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INTERNAL QUALITY MANAGEMENT SYSTEM

(IQMS) POLICY

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Introduction / situational analysis

David Mbiti Wambuli T.V.C is a Government TVET Institution located in Wambuli village, Mbooni west Sub-county, Makueni County. The proposal of establishing the college started early in 2010. The government requested the local community to provide land for construction of the college. The area MP by then committed to allocate Ten million shillings from the CDF in addition to the government fund. The government through the tendering procedures approved the construction of college in 2012 by Admo Construction Company.

The community spearheaded by Taa Group proposed the college to be named in honor of Professor David Mbiti who donated the land. After completion of the college the government equipped the electrical workshops with machines, ICT workshop and office furniture. The college is located 15 km from Machakos town along Muvuti - Kali - Kikima route. It is 1.5 km from Mulaani market. It occupies 5 acres of land on a flat terrain. The college was officially opened in September 2018 and few students were admitted for Electrical and Electronics engineering. The college is managed by a board of governors (BOG) appointed by the cabinet secretary TVET as stipulated by the TVET Act (2013).

Internal quality assurance policy helps to ensure that **QA** activities are valid, authentic, sufficient, fair and reliable.

It measures the quality of delivery, processes, procedures and learner achievements

IQA policy of an institution is established to provide institutional focus with regard to quality.

IQA policy ensures continuous improvement through a process of self-evaluation and action planning

The policy and its associated procedures involve all staff

Policy Statement

This College Internal Quality Assurance Policy is intended as a guide and reference document for all departments and staff and should be read in conjunction with the College's policies, regulations, procedures and associated documents which include, but are not limited to, Strategic Plan, College Academic Policy and the Performance Contract.

Purpose

To meet and exceed the requirements placed upon the institution by Technical and Vocational Training Authority, The Kenya National Qualifications Framework, Regulatory bodies , the awarding bodies, Trainees , Industry, Other stakeholders

Legal and Regulatory Framework

Legislation relevant to TVETA TVETA is guided by the Technical and Vocational Education and Training Act, 2013. In addition, TVETA is regulated by subsidiary regulation through the Technical Vocational Education and Training Regulations, 2015. The following legislations, among others, provide the legal framework under which TVETA operates:

 • The Constitution of Kenya 2010

 • Technical and Vocational Education and Training Act, 2013

• The Basic Education Act, 2012 • The Universities Act, 2012

• State Corporations Act, 2012

- Science, Technology and Innovation Act, 2012
- Public Procurement and Asset Disposal Act,2015;
- Kenya National Qualification Framework Act, 2014
- Kenya National Examination Council Act, 2012
- Public Audit Act2003
- Public Officer Ethics Act 2003
- Kenya Institute of Curriculum Development Act, 2012
- Industrial Training Act, 2012
- Public Finance Management Act 2015
- Employment Act 2007
- Sessional Paper No. 1 of 2019
- Public Private Partnership Act (2013)

POLICY BODY
IQA Committee

- The institution shall have a committee of IQA comprised of representatives from departments. The committee members shall be officially appointed by the Principal.

- The Internal Quality Assurers committee shall frequently hold meetings at least twice in a term/semester. The committee shall perform the duties stated in this policy focusing on the following seven areas:

Focus Areas

1. Leadership, Management and Governance

2. Physical Resources/Facilities

3. Human resources

4. Training delivery

5. Programme evaluation

6. Trainee support

7. Innovation, research, and cooperation

Roles and Responsibilities of Internal Stakeholders in Internal Quality Assurance

1. Council/ Board of Governors/ Directors

2. Manager/Principal

3. Heads of Departments

4. Internal Quality Assurance Committee

5. Trainers

6. Trainees

7. External Assessors and Verifiers

1. The Board of Management

Are responsible for:

- Providing leadership in matters of quality assurance

- Provide the necessary resources

- Monitor quality of all processes in their TVET institutions

- Establishing a board committee to deal with quality assurance issues

- Ensure employment of competent staff

- Advise on measures to be taken for institution to meet and comply with the set standards

2. The Principal

Is responsible for ensuring that:

- The quality requirements of the awarding bodies and partners are met in the delivery and assessment of qualifications

- IQA policies and procedures are sufficient, regularly reviewed, understood and implemented by all.

- All staff involved in curriculum delivery are appropriately trained and qualified through provision of rigorous recruitment processes, induction and continual development.

- All staff involved in IQA processes are appropriately trained, inducted and continually developed.

- Implement recommendations of quality audit reports

- Annually submit to TVETA the Institutional returns

- Appoint the IQA committee members

- Ensure the IQA committee members are trained

- Establish a proper records management system

- Cater for the welfare of all the trainees

- Hold regular Internal Quality Assurance management review meetings

3. Responsibility of Heads of Department

- Ensuring adherence to the principles of training, assessment and guidance provided by the institution and assessment bodies

- Conducting training in their areas of specialization

- Ensuring safe and healthy training and learning environment

- Enforcing discipline in their departments

- Promoting trainee welfare

4. Internal Quality Assurance Committee

- Conducting periodic quality audits

- Developing quality audit tools

- Developing action and implementation plans for IQA

- Preparing and submitting internal quality reports to management

- Sensitizing staff and trainees on internal quality assurance processes

- Receiving external quality audit reports and overseeing implementation of recommendation

- Holding frequent IQA meetings and maintaining minutes

- Monitoring and advising on implementation of records management system

- Monitoring and advising the implementation of IQA policy

5. Trainers' Responsibility

- Ensure that learners are aware of the different types of evidence that they can collect to prove competence of knowledge and working practices.

- Collection, authentication and presentation of evidence trainees' records

- Effective management of evidence gathering of trainee assessment and attainment

- Providing trainee with prompt, accurate, formative and summative feedback.

- Demonstration of anti-discriminatory practice and equal opportunities

- Ensuring validity, authenticity, currency and sufficiency of evidence

- Maintaining appropriate, accurate and verifiable records

- Confirming that trainees have demonstrated competence/knowledge and have completed the required documentation

- They make themselves available and organize for their trainees' portfolios to be available to the principal/manager, their Internal Quality Assurer and External Quality Assurers

6. Trainees' Responsibility

- Adhering to code of conduct of the institution

- Attending lessons as timetabled

- Signing attendance sheets

- Monitoring trainer attendance

- Rating trainer performance

- Undertaking all required assessments

- Reporting any issues affecting them (compliments, complains)

- Participating in co-curriculum activities

- Requesting their parents/guardians to pay college fees

7. External Assessors and Verifiers in Quality Assurance

- Ensuring adherence to principles of assessment and guidance provided by the institution and assessment bodies

- Provision of guidance on the interpretation and application of assessment criteria correctly and applied consistently

- Observation and supply of feedback on training and assessment practices

- Sampling of assessment activities such as assessment decisions, formative feedback supplied, completion of portfolio documents

- Ensuring trainee portfolios of evidence are valid, authentic, current and sufficient

- Supporting, countersigning, dating assessments and quality assuring judgements by assessors and Internal Quality Assurance Committee.

- Undertaking an active role in raising issues of good practice in assessment

- Ensuring that equal opportunities and anti-discriminatory practices are upheld in the assessment process

- Ensuring that all trainees' achievement records and departmental documentation are completed in accordance with requirements

Monitoring and evaluation & Review of the policy

Monitoring and evaluation of the policy is important for continuous improvement of the internal quality assurance processes.

This policy shall be reviewed within a period of 3 years.

Approved by:

Name: Daniel Muumbi

Sign: _____