6) The institutional quality assurance accountability required of the College of Agriculture on a national and statutory level.

9.3. Monitoring and evaluation

Monitoring and evaluation as well as advocacy of this Quality Assurance Policy would be conducted by Tompi Seleka College of Agriculture itself.

Administration of the Quality Assurance Policy:

The institutional responsibility for the management of the quality assurance system resides in the line function of the Academic Head. The Academic Head represents the quality assurance office within the College of Agriculture and is responsible for the overall co-ordination of quality assurance at the College of Agriculture, assisted by an institutional Quality Assurance Committee (appointed for each self-evaluation).

9.4 Dispute resolution

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

10. Default

No deviation from this Quality Assurance Policy will be allowed.

Should there be a need to deviate from the prescripts of this Quality Assurance Policy, it will only be allowed after:

- i) Written motivation for the request to deviate has been submitted to the HOD of the LDARD
- ii) Written permission for the deviation has been provided by the HOD of the LDARD

11. Inception date

The inception date of this Quality Assurance Policy is the date of approval – as indicated on the cover page of this Policy document.

12. Termination and review

This Policy will be reviewed every three years (or as and when a need arise) and may be replaced by a transversal Policy presented by department of Agriculture, Forestry and Fisheries (DAFF) at any time.

Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

13. Enquiries and reporting

All enquiries regarding this Quality Assurance Policy, should be directed towards: Tompi Seleka College of Agriculture at 013 264 5300.

The specific College of Agriculture is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this policy document. The specific College of Agriculture is responsible for reporting towards oversight bodies in the event of enquiries with regards to this policy document.

Recommended by:


.....

Head of Department

(Maisela, RJ)

2017-09-07
.....

Date

Approved by:


.....

Hon MEC for Agriculture and Rural Development

Mapula Mokaba-Phukwana (MPL)

11/9/17
.....

Date