

2 Accreditation Pack

Contents


Contained in this pdf document:

Cover letter: Tuition Centre Info (Packs 3-6)

If you are ready to take the following steps, please first ask for the Starter Pack to understand the Calvary method.

- 1. CQA Accreditation Process Flowchart**
- 2. Introduction to CQA (Christian Quality Assurance)**
- 3. CQA Membership Agreement (Your Permission)**
- 4. Calvary Tuition Centre Contract (Our Conditions)**

Separate pdf documents:

- 5. Standards for Accreditation (higher education)**
- 6. Accreditation Guide (Explaining the Blue Book )**
- 7. CQA Blue Book (122 Self-evaluation questions)**

Documentation Packs

Dear Pastor – Accreditation Pack

In the **Starter Pack** we included documents to help you to reach a decision on starting a Tuition Centre. Since we received your Applicant Data form we hereby send you the **second Pack**, which includes the **Accreditation Guide** – for your self-evaluation exercise as a Tuition Centre and to fill in the **Blue Book**. Once you have, in this way, studied the **Standards for Accreditation**, you will need several Calvary documents to run the centre. These fall into **four** main categories:

3 **Information**

5 **Administration**

4 **Guidance**

6 **Reporting**

Information

(please fill in the blue book before you start)

The **prospectus** is the most important document to provide information to students and the CEO / Dean of the Tuition Centre. Additional information only applicable to the CEO / Dean is contained in the **Centre Guide**. A list of other Centres (**Yellow Pages**) and the **CLT Charter** complete this section.

Guidance

The Dean's Handbook and the Student's Handbook are the main guides. Questions: Frequently Asked and the Course Material Order will be a great help.

Administration

We include a Registration: Student Details, Lecture Schedules, Material Order Guide, Attendance Record, Fees Record, Student Phone List.

Reporting

This is also part of **Administration** but refers to two crucial documents you must send to Calvary each year. To request certificates, you complete the **Class Results Record**. The operational report required is the April Report.

Now, before you use the above, please apply to CQA for [accreditation](#):

CQA – Accreditation Process

The process of becoming a place of quality learning for effective mentoring

1

Introduction: Christian Quality Assurance

Calvary Tuition Centres are measuring themselves against this standard to ensure quality mentoring services. (Read pages 4-7 in this pack)



2

Acceptance: Code of Ethics

An international **code of ethics** with ten precepts whereupon learning is built in order to be mutually acceptable. (Read page 8 in this pack and sign the Blue Book)



3

Contract: Calvary Tuition Centre

You agree to follow a method, use material, improve resources, report yearly, manage quality and promote uniformly. (Read page 9 and 10 and sign the Blue Book)



4

System: Quality Management _{QMS}

A system for yearly determining the capability of personel and faculty to improve skills and service. (See the separate pdf and use yearly)



5

Study: Standards for Accreditation

You train yourselves by understanding and applying the principles embodied within the **Standards for Accreditation** and the **Accreditation Guide**. (2 separate pdf's)



6

Accept: Quality Mechanism (CQA)

By signing the contract you indicate that you accept the standards, methods and quality mechanisms of Calvary (This includes some yearly evaluation actions)



7

Evaluate: [self-] 122 Questions

The **Blue Book** contains 122 questions you will answer as you do a self-evaluation, which is a **learning process** (separate pdf entitled **Blue Book Registration**)

About CQA

In Essence

Christian Quality Assurance, has as its primary purpose the international accreditation of Christian higher educational institutions. As organisation it operates on a voluntary, non-profit, and self-governing basis.

Education

It first of all strives to provide necessary information about accreditation to institutions who seek to improve their quality and level of accreditation.

Service

Through its evaluation activities, **CQA** also provides public assurance about the educational quality of those Christian colleges and Universities that receive (by selection), seek (by application) or wish to maintain **membership** (by continuing quality educational offerings). This is synonymous with accreditation.

Accreditation Process

Institutions of higher learning achieve accreditation from Christian Quality Assurance by demonstrating that they meet **CQA**'s Standards for Accreditation and comply with its policies. They demonstrate this through:

- public perception of their quality and standing
- Internet presence and its offered contents
- self-reporting in a required format
- peer reports, and
- direct on-site evaluation by CQA or delegated parties.

The **Standards for Accreditation** establish minimum criteria for institutional quality. **CQA** expects affiliated institutions to work toward:

- improving their quality
- increasing their effectiveness, and
- continually striving toward excellence.

Its evaluative processes are designed to encourage such improvement.

Each of the twelve Standards encompasses a principal area of institutional activity. The standards are meant to be a guide towards improvement and a template for institutional design.

Institutions who have measured themselves against these standards will be able to state that their policies, practices, or resources are:

- **appropriate** to higher education,
- **consistent** with institutional mission and purposes, and
- **effective** in meeting the intent of CQA's Standards.

The self-regulatory nature of accreditation assumes that institutions agree to participate in and to accept and profit by an honest and forthright assessment of institutional strengths and weaknesses.

By design, the Standards do not preclude perceptive and imaginative experimentation aimed at increasing the effectiveness of higher education.

Affiliated colleges and universities manifest their integrity through continued voluntary adherence to these criteria.

Accreditation

WHAT IS ACCREDITATION?

Accreditation is a means of assuring the public that an institution meets accepted standards of quality and integrity. It developed in the United States early in the 20th century. Accreditation is spreading throughout the world, as more and more countries adopt some form of this widely acclaimed mechanism for quality assurance and quality improvement.

Accreditation is founded upon **three key principles**:

- voluntary participation,
- self-study, and
- peer review.

Standards are self-imposed by responsible and seasoned educators among member institutions. Institutions seeking to obtain or renew accreditation are required to conduct a comprehensive, analytical self-study resulting in both:

- an **assessment of quality** in reference to common standards and
- recommendations for **improvement**.

An **evaluation team** composed of professional peer educators from sister institutions typically:

- reviews the institution's self-study report,
- verifies the institution's claims concerning quality and integrity,
- offers recommendations concerning compliance and/or improvement,
- and renders a decision concerning whether to recommend accreditation.

The findings of an evaluation team (along with an institution's response and follow up record) are typically reviewed by a commission or panel on accreditation. This panel is usually empowered to render a decision concerning the institution's accredited status.

Kells' book, *Self-Study Processes*, is one of the most comprehensive and respected works on this subject. Kells suggests that an accredited institution is one that:

- Has a clear and distinctive mission (or purpose), which is widely understood and is embraced throughout the institution

- Has ascertainable goals and objectives deriving from the mission
- Has resources (students, faculty, learning resources, facilities, finances) adequate to assure that goals may continue to be achieved
- Employs processes which ensure integrity and efficiency
- Engages in continuous assessment, planning, and intentional resource allocation toward improvement
- Substantially meets accrediting standards.

CQA would add to this the following general criteria:

- Selects and supports students to produce outstanding graduates
- Structures learning through relevant curricula
- Produces assured qualifications through outcomes assessment

An un-accredited institution is not necessarily substandard. There are indeed worthy and worthwhile institutions which have for one reason or another chosen not to seek accreditation.

For more on the subject of accreditation, check out the excellent discussion presented in the Council for Higher Education Accreditation's website: www.chea.org.

Calvary comment: On the following pages we have reproduced the application documents which we are required to administer for CQA, in order to maintain Tuition Centre accreditation on an on-going basis. The **Blue Book** must also be completed. This has been drawn up with 122 questions which are based on the 12 Standards as they affect Calvary Tuition Centres specifically.

A **yearly report** will be required which is due during March-April each year. Your own **Quality Management System** should be run internally in the TC, using the provided forms which we have produced according to CQA requirements and specifications. The forms to run the QMS are provided in **Pack 2a: Quality Management System**.

Membership Agreement

To the CQA Accreditation Board:

Code of Ethics

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:

Tuition Centre Contract

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

..... and **Calvary Life Tutors**.

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 Calvary course** also offered by other TC's. Rivalry and competition between TC's will be avoided in this way. Calvary 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 201...

Pastor Academic Dean

CEO Quality Officer

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

For Calvary Life Tutors Date: Witness:

Your Response:

Information Documents

***Please send us an e-mail
to get the **Info Pack.*****

***It is cram-packed with
information needed to
operate a Tuition Centre
as well as foundation
documents such as the
**CLT Charter and Calvary
Learning Model.*****