Christian Quality Assurance

Tuition Centre Evaluation

Blue Book

Registration Forms

For: **CQA Accreditation** & **Calvary Registration**

BBR

Application for Higher Education Accreditation

Tuition Centre Blue Book

Contents

"**Blue Book**" Registration of a Tuition Centre: **Page**

TC Application

What you should know about this application

Understanding the Process

Application is very simple. Only five documents are needed, one of which you have completed already. Also included is a short Self-Evaluation study with 122 short questions.

The purpose of these documents is as follows:

1. Applicant Data

You have already completed this form, having given us about 30 data items. This will allow us (when applicable), together with your self-evaluation study, to be aware of how best to help you to succeed.

When you sign this form or any other forms mentioned, do remember that the one signing it must be authorised to do so. The applicant also declares the organisation to be in compliance with the **12 Standards of Accreditation** as described in the CQA documents – especially the Buff book.

2. Tuition Centre Contract

Calvary Academics provides many of the CQA requirements on your behalf. For example, we already have on staff programme developers, quality managers and other resources necessary for higher education. Tuition Centre accreditation therefore depends on the fact that each tuition Centre has a 'franchise agreement' in place with Calvary, and that prescribed method and lecture guides are used.

3. List of Faculty

Staff who lecture are usually called Faculty. Calvary has to submit the names and qualifications of your faculty on a properly completed and signed document. this is perhaps your most important document and attention must be given to detail.

4. List of Facility

A separate form is included for you to list facilities.

5. Membership Agreement

The signing of this document is mandatory and comprises acceptance of a stated 'code of ethics'. Three key areas are included, and you need to be aware of the implications –

■ International Code of Ethics – Implications

Ten points summarise the standards. Each applicant agrees to hold to this code, which contains great benefits for the T.C. But should the code be violated, or the validation not be corrected within one year of a connection request, agreement to the code includes the possibility of being dropped from the list of accredited institutions.

■ Licence Agreement: Use of Logo – implications

This clause states that accredited institutions and organisations adhering to the CQA standards may freely use the name of CQA (for lawful purposes) to advertise their educational programmes. This right is lost in the event of accreditation being withdrawn. In turn, under signature, the institution gives CQA the right to publish their name on a list of accredited institutions.

■ Hold Harmless: Indemnity – Implications

Signatories agree that CQA has indemnity for its members and staff; and CQA itself in the event of withdrawal of accreditation at any time.

Note: The self-evaluation study

At first sight the idea of responding to 122 questions sounds horrendous, but it isn't. Each question is simple and only requires your grading in a block. This is the best way for you to evaluate your position at this crucial launch phase.

Understanding How CQA Facilitates Accreditation

It is important for you to understand this important aspect. CQA provides a comprehensive, yet easy to follow, system for valuable accreditation. Here are some key points:

CQA provides clear information about accreditation

By striving to provide necessary information, in simple format, to institutions seeking to improve their quality. See the 12 Standards in the **buff book**.

CQA assists new institutions to work toward acceptance

By offering support/education through examples and templates for necessary documentation, such as policies and procedures, published information such as catalogues and prospectuses. This service is provided both to new and up-coming institutions wishing to attain accreditation.

CQA provides the public with assurance about institutes

By providing a list of Christian colleges and universities that have received (by selection), obtained (by application) OR wish to gain membership (through improvement) of educational operations. (Your TC could be listed soon).

Accreditation

CQA accreditation is given to those educational institutions who:

- operate to a **Christian value system**
- hold to accepted **standards** of higher education
- offer programmes that meet a **level of acceptability**

CQA is therefore different from other accreditation bodies in that it also evaluates the **value system** to be Christian.

PLEASE TURN NOW TO YOUR APPLICATION INSTRUCTIONS SHEET and follow the directions given.

Application Instructions

APPLICATION FORMS

Please complete the following five documents & **Self Study** and return to us:

- Applicant Data
- Tuition Centre Contract
- Faculty List (lecturers and their qualifications, very important)
- List of Facilities and Infrastructure
- **CQA Accreditation Agreement**: (Combined accreditation forms)
  - Acceptance: Code of Ethics
  - Licence Agreement
  - Hold Harmless Agreement
- Self-assessment Study (122 questions)

All documents requiring a signature must be signed by the appointed officers with their signatures and qualifications: *S.I Gnature* Dip.Th.

Also attach the following **documents** to your application:

- Your prospectus with course offerings, institutional information, rules and list of Faculty (unless you only use the CLT prospectus)
- Photos of your campus (max 2 photos, one of lecture room, one of Library)

If you have a web-site we have your URL web-address in the applicant data form. Please send nothing that is available on your web-site. The above items may be available on your website and need therefore not be attached to your MS Word attachments.

An on-site inspection tour and evaluation will usually not be made if adequate evidence can be provided by other means.

Request:

- Please use the **Guide to Self-assessment** (Buff Book) as a record of how you answered the 122 questions, as a text book towards Institutional improvement and new staff induction, especially the Dean, Quality Officer, and CEO.
- Please do not make duplicate applications. We will process the application and answer you within 30 days.

Applicant Data

To the **Calvary/CQA** Application Board: Allocated Centre No: ☐☐☐
Tuition Centre Account No.

Please submit **information** for Calvary registration and CQA accreditation.
Documents at: http://www.clt.org.za/starting.html

Please complete: (and fax back to 012 567 5550 to receive Tuition Centre information)

Name of Institution: ....
Intended name of Tuition Centre

Church group affiliation: ....
If any affiliation exists - opional

Contact Person: ....
CEO/Dean of the Tuition Centre

Address - Postal: ....

Town (post office): ....Code: ....
As well as:

Street address: ....

Town/Suburb: ....Code: ....

State/Province: .... Country: ....

Telephone: Office .... Cell: ....

e-mail: .... Fax: ....
Since we communicate by e-mail it is required   Website is not required

Web-site address: http://www. ....

Highest level to be mentored: Certificate ..... Diploma ..... Degree .....
Dean must have degree to offer Diploma

Operating since: ....(year)   or Now starting .....
Till now used own curriculum

Type of offering: Contact ..**X**..   Dist.Mentored .....   International. .....
Required as basis   Only for graduate levels

Credit system used: Semester Hours .....   Notional Hours ...**X**..
As used in the USA   As used in the rest of the world

Academic Field: Management ..... Sosciology ..... Communication .....
Education .....   Counselling .....   Skills .....   Matric .....   Ministry ...**X**..

Number of Lecturers: (Full time)................ (Part-time) ....

Number of Students: .... (currently) or envisaged: ....

Quality Officer (Having HDE or B.Ed): ....
Required to appoint, not spouse   Person co-signing to verify marks

Signature: I declare this data to be true and correct. We are able to run the Admin software.

Name: .... Signed: ....
CEO/Dean having DipTh/DipMin   Usually the intended CEO/Dean

Qualification: .... Date: ....

Tuition Centre Contract

Contract entered into between the **church board** or **the board** of:

.... and **Calvary Academics**.

A **Calvary Tuition Centre** (also designated as a **TC**) will be allowed to operate as a Tuition Centre under the following conditions:

1. Student fees and payments for purchases of study material will be made to Calvary **not later than 30 days** after date of purchase. Furthermore the account will be **cleared regularly** in order to bring the balance down to zero at least three times per year or at the most within four months of the previous clearing. It is understood and accepted that no certificates for short courses or qualifications will be made out by Calvary or other contracted organisation if the account is not cleared at the end of the academic year.

2. Student **fees may vary** to incorporate a bursary component. Therefore, a TC may advertise their own fees structure but will not sell Calvary books to students at cost, thereby reducing the ability of the TC to satisfactorily service the Calvary account.

3. The TC undertakes **not to copy** the Calvary material unless certain pages were left out from the regular printing or a small number of tests were delivered short or ordered short.

4. The **prescribed syllabus** with the amount of lectures in each subject will strictly be adhered to in order that the students/learners may achieve the credits for each short course to build towards a registered qualification. Tests, academic reports and practical tasks will be **marked by the TC** in order to arrive at a composite pass-mark in the prescribed way.

5. The TC will operate under the academic control and constant direction of a person (the Dean) who is **qualified in Ministry** at one qualification level higher than the learning offering at the TC. He/she will ensure that the assisting lecturers have **an adequate grasp** of the particular subject(s) they are responsible for. A CEO may be appointed who will be responsible for the administration of the TC. The Test Moderator holding a Degree in Education or a post-graduate Diploma in Education will be responsible for the **quality control** of the **educational processes** such as assessments and moderation, even though other personnel may perform or mark and moderate the assessments.

6. The TC will do its own **promotion** in order to attract students. In advertising a course, it will be presented in **substantially the same way** as indicated by Calvary in order to promote conformity and avoid confusion about the nature of the course. Interested students will be able to understand and **identify the offered courses** as the **standard CLT course** also offered by other TC's. Rivalry and competition between TC's will be avoided in this way. CLT will also do some **collective advertising**/**promotion**.

7. If the TC wishes to offer **other courses** besides the Calvary courses, the TC will notify Calvary if it is an informal course of duration less than 6 months. If it is a **formal course**

leading to a **qualification**, the course first has to be **accredited** by CQA through mediation of Calvary . The **name Calvary** may only be associated with those courses offered and registered by Calvary at CQA. **Short courses** which are portions of subjects that are part of registered Calvary programmes may be offered as portable credit programmes. In this case the TC must **first confirm the amount of credits** allocated to any such short course before it is advertised or presented.

8. The TC undertakes to progressively and constantly improve the **library facility** for learners by increasing the number of books, tapes, CD ROM etc. suitable for Ministry training.

9. The TC will **record marks** and keep these records in a safe place with back-up facility in both electronic and printed-out versions. The TC will request certificates by submitting credits and marks or grades to Calvary and the CQA data-base in order to issue **certificates** and **transcripts** and cause **qualifications** to be issued by other institutions.

10. The TC will also give a **yearly report** in the requested format as part of the CQA **Quality Management System**. The TC will administer its own **QMS** in the prescribed way.

11. The TC hereby accepts the **12 Standards for Accreditation** of **Christian Quality Assurance** (CQA) and will endeavour to make progress in the CQA requirements based on the 12 adopted Standards in order to maintain their CQA **accreditation**. These requirements are embodied and indicated in the 122 **Self Assessment** questions.

12. Since this agreement is made with a TC being situated in **a specific geographic area**, having certain physical resources due to this position, a TC will operate from this indicated lecture venue. When **a further venue for lectures** is considered, a plan must be submitted to Calvary in order to ensure that this new venue will have sufficient resources and qualified staff in order to run the Calvary short courses.

Termination of this contract:

This contract will be terminated if any of the above conditions are not adhered to or if the Tuition Centre ceases its regular teaching of the basic Calvary programme for more than 6 months.

We, the leadership of the Tuition Centre, agree to the above conditions.

Signed at .... on the .... day of .... 200...

Pastor ....   Academic Dean ....

CEO ....   Quality Officer ....

We, on behalf of Calvary , accept the above organization to operate as a Calvary Tuition Centre.

For Calvary .... Date: .... Witness: ....

Faculty List

To the **CQA** Application Board: Reference No: ....

Please complete:

Name of Institution: ....

Data provided by: CEO / Dean / Pastor: .... (name)

We hereby submit our list of Faculty, indicating position, function and qualification. We will confirm this list on a yearly basis to indicate current position.

ACADEMIC STAFF

What is your staff position for this year? Fill in only your most active staff. It is important to show to which level of learner each lecturer tutors for. The number of lectures per year may be estimated to show how involved the particular lecturer is. A 60 credit short course has about 105 lectures: Please indicate qualification. A lecturer should have a qualification one level higher than the level on which he/she lectures. Exceptions can be made. If the Quality Officer does not lecture (usually the case) then indicate "0" under lectures/year.

Position	Name Surname	Tutors at which level	Lectures/year	Has qualification
Example:	*Pastor John Smith*	*Cert.Min.*	*24*	*B.Min. (1997)*
Pastor:	....	....	....	....
Dean:	....	....	....	....
Lect:	....	....	....	....
Lect:	....	....	....	....
Lect:	....	....	....	....
Lect:	....	....	....	....
Quality Officer:	....	....	....	....

If the list is too short, make a copy.

Signature: On behalf of the Institution, I declare this data to be true and correct.

Signed: Dean .... Date: ....

Quality Officer: .... Witness: ....

List of Facilities

To the **CQA** Application Board: Reference No: ....

 Name of Institution: ....

We hereby submit our List of Facilities and Infrastructure, which is available for the learning programmes offered to the students. Number of Library Books: ☐

Type of Facility	Description & size	Number	Seat Capacity	Used hours/week
Example:	*Leisure Room 7 x 8m*	*1*	*55*	*16 ~ 20*
Church Hall:	....	....	....	....
Lecture Rooms:	....	....	....	....
Group Rooms:	....	....	....	....
Library & Reading:	....	....	....	....
Computer Room:	....	....	....	....
Admin Offices:	....	....	....	....
Book Shop:	....	....	....	....
Cafeteria:	....	....	....	....
Other:	....	....	....	....

Type of Equipment	Description & size	Number	Purpose	Used hours/week
Computer Admin.:	....	....	....	....
Computer for Students:	....	....	....	....
Internet Connections:	....	....	....	....
Video Camera:	....	....	....	....
Video Projector:	....	....	....	....
Sound Recording:	....	....	....	....

Signature: On behalf of the Institution, I declare this data to be true and correct.

 Signed: .... Date: ....

 Quality Officer: .... Witness: ....

Membership Agreement

To the CQA Accreditation Board:

Please accept our application for membership and accreditation.

Please complete: **Reference No:** ....

Name of Institution: ....

International Code of Ethics for Education Providers

- Provide an excellent education
- Require excellence from faculty
- Expect excellence from students
- Clearly state all course requirements
- Endeavour to keep the cost of tuition affordable
- Publish a refund policy
- Establish non-discriminatory admission standards
- Allow equal access to all resources to every student
- Require teaching and grading be done by qualified faculty
- Provide an environment of Academic Freedom

Use of Name Licence Agreement

Accredited institutions may freely use the name of CQA for lawful purposes to advertise their educational programmes to be adhering to the CQA standards. Accreditation is limited to the information that is given to and gathered by CQA and for the purpose of quality assurance to the public at large. No other claims will be made. This right to use the CQA name and/or logo is lost in the event that accreditation is withdrawn.

We, the applicant, hereby give the right to Christian Quality Assurance (CQA) to use the name of our Institution when we are accredited, on a list of Accredited Institutions if and when such a list is published.

Hold Harmless Agreement

Accredited institutions agree to indemnify against suit and damages the Christian Quality Assurance (CQA) for any unlawful acts or crimes committed by the institutions, organizations or their affiliates, subordinates and employees.

Accredited institutions agree to hold Christian Quality Assurance (CQA) harmless and without liability if Accreditation is withdrawn at any time for whim or for cause or at the discretion of the Director of Accreditation or by direction from the Board of CQA.

Declaration:

On behalf of the Institution, I declare that this educational organisation has accepted the 12 **Standards for Accreditation** adopted by CQA and the above CQA **membership agreements** for Education Providers.

Signed: .... Witness:.......................................

Position:...................................... Position:.......................................

Date: .... Date:......................................

Edited extract from the CQA website.   Sign this page and in the Blue Book, keeping this CQA Membership Agreement as a copy for your file.

Self-Assessment Study

Grade own compliance to the CQA Standards as follows:

- Not applicable in our case — 0
- Do not comply, (can explain special reasons) — 1
- Needs a lot of improvement, need help — 2
- Are well on the way, improving rapidly — 3
- Fully comply, a strong point of ours — 4

Write a number in each block, thereby grading your institution on the entire range of Standards for Accreditation without giving reasons as yet.

These following 122 questions cover your **rules** for good education, the **things** you have and the **way** in which you apply them.

The number in [ ] is a cross reference to the CQA Standard.

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply

1. Mission:

[3] Is the **Concise Prospectus** with its vision, mission and objectives of Calvary, **widely understood?** *By TC board, staff and students.*

2. Planning:

[1] Do you publish an **academic Calendar**? *Listing classes, speakers, events, trips, projects.*

[4] Has a **Year-end Report** been published and reviewed? *Dealing with previous plans and their outcomes.*

3. Governance:

[2] Do you display an **Organisational Chart**? *Showing lines of responsibility, authority, relationships.*

[2] Did the TC **Board** play an active role in designing your **Mission Statement**? *ie. Your purposes.*

[3] Has the Board **approved** your **Resources?** *Methodology, books, space and equipment.*

0	1	2	3	4

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply
[4] **Has delegation taken place** assigning responsibility, with commensurate authority and accountability? *Given to the CEO and TC Officers.*	☐	☐	☐	☐	☐
[4] Has a **concerned administration** been established? *That responds to the needs of students and staff.*	☐	☐	☐	☐	☐
[7] Has **responsibility** been assigned **for guarding integrity**? *Of your educational programme and activities.*	☐	☐	☐	☐	☐
[8] Are **student preferences and views** expressed and included in a **quality management document**? *For review and feedback.*	☐	☐	☐	☐	☐

4. Programmes and Instruction – General:

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply
[1] Do you offer a standard Calvary programme in the **prescribed way** including all required components? *Leading to a Certificate or Diploma.*	☐	☐	☐	☐	☐
[1] Does the **Board** ensure that your programme satisfactorily meets the needs of students so that the **qualification** will be **accepted**? *Internationally through CQA.*	☐	☐	☐	☐	☐
[7] Are programmes offered in a way that ensures **sufficient time** for reflection and analysis? *Of the subject matter.*	☐	☐	☐	☐	☐
[8] Do all students experience similar levels of **support?** *ie. For instructional needs and access to learning resources.*	☐	☐	☐	☐	☐
[9] Are reading, use of software and resources an **effective part** of your programme? *Regular use your Resource Centre.*	☐	☐	☐	☐	☐
[10] Does your **TC** manage the **suitability / effectiveness** of its functions? *Ie. Conferences, speakers, workshops, instructional or enrichment activiites for students.*	☐	☐	☐	☐	☐
	0	1	2	3	4

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply

[11] How responsible are you with **admissions**, **registration** and **retention** of students? *ie. Entry level, records and counselling.*

| | ☐ | ☐ | ☐ | ☐ | ☐ |

[11] Do you deal responsibly with course **content** and **delivery** of instruction? *As is appropriate to your level.*

| | ☐ | ☐ | ☐ | ☐ | ☐ |

[11] How **well (accurately)** do you do **evaluation** of prior learning, student progress, awarding and recording of credit? *Remember this is about accuracy.*

| | ☐ | ☐ | ☐ | ☐ | ☐ |

(4) Undergraduate (Cert & Dip):

[13] How **effectively** do you **offer** the programme? *Considering the effect of quality control, learning through tests/tasks, and academic reports.*

| | ☐ | ☐ | ☐ | ☐ | ☐ |

[13] Do you pitch the curriculum at a predetermined **level of challenge**? *Not too simple, not too difficult, with sufficient material for each topic.*

| | ☐ | ☐ | ☐ | ☐ | ☐ |

[13] Do you **offer** the Certificate as well as the Diploma in Ministry? *Cert = 2; Dip = 4.*

| | ☐ | ☐ | ☐ | ☐ | ☐ |

[14] Are training methods used that provide students with **work skills**? *Can the courses lead to professionalism…*

| | ☐ | ☐ | ☐ | ☐ | ☐ |

[14] Is your TC competent to **tutor specialist subjects** for **endorsements**? *Such as Counselling or Management.*

| | ☐ | ☐ | ☐ | ☐ | ☐ |

[14] In addition to course materials, do your students freely have access to **information resources**? *Such as library, internet.*

| | ☐ | ☐ | ☐ | ☐ | ☐ |

[19] The **self-test task** lists 12 specific ministry outcomes. How well are you able to **prepare students** to achieve these*? ie. The tasks.*

| | ☐ | ☐ | ☐ | ☐ | ☐ |

14

0	1	2	3	4

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply

[19] *Following training*, do your students demonstrate **competence** in –

- Oral and written communication in **English** ☐ ☐ ☐ ☐ ☐

- Ability to **reason**, do **critical analysis** and **think logically?** ☐ ☐ ☐ ☐ ☐

[19] Using **assessment** (by lecturers) and **moderation**, is your TC able to **measure** whether targeted skills or abilities have been achieved? ☐ ☐ ☐ ☐ ☐

[19] Are your students able to demonstrate a grasp of **interrelatedness** between **specialised areas of knowledge** and other areas? *ie. The links.?* ☐ ☐ ☐ ☐ ☐

[19] To what extent is your **praxis of training** (practice) the same, or in line, with **accepted educational methods?** *Used by other colleges you know.* ☐ ☐ ☐ ☐ ☐

(4) Graduate: [20 - 25]

(4) Scholarship:

[26] Do your **lecturers practice ministry** in at least one of its forms outside of the classroom? *Keeping in touch with reality.* ☐ ☐ ☐ ☐ ☐

[27] Do you promote **research** which involves **generation, revision** or **application** of knowledge? *By lecturers and students.* ☐ ☐ ☐ ☐ ☐

[27] Do your students understand that **research** involves searching for facts in books other than their standard texts? *Gaining additional knowledge this way.* ☐ ☐ ☐ ☐ ☐

[28] Do you, through suitable means/reward, **encourage** the study of ministry (**scholarship**) and **research** (extra work, the writing of books and papers) by lecturers and students? ☐ ☐ ☐ ☐ ☐

0	1	2	3	4

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply

(4) Instruction:

[29] Are your **methods of instruction**, through using a variety of lecturers, **appropriate**? *To your students capabilities and learning needs.*

☐ ☐ ☐ ☐ ☐

[31] Do you provide **development opportunities** for **lecturers**? *ie. To improve their effectiveness.*

☐ ☐ ☐ ☐ ☐

[32] Do you have an effective system in place to give **academic advice** (counsel). *Which meets student's needs.*

☐ ☐ ☐ ☐ ☐

(4) Admissions:

[34] Do you have a clear **set of rules** to ensure that each student who formally enrols in a Calvary course of choice; expects to work towards **a valid qualification**.

☐ ☐ ☐ ☐ ☐

[34] Do you **apply** these **rules strictly** for every student? *Without making exceptions.*

☐ ☐ ☐ ☐ ☐

[34] Do students admitted by you demonstrate, through intellectual and personal qualifications, **a reasonable potential for success** in their studies?

☐ ☐ ☐ ☐ ☐

[35] Some students may prove to have **limited learning ability.** In such a case, do you offer help or **remedial support** if necessary? *To prepare for collegiate study.*

☐ ☐ ☐ ☐ ☐

[36] Calvary accepts credits from a range of colleges. Can you ensure that credits accepted by you reflect –

- Appropriate levels of academic quality.

☐ ☐ ☐ ☐ ☐

- Applicability (by subject) to the Calvary programme

☐ ☐ ☐ ☐ ☐

0	1	2	3	4

16

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply

[38] Do you base your award of credit on **criteria** that reflect **learning objectives**? *Cognitive retention, integration of facts, principles, models, skills and abilities.*

☐ ☐ ☐ ☐ ☐

[38] Are your **evaluative tools** used **effectively**? *ie. Tests task schedules, academic reports, marking guides.*

☐ ☐ ☐ ☐ ☐

[38] Do you use projects/mission trips to build **skills/abilities**? *For practical and professional tasks.*

☐ ☐ ☐ ☐ ☐

[40] Do you record **experience** or **transfer/ update credits** for students? *On application or from new information.*

☐ ☐ ☐ ☐ ☐

[40] On admission, have you a means for measuring and recording how effectively **a student handles knowledge and skills?** *Before starting the Calvary programme.*

☐ ☐ ☐ ☐ ☐

[40] Can you **assess** (test) these outcomes and do you feel qualified to **report** on them? *ie. Levels of knowledge and skills.*

☐ ☐ ☐ ☐ ☐

[40] When you **award credit** on the basis of **RPL** alone, is that award of sufficient value? *When measured in breadth (appropriate fields), depth (detailed study), and quality (standard).*

☐ ☐ ☐ ☐ ☐

[41] Do you have on record a **signed student agreement** for each student? *As a response to published information.*

☐ ☐ ☐ ☐ ☐

5. Faculty:

[1] Are your lecturers **qualified/competent** to do their work *Including tasks assigned to them.*

☐ ☐ ☐ ☐ ☐

[1] Do you consistently apply a **procedure** for appointing lecturers in each academic year? *Application, interview, CV.*

☐ ☐ ☐ ☐ ☐

0	1	2	3	4

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply
[3] Do lecturers also carry out **other duties?** *Such as student advising, academic planning, policy making, project/mission development, governance (management).*	☐	☐	☐	☐	☐
[3] Do you have a good **administrator**? *Appointed through a clear job specification. Who qualifies to be and administrator? Is the administration handled well?*	☐	☐	☐	☐	☐
[3] Have you appointed people OR do you use outside contractors to do **technical repairs**? *To electronic and computer equipment.*	☐	☐	☐	☐	☐
[5] Do you have **qualified markers**? *Well enough established to foster respect amongst the students.*	☐	☐	☐	☐	☐
[6] Are your **personal tutors developed.** *Ie. carefully selected, trained, supervised and evaluated.*	☐	☐	☐	☐	☐
[8] Are academic staff able to do their community work **without being overloaded**? *To lecture, counsel, study and serve in their ministry.*	☐	☐	☐	☐	☐
[9] Do you have **succession planning** to cover possible loss of staff. *Are you preparing qualified staff for the future?*	☐	☐	☐	☐	☐
[11] Do you have a way of evaluating **how well** your **academic staff** are performing? *ie. Particular lecturers with their students.*	☐	☐	☐	☐	☐
[11] Do you have a way of evaluating the performance of your **Administrator**? *Is this evaluation fed back to that person?*	☐	☐	☐	☐	☐
[11] Do you have **annual performance reviews.** *With each member of your staff.*	☐	☐	☐	☐	☐
[12] Do you provide (encourage) **further training for all staff** to develop their careers? *As lecturers, scholars, practitioners, administrators.*	☐	☐	☐	☐	☐
	0	1	2	3	4

		Not Applicable	Do not comply	Need to improve	Good progress	Fully comply
[14]	Do you have ways of ensuring that lecturers act **responsibly** and **ethically.** *Observing the conditions of their ministry.*	☐	☐	☐	☐	☐

6. Student Services:

[4]	Do you have an (optional) **bursary programme**? *One which is fairly administered.*	☐	☐	☐	☐	☐
[5]	Are students informed about **available help**? *About career orientation, academic advisement, care development, and placement counselling.*	☐	☐	☐	☐	☐
[5]	Are **sufficient counsellors available** to help when needed?	☐	☐	☐	☐	☐
[6]	Does your TC promote opportunities for **student leadership** *with participation in projects, mission or governance.*	☐	☐	☐	☐	☐
[8]	Are those responsible for **co-curricular activities** aptly qualified? *By training, experience and personal qualities.*	☐	☐	☐	☐	☐
[10]	Do you have a good **system** for handling the results of **assessments** (tests etc). *For responding easily to queries from students, Calvary or CQA.*	☐	☐	☐	☐	☐
[10]	Do you have a workable system for **administering** each student's **personal data.** *Including data, payments, attendance, assignments and credits.*	☐	☐	☐	☐	☐
[10]	Does your system respect the rights of **individual privacy –** *confidentiality of records in the best interests of the students and the institution.*	☐	☐	☐	☐	☐

7. Library:

[1]	Have you established a **library and information resource**? *Including a media-centre, computer centre, language laboratory and possibly a museum.*	☐	☐	☐	☐	☐
		0	1	2	3	4

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply

[1] Do you have a well understood **resource centre policy?** *Resulting in a regularly used library.*

☐ ☐ ☐ ☐ ☐

[2] Is your resource facility **adequate to house** all necessary resources and equipment? *To foster an an atmosphere conducive to inquiry, study and learning.*

☐ ☐ ☐ ☐ ☐

[2] Does the library have a **sufficient number of books**? – *shelved in selected categories.*

☐ ☐ ☐ ☐ ☐

[2] Are the **books frequently used** because someone is available to help students *with availability and selection.*

☐ ☐ ☐ ☐ ☐

[3] Do you provide on-going **financial support** (budget) for maintenance of the **library, information resources** and **services**?

☐ ☐ ☐ ☐ ☐

[4] Do you provide **orientation** and **training** for the use of these resources? *Together with instruction in basic information literacy.*

☐ ☐ ☐ ☐ ☐

[4] Do you have a Library record showing **book usage**? *ie. Popularity of books for stock control purposes.*

☐ ☐ ☐ ☐ ☐

[5] Do all learners have **access to computers**? *Both at home and at the TC.*

☐ ☐ ☐ ☐ ☐

[5] Has provision been made for access to suitable **virtual libraries**? *Including web-site addresses and relevant off-campus library resources.*

☐ ☐ ☐ ☐ ☐

[5] In their studies, to what level are students able to **operate computers** including understanding of how programmes work? *ie. Handling software, the Internet and CD ROM.*

☐ ☐ ☐ ☐ ☐

| 0 | 1 | 2 | 3 | 4 |

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply

8. Physical Resources:

[1] You have made provision for various resources. How well do you think these are being used?

- **Office space** *for administration, marking of tests, tasks and assignments?* ☐ ☐ ☐ ☐ ☐

- **Computers** *to enable you to keep records (data base), produce notes and transparencies (Word and Power Point)?* ☐ ☐ ☐ ☐ ☐

- **Lecture facilities**: *A hall for larger gatherings, rooms for smaller groups, and advice sessions for individual students?* ☐ ☐ ☐ ☐ ☐

- **Other space or facilities** *to do practicals, make videos, and student facilities to work on computers, hold crusades, or have an evangelistic meeting?* ☐ ☐ ☐ ☐ ☐

- **Recreational space** *for games, sports?* ☐ ☐ ☐ ☐ ☐

[3] Have you **planned for improvement – growth** of your TC's physical resources? *Future expansion needs, maintenance and upgrade.* ☐ ☐ ☐ ☐ ☐

9. Financial:

[1] Are your financial resources sufficient to **sustain** and **improve** the goals of your educational objectives? ☐ ☐ ☐ ☐ ☐

[2] Is the TC competent to **control and allocate** its **finances** assuring continuity? *ie. To graduate its entering classes.* ☐ ☐ ☐ ☐ ☐

[3] Does your **budget provide for integration** of operations? *Including academic resources, student services, fiscal development and physical resource needs.* ☐ ☐ ☐ ☐ ☐

0	1	2	3	4

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply

[4] Are there clear **policies and procedures** for **financial transactions** *including receipt and management of money, making purchases, and payments such as salaries and bills?* ☐ ☐ ☐ ☐ ☐

[6] Do you have appropriate internal **mechanisms** to **audit** your TC's financial control, and to **verify** your records? *Apart from any mandatory external audit requirements.* ☐ ☐ ☐ ☐ ☐

10. Disclosure:

[2] Does your TC have a brochure/**publication** in which it describes itself, setting out **obligations** and **responsibilities**? *For students and the TC.* ☐ ☐ ☐ ☐ ☐

[3] Do you publish a catalogue showing **learning** and **physical resources** *available to students?* ☐ ☐ ☐ ☐ ☐

[3] Do you make information available about your range of **co-curricular** *projects/missions,* and **non-academic opportunities** *fellowship, sport, etc.* for students? ☐ ☐ ☐ ☐ ☐

[4] Does your TC disclose details of your staffing structure? Such as –
- **Lecturers** *their names, qualifications and programme affiliation.* ☐ ☐ ☐ ☐ ☐
- **Administrative Officers** *their names and positions.* ☐ ☐ ☐ ☐ ☐
- **Management** *names of CEO and Dean.* ☐ ☐ ☐ ☐ ☐

[6] Are students **aware** of all the **resources, equipment** and **facilities** they can use? ☐ ☐ ☐ ☐ ☐

[9] Are details of your TC's **accreditated status** clearly communicated?
- Is the **wording** accurate and explicit? ☐ ☐ ☐ ☐ ☐
- Is the **current certificate** displayed? ☐ ☐ ☐ ☐ ☐

| 0 | 1 | 2 | 3 | 4 |

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply

11. Integrity:

[2] Has your TC made specific provision to ensure **academic honesty, privacy rights and fairness** *in dealing with students, faculty and staff?*

☐ ☐ ☐ ☐ ☐

[2] Are you able to keep the **results of tests** confidential? *Thus avoiding comparison amongst students and staff*

☐ ☐ ☐ ☐ ☐

[2] Do truthfulness, clarity and fairness characterise your **admission practices**?

☐ ☐ ☐ ☐ ☐

[6] Does the institution manage its **administration** with **honesty** and **integrity**?

☐ ☐ ☐ ☐ ☐

[8] Concerning its **relationship** with **CQA** (Christian Quality Assurance), does your TC:

▪ Demonstrate honesty and integrity?

☐ ☐ ☐ ☐ ☐

▪ Comply with CQA standards, policies and requests?

☐ ☐ ☐ ☐ ☐

12. Christian Value System:

[1] *In the way in which you have stated your objectives,* does the **Christian nature** of your organisation **show** in your Mission Statement?

☐ ☐ ☐ ☐ ☐

[2] Do you have a published **Statement of Faith** *to indicate your Doctrinal position?*

☐ ☐ ☐ ☐ ☐

[3] Are **Christian Principles** followed in the way you apply your system of **governance**?

☐ ☐ ☐ ☐ ☐

[4] Is the fact that your TC is based on **Christian values** and **principles** evident in its particular **way** of teaching?

☐ ☐ ☐ ☐ ☐

[5] Do you include **Christian values** in the **learning content** where applicable?

☐ ☐ ☐ ☐ ☐

[6] Do **Christian values** play a role in your **selection** of faculty and other staff?

☐ ☐ ☐ ☐ ☐

| 0 | 1 | 2 | 3 | 4 |

	Not Applicable	Do not comply	Need to improve	Good progress	Fully comply

[7] Is **student counselling** characterised by the fact that Christian principles should form the basis of the **world view** of each counsellor? □ □ □ □ □

[8] Are your **library books** selected to be **compatible** with views taught in your programmes? *Also in line with your doctrinal stance.* □ □ □ □ □

[9] Is your **doctrinal position** clearly **disclosed** in your brochure or prospectus? *So that prospective students can make an informed decision.* □ □ □ □ □

[10] Do **Christian values** and **principles** guide the **integrity** of your decisions and operations? □ □ □ □ □

[11] When **reviewing** all of your standards, resulting policies and procedures; do you regard **Christian principles as a guide**? □ □ □ □ □

| 0 | 1 | 2 | 3 | 4 |

Tuition Centre – Yearly April Report

Name of Centre: _____

Centre Number: ☐☐☐

Name of Dean: _____

Date of Report: ☐☐☐☐☐☐

We hereby report on the student numbers, staff, facilities and activities at the TC:

A. Student Numbers: (We are not so much interested in your initial intake, rather those left over in March-April, the numbers having been stabilised to a large measure.)

| First Semester | ☐ | Second Semester | ☐ | Third Semester | ☐ | Fourth Semester | ☐ |

Total Number of Students in the Tuition Centre: ☐

B. Lecturer Numbers: (Please indicate the number of lecturers primarily lecturing at the following levels. If someone lectures at two different levels, add his or her number to the highest level)

| First Semester | ☐ | Second Semester | ☐ | Third Semester | ☐ | Fourth Semester | ☐ |

Total Number of Lecturers in the Tuition Centre: ☐

C. Certificates Issued: (Please indicate the number of certificates present at the last Graduation Celebration Gathering or **Diploma Celebration Gathering**)

| First Semester | ☐ | Second Semester | ☐ | Third Semester | ☐ | Fourth Semester | ☐ |

All credit documents are here termed as "**certificate**".

Total Number of Certificates earned last year: ☐

D. Resources: (Please indicate the number of items in each category you have to offer to students to enable them to do research on different levels. **Remember**: We sell library sets to help you.)

| Library Books | ☐ | Video/Adio Tapes | ☐ | CD Rom (Data) | ☐ | Internet Connection | ☐ |

Budget and donations to improve the above: R ☐

E. Lecturer Training: (Please indicate the number in each category through which your staff received or sought further training in any field to become better lecturers or gain more knowledge.)

| Seminars | ☐ | Courses | ☐ | Self-study | ☐ | Qualification | ☐ |

F. Positive & Negative: (Please indicate reasons of delight and concerns, rated 0 to 9.)

praise:

| Word based | ☐ | Practical | ☐ | Inspiring | ☐ | Low fees | ☐ |

challenges:

| Non-accredited | ☐ | Bad translation | ☐ | Muddled material | ☐ | Can't attend | ☐ |
| Needs more Theology | ☐ | Not up-to-date | ☐ | Not accepted | ☐ | Too Easy | ☐ |

Values 0 to 9:   0 item never heard of;   9: often heard as complaint or praise

G. Declaration: We hereby confirm that the above is a fair evaluation to the Tuition Centre's standing. Numbers may fluctuate but we understand that this is an estimated report of the performance, health and challenges of the Tuition centre as it is on this date.

Quality Officer: .... **CEO or Dean Signature**: ....