



**COURSE ACCREDITATION STANDARDS
SELF ASSESSMENT
FORM**

DRAFT

This form is applicable to training Institutions seeking accreditation to offer the Media Council Certificate and/or Diploma in Journalism. Colleges seeking curriculum accreditation will be required to have TVET accreditation.

1. INTRODUCTION

Assessment is a systematic process of gathering, reviewing and using quantitative and qualitative data and information from multiple and diverse sources about an educational programme, for the purpose of improving student learning, and evaluating whether academic and learning standards are being met. On the other hand, Self-assessment is conducted by the institution to determine whether its programmes meet its educational objectives and outcomes with the purpose of improving the programme's quality and enhancing students' learning. At the core of MCK Standards 2016 is an assessment component that requires each MCK diploma institution seeking accreditation, or renewal of accreditation, to establish its own internal assessment process, which in turn will be assessed by MCK and other regulatory bodies.

1.1 Purpose of internal self-assessment

This Self-Assessment Report provides an opportunity for reflection and consultation, enabling the journalism training institution to align its programmes to the strategic plan.

These reviews provide information that can be used by the Institution to:

- a) Improve and maintain academic standards of training in journalism;
- b) Ensure that the delivery of the diploma/certificate in journalism programmes meets the objectives and goals of MCK;
- c) Enable the journalism department to identify future trends, needs, practices and challenges;
- d) Assist the journalism department to assess its relationship with, and contribution to, other academic programmes within the institution;
- e) Inform the strategic plans of the journalism department and the institution; and
- f) Provide feedback for internal and external quality assurance of the programme.

1.2 SELF-EVALUATION TOOL

1.2.1 Mission and Goals

A TVET institution offering the MCK Curriculum in Journalism training shall have policies that define the department's mission and goals.

1.2.2 Governance and Administration

A TVET institution offering the MCK Curriculum in Journalism training shall have governance and administrative structures that facilitate learning, foster quality, and promote autonomy.

1.2.3 Funding

A TVET institution offering the MCK Curriculum in Journalism training shall have a budget development plan that facilitates quality training.

1.2.4 Physical Resources and Utilities

A TVET institution offering the MCK Curriculum in Journalism training shall provide adequate physical resources and utilities that meet the requirements of learners and staff.

1.2.5 Teaching and support staff

A TVET institution offering the MCK Curriculum in Journalism training shall have adequate and qualified teaching staff and other instructional personnel for the programmes offered and the students enrolled.

1.2.6 Curriculum Implementation

A TVET institution offering the MCK Curriculum in Journalism training shall have the curriculum implementation designed so that students acquire and demonstrate proficiency, facilitate and advance student knowledge, skills and professional values to work in a diverse global and domestic society.

2. Assessment and Evaluation

A TVET institution offering the MCK Curriculum in Journalism training shall have a systematic and comprehensive plan to regularly assesses teaching and learning.

2.1 Industry Linkage

A TVET institution offering the MCK Curriculum in Journalism training shall establish linkages with industry .

2.2 Student support

A TVET institution offering the MCK Curriculum in Journalism training shall provide student support services to promote learning and ensure timely completion of the course .

3. Policy and legal compliance

A TVET institution offering the MCK Curriculum in Journalism training shall regularly assesses how it complies with applicable laws and regulations.