



CRITERIA AND STANDARDS FOR PROGRAMME APPROVAL

Any institution desirous of having a new indigenous programme approved must satisfy the following Criteria and Standards for Programme Approval by the NAC.

CRITERION 1	AUTHORISATION TO OFFER PROGRAMME
<i>Criterion Statement 1.0</i>	<i>The institution has authorisation from its governing body and/or relevant authority to offer the programme.</i>
Standard 1.1	The governing body has authorised the institution to offer the programme.
Evidence Required	<ul style="list-style-type: none"> • Signed and dated minutes of meeting or letter from the Governing Body showing authorisation was granted
Standard 1.2	The relevant authority has authorised the institution to offer the programme.
Evidence Required	<ul style="list-style-type: none"> • Signed and dated approval(s) from the relevant professional statutory and regulatory body/bodies (Where applicable) • Signed and dated letter of authorisation from the relevant authority (Where applicable)
CRITERION 2	CONSISTENCY WITH THE INSTITUTION'S MISSION
<i>Criterion Statement 2.0</i>	<i>The programme's philosophy, mission, aims, goals and objectives are consistent with the mission and purpose of the institution.</i>
Standard 2.1	The programme has clear philosophy, mission, aims, goals and objectives.
Evidence Required	<ul style="list-style-type: none"> • Documented and approved programme philosophy • Documented and approved programme mission • Documented and approved programme aims and goals • Documented and approved programme objectives

Standard 2.2	The philosophy, mission, aims, goals and objectives of the programme are aligned with the mission and purpose of the institution.
Example of Evidence	<ul style="list-style-type: none"> • Documented and approved mission statement of institution
	<ul style="list-style-type: none"> • Documented and approved statement of purpose of institution.
CATEGORY 3	PROGRAMME APPROVAL
Criterion Statement 3.0	<i>The programme has been approved in accordance with the institution's programme approval policy.</i>
Standard 3.1	There are clearly defined and coherent policy and procedures for developing programmes.
Evidence Required	<ul style="list-style-type: none"> • Documented and approved programme development policy and procedures
	<ul style="list-style-type: none"> • Composition of a committee charged with the responsibility for programme development
	<ul style="list-style-type: none"> • Résumés and copies of certificates of developers of the programme
Standard 3.2	There are clearly defined and coherent policy and procedures for approval of programmes.
Evidence Required	<ul style="list-style-type: none"> • Documented and approved programme approval policy and procedure
	<ul style="list-style-type: none"> • Roles, relevant qualifications and competencies of members of the committee charged with the responsibility for programme approval that is independent of the department that developed or will be offering the programme
	<ul style="list-style-type: none"> • Documented input from external specialised advisor(s)
	<ul style="list-style-type: none"> • Résumés and copies of certificates of members of the committee charged with the responsibility for programme approval
	<ul style="list-style-type: none"> • Letters of acceptance that are dated and signed by both parties
Standard 3.3	The programme has been approved by the internal programme approval committee



CRITERIA AND STANDARDS FOR PROGRAMME APPROVAL

Evidence Required	<ul style="list-style-type: none"> Signed and dated committee minutes of the meeting(s) at which the programme was approved.
CATEGORY 4	PROGRAMME MONITORING, REVIEW AND EVALUATION
Criterion Statement 4.0	<i>The institution's programme monitoring, review and evaluation processes have been employed in the delivery of the programme.</i>
Standard 4.1	There is a clearly defined and coherent policy for monitoring, reviewing and evaluation of programmes.
Evidence Required	<ul style="list-style-type: none"> Documented and approved programme monitoring, review and evaluation policy
Standard 4.2	There is a procedure of monitoring, reviewing and evaluation of programmes.
Evidence Required	<ul style="list-style-type: none"> Documented and approved programme monitoring, reviewing and evaluation procedures
	<ul style="list-style-type: none"> Roles, relevant qualifications and competencies of members of the committee charged with the responsibility for programme monitoring, review and evaluation
CATEGORY 5	MARKET RESEARCH FOR THE PROGRAMME OFFERING
Criterion Statement 5.0	<i>The institution has conducted current market research to establish a need for the programme.</i>
Standard 5.1	There is a clearly defined policies and procedures for conducting market research for programmes.
Evidence Required	<ul style="list-style-type: none"> Documented and approved policies and procedures for conducting market research.
Standard 5.2	Market research has been conducted for the programme.
Evidence Required	<ul style="list-style-type: none"> Signed and dated market research report

Standard 5.3	The results of the market study have been utilised in the development of the programme.
	<ul style="list-style-type: none"> • Report on the alignment of programme content, knowledge and skills acquired with information from market research
CATEGORY 6	PROGRAMME SPECIFICATIONS
<i>Criterion Statement 6.0</i>	<i>The programme has an approved programme specification, in accordance with ACTT's programme specifications guidelines.</i>
Standard 6.1	There is an approved programme specification.
Evidence Required	<ul style="list-style-type: none"> • An approved programme specification in accordance with ACTT's programme specification guidelines which includes but is not limited to the <ul style="list-style-type: none"> ○ Programme description ○ Aims, Outcomes, Teaching/Learning Strategies, and Assessment ○ Programme Structures ○ Quality Elements
CATEGORY 7	PROGRAMME RESOURCES
<i>Criterion Statement 7.0</i>	<i>The institution has ownership of or access to adequate and appropriate human, physical, technological and financial resources to support the delivery of the programme.</i>
Standard 7.1	There is appropriate and adequate academic staff for delivery of the programme.
Evidence Required	<ul style="list-style-type: none"> • Relevant qualifications, competencies and assigned courses of academic staff
	<ul style="list-style-type: none"> • Résumés and copies of certificates of academic staff inclusive of consultants and guest lecturers involved in the delivery of the programme
	Letters of acceptance that are dated and signed by both parties
Standard 7.2	The institution demonstrates the ownership of or access to learning facilities that support and facilitate optimal learner development.
Evidence Required	Lease/ rental agreements with the owner to provide appropriate facilities



CRITERIA AND STANDARDS FOR PROGRAMME APPROVAL

Standard 7.3	The institution owns or has access to teaching and learning resources that ensure optimal learner development.
Evidence Required	<ul style="list-style-type: none"> • Listing of accessible, appropriate and relevant equipment indicating type and quantity
Evidence Required	<ul style="list-style-type: none"> • Listing of relevant and current library entries both electronic and paper versions
Standard 7.4	There is a budget for the programme.
Evidence Required	<ul style="list-style-type: none"> • An approved, signed and dated budget that shows projected income and expenditure
	<ul style="list-style-type: none"> • Approved, signed and dated tuition and non-tuition fee structure