Programme Details

Programme : QUALITY ASSURANCE SYSTEM FOR TERTIARY EDUCATION
Course Length : Two days

Course Synopsis

This course focuses on the process of quality assurance in the Academics Division. The course will guide the participants to create a quality assurance plan that covers the pertinent areas of creating standards for curriculum design and review, teaching-learning delivery management, teaching resource management and student assessment. The approach to quality assurance is based on ensuring parity of learning experience for students at multiple-locations. This course is particularly useful for personnel involved in the management of quality assurance exercises at tertiary education institutions.

Course Objectives

This course is designed to fulfil the following objectives:

1. To guide the participants to create standards for teaching contents
2. To discuss the issue of ensuring parity of learning experience in tertiary education programs
3. To discuss the processes of ensuring the validity of student assessment tools and instruments
4. To discuss the approaches to ensuring the reliability of the marking process
5. To develop a quality assurance system for a tertiary education institution

Course Learning Outcomes

By the end of the course, participants will be able to:

1. Outline standards for teaching contents for various types of subjects/courses
2. Discuss the issue of ensuring parity of learning experience in tertiary education programs
3. Plan steps to ensure the validity of student assessment tools and instruments
4. Plan steps to ensure the reliability of the marking process
5. Develop a quality assurance system for a tertiary education institution

Course Contents

1. Creating standards for teaching contents
   • The course outline
   • The course plan
   • The course materials
   • The lesson plans

2. Ensuring parity of learning experience
   • The concept of learning experience
   • Branding through teaching input
• Branding through teaching processes
• Branding through teaching outputs

3. Ensuring the validity of student assessment
• Ensuring Internal validity
• Ensuring external validity

4. Ensuring reliability of the marking process
• Split half marking
• Training the assessors
• Inter-marker moderation

5. Developing a quality assurance system for teaching-learning
• Overview of quality assurance in education (input, process and output)
• The program development process
• The course designing process
• The course delivery process
• The student assessment process

Course Plan

<table>
<thead>
<tr>
<th>DAY 1</th>
<th>DAY 2</th>
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<tbody>
<tr>
<td>9.00am – 10.45am Session 1 (1hr 45mins)</td>
<td>9.00am – 10.45pm Session 5 (1hr 45mins)</td>
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<tr>
<td>Introductions and course overview</td>
<td>Workshop: quality assurance tools and processes for educational processes</td>
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<td>Principles of total quality management</td>
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<tr>
<td>11.00am – 12.45pm Session 2 (1hr 45mins)</td>
<td>11.00am – 12.45pm Session 6 (1hr 45mins)</td>
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<tr>
<td>Ensuring quality of input in tertiary education institutions: the management, the academic staff, the students, educational facilities and infrastructure</td>
<td>Ensuring quality of output: reliability of assessment, security of assessment, the “usability” of educational products</td>
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<td>1.45pm – 3.15pm Session 3 (1hr 30mins)</td>
<td>1.45pm – 3.15pm Session 7 (1hr 30mins)</td>
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<td>Workshop: quality assurance tools and processes for educational inputs</td>
<td>Workshop: quality assurance tools and processes for educational outputs</td>
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<tr>
<td>3.30pm – 5.00pm Session 4 (1 hr 30mins)</td>
<td>3.30pm – 5.00pm Session 8 (1 hr 30mins)</td>
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<td>Ensuring quality of process in tertiary education institutions: the teaching-learning process, the validity of student assessment tools</td>
<td>Recapitulation – Creating an internal quality assurance system</td>
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<td>Feedback session</td>
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