



Ministry of Youth and Sports

**QUALITY ASSURANCE POLICY**

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## 1.0 POLICY OBJECTIVE

- 1.1 This policy is to ensure that all Ministry of Youth and Sports (MYS) training programs meet and maintain approved standards to ensure stakeholders including trainees, youth training centres, and other parties are assured of quality.

## 2.0 POLICY

- 2.1 The Ministry of Youth and Sports is committed to ensure that management and assessment of our qualifications is valid and reliable and that learners who have shown they can meet the standards of a qualification receive certification.
- 2.2 Quality assurance procedures also ensure consistency of standards over time for all qualifications.

## 3.0 BACKGROUND

- 3.1 The MYS' core responsibilities focus on facilitating youth and sports development through the establishment of a conducive policy environment to provides strategic support systems, initiatives for personal development, character building, sports policy implementation and community -based youth-led programs.
- 3.2 The MYS through this policy intends to ensure standards for those qualifications we certificate. As part of MYS' commitment to quality assuring standards, the Ministry aims to provide guidance and support to help Trainees achieve their learning and development goals.
- 3.3 MYS also ensures that any regulatory requirements are met, and in turn we support Youth Training Centres to meet those requirements.

## 4.0 DEFINITIONS

- 4.1 **Trainees:** refers to the young people undertaking training with the MYS at training centres or in communities.
- 4.2 **National Qualification Framework:** is the framework managed by the Fiji Higher Education Commission to set out the learning pathways from one accredited qualification to another higher qualification.

- 4.3 **Quality Assurance:** all those planned and systematic actions needed to provide adequate confidence that a product, service or result will satisfy given requirements for quality and be fit for use.

## 5.0 RELEVANT LAWS AND AUTHORITIES

- 5.1 Fiji Higher Education Qualification Regulation 2010  
5.2 Fiji Higher Education Act – 2008

## 6.0 PROCEDURES

### 6.1 Quality Assurance Principles

6.1.1 MYS quality assurance system is based on the following principles:

- 6.1.1.1 The quality assurance system should be understandable to stakeholders, effectively administered and cost effective to operate
- 6.1.1.2 Qualifications should be accessible to all learners with an interest or have the potential to achieve them
- 6.1.1.3 The criteria, which define the performance required of learners for them to achieve qualifications, should be appropriate to the purpose, explicit and in the public domain
- 6.1.1.5 Each criterion should be unique and necessary, and should comply with the specifications for the qualification
- 6.1.1.6 Assessment should be valid, reliable and practicable, and assessment results should be in line with the criteria for the qualification
- 6.1.1.7 Qualifications should be only offered in centres that have the resources and expertise to assess learners against the qualification's criteria
- 6.1.1.8 Trainers should assess and internal quality assurance for learner work for certification
- 6.1.1.9 Responsibility for quality assurance should be shared with centres and staff should be trained where necessary to ensure quality assurance.

## 6.2 Quality Assurance Components

- 6.2.1 To ensure that the qualifications the MYS offers are designed, delivered and assessed to acceptable national standards, a number of quality assurance elements are set out, which are based on the quality assurance principles. These elements underpin all MYS qualifications, and underpin the mechanisms through which national standards are maintained.
- 6.2.2 Each element covers an area of assessment or quality assurance, and is divided into requirement or criteria. The criteria set out the corresponding responsibilities of MYS and its centres.

Element	The Criteria
Recognition as MYS Youth Training Centre	The management procedures which underpin the implementation and assessment of MYS qualifications in centres. Approval to be granted by FHEC.
Approval to offer specific MYS qualifications	Resources required of centres for the implementation and assessment of specific MYS qualifications. Approval to be granted by FHEC.
Validation of MYS qualifications	Ensuring that MYS qualifications are fit for purpose. Approval to be granted by FHEC.
Internal verification of internal assessment	The process by which YTCs ensure that all internal assessments are valid and consistent based on advice of the FHEC.

## 6.3 Internal Quality Assurance

The MYS recognises the importance of establishing and retaining standardisation of assessment requirements across programs and levels. Internal quality assurance at centres must cover assessment decisions made by all assessors; assessment decisions to meet the criteria of the specifications; learner work that reflects the level of achievement and learner work that reflects certificate claims.

## 6.4 External Quality Assurance

- 6.4.1 The MYS will appoint individuals who are occupationally and professionally competent and accredited to ensure accurate and consistent standards of

assessment, across YTCs. They are responsible for completing external quality assurance activities.

6.4.2 The purpose of such activities is to ensure centres:

- 6.4.2.1 have appropriate levels of resources to support the delivery of the qualification, including both physical resources and staffing
- 6.4.2.2 are using appropriate assessment methods and making appropriate assessment decisions according to qualification requirements
- 6.4.2.3 have appropriate internal quality assurance arrangements as outlined within the relevant qualification specification
- 6.4.2.4 are using appropriate administrative arrangements to support the function of delivery and assessment.
- 6.4.2.5 send and receive feedback through the external quality assurance report form with the assistance of Fiji Higher Education Commission (FHEC) which includes details on the above criteria and any areas where further development is required.

## 7.0 MONITORING

The MYS will monitor and review all quality assurance processes and procedures annually with assistance and advice of FHEC.

8.0 EFFECTIVE DATE .....

9.0 REVIEW DATE .....

10.0 KEY SEARCH WORDS

Quality Assurance, Verification, Standards

11.0 RECOMMENDED BY THE PERMANENT SECRETARY FOR YOUTH AND SPORTS

*Mr A. Bonhill*  
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*4/10/2017*  
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SIGNATURE

DATE

12.0 ENDORSED BY THE MINISTER FOR YOUTH AND SPORTS HON. LAISENIA TUITUBOU

*[Signature]*  
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*24/10/2017*  
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SIGNATURE

DATE



