

GTEC/INFO.A.3

**INFORMATION FOR ACCREDITATION
APPLICATION FOR A NEW
PROGRAMME**

GTEC/INFO. A.3 (NEW)

INFORMATION FOR PROGRAMME ACCREDITATION (NEW PROGRAMME)

Please provide the following information in respect of the programme:

- 1) **Name of Institution:**
- 2) **Programme Title:**
- 3) **Level of programme (e.g Dip., HND, B-Tech, BA, BSc, MA, MSc, MPhil, PhD):**
- 4) **Name of the Mentoring Institution to which programme is affiliated (where applicable):**
- 5) **Proof of programme affiliation to the Mentoring Institution:**
- 6) **Support:**

A statement indicating that the proposed programme has the support of the following:

 - a. the relevant Board/Council of the institution;
 - b. the mentoring institution (in the case of mentored institutions);
 - c. the Commission for Technical and Vocational Education and Training (CTVET) in the case of Higher National Diploma programmes by Technical Universities);
 - d. and approval for funding by the Ghana Tertiary Education Commission (GTEC) (in the case of public institutions)
 - e. Private Universities Colleges/Colleges must show evidence of approval by CTVET for all HND/Diploma programmes.

7) **Background information:**

7.1 National Relevance

The institution should demonstrate the relevance of the programme to national development by linking the programme to national development objectives.

7.2 Uniqueness of the Programme

The institutions should justify the need for the new programme and also demonstrate how unique the programme is from existing ones or state if it is a new programme.

7.3 Inadequacies in Skills

The institution should describe the inadequacies in skills in a particular sector which necessitates the mounting of the new programme and also demonstrate how the new programme will assist in overcoming the inadequacies in skills identified.

8) Alignment with the Mandate, Mission and Niche Area of the Institution

The institution should demonstrate how the new programme aligns with the mission of the institution as stated in the legislation establishing the institution and the institutions strategic plan.

9) Programme Aims, Objectives and Outcomes programme.

9.1 Aim

The institution should state the purpose of the programme and its intended outcomes in broad terms.

9.2 Objectives

The institution should describe what the programme is intended to achieve.

9.3 Intended/Expected Outcomes

The institution should describe the knowledge, skills and competencies that would be acquired by students after graduation.

10) Students' Admission, Progression and Graduation

Clearly state the policies on minimum qualifications for admission into the programme, retention and graduation.

11) Target Market and Employability:

Where applicable, the institution should identify the market for the programme.

The institution should identify where applicable:

- a. the sections of the population who will access the programme.
- b. the sectors of the economy which will potentially employ the graduates produced by the programme.

12) Consultations and Collaborations

12.1 Consultation

State the levels of consultations for the design of the programme including consultations with the appropriate professional and/or relevant supervisory body where applicable.

12.2 Collaborations

For programmes that require collaboration with professional bodies in Ghana (e.g. medicine, engineering, accountancy, surveying and law) the institution should provide written evidence that the identified professional body is willing to collaborate and license graduates on completion of the programme

13) Evidence of Practical Training

For competency-based programmes (CBT) and practical training, the institution should indicate how it intends to collaborate with industry to offer practical training. In so doing, the institution should:

- a. Provide written evidence that industry is willing to admit students for practical training.*
- b. Indicate the duration of practical training*
- c. Indicate the competencies students are expected to acquire from the training.*

14) Components of the programme

Provide details of the curriculum and mode of delivery to include the following:

- a.** Required(core) course(s)
- b.** Elective course(s)
- c.** Research component
- d.** Practical training, industrial attachment, internship, clinical experience, etc.
- e.** Semester-by-semester structure/schedule of course, showing the credit value of each course

15) Course Description

Provide short description of the content of the courses in the programme to include:

- a.** Course description
- b.** Objective
- c.** Content
- d.** mode of delivery
- e.** reading material

16) Assessment of students' performance and achievements

- a.** Regulations on students' assessment, performance and achievements should be clearly defined and there should be evidence of students' awareness of the regulations.
- b.** Mode of certification: Please, state name of awarding institution.

17) Staffing:

a. Provide information on staffing for the programme in the table below (this should include only those who have responded positively to appointment letters, or if existing staff, have received letters for re-assignment or additional responsibilities):

Staff Category	Name of staff	Sex	Full time	Part time	State all <u>Earned</u> degree-level and equivalent qualifications starting from the <u>Highest</u> indicating Title of Qualification, Institution of Award, Year of Award and Place of Award for each qualification	Area of specialization	Rank/Years of teaching experience	Courses to be taught	Expected workload(ex pressed in hours per week per teacher)
Teaching staff									
Technical staff	<i>Technologists</i>								
	<i>Technicians:</i>								

Admin ist- rative staff									
Support staff									

NB:

- 1.State the name and details of the Head of Department First
- 2.Attach list of publications and technical reports of staff
3. High order ranks should be filled first

- b. Details of staff development plan (if any) including but not limited to the following:
 - i. Technical Assistance;
 - ii. Overseas training;
 - iii. Local training;
 - iv. Mentoring.

18) Student Enrolment:

Projected student enrolments for the next five (5) years in the Table below:

Academic Year	Year 1	Year 2	Year 3	Year 4	Year 5
Enrollment					
Total					

19) Resources:

- a. Physical Resources:

Provide details of the available physical facilities including the following:

 - i. classrooms, laboratories/demonstration rooms, studios and farms workshops and their respective capacities (as applicable);
 - ii. Pieces of equipment, instruments and tools;
 - iii. Provisions made for the physically challenged;
 - iv. Safety facilities provided.
- b. Sources of information (e.g. Library) and other relevant resources.

20) Sources of Funding for the Programme:

The institution should analyse the cost implications of the new programme for the first five years and demonstrate how it intends to finance the new programme.

- a. *The institution should analyse the recurrent and capital costs associated with the new programme. These should include the cost of equipment, library, consumables and teaching and non-teaching staff.*
- b. *The institution should assess the various streams of income that will be used to finance the programme.*
- c. *The institutions should also indicate how the funding for the programme can be sustained*

21) Linkages:

Linkages with other organisations/institutions (national/international) for academic or other forms of support

22) Submission of Proposals

Institutions are required to submit three (3) hard copies and a soft copy of the proposal (*significantly compressed*) to academiccommittee@gtec.edu.gh

23) Contact Person

Institutions are requested to provide information on the contact person for the new programme as follows:

Name:

Telephone number:

Email address