DIRECTORATE OF ACADEMIC PLANNING AND QUALITY ASSURANCE

EDO STATE COLLEGE OF EDUCATION

(MULTI CAMPUS-ABUDU, AFUZE & IGUEBEN)

EDO STATE, NIGERIA

EdoCoE Quality Assurance FRAMEWORK

April 2023

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Scope of QA Framework

This framework applies to:

a. governance bodies / committees and operational committees of the College;

b. Academic and nonteaching staff of the College,

c. students

d. stakeholders of the college

About the College

Prior to the establishment of Edo State College Of Education (EDOCOE), as approved by the National Commission for Colleges of Education (NCCE), the regulatory body of Colleges of Education in Nigeria, there were three (3) Colleges of Education (COEs) in Edo State, namely; College of Education, Ekiadolor (with Abudu Satellite Campus), College of Education, Igueben and the Michael Imodu College of Physical Education, Afuze. With the establishment of a Federal College of Education (Technical), Ekiadolor, at the State College of Education, Ekiadolor Campus, EDOCOE inherited the facilities of the pre-existed campuses in Abudu, Afuze and Igueben. With the reforms, the Campuses will specialize in specific professional teacher education areas, and staff specialists will be deployed to the areas of need.

EDOCOE is founded on the desire to achieve educational reforms in the State, utilizing the facilities of the pre-existed campuses in Abudu, Afuze and Igueben. It is a reflection of the intentions, expectations, goals, standards and requirements for quality education delivery. In line with Governor Godwin Obaseki's desire and commitment to improve the quality of Education in Edo State, this multi-Campus State College of Education System with Specialization in various fields was established.

EDSG signed a Law for the creation of the Edo State College of Education in December, 2020 with the policy thrust to:

- Produce teachers who possess the spirit of inquiry, creativity and self-reliance in teaching, intellectual and professional ability adequate for leadership in Edo State.
- Train teachers that will adjust rightly to the social life of the community and the society at large in contributing to development and sustainability in the State.
- Be committed to developing and delivering an improved STEM and Liberal Educational Curriculum.
- Produce teachers who will have absolute commitment to the teaching profession by fostering integrity, discipline, honour, respect and professionalism.
- Address critical societal needs through enhancement of learning, teaching and equipping the youths with authentic skills and mind set for success in a diverse society.
- Achieve and remain one of the top 10 colleges of education in Nigeria.
- Contribute to making Edo State the state with the highest performing Candidates in external examinations.

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College Mandate

EdoCoE was founded on the desire to achieve Educational Reforms in the State thus;

- Create and sustain a highly-motivated, professional and practical-oriented teaching workforce that is tailored towards STEM, Liberal and Skills-based education
- Produce pedagogically qualitative, innovative, competitive, skills-based, research-intensive academic programs that transcend mere certification of students who attend schools in Edo State, but inculcates in them the spirit of entrepreneurship and self-reliance

College Motto

- Skills For Service

College Vision

- To be a top ranked public college of education, engaged in the production of quality teaching manpower, research and community services in Nigeria.

College Mission

- To deliver highly competitive, research-intensive academic programs for the professionalization of the teaching profession in Edo State to meet global standards

Preamble

Quality teaching, research and community service is the bedrock of development of any country. As the Nigerian population continues to increase, with proliferation of public and private colleges of education, it becomes increasingly important to ensure that the quality of education in Nigerian colleges of education are maintained and continuously improved upon to meet national and international standards. Thus, Quality Assurance is a holistic regulatory mechanism directed at accountability in academic programmes and processes, through a systematic, structured process of planning, implementing, assessments and evaluations with the aim of maintaining and improving upon set standards.

Purpose of the Directorate of Quality Assurance (DQA)

The purpose of the Directorate of Quality Assurance (DQA) is to apply internal quality assurance mechanisms and to promote continuous quality improvement culture in the achievement the EdoCoE Mandate. The specific objectives are to:

- carryout routine self-assessment of the college and her programmes using the NCCE and other standards toolkits;
- creates awareness about quality, and prepares Schools/Departments/Units for quality review activities with a view to developing and maintaining a culture of quality enhancement in teaching-learning, research, and community engagement;
- ensure compliance to NCCE and other relevant bodies set standards for academic programmes;
- provide a robust quality management system that promotes a culture of quality through continuous improvement of institutional practices and maintenance of NCCE minimum academic standards for academic programmes in the college;
- provide QA framework through which quality at EdoCoE (the College) will be assured, enhanced, and improved;
- to prepare the college, schools as well as departments for both college and programme accreditation by NCCE and other relevant bodies; and
- training both academic and nonteaching staff on quality assurance protocol.

Vision of DQA

To have a dynamic Quality Assurance System that ensures efficient college and programme service delivery

Mission
To set agreed EdoCoE QA system that ensures efficient college and programme service delivery from input, process and output stage that con respond to societal feedback which will close the nexus between the college and the society

Functions of DQA

1. Maintenance and improvement of NCCE minimum academic standards for academic programmes in the college.
2. Assist Schools/Departments/Units to prepare for NCCE accreditation and its related exercises
3. Develop and improve quality assurance tools in line with the NCCE minimum academic standards.
4. Monitors and evaluates all key academic and research processes in the college.
5. Establishes linkages, partnerships, networks with institutions and other QA units/centres to enhance quality in all the college undertakings
6. Develops/maintains relevant policies, manuals or guides for College-wide QA operations.
7. Work with relevant college organs to define and set up quality benchmarks and also provide information to the public about quality and standards.

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8. Carries out academic and research audits to comply with set standards.
9. Handles quality issues related to student assessment and teaching evaluation.

Structure of EdoCoE DQA

The EdoCoE DQA is headed by a Director who is a senior and experienced academic Staff. The DQA has three (3) units each headed by a Chief QA Officers. *The units are:*

1. Standards compliance and enforcement unit
2. Staff/Students Evaluation and development unit
3. Physical facilities and other Matters compliance unit

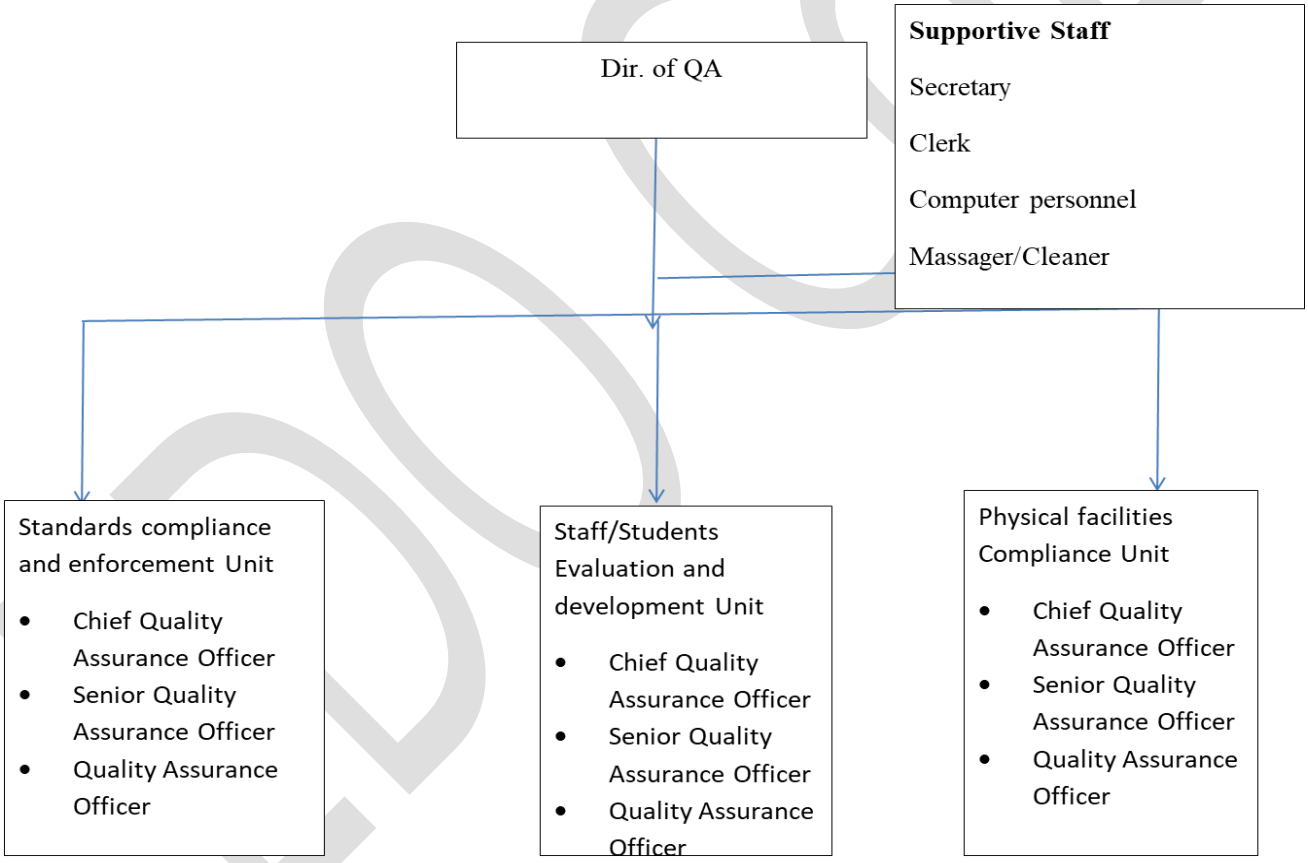


Figure 1: Organizational structure of the Directorate of Quality Assurance

Job Description, Role and Key Responsibilities, Minimum Qualification and Key Performance Indicators of Staff in DQA

A. Director of Quality Assurance

Role Summary

The Director of Quality Assurance is the head of the unit who is an academic lecturer not less than the status of the Chief Lecture with a Ph.D. degree and responsible to the Provost for the day-to-day administration of the unit.

Key Responsibilities

- Conduct annual internal quality assurance excises of the College and its academic programmes in line with the strategic plan.
- Preparation of internal quality assurance tools for self-assessment
- Draft internal quality assurance policies for the college.
- Set up a Quality Assurance Implementation Committee.
- Develop a self-assessment manual.
- Analyze past accreditation reports of the College and highlight areas of remediation preparatory for next exercise
- Interpretation and implementation of QA Standards in the College, Schools and Departments.
- Monitor and ensure compliance to academic brief, staff-student ratio, quality and staff mix, teaching and research quality
- Participate in the preparation of the College's Annual Budget.
- Organize regular capacity building and skill acquisition for academic and non-academic staff on quality issues.
- Ensure and oversee the development of instructional material.
- Assists in monitoring and assessment of instructions/supervision
- Accountability. Ensures how the financial resources available could be prudently and judiciously utilized.
- Carry out all other duties assigned by the Provost

Minimum Qualification

The Director of QA must:

- have a Ph.D. degree in Educational management, Educational Planning, Educational Administration, Measurement and Evaluation or related academic field;
- be an academic lecturer not less than the status of the Chief Lecture;
- have good knowledge of computer and use of software for data collection, coding, analysis, interpretation and reporting;
- have good knowledge of computer and use of software; and
- be a registered member with the TRCN.

Key Performance Indicators (KPIs)

- Provision of a self-assessment manual, tools and reports

- Production of Quality Assurance policies and procedures for department /Schools in the college.
- 100% completion of the college and its programme Self-Assessment in preparation for accreditation.
- Monitor and ensure compliance to academic brief, staff-student ratio, quality and staff mix, teaching, Teaching practice and research quality
- 100% completion of internal quality assurance data collection, coding, analysis, interpretation and reports
- 100% completion of the college and its programme accreditation.

B. Chief Quality Assurance Officer

Role Summary

The chief Quality ASSURANCE OFFICERS is responsible and answerable to the Director of Quality Assurance for the interpretation and implementation of QA policy and ensures all the QA staffs deliver on their respective tasks.

Key Responsibilities

- Ensure that all Departments adhere to NCCE and other bodies' standards.
- Promote NCCE minimum standards in the employment of both teaching and supportive staff
- Lead accountability for the implementation of QA improvement processes and the proper application of relevant corporate policies across departments/schools within the college
- ensure that staff/student ratio as spelt out by international and local standards are complied with by the college.
- Conduct pre and post accreditation visits to departments/schools within the college to ensure compliance with NCCE guidelines and recommendations;
- Follow up on the recommendations of Accreditation teams and ensure compliance by departments/schools;
- Prepare and publish roster for resource visits;
- Prepare roster for verification exercise; and
- Keep custody of the verification records and reports.
- conduct investigation on wide range of issues relating to compliance.
- organize workshops and seminars for staff and students on internal Quality Assurance culture.
- monitor the implementation of approved college Academic calendar
- monitor examination within the college.

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- Plan, conduct and monitor dept/sch in the teaching and learning processes.
- carry out any other duties assigned by the Director.

Minimum Qualification

Chief QA Officers must have a:

- minimum of B.Sc. Ed or B. Ed in Educational management, Educational Planning, Educational Administration, Measurement and Evaluation or related academic field with a minimum of 6 years working experience in QA or Academic planning unit;
- good knowledge of computer and use of software for data collection, coding, analysis, interpretation and reporting; and
- good knowledge of computer and use of software.

Key Performance Indicators (KPIs)

- Completion of necessary QA training by all schools/departments.
- Schools/Departments adhere to NCCE and other bodies' standards.
- 100% completion of the college and its programme Self-Assessment in preparation for accreditation.
- 100% completion of internal quality assurance data collection, coding, analysis, interpretation and reports
- 100% completion of the college and its programme accreditation.
- Preparation of QA reports to communicate outcomes of quality activities

C. Senior Quality Assurance Officer

Role Summary

The Senior Quality Assurance Officer is responsible and answerable to the Director of Quality Assurance though the Chief QAO for the interpretation and implementation of QA policy and ensures all the QAOs deliver on their respective tasks.

Key Responsibilities

- Ensure the completion of necessary QA training by all departments.
- Interpret and implement quality assurance standards and procedure for department/school in the college.
- Devise sampling procedures and directions for recording and reporting quality data.
- Assist department/school to prepare for NCCE accreditation and its related exercises.

- Perform any other duties which may be assigned by the chief Quality Assurance Officer.

Minimum Qualification

Senior QA Officers must have a:

- minimum of Bsc. Ed or B. Ed in Educational management, Educational Planning, Educational Administration, Measurement and Evaluation or related academic field with a minimum of 3 years working experience in QA or Academic planning unit;
- good knowledge of computer and use of software for data collection, coding, analysis, interpretation and reporting; and
- good knowledge of computer and use of software.

Key Performance Indicators (KPIs)

- Completion of necessary QA training by all departments.
- Adequate Sampling procedures and directions for recording and reporting quality data.
- 100% adherence to standards and procedures by schools and departments in the college.
- 100% completion of the college and its programme Self-Assessment in preparation for accreditation.
- 100% completion of internal quality assurance data collection, coding, analysis, interpretation and reports
- 100% completion of the college and its programme accreditation.

D. Quality Assurance Officer (QAO)

Role Summary

The Quality Assurance Officer (QAO) is responsible for the quality assurance data Collection and compilation from schools/ departments and answerable to the Director of Quality Assurance through the SQAO and CQAO.

Key Responsibilities

- Prepare department/school for accreditation and its related activities
- Document internal quality assurance audits and other quality assurance activities
- Collect and compile statistical quality data from department/school
- Analyze data to identify areas for improvement in the quality system
- Prepare QA reports to communicate outcomes of quality activities
- Handles quality issues related to student assessment and teaching.

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- Ensure academic results are prepared and presented in line with NCCE minimum standards;
- Ensure quality in the activities in exams and record division
- Perform any other duties which may be assigned by the senior Quality Assurance Officer.

Minimum Qualification

QA Officers must have a:

- minimum of B.Sc. (Ed) or B. Ed in Educational management, Educational Planning, Educational Administration, Measurement and Evaluation or related academic field; and
- good knowledge of computer and use of software.

Key Performance Indicators (KPIs)

- Collection and compilation of quality assurance data from schools/departments
- Coding of quality assurance data in the system
- Ensure academic results are prepared and presented in line with NCCE minimum standards
- Prepare QA reports to communicate outcomes of quality activities

E. Secretary

Role Summary

The secretary is responsible to the QA Director for communication and handing of correspondence.

Key Responsibilities

- Ensuring meetings are effectively communicated and organized
- Type memos and other letters assigned.
- Take minutes during meetings and come with resolution draft for the QA director.
- Responsible for Communication and correspondence within the QA unit.
- Perform any other duties which may be assigned by the director and other Quality Assurance staff.

Minimum Qualification

Secretary must:

- not be less than GL-07 with a minimum of HND in Office management, secretarial study or related field of study;
- be knowledgeable in use of computer in producing reports, typing memos and letters; and
- have a good knowledge of setting up and managing physical and online meetings

Key Performance Indicators (KPIs)

- Effective physical and online meetings
- production of draft resolutions, memos and QA reports
- Effective in communication and handing of correspondence

EdoCoE QA Approach

At the core of the QA Framework is a systematic approach to College , academic standards and quality. The approach requires:

1. the clear articulation of academic standards and the provision of an environment which enables students to meet them
2. robust quality assurance mechanisms which evidence how we support our students in meeting the academic standards we have set and subsequently judge their achievement against these standards
3. a focus on academic quality through regular self-assessment and analysis of how well we deliver on our commitment to academic excellence and the provision of high-quality education
4. a commitment to continuous quality enhancement embedded within every aspect of our provision.

EdoCoE Quality Assurance Strategy

The College's Quality Assurance strategy is based of PDSA divided into four stages:

- Plan (P): formulation of QA: policy, plans of action, templates &Toolkits and key performance indicators for college management and programme implementation;
- Do (D): carry out self-assessment, monitoring of the college leadership and programme implementation activities'
- Study (S): analyzing, evaluating the college leadership and programme activities in line with NCCE minimum standards; and
- Act (A): reporting, feedbacks, training and collaboration with relevant bodies with the intention to maintain or improve quality

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The four stages of the EdoCoE QA strategy do not stand in isolation from one another but rather feed into each other to promote continuous Quality Enhancement and Quality Improvement. Each stage of the cycle has a set of expected actions which support the evaluation and measurement of key performance index against External and Internal Standards and contribute to continuous improvement.

Areas encompassed by the Quality Assurance framework

The Quality Assurance framework encompasses all areas of College activity and enterprise, including:

- **a.** College governance and management;
- **b.** academic governance;
- **c.** student governance (including admission, credit and recognition of prior learning, orientation and progression, learning outcomes and assessment, qualifications and certification);
- **d.** learning environment (including facilities and infrastructure, library services, accessibility support, diversity and equity, wellbeing and safety, student grievances and complaints);
- **e.** teaching (including course design, staffing, learning resources and educational support services);
- **f.** research and research training (including research integrity);
- **g.** institutional quality assurance (including course approval, monitoring, review, improvement and accreditation, academic and research integrity, delivery with other parties);
- **h.** representation, information, and information management (including communications, marketing, and promotion);
- **i.** financial management system; and
- **j.** external engagement and environment.

Abbreviations

QA: Quality Assurance

EdoCoE: Edo State College of Education

DQA: Directorate of Quality Assurance

NCCE: National Commission for Colleges of Education

KPIs: key Performance Indicators

QA Framework Drafting committee Team Members

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S/N	Name	Designation
1	Prof. (Mrs.) Osagie, R. O	Ag. Provost
2	Dr. Enowoghomwenma, D. E.	Director, Academic Planning and Quality Assurance
3	Mr. Obaraye Peter	QA officer
4.	Mrs. Asemota L.	QA officer
5.	Mr. Ehigiator. S. O	QA officer

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