




STANDARD OPERATING PROCEDURE

APPLICATION FOR PROVISIONAL ACCREDITATION (MQA)

QUALITY ASSURANCE

(WP/INTEC/QA/QM/01)

PREPARED BY	REVIEWED BY	APPROVED BY
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<u>DESIGNATION:</u> SENIOR EXECUTIVE	<u>DESIGNATION :</u> HEAD	<u>DESIGNATION :</u> CHIEF EXECUTIVE
<u>DATE:</u>	<u>DATE :</u>	DATE :


		INTEC EDUCATION COLLEGE	
ISSUANCE NO. : 1	WP/INTEC/QA/QM/01	REVIEW NO. :	
TITLE : APPLICATION FOR PROVISIONAL ACCREDITATION (MQA)			

REVIEW RECORD

REVIEW		DETAILS
NO	DATE	

FORMS

CODE	DETAILS
WP/INTEC/QA/QM/01-01	RFP Form
WP/INTEC/QA/QM/01-02	Form A (Application For Certificate of Provisional Accreditation of Programme Or Qualification)

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1.0 Purpose

The purpose of provisional accreditation is to establish whether the minimum requirements to conduct the programme have been met by INTEC in respects of the MQA requirements as stated in Code of Practice for Programme Accreditation (COPPA) of evaluation.

Where necessary, a visit may be conducted to confirm the arrangement or the suitability of the facilities at our premises. The evaluation is conducted by MQA's Panel of Assessors (POA) and their findings are tabled at the respective Accreditation Committee for their decision.

INTEC uses the report from the provisional accreditation exercise as one of the requirements to seek approval from Ministry of Higher Education (MOHE) to offer the programme, and, on obtaining it, to commence the programme.

2.0 Scope


The scope of this procedure is limited to Executive Officer of Quality Assurance and Compliance as well as parties involved with the process of Provisional Accreditation.

3.0 Reference

- Code of Practice for Programme Accreditation (2nd Edition, 2017)

4.0 Definitions

AM	:	Academic Management
PAC	:	Professional Accountancy Centre
CFO	:	Chief Finance Officer
EO	:	Executive Officer
AA	:	Admin Assistant
MDO	:	MQA Desk Officer
MQA	:	Malaysian Qualification Agency
QA	:	Quality Assurance

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5.0 Procedures

5.1 Form and Documents

5.1.1 PR form – to be completed by AA before submitting an application to Finance Office requesting for a bank draft

5.1.2 Form A (Application for Certificate of Provisional Accreditation Of Programme Or Qualification) to be completed by EO with approval from Chief Executive

5.1.3 Supportive Document – attachment of documents to support application, e.g.. Bank draft, Cover Letter, Softcopies (CD)

5.2 QA receive copy of MQA-01 document from AM or PAC

QA will only receive the complete MQA-01 document before proceed with the review and compilation

5.3 Review, prepare and compile the MQA-01 document


At this stage, EO will review the documents and AA will then prepare and compile the documents for MQA submission

5.4 Preparing supporting documents

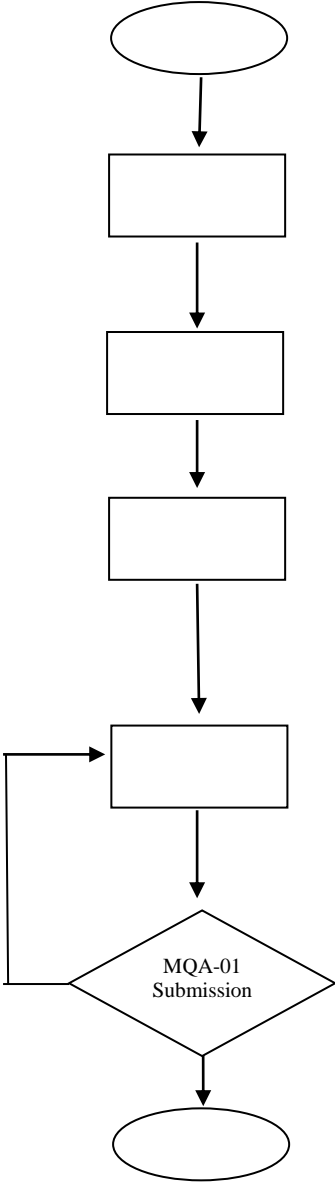
AA will prepare the supporting documents with the instruction from EO, i.e Bank Draft, copies of CD, forms and letters before the documents can be submitted to MQA

5.5 Submission of complete MQA-01 document to MQA

All the verified complete documents and attachments will be sent to MQA for approval

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6.0 Work Flow of Application for Provisional Accreditation (MQA)

Work Flow	Work Process	Person in Charge	Documents
 <pre> graph TD Start([Start]) --> Step1[] Step1 --> Step2[] Step2 --> Step3[] Step3 --> Step4[] Step4 --> Step5[] Step5 --> Decision{MQA-01 Submission} Decision --> End([End]) Decision --> Step4 </pre>	Start		
	Receive a copy of MQA-01 document from Academic Office/ IPAC	AM PAC	MQA-01
	To review, prepare and compile MQA-01 documents	EO AA	4 sets of softcopy (CD) of MQA-01
	To request bank draft for Provisional Accreditation	AA CFO	Letter PR Form Bank Draft
	To complete application for Provisional Accreditation	EO AA	Cover letter Copies of MQA-01 Form A 4 sets of softcopy (CD) of MQA-01 Bank Draft
	Make submission of MQA-01 to MQA	EO MDO	
	End.		