

Nine areas of standards with sources of verification

Use as the index for nine evidence folders. Tick each document as it is found. Triangulate documents with observation, interviews and records.

Area	Sources of verification	Found
1 Vision, mission and values	Written mission and values, organogram, pictures of sign posts with mission and vision in public places	
2 Curriculum	Programme curriculum, qualification standards, scopes of practice, public announcement, curriculum committee assignment letters and minutes, alignment map. Interview students, staff and department heads	
3 Assessment	Assessment policy or guideline, exam committee assignment letter, signed exam approval forms, sample exam blueprint, item analysis, standard setting record, appeals procedure	
4 Students	Admission policy as applied locally, counselling and support service records, attrition data and actions, graduate outcome data	
5 Academic staff	Legislation sections, HR policy, staff list with level of education and student numbers, full time and part time balance, staff development policy, CPD certificates and sponsorship letters, DC/AC minutes, promotion criteria, training evidence, orientation minutes, induction certificates, preceptor guideline and assignment letters, administrative staff profile, annual plan and report	
6 Educational resources	Pictures of classrooms, library and skills lab, research policy, posted materials, MOUs with affiliation sites, meeting minutes, skills lab checklist	
7 Quality assurance	Organogram, annual plan, quality assurance guideline, staff performance evaluation, internal quality audit document, tracer study, posted achievements, revised curriculum, audit report, feedback letters, committee membership letters	
8 Governance and administration	Organogram, public announcement, assignment letters, newsletters, job descriptions, budget plan, gender office interview checklist, academic rules and regulations, AC and DC minutes, legislation, HR policy, financial guideline	
9 Research, community service and collaboration	MOUs, list of thematic areas, research and community service guideline, grant award letters or certificates, sample research documents, awards. Interview students, staff and stakeholders, observe activities	