NAC

The National Accreditation Council- Guyana

Established by Act No 12 Of 2004

THE NATIONAL ACCREDITATION COUNCIL OF GUYANA
NAC

Criteria for Programme Approval

Standards for Programme Approval

In order for a programme to be approved by the National Accreditation Council- Guyana, an institution must provide narrative and evidence to meet the following criteria:

1.0 Authorization to offer the programme has been given by the Governing Body or relevant authority.

Evidence required

- **Authorization from the Governing Body or relevant authority to offer the programme.**
  - ○ Signed letter of authorization from a relevant authority

    Or
  - ○ Signed and dated minutes of meeting of the Governing body showing authorization was granted.

2.0 The programme is consistent with the mission of the institution.

Evidence required

- Mission statement of institution/articles of incorporation
- Mission statement of programme
- Programme aims

3.0 The institution has a system for internal programme approval, monitoring and review.

Evidence required

- Programme approval policy and procedures.
- Composition of the Programme Approval Committee that is independent of the academic department/ unit that will be offering the programme.
- Evidence that the committee has access to any specialized advice which may needed.
- Signed and dated Programme Approval Committee minutes.
- Programme review policy and procedures

4.0 There is a detailed programme specification for the programme.

Please refer to the included programme specifications guidelines

5.0 There are adequate resources to support the programme.

Evidence required

- Programme Staff- qualifications, experience and course assigned to teach.
- Budget for the programme, which includes projections for both income and expenditure.

6.0 A market case has been made for the offering of the programme where necessary

Evidence Required

- Report on relevant market research

The National Accreditation Council- Guyana

Frequently ask questions on programme Approval or post Secondary and Tertiary Institutions

In Guyana

What is Programme Approval?

Programme approval is a quality assurance process which ensures that a programme is appropriately designed and structured; adequately resourced; consistent with the institution's mission; and has stated learning outcomes and assessment strategies that are set at an appropriate level for the qualification awarded.

Who conducts programme approval?

Programme approval can be internal or external. At the institutional level, internal programme approval should be undertaken by a committee (e.g. a programme approval committee established for that purpose). Externally, the National Accreditation Council- Guyana undertake programme approval when it is requested by institutions seeking external validation of the quality of their programmes.

These processes should take place **before** a programe is run for the first time. Thereafter, each programme must be monitored and reviewed periodically, usually towards that end of a period of approval when it is requested by institutions seeking external validation of the quality of their programmes.

Is programme approval the same as accreditation?

Programme approval is not accreditation. Both institutional and specialized (programme) accreditation evaluate the quality of programmes offered by an institution and ensure that processes for programme approval, monitoring and review are effective, and support the achievement of learning outcomes.

Programme approval evaluates all aspects of an educational and/ or training programme except actual outcomes such as student performance; feedback from students and teaching staff; and

feedback from employers of graduates of the programme. Every programme must be internally approved by an institution before it is subject to external review and approval or accreditation by National Accreditation Council- Guyana.