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POLICY ONE: PKCEADP1 – ADMISSION POLICY

Purpose/Objectives

The College is among the most selected Colleges of Education in the country and gaining admission into it is becoming more competitive for fresh applicants each year. As a matter of principle, all activities of the College are directed towards realizing the mission and vision of the College. We believe that an assiduous student is a potential laureate who will impart positively on the growth of the College and an agent of quality education. To this end, the College takes interest and priority in getting the best applicants to enroll in every academic year.

The purpose of the Admission Policy is to ensure that every qualified applicant has an equal chance of being shortlisted for admission according to the prescribed underlining factors as considered in Article 4 of this policy document.

The specific objectives of this policy include:

- i. Admitting only qualified young men and women of any Race, Colour, Religion, Nationality and Ethnic origin.
- ii. Students of the College are generally accorded to all Rights, Privileges, Programmes and Activities.
- iii. The decision of the Academic Board as based on this Policy is final in every year.
- iv. The aim of the College in admission ratio of female to male enrollment is to achieve parity.

Scope /Application

This policy shall apply to all admissions into the Bachelor of Education (B.Ed) Programme in the College irrespective of gender, ethnicity, culture or issues of diversity with applicants and officials.

Policy Statement

The Admission Policy is committed to admitting applicants. The selection involves a comprehensive review of all information, both academic and personal, presented in the

application. A brilliant student shall be determined by the quality of WAEC grades obtained in the following categories:

- i. For WASSCE holders, a minimum of 6 credits, including Core English, Core Mathematics, Core Science/Social Studies or 6 credits (A1 –C6) in all subjects, including English Language and Mathematics and at least 3 of the credits must be relevant to the area of specialization.
- ii. For SSCE holders, a minimum of 6 Credits including Core English, Core Mathematics, and Core Science/Social Studies or 6 credits (A –D) in all subjects including English language and Mathematics and at least 3 of the credits must be relevant to the area of specialization.
- iii. For GCE Ordinary level holders, a minimum of 6 credits is accepted. This includes: English, Mathematics, Science and credit in any other 3 subjects.
- iv. Admission of 80% of the candidates will be by merit.
- v. A maximum of 5% allocation shall be given to protocol.
- vi. A maximum of 5% allocation to Staff with critical admission requests.
- vii. A maximum of 5% allocation to physically challenged individuals
- viii. A maximum 5% allocation to the Community / traditional interests
- ix. An oral interview may be arranged when the need arises
- x. Gender equality shall be progressively pursued until a 50 to 50 female to male ratio is attained.

Like any other tertiary institution in the country, the minimum entry requirements to the College are determined by the Nation Council for Tertiary Education (NCTE) and National Accreditation Board (NAB). A review of this Admission Policy can be done base on the recommendations from NCTE and NAB.

Supporting Procedures

General Procedures

The following procedures are considered in gaining admission into the College.

- I. Advertisement
- II. An application must be received on or before the closing date stated in the advertisement.
- III. An online application is done by following the procedure prescribed in the advertisement.
- IV. A hard copy of the cover page / summary of personal data of the applicant, with a photocopy of result slip(s) and a passport photograph is posted to the College through EMS or submitted by hand.
- V. Selection of successful applicants is done by the College management.
- VI. Publication of shortlisted candidates shall be posted on the College's notice board, College's website, and through a text message to prospective students.
- VII. Publication of final admission list is done on the College's notice board and website.
- VIII. A final admission list shall contain **only** the names of successful applicants who have been able to pay their admission fees on or before the deadline for payment.
- IX. Admission letter, students' handbook and souvenir(s) are given to prospective students.

Course Structure

The current course structure run by the College is on semester basis.

- I. This comprises eight (8) semesters. The first year course is foundational, requiring all students to offer all courses.
- II. In the second year, students are introduced to the methods for teaching the subjects in the Basic Education Curriculum. They are also given ample opportunity to go through the practicum in what are termed *Lesson Observation, On-Campus Teaching Practice (OCTP)* and a one year *Off Campus Teaching Practice*. In the third year, students are expected to go out on attachment in schools where they will practice teaching under the guidance of trained teachers (lead mentors / mentors) and link tutors.

Academic Progression from one Level to another Level

Progression from level 100 to 200

- i. the student must Pass all courses taken (obtained Grade A-D)

- ii. the student must Attain a minimum Cumulative Grade Point Average (C.G.P.A) of 1.0.
- iii. Students with CGPA below 1.0 at the end of the First Semester shall be cautioned by the Vice-Principal in writing and referred to the Counselling Unit of the College for advice.
- iv. A level 100 student who loses a total of twelve (12) credits or more registered for an academic year (either in the first, second or in both semesters) will be dismissed for poor academic performance for that academic year. Such a student may however apply for re-admission the following academic year.
- v. A level 100 student who loses 1 to 11 credits in either the first, second or both semesters shall be given an opportunity to write the supplementary end-of-semester examination before the start of ensuing year. The supplementary end-of –semester examination for level 100 students shall be marked over 60 and shall be added to the Continuous Assessment (CA) score which the student would have obtained during the course of the semester. The student will be withdrawn for poor academic performance if he/she is unable to pass all the written courses in the supplementary end-of-semester examination.

(A level 100 student who fails the supplementary end-of semester examination and is withdrawn may re-apply to be considered for admission).

B. Progression from level 200 to 300,

- i. The student must Attain a minimum C.G.P.A. of 1.0
- ii. The student must pass at least 30 credits for the current year.
- iii. The student must not lose more than a total of six (6) credits in the courses registered for the academic year.
- iv. If a student fails up to 6 credits, he/she will progress to the next level but will be on probation and be required to repeat those failed courses.
- v. A student on probation has two (2) chances to pass the failed course(s).
- vi. A student who is repeating a course will be required to take quizzes, assignments, and end-of semester examination for the repeated course(s).
- vii. If a student fails a total of 7 to 12 credits, he/she will be allowed to repeat the failed courses as an ‘external candidate’. *An external candidate is not taking the full complement of courses but reading only repeated or failed courses.* He/she will register

the repeated and failed courses only and must pass them within one academic year before progressing to the next level

- viii. An external candidate would retain the lower level status until he/she meets the requirements for progression.
- ix. An external candidate would be required to attend tutorials and fulfil continuous assessment requirements and pay 60% of the approved college fees and any other fees to be determined by the College from time to time.
- x. An external candidate ought to pass the repeated courses at one sitting only. If an external candidate fails to pass any of the failed courses, he/she would be dismissed for poor academic performance.

NB: Students can assume an external candidacy only once during their studentship. A level 200 student who loses more than 12 credits will be dismissed outright.

C. Final year courses

Students who fail their final year course(s) have up to two years to redeem themselves in the respective semester courses for certification.

DBE (Sandwich Programme)

Progression from level 100 to 200

- i. Student must Pass all courses taken (Obtain Grade A-D)
- ii. Student must Attain minimum C.G.P.A. of 1.0
- iii. Students with G.P.A. below 1.0 at the end of the first semester shall be cautioned by the Vice Principal through writing and referred to the Counselling Unit of the College for counselling.
- iv. A level 100 student who loses a total of twelve (12) or more registered credits for an academic year, will be **DISMISSED** for poor academic performance.
- v. A level 100 student who loses 1 to 11 credits in either first, second or both semesters shall be given an opportunity to write supplementary end-of-semester examination. The supplementary end-of-semester examination for level 100 students shall be marked over 60 and shall be added to the continuous assessment score which the student would have obtained during the course of the semester. The student will be withdrawn for poor

academic performance if he/she is unable to pass all the written courses in the supplementary end-of-semester examination.

- vi. A level 100 student who fails the supplementary end-of semester examination and is withdrawn may re-apply for admission the following academic year into the same or different programme.

(Note: A level 200 student who loses more than 12 credits will be dismissed outright.)

A. Final year courses

Students who fail their final year course(s) have up to two years to redeem themselves in the respective semester courses for certification.

UTDBE Programme

Progression from level 100 to 200

- i. The student must Pass all courses taken (Obtain Grade A-D) and b) Attain minimum C.G.P.A. of 1.0
- ii. Students with G.P.A. below 1.0 at the end of the first semester shall be cautioned by the Vice-Principal through writing and referred to the Counselling Unit for counselling.
- iii. A level 100 student who loses a total of eight (8) credits or more registered for an academic year will be dismissed for poor academic performance. Such a student may, however, be referred to the Teacher Education Division of the Ghana Education Service for advice.
- iv. A level 100 student who loses 1 to 7 credits in either first, second or both semesters shall be given an opportunity to write supplementary end-of-semester examination. The supplementary end-of –semester examination for level 100 students shall be marked over 60 and shall be added to the continuous assessment score which the student would have obtained during the course of the semester. The student will be withdrawn for poor academic performance if he/she is unable to pass all the written courses in the supplementary end-of-semester examination.
- v. A level 100 student who fails the supplementary end-of semester examination is withdrawn. Such student may also be referred to the Teacher Education Division of Ghana Education Service for advice.

A. Progression from level 200 to300

- i. The student must attain a minimum C.G.P.A. of 1.0
- ii. The student must **pass** at least 16 credits for the current year.
- iii. The student must **not** lose more than a total of 4 credits in the courses registered for the academic year.

B. Progression from level 300 to 400

- i. The student must **attain** a minimum C.G.P.A. of 1.0 and b. Pass at least 16 credits for the current year.
- ii. The student must **not** lose more than a total of 6 credits in the courses registered for the academic year.

C. Final year courses

Students who fail their final year course(s) have up to wait till exams are organized in the said courses to redeem themselves in the respective semester courses for certification.

1.1. Gender Responsive Strategy

The admissions policy of Peki College Education is to ensure that gender equality is progressively pursued by the College until a 50:50 female to male ratio is attained. The policy shall apply to all admissions into the Diploma in Basic Education Programmes.

2. Responsibility for Implementation

Academic Board

3. Responsibility for Monitoring, Implementation and Compliance

- i. Academic Board
- ii. Principal

4. Status

- i. Revisions approved by Governing CouncilDate.....
- ii. The implementation of the latest version of this policy supersedes all previous versions.

5. Key Stakeholders

- i. All applicants for admission into the College
- ii. All parents of applicants
- iii. Students
- iv. Staff

- v. Academic Board
- vi. Council
- vii. GES/TED
- viii. UCC
- ix. UG
- x. NCTE
- xi. NAB
- xii. NTC
- xiii. Students Loan Trust Fund

6. Approval Body

The College's Governing Council

7. Initiating Body

Academic Board

8. Definition of Terms

- i. **Policy:** a legal document of governance of any defined unit / aspect of operation of an institution that spells out actions to be taken under any circumstance
- ii. **Admission Policy:** a legal document on how admission of any new entrant should be conducted
- iii. **PKCEAP1 Admission Policy:** a legal document stipulating how admission of new students should be conducted in the Peki College of Education, Peki, Volta Region.
- iv. **Applicant:** anybody who applies to the college to pursue the DBE programme
- v. **Shortlisted:** a list of successful applicants who have been considered to make admission fee payment so that they will be accepted in the College as students.
- vi. **College Governing Council:** the highest decision making body of the college that has been appointed / approved by the President of the Republic of Ghana to serve as the governing body of the College
- vii. **Academic Board:** a board that is responsible for proposing academic policies for the Governing Council to consider and approve for the College.

- viii. **Minimum Requirement:** any combination of grades of any second cycle programme considered as relevant for the entrants of applicants to the DBE programme of the Colleges of education in Ghana
- ix. **DBE:** Diploma in Basic Education
- x. **GES:** Ghana Education Service
- xi. **NCTE:** National Council for Tertiary Education
- xii. **NAB:** National Accreditation Board
- xiii. **NTC:** National Teaching Council
- xiv. **TED:** Teacher Education Division
- xv. **UCC:** University of Cape Coast
- xvi. **UG :** University of Ghana

9. Related Legislation

- i. National Accreditation Board minimum requirement to DBE programme
- ii. Peki College of Education admission policy in admission handbook
- iii. University of Cape Coast progression document for DBE Programmes

10. Related Policy and other Document

- i. National Accreditation Board minimum requirement for DBE programme
- ii. Peki College of Education admission policy procedures in admission handbook
- iii. University of Cape Coast progression document for DBE Programmes

11. Effective Date

12. Review Date

13. Keywords

Admission, Applicant, Admission Requirements, DBE, Academic Board

14. Owner / Sponsor

College Principal

15. Author

College Governing Council

16. Further Information

Contact the following for any further information regarding this policy document as and when necessary.

The Principal

Peki College of Education

P.O.Box 14

Peki

Volta Region

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POLICY TWO: PKCEASP1-ASSESSMENT POLICY

Purpose/Objectives

The purpose of assessment is to enable candidates to demonstrate that they have fulfilled the appropriate intended learning outcomes of the programme of study and achieved the standard required for the award. In addition, assessment may enhance the learning experience of students. By means of the assessment process, the College aims at:

- i. Measuring candidates' achievements against intended learning outcomes;
- ii. Identifying learning potential and weaknesses;
- iii. Motivating students in their learning;
- iv. Promoting student learning through appropriate feedback;
- v. Providing a reliable and consistent basis for the recommendation of an award;
- vi. Assisting staff in evaluating the effectiveness of their teaching.

1. Scope /Application

This policy applies to:

- i. Students undertaking DBE courses in the College;
- ii. Academic and / or professional staff with responsibility for designing, administering or making decisions relating to assessment.

The Policy does not apply to examination of project work to which the Project Regulations apply.

2. Policy Statement

Assessment is a core academic activity and an essential component of the learning and teaching process.

Assessment includes:

- i. The design and specification of activities or tasks that students undertake to support their learning;

- ii. Provision of feedback as guidance for students' learning;
- iii. Moderation of assessment activities;
- iv. Award of marks; and
- v. Determination and award of final result grades.

1. Supporting Procedure/ Principles

1.1. General

In order to achieve the above mentioned purposes, it is necessary to ensure that assessments conform to the following principles:

- i. *Validity*: Assessment tasks, and the criteria for assessing those tasks, will measure effectively the candidates' attainment of the intended learning outcomes.
- ii. *Reliability and Consistency*: Assessment tasks should be repeatable and accurate. This is achieved by a set of clear and consistent processes for the setting, marking and moderation of assignments.
- iii. *Fitness for Purpose*: Appropriate assessment of intended learning outcomes is achievable where there is variety of assessment tasks. Such a variety in assessment is appropriate where there is a range of approaches to learning. It is also important to recognise that there may be tension with consistency.
- iv. *Fairness*: Assessments should be conducted in a manner that is demonstrably consistent and equitable, and clearly intelligible. There is the need for making available to candidates and examiners, clear, accurate, consistent and timely information on assessment tasks and procedures.
- v. *Relevance*: The assessment should be based only on the intended learning outcomes, taking into account key and transferable skills. All elements of assessment should have explicit criteria for the exercise of professional judgment, published to all candidates and examiners. The assessments should measure performance at the appropriate level of the course.
- vi. *Freedom from bias*: The assessment process would be conducted in such a way that no individual or group is subject to disadvantage or unfair advantage.

- vii. *Practicability*: The amount of assessed work required, and the scheduling of assessment, should be such that it is realistic and efficient for both candidates and staff. Student learning should not be impeded by assessment overload.
- viii. *Feedback*: The nature, extent and timing of feedback for each assessment task should be clear to students in advance.

1.2. Examinations

i. Continuous Assessment and End of Semester Examinations:

Assessment of students’ performance shall comprise a combination of continuous assessment and end-of-semester examinations. The corresponding weighting components are as follows:

Table 1: Weighting Components of Assessment

Continuous Assessment	40%
End of Semester Examination	60%

Continuous assessment shall comprise quizzes and assignments/projects. End of semester examinations shall be taken at the end of each semester. On the grounds of ill-health, a student who fails to take quizzes, assignments /projects and examination, the student shall have the chance of taking them with evidence of doctor’s report.

ii. Grading system

Examination in all courses shall be graded and corresponding grade points are as follows:

Table 2: Grading System

Score (%)	Grade	Grade Point
80– 100	A	4.0
75 – 79	B+	3.5
70 – 74	B	3.0
65 – 69	C+	2.5
60 – 64	C	2.0
55 – 59	D+	1.5

50 – 54	D	1.0
0 – 49	E	0.0

Each student is expected to obtain a minimum of grade D for continuity. Obtaining grade E, is a referral and the student has one chance to rewrite, pass and continue with the cohort.

iii. **Publication of Results**

The academic Board of the College shall certify the examination results and shall be posted at the college/students’ notice board.

1.3. Examination Misconduct

- i. As part of the wider academic community, the College has a commitment to integrity in academic conduct, and promoting good examination practices. As such, all forms of examination misconduct attracting corresponding sanctions spelt out in the students’ handbook are taken seriously.
- ii. **Appeals:** A candidate may appeal against a decision taken on examination misconduct. The appellant is required to state the grounds for the appeal to determine whether there are good grounds for the appeal. The Principal is to constitute a body to examine the appeal and make necessary recommendations for considerations.

1.4. Orientation on the Conduct of Examination

Assessment/Quality Assurance Units should arrange staff/students orientation on examination procedures and practices prior to the start of every end of semester exams.

1.5. Gender Responsive Strategy

The assessment policy of the College shall not be gender biased. Males and females would be given equal treatment and attention in all matters regarding examinations, any other forms of assessments, and invigilation. Both male and female students/tutors would be given fair hearing on cases of examinations or assessments malpractices. (Link to 2B of the gender score card)

2. Person (s) / Body Responsible for Implementation

Quality Assurance Committee

3. Person (s) / Body Responsible for Monitoring, Implementation and Compliance

Academic Board Committee

4. Status

- i. Discussions on issues related to the policy, 24/05/16.
- ii. College Governing Council meets to discuss the policy and approve it

5. Key Stakeholders

- i. Students
- ii. Academic staff

6. Approval Body

College Governing Council

7. Initiating Body

Academic Board

8. Definition of Terms

For the purpose of this policy:

- a. Academic misconduct means:
 - i. plagiarism**
 - ii. Breaches of the examination procedures prescribed in Section 6 of this Manual
 - iii. Presenting data that has been copied, falsified or in any way obtained improperly
 - iv. Including material in individual work that has involved significant assistance from another person, unless this is specifically allowed in the course outline
 - v. Providing assistance to a student in the presentation of individual work, unless this is specifically allowed in the course outline

- vi. Falsifying or misrepresenting academic records, or any other documents, and
- vii. Any other actions that contravene the principles of academic integrity.

b. Plagiarism means:

- i. Directly copying any material from electronic or print resources without acknowledging the source
 - ii. Closely paraphrasing sentences or whole passages without referencing the original work
 - iii. Submitting another student's work in whole or in part, unless this is specifically allowed in the course outline
 - iv. Using another person's ideas, work or research data without acknowledgment
 - v. Appropriating or imitating another's ideas unless this is specifically allowed in the course outline.
- c. **Assessment:** A measure of a student's skill and knowledge based on judgments about the extent to which a student has achieved course objectives.
- d. **Invigilator:** A staff member or an authorised nominee, who is responsible to invigilate examinations.

9. Related Policy and other Document

University of Cape Coast and University of Ghana Examination Guidelines for B.Ed. Programme

10. Effective Date

11. Review Date

12. Keywords

- i. Academic misconduct
- ii. Plagiarism
- iii. Assessment

13. Owner / Sponsor

College Principal

14. Author

College Governing Council

15. Further Information

Contact the following for any further information regarding this policy document as and when necessary.

The Principal

Peki College of Education

P.O.Box 14

Peki

Volta Region

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Email. pkce.govco@yahoo.com

POLICY THREE: PKCECMP1 – CONFLICT MANAGEMENT POLICY

Purpose / Objectives

Peki College of Education is committed to providing a congenial institutional environment where all may pursue their studies, careers, duties and activities with minimal level of conflicts. The purpose of this policy is to resolve conflicts at the lowest possible level using procedures that address and respect the needs, interest and rights of the College community. The College believes that actively identifying and resolving conflicts is a way to strengthen the relationships that improve coordination. Specifically, the policy is to establish a College-wide dispute handling plan that:

- i. Provides for the timely and satisfactory resolution of conflict at the lowest possible level and in the most cost-effective manner.
- ii. Embodies principles of fairness, equity, respect and transparency.
- iii. Is proactive (not reactive).
- iv. Respect the rights and interests of all parties.
- v. Values conflict as a source of information and change.

1. Scope/Application

This policy shall apply to members of the College community. Members of the College community by this policy include: staff, students, relatives of staff living on campus, visitors, contractors and persons acting in various capacities on behalf of the College.

2. The Policy Statement

A peaceful workplace is a right and a responsibility of all members of Peki College of Education (PKCE). To this end, the policy is to:

- Help persons carry out this responsibility, the College provides a safe, fair, efficient and transparent process, both formal and informal.
- Address issues of retaliation.

- Help any member of the College community who perceives him / herself to have been involved in a conflict situation.
- Help any member who has been subjected to retaliation following a conflict situation to follow procedures outlined.

3. Supporting Procedure

This policy is a commitment to resolve disputes and problems at the lowest level possible.

As a general rule:

- People having conflicts or problems have a duty to first try to resolve their issues.
- If resolution between parties fails, it is appropriate for them to request that an immediate superior officer (third party) assists in the process.

3.1. Informal Procedure

- Direct Communication:* In the first instance, parties should attempt to resolve conflict within themselves informally where possible.
- Assisted Communication/mediation:* When direct communication between the parties is not successful in resolving the conflict, the parties shall request the assistance of their immediate departmental head or a neutral mediator.
- If the conflict is with their immediate head, the assistance of the next senior most person can be requested.
- The mediator(s) shall try to help the parties resolve the issue amicably.

3.2. Formal Procedure

- If the informal process is not successful, the parties shall formally direct the issue(s) to the College Disciplinary / Grievance Committee, through formal writing.
- The College Disciplinary/Grievance Committee shall facilitate amicable settlement.
- The recommendation(s) of the Disciplinary / Grievance Committee shall be communicated to the office of the Principal.
- Apart from the above set of procedure for conflict management, if a party is not satisfied, he/she may directly approach the Principal for resolution.

3.3. Appeals Procedure

A party who disagrees with the decision of the Disciplinary / Grievance committee may file a notice of appeal to the committee for redress within ten (10) working days. If either party

fails to file an appeal within 10 working days, the decision of the Principal shall within 21 working days be binding on all parties

3.4. Sanctions

The sanctions as stipulated in the harmonized conditions of service for Colleges of Education shall apply

3.5. Gender Responsive Strategy

This policy is to ensure that a congenial institutional environment is provided for all persons. In all cases of conflicts, the same procedures outlined in this policy shall apply without biases and/or prejudices to any particular sex.

4. Person(s) / Bodies Responsible for Monitoring, Implementation and Compliance:

- i. Principal
- ii. Vice Principal
- iii. College Disciplinary / Grievance Committee
- iv. Quality Assurance Officer

6. Key Stakeholders

- i. Faculty and Staff
- ii. Students
- iii. Relatives
- iv. Visitors of faculty and Staff and College
- v. College contractors
- vi. All persons working on behalf of the College
- vii. All business operators in the College
- viii. Council
- ix. NCTE
- x. NTC
- xi. UG
- xii. UCC
- xiii. TED
- xiv. GES

5. Approval Body

College Governing Council

6. Initiating Body

College Disciplinary/Grievance Committee

7. Definitions of Terms

- i. **Conflict management** is a means to establishing a cooperative learning and performance culture in which all players know and understand their roles, support each other and learn from each other. Conflict management shall not be handled as a perfunctory process designed to merely shut down disputes. Rather, it shall be considered a process to open difficult situations to effective discourse, resolution, and learning. Consistent with that view of the process, we recommend that an organization's conflict management programmes include periodic assessment and re-thinking as the organization gains experience from its initial efforts.
- ii. **Policy:** Policy on Conflict management for the College of Education.
- iii. **Confidentiality:** Ensuring that information is accessible only to those authorized to have access to it.
- iv. **Student:** A registered student of the College
- v. **Staff:** An employee of the College or a person who has agreed to be bound by the rules and policies of the College.
- vi. **Stakeholders:** They include Governing Council, College Management, Government, Faculty, Staff, Students, Old students and College community and all other individuals and groups of people identified under key stakeholders in Article 9 of this policy document.

8. Related Legislation

- i. Harmonized Conditions of Service for Colleges of Education
- ii. College Handbook for students
- iii. 1992 Constitution of Ghana

9. Related Policy and other Documents

- i. Harmonized Conditions of Service for Colleges of Education
- ii. College Handbook for students
- iii. 1992 Constitution of Ghana

10. Effective Date

11. Review Date

12. Keywords

Conflict Management, Intervener, Decision Maker, Facilitator, Dispute, Complainant, Procedures.

13. Owner/Sponsor

College Principal

14. Author

Peki College of Education Council

15. Further information

For further information regarding the policy contact the Principal, through the following telephone numbers, and email address.

P.O. BOX 14,

PEKI

Tel. No. -----

Pkce. govco@yahoo.com

POLICY FOUR: PKCEEDP1 – ESTATE DEVELOPMENT POLICY

Purpose / Objective

The crucial ambition of Peki College of Education is to provide a mix of activities in all parts of the campus. This is to create a vibrant sustainable community.

The specific objectives are:

- i. To plan for sustainable estate development of the College.
- ii. To plan for a proper lay out for the College.
- iii. To provide a congenial environment where faculty, staff, students, external bodies can come together to interact with one another.
- iv. To provide a robust framework for development of the campus to meet current and future needs.
- v. To provide residential accommodation on campus for faculty and staff to maximize their contribution to campus life.
- vi. To pursue a sustainable future and demonstrate a long- term stewardship for the College.
- vii. To create a proper landscape for the College
- viii. To develop further as a social and economic asset to the local community and the region, in accordance with government policy objectives and with our institutional estate development plan.
- ix. To develop structures and facilities that make the estate user friendly.

1. Scope / Application

The policy document covers a wide range of procedures and standards relating to construction and estate laws (maintenance, repair and refurbishment of facilities, building sites according

to standard conditions, regular inspection, validation and waste spillage and recycling).The policy also applies to all persons within the College Community (faculty, staff, students and relatives of staff, contractors, persons transacting business within the College community and on behalf of the College and visitors).

2. Policy Statement

The College shall be committed to the management of its estates to provide safe, secure, and healthy working environment for faculty, staff, students, workers, and visitors with the responsibilities to the environment.

4. Supporting Procedures

4.1. General

- i. Activities of the Development committee shall be strengthened and expanded to include inspection and monitoring.
- ii. The committee shall ensure that materials used in building meet specified standards.
- iii. The committee shall also ensure that tenants or occupants or users of the various facilities comply with statutory requirements.
- iv. All maintenance inside the apartment shall be recorded with the Chairman of the Development Committee.
- v. Maintenance will be carried out by artisans responsible for such works or specialist contractors.
- vi. The allocation of the work(s) to the College artisans or contractors shall be determined by the Development Committee.

4.2. College Environment

Activities to promote environmental sustainability include:

- i. Reduce the depletion of natural resources and the emissions of carbon dioxide (CO₂);
- ii. Minimizing waste production and reducing the environmental consequences.
- iii. Avoiding the use of environmentally damaging substances.
- iv. Preventing or reducing pollution through the responsible management of toxic chemical and hazardous waste.
- v. Minimizing any adverse environmental impact of new development;
- vi. Recognizing the benefit of green spaces and working to enhance the ecological value of the estate;

4.3. Fire Safety

The College shall ensure that fire safety is a priority in all areas under its control. To achieve this aim, the College shall hereby make the following commitments:

- i. Create and maintain suitable and sufficient fire risk assessments of all premises and activities within the College.
- ii. Identify and implement control measures to prevent fire outbreak.
- iii. Provide adequate information and training in fire safety to faculty, staff and students.
- iv. Regularly test evacuation and other emergency procedures and to maintain all emergency and precautionary equipment.
- v. Conduct regular fire safety inspections.
- vi. Ensure effective liaison with the local fire authority where appropriate.

4.4. New Building and Refurbishment

- i. The College shall ensure that all contractors use proper building materials as per the building code in Ghana.

4.5. Health.....

- i. The College shall provide quality health services to the members of the community, particularly students, faculty and staff through the provision of a sick bay.
- ii. The College shall organize medical screening for all fresh students.
- iii. The College shall provide health talks occasionally to the College community.
- iv. The College shall ensure that fresh students come to school with their NHIS cards.

4.6. Person(s) / Bodies Responsible for Implementation

- i. Development Committee
- ii. Vice Principal
- iii. Estate Officer

5. Key Stakeholders

- i. Students
- ii. Faculty and Staff
- iii. Staff relatives
- iv. College contractors

- v. All persons working on behalf of College
- vi. Business operators within the College
- vii. College Council

6. Approval Body

- i. College Governing Council

7. Initiating Body

Development Committee

8. Definition of terms

- i. *Structure*: Any works that can support, hold, contain e.t.c. e.g. buildings, pylons, reservoirs e.t.c.
- ii. *Refurbishment*: Decorating and repairing a structure in order to improve its state.

9. Related legislation

- i. Environmental Protection Act, Act 490, 1994
- ii. Ghana Building Code
- iii. Harmonised Statutes for Colleges of Education
- iv. Harmonised Condition of service
- v. College Handbook, Peki College of Education

10. Related policy and other documents

- i. Environmental protection Act, Act 490, 1994
- ii. Ghana Building Code

11. Effective Date

12. Review Date

13. Owner/ Sponsor

College Principal

14. Author

Governing Council of Peki College of Education

15. Further information

You may contact the Principal for any further information on the following addresses

Tel: -----

Email address: pkce.govco@yahoo.com

POLICY FIVE: PKCEFMP1 – FINANCIAL MANAGEMENT POLICY

Purpose / Objectives

The College has been entrusted with public and private funds to fulfill its mission of teaching, and learning, research and community service engagement. In carrying out activities to support its mission, the College must comply with specific financial administration, accounting, control, management, auditing and reporting requirements, as specified in legislation. The aim is to ensure that College funds and resources are used only for College purposes, and that appropriate financial controls are developed, documented and applied to prevent the abuse, misuse or economic loss. This policy sets out the principles of financial management which underpin all financial activities undertaken by, and within, the College.

1. Scope / Application

This policy applies to all financial transactions implemented in the College

The Policy Statement

The following principles shall guide the financial management of the College;

2.1. Authorizations

No College funds may be committed or expended except by the approval of the Principal and ratification by Governing Council.

Use of College Fund

College funds must only be expended on goods and services for College purposes that are duly budgeted for.

Ownership of College Property

All items purchased from College funds are the property of the College. Where there is a tangible output from a purchased with College funds.

Financial Records

All financial transactions shall be properly documented and accurately recorded in a timely manner and in accordance with College policies, procedures and business processes.

2.2. Audit

Financial records of the College shall be audited in accordance with the provisions of the Audit Service Act, 2000, (Act 584) and Regulations made under that Act. Internal Audit shall verify that all transactions are proper in all respect including a signature authority, arithmetical accuracy, proper accounts coding, budget authority and physical verification of items.

2.3. Integrity

All members of the College community are to act in an ethical and honest manner in all aspects of procurement and financial expenditure involving College funds.

2.4. Care and use of College Property

- i. All users of College property / every member of the College shall take proper care of the College property with reasonable care and consciousness.
- i. Treat College property with care and consideration, in accordance with accepted standards,
- ii. Use College property for College purposes only, and in accordance with manufacturers' instructions, safe work practices and any relevant College procedures, and
- iii. Ensure College property is appropriately secured.

2.5. Compliance

All members of the College community are required to comply with this policy and related College procedures and business processes. Failure to do so may result in disciplinary action and /or the withdrawal of College privileges, services and facilities.

3. Supporting Procedures

3.1. General Accounting Policies

- i. The Accounting Policies are the specific principles, bases, conventions, rules and practices adopted in preparing and presenting financial statements in the College. The Accounting Policies clarify how the relevant accounting standards apply to individual transactions and balances
- ii. The College Governing Council is responsible for accounting for the College's financial activity in accordance with the International Public Sector Accounting Standards (IPSAS)
- iii. The accounting policies on which the financial statements of the College are produced shall be in accordance with applicable accounting standards and consistent with the requirements to present a true and fair view.
- iv. The constraints that the College should take into account in judging the appropriateness of accounting policies to its particular circumstances are:
 - The need to balance the four objectives (relevance, reliability, comparability and understandability); and
 - The need to balance the cost of providing information with the likely benefit of such information to users of the financial statements.
- v. The Accounting policies shall be applied consistently over the years.
- vi. The College shall regularly review its accounting policies to ensure that, they remain the most appropriate to its own particular circumstances. Where this is judged not to be the case, a new policy shall be adopted giving due weight to the impact a change will have on comparability between periods.

3.2. Financial Statements Presentation & Disclosure

- i. The Finance Officer of the College shall present the financial statement of the College which shall show a true and fair view, or present fairly, the financial position of the College performance and changes in the financial position subject to the approval of the Governing Council. This is achieved by the application of the appropriate accounting standards. The College may depart from these standards in extremely rare circumstances in which it concludes that compliance with these standards will be so misleading as to conflict with the objective of the financial statement. The nature, reason and financial impact of the departure shall be explained in the financial statement.
- ii. The financial statements shall be prepared in accordance with generally accepted accounting principles. The Accounts submitted by the College shall be in accordance with the accounting principles stated in this policy.
- iii. If the basis has not been stated in these regulations, the Finance Officer shall disclose the basis of accounting used in the preparation of the accounts and identify any significant departures and the reasons for the departures from provisions in the regulations.
- iv. The Financial Statements for the College shall include:
 - a. A Statement of Financial Position showing the assets and liabilities at the end of the year;
 - b. A Statement of Changes in Net Assets / Equity for the year;
 - c. A Statement of Financial Performance for the year;
 - d. A Cash Flow Statement for the year; and
 - e. The accounting policies and explanatory notes that form part of the accounts, which shall include particulars of the extent to which the performance criteria specified in the budget estimate in relation to the provision of the College's output were satisfied.

3.3. Extraordinary Items

- i. It is required that in preparation of the financial statements the College shall separately disclose the nature and amount of each extraordinary item. The disclosure may be made on the face of the financial statements and in the notes to the financial statements
- ii. Extraordinary items are characterised by the fact that they arise from events or transactions that are distinct from the College's ordinary activities, are not expected to recur frequently or regularly and are outside the control or influence of the College. Accordingly, extraordinary items are rare, unusual and material.

3.4. Fundamental Errors

The correction of fundamental errors that relate to prior periods requires the restatement of comparative information. Fundamental errors are errors that have such a significant effect on the financial statements of one or more prior periods that those financial statements can no longer be considered to have been reliable at the date of their issue. An example of a fundamental error is the omission of a major class of receipt or payment from the financial statements.

3.5. Accounting Policies –Receipts and Income

3.5.1. Recognition of Income

- i. Income is recognised to the extent that it is probable that the economic benefits will flow to the College and the revenue can be reliably measured. Income is measured at the fair value of the consideration received, excluding discounts, rebates, and other sales taxes or duty.
- ii. Income is also recognised when cash or services associated with the transaction flow to the College. For cash transactions, the income is recognised on receipt of payments. For other transactions, income is recognised when it is earned by law or contract (e.g. goods or service are supplied by the College). The following specific recognition criteria must also be met before income is recognized.

3.5.2. Government Appropriations: Subsidies and Grants

- i. Government appropriations and grants for general purposes are recognised as income in the financial year in which they are received.
- ii. Government subsidies and grants for specific research purposes are brought into the Statement of Income and Expenditure in the financial period in which they accrue to the College and in accordance with the relevant grants and agreements. Such subsidies and grants are presented separately as credits in the Statement of Income and Expenditure.
- iii. Government subsidies and grants relating to specific expenses are not offset against the expense but are included in the disclosure of Government appropriations - subsidies and grants.

3.5.3. Accounting Policies –Fixed Assets

- i. This policy applies only to land, buildings, furniture and equipment used in the operations of the College. Land, buildings, and equipment not used in the operations should be treated as investment properties rather than a capitalised asset
- ii. Fixed Assets are initially stated at cost. The cost of an asset comprises the purchase price and any costs directly attributable to bringing the asset to the location and condition necessary for it to operate as intended by management.
- iii. Consistent with the definition of assets, the following policies have been proposed for the capitalisation of assets and the recording of depreciation.

3.5.4. General Reporting Requirements

- i. Responsibilities:** It is the responsibility of the Finance officer to prepare the financial statements of the College. The financial statements shall cover all transactions and events of the College that utilise budgetary allocations from the Colleges IGF, GETFUND and GOG.
- ii. Reporting Period:** The financial year of the College shall extend from the first day of January until the thirty-first day of December. The annual financial statements shall be prepared and submitted on or before the 31st of March in the following year to the Auditor-General for audit.
- iii. Reporting Currency:** The financial statements are presented in Ghana Cedis, which is the Colleges' functional and presentation currency.

3.5.5. Disclosure of Accounting Policies

- i.** The policies used in the preparation of the accounts should be the Generally Accepted Accounting Principles and in accordance with Section 38(1 and 2) of the Financial Administration Act, 2003 (Act 654).
- ii.** The policies used for the preparation of the accounts shall be disclosed in the notes to the accounts as well as any significant departures from the policies and the reasons thereof.

3.6. Statement of Financial Position

- i. The Statement of Financial Position presents the College's financial position at a specific point in time. The adopted format provides how detailed sub-classifications are to be presented and what information is to be disclosed on the face of the Statement of Financial Position or in the notes in addition to the minimum requirements

- ii. The following items, as a minimum, have to be presented on the face of the Statement of Financial Position

3.6.1. Assets

- i. Assets are resources controlled by the College as a result of past events and from which future economic benefits or service potential are expected to flow to the College.
- ii. Assets are recognised when they are procured instead of when payment is made except for cash transactions where the two may occur at the same time. Therefore, the transactions and events are recorded in the accounting records and recognised in the financial statements of the periods to which they relate.
- iii. **Current / Non-current Distinction** :Current and non-current assets should be presented as separate classifications on the face of the Statement of Financial Position, unless presentation based on liquidity provides information that is reliable and more relevant.
- iv. **Classification of Assets**: The following classifications shall be adopted under Assets:
 - a. Fixed Assets
 - i) Land
 - ii) Buildings
 - iii) Furniture and Equipment (by type)
 - iv) Vehicles (by types)
 - v) Leased Assets
 - vi) Information Technology Assets (Hardware and Software)
 - vii) Biological Assets
 - b. Long Term Investment
 - c. Other Assets (e.g. Goodwill)
 - d. Current Assets
 - e. Inventories
 - i) Accounts Receivable (by type)
 - ii) Prepayments (by type)
 - iii) Employees Personal Emolument
 - iv) Student Fees Receivable
 - v) Cash at Bank and Cash Equivalents
 - vi) Other Current Assets

3.6.2. **Liabilities**

- i. Liabilities are present obligations of the College arising from past events, the settlement of which is expected to result in an outflow from the colleges resources embodying economic benefits or service potential .In some cases it is not clear whether there is a present obligation. In these cases, a past event is deemed to give rise to a present obligation if, taking into account all available evidence, it is more likely than not that a present obligation exists at the reporting date
- ii. The amount of work required to recognise liabilities depends on the extent to which the College already has information available on those liabilities. General steps in the recognition of liabilities include:
- iii. Compiling a list of all types of liabilities incurred by the College;
- iv. Determining the categories of liabilities that will be used in the chart of accounts and the financial statements;
- v. Preparing accounting policies for each category;
- vi. Assessing the accuracy and completeness of existing information on each category;
- vii. Compiling accurate opening balances for each category (identification, application of the definition of a liability, and measurement); and
- viii. A liability is classified as Current if:**
 - a. it is expected to be settled in the College's normal operating cycle;
 - b. it is primarily held for the purpose of being traded;
 - c. it is expected to be settled within 12 months after the Statement of Financial Position date

The following classifications shall be adopted under **Liabilities**

- a. Liabilities in excess of one year
- b. Borrowings
- c. Suppliers' Invoice Payable and Accrued Expenses
- d. Student Deposits•
- e. Other Provisions

3.6.3. **Net Assets**

Net Assets is the difference between the total value of all assets and the total value of all liabilities. The Composition of Net Assets is:

- i. Accumulated Fund (Surplus/Deficit)•General Reserve Fund•

- ii. Restricted funds designated for specific activities–Special Research Funds–Loan Scheme Fund–Research and Awards Fund
- iii. Other Fund

3.7. Statement of Financial Performance

- i. The Statement of Financial Performance presents the Colleges financial performance over a specific period of time. The adopted format provides how detailed sub-classifications are to be presented and what information is to be disclosed on the face of the Statement of Financial Performance or in the notes, in addition to the minimum requirements
- ii. The Statement of Financial Performance should present the following as for the reporting period:
 - iii. Total income of the College showing separately a sub-classification using a classification basis appropriate to the college's operations; and
 - iv. Total expenditure of the College showing separately a sub-classification using a classification basis appropriate to the College's operations.
 - v. The Income and Expenditure for each department shall be reported gross in the Colleges Statement of Financial Performance. The Income and Expenditure may be reported on a net basis only when they arise from transactions which the College administers on behalf of other parties and which are recognised in the Statement of Financial Performance

3.8. General Treasury Policies

- i. The Finance and management are responsible for approving a Treasury Policy Statement setting out a strategy and policies for cash management, investments and borrowings. The management has a responsibility to ensure implementation, monitoring and review of such policies.
- ii. All executive decisions concerning borrowing, investment or financing (within policy parameters) shall be delegated to the Finance officer who will prepare procedures including an appropriate reporting system. All borrowing shall be undertaken in the name of the College.
- iii. The Finance officer will report to the management on the activities of the Treasury operations and on the exercise of treasury powers delegated to him/her
- iv. The Council is responsible for the appointment of the College's bankers and other professional advisers on the recommendation of the Finance department.

- v. The Finance officer with the authorisation of the Principal may open or close bank accounts with the College's bankers. All requests to the College's bankers to open or close a bank account shall be in writing and signed by both the Finance officer and principal of the College.
- vi. The Finance officer shall inform the Council whenever an account has been opened or closed.
- vii. All bank accounts shall be in the name of the College.

3.9. Signatories to Bank Account

- i. Details of bank mandates and of authorised signatories and limits shall be provided for in the procedures which are available internally to the Finance Officer. Details of bank mandates and of authorised signatories shall be approved by the Finance officer and Principal.
- ii. Officers responsible for committing, certifying, or authorising the receipt/ disbursement of funds shall judiciously and honestly carry out their duties in the best interest of the College. For this and other control reasons, two signatures are required on all cheques drawn on Peki College of Education bank accounts.
- iii. All cheques drawn on behalf of the College must be signed in the form approved by the Finance Officer and Principal. The number of authorised signatories that exist in the College must be kept to a minimum of two.
- iv. In accepting the role of an authorised signatory the individuals concerned must familiarize themselves with the Financial Regulations and ensure compliance thereto.

3.10. Cash Collection and Deposit

1. Cash

- i. The term cash includes currency, cheques and money orders, fuel coupons purchased to be used in lieu of cash by persons to whom they are allocated and direct deposit to the bank.
- ii. All monies received within Units from whatever source must be recorded on a daily basis together with the form in which they were received. Receipts must be given where money is paid using official receipt stationery.

2. Endorsement

- i. All cheques must be restrictively endorsed to the College immediately upon receipt.
- ii. The endorsement must include The Principal of Peki College of Education.

3. Place of Deposit

- i. Cash must be deposited with the College Cash Office or at designated Banks.

4. Safekeeping of Cash

- i. Cash must be physically protected through the use of vaults, locked cash drawers, cash registers, locked metal boxes, etc.
- ii. Each establishment is responsible for making whatever provisions are necessary to properly safeguard cash receipts prior to deposit with the Bank

5. Separation of Duties

- i. Accountability for the handling of cash must be assigned to a specific individual or individuals and there must be a clear separation of duties between the individual(s) receiving cash and the individual(s) responsible for maintaining the accounting records

3.11. Income

3.11.1. General Provisions

- i. The Income of the College includes
- ii. subventions from the Government of Ghana;
- iii. monies that accrue to the College in the performance of its functions consisting of:
- iv. fees paid by students duly enrolled by the College;
- v. fees, charges and dues in respect of services by or through the College
- vi. Proceeds from the sale of items from the College. ;
- vii. grants, subscriptions, rents and royalties;;
- viii. endowments, donations and gifts; and
- ix. Monies from any other source approved by the Council.

3.11.2. Maximisation of Income

- i. The Finance officer is responsible for ensuring that appropriate procedures are in operation to enable the College to receive all income to which it is entitled. All receipt forms, invoices or other official documents in use must have the prior approval of the principal.
- ii. The Finance officer is responsible for the prompt collection, security and banking of all income received.
- iii. The Finance officer is responsible for ensuring that all grants approved as part of the National Budget through the National Council for Tertiary Education are received and appropriately recorded in the College's accounts. He/ she is also responsible for ensuring that all claims for funds are made by the due date.

3.11.3. **Student fees and other Charges**

- i. The College should recognise fees and charges when the rights to consideration exist and contractual performance has taken place.
- ii. The **College** shall have a policy of full cost recovery in the determination of fees and charges including charges due for admission, registration, examinations, and conferment of Bachelor of Education in the chosen option of the course.
- iii. The Finance Officer is responsible for ensuring that all student fees due to the College are received. College Statutes require that Students shall pay such fees representing charges due for admission, registration, examinations, and conferment of DBE.
- iv. No person shall be registered as a student of the College until fees have been paid in full, or arrangements have been made which are acceptable to the College for the payment of such fees for the current academic year by installments.
- v. No student may be admitted to any assessment unless he or she has paid such fees as may have been prescribed by the Council for the purposes of assessment.

3.12. **Procurement of Goods, Works & Services**

3.12.1. **Requisition for Goods**

- i. The requisitioning of goods and services shall be in accordance with the Public Procurement Procedures. There are two categories of goods recognised within the College:
 - a. **Category 'A' Goods:** Covering goods which are usually stocked by the Stores, e.g. Stationery which have a high rate of usage within the College.
 - b. **Category 'B' Goods:** Covering those that are seldom stocked by the Stores due to a low rate of usage or those that do not have repetitive usage within the College.
- ii. The Requisitions for Category 'A' goods are prepared by the Head of Stores anytime stock reaches a predetermined re-order level. The Requests are forwarded to the Head of Procurement Unit for review and recommendation for approval. The Head of Procurement recommends the requisition for approval after ensuring that:
 - a. There is proper justification for the request from the user Unit;
 - b. There are not sufficient goods already in store to meet the request;•the acquisition of the requested quantity of such goods shall not lead to overstocking;
 - c. The goods requested are included in the Unit's Annual Procurement Plan/Budgeted Plan.

- iii. The Requisition shall be scrutinised by the Finance officer to ensure that it is within the available balance for the relevant budget item.
- iv. The Requisitions for Category 'B' goods are prepared and submitted by Heads of the User Unit (example: Head of Estates Department or Head of Transport Department). Each of these requests shall have a strategic plan. The Requests are forwarded to the Heads of Procurement Units for Review and Recommendation for Approval. The Head of Procurement recommends the requisition for approval after ensuring that:
 - a. There is proper justification for the request from the user department;
 - b. The acquisition of the requested quantity of such goods shall not lead to overstocking;
 - c. The goods requested are included in the Unit's Annual Procurement Plan.
- v. The Requisition shall be scrutinised by the Finance officer to ensure that it is within the available balance (net of the commitments already made) for the relevant budget item. The Procurement Unit shall proceed to make Requests for Quotations after the requisition is approved.

3.12.2. **Requisition for Services**

- 1. The Requisitions for Services are prepared and submitted by Heads of the Units.
- 2. The Requests shall be forwarded to the Head of Procurement Unit for review and recommendation for approval. The Head of Procurement recommends the requisition for approval after ensuring that:
 - a. there is proper justification for the request from the user Unit;
 - b. The services requested are included in the Unit's Annual Procurement Plan.
- 3. The Requisition shall be scrutinised by the Finance officer to ensure that it is within the available balance (net of the commitments already made) for the relevant budget item. The Procurement Unit shall proceed to make Requests for Quotations after the requisition is approved.

3.12.3. **Procuring Goods and Services**

- 1. Procurement Process:** All orders must comply with the College's policies on purchasing and tendering and in addition to Public Procurement Regulations.
- 2. Goods and Services:**
 - i. Orders produced from the Colleges user unit must be used for the purchase of all goods and services.

- ii. Potential new suppliers must be registered with the College before they can be accepted as approved suppliers.
- iii. Issue and receipt of tenders is by the Procurement Unit, who will also be involved in the evaluation of bids and formal contracts award.

3.12.4. **Receiving of Goods & Services**

1. Receipt of Goods

- i. Goods supplied shall be delivered to the College's designated Stores. The store where the goods are to be delivered must be clearly specified on the Purchase Order or Contract. The supplier's Waybill or Delivery Note and VAT Invoice shall accompany all goods delivered
- ii. On arrival of goods at the stores, goods are verified against the specifications on the Purchase Order to ensure that the correct items have been delivered in the required quantities. The Head of Procurement shall constitute the Inspection Team, which shall include Storekeeper, Internal Auditor, User Department Representative or External Expert and Security Officer. The size of the team will depend on the complexity and value of the items supplied.
- iii. When the goods are found to be satisfactory, the Waybill or Delivery Note and Invoice is stamped and signed by the Leader of the Inspection Team and the Storekeeper to confirm that:
 - a. Goods actually received are in accordance with the Waybill or Delivery Note.
 - b. Goods on the Waybill or Delivery Note agree with the Specification on the Purchase Order or Contract.
 - c. Goods delivered are neither defective nor sub-standard.
 - d. Goods are delivered on schedule.
- e.** The Storekeeper shall also sign copies of the Waybill or Delivery Note to confirm receipt of Goods and issue a Store Receipt Advice to the supplier.
- f. Where goods are found to be unsatisfactory in terms of being defective, improperly specified, variation in prices compared to the Purchase Order, the Inspection Team shall reject the order immediately without accepting the items into store.
- g. Where quantity of goods delivered is short of the quantity specified on the Purchase Order or contract, the Inspection Team may accept partial delivery if:

- h. The Purchase Order or Contract made room for partial delivery;
 - i. If the team is convinced that the supplier is committed to delivering the difference in an acceptable period, which will not adversely, affect college business;
 - j. Partial acceptance shall not result in the disgruntlement of unsuccessful bidders.
4. In the case of goods being found to be unsatisfactory or quantity delivered short of the quantity ordered; the Inspection Team shall submit a report as such to the Head of Procurement.
5. When goods are delivered after the agreed scheduled date and time, the principal and financial officer in consultation with the Head of Procurement shall decide as to whether it amounts to significant breach of contract and therefore may decide to:
- a. Accept the item with warning letter to the supplier;
 - b. Reject the items outright;
 - c. Apply the delayed delivery clause of the contract.

3.13. Inventory Management

3.13.1. General

- i. The Principal is responsible for establishing adequate arrangements for the custody and control of stores within their Unit and for ensuring that such stores are adequately protected against loss and misuse. The systems used for stores accounting in the Units must have the approval of the Finance Officer.
- ii. The Principal is responsible for ensuring that annual inspections and stock checks are carried out. Stores of a hazardous nature must be subject to appropriate security and health and safety checks.
- iii. Stock-taking must take place at least once a year and where continuous stock records are not maintained this must be at 31st December each year. In practice this places on principal a requirement to produce for the Finance officer a stock figure for the cost of stock held at 31st December each year.
- iv. The stock figure must be produced by carrying out a full stock count by a nominated officer, or by maintaining continuous stock records which have been undertaken on a cyclical basis. Such counts will be subject to audit checks. The Finance officer must approve any method other than that outlined above, of valuing stock.
- v. Stock must be reconciled to the college's financial records.

3.13.2. Stock Provision

A provision should be made at the end of each financial year to provide for excessive loss in the value of stock held through obsolescence, damage, expired shelf life, or lack of historic and future expected usage.

1. Disposal of Stocks

- i. If an item of stock is still usable but no longer required by the holding Unit then it should be offered to other similar Units before disposal takes place. Other alternatives should be considered such as charity donations prior to disposal.
- ii. A Board of Survey shall have the responsibility for the disposal of written off and unusable items of stock.
- iii. Once disposal has been agreed upon, the item should be removed from the physical stock location and counted to compare with the quantity held in the stock management system and any adjustments to the quantity accounted for.
- iv. The stock item should then be disposed of in accordance with the laid down procedures, including the procedures for disposing of hazardous substances and chemicals.

3.14. Methods of Payment

3.14.1. General

- i. The Finance Officer is responsible for deciding the most appropriate method of payment.
- ii. In exceptional circumstances, the finance officer will prepare cheques manually for payments.

3.14.2. Payment of Invoices

- i. The finance officer is responsible for deciding the most appropriate method of payment for categories of invoices. Payments to suppliers will normally be made by cheques.
- ii. The Principal and Finance Officer are responsible for ensuring that expenditure within their units does not exceed funds available.
- iii. Payments will only be made by the Finance Officer against invoices that have been matched to Purchase Orders and Stores Received Advice authorized and entered by the appropriate Officer.

3.15. Gender Responsive Strategy

This policy provides budgets for resources which focused on male and female students/staff. The policy also shall ensure that in all financial management activities of the college, no staff

is discriminated against irrespective of their gender or position. (**Link to 8C of the Gender responsive score card of CoEs**)

4. Responsibility for implementation

Audit / Account Implementation Committee

5. Responsibility for monitoring, implementation and compliance

College Governing Council

6. Status

Discussion with College Governing Council for Approval

7. Key Stakeholders

- i. Staff
- ii. College contractors
- iii. Students
- iv. College Council
- v. All people transacting any business with the College
- vi. All people transacting any business or activity on behalf of the College

8. Approval body

College Governing Council

9. Initiating body

Finance Committee

10. Definition of terms

Owing to the diverse nature of activities in the Peki College of Education, a wide range of terms are in use by stakeholders connected to the College. The following general terms have been used in this Policy. These terms are to be understood as used in the College unless the context of the policy requires otherwise.

- i. **Accounting system:** An organized set of manual and computerized accounting methods, procedures, and controls established to gather, record, classify, analyse, summarise, interpret, and present accurate and timely financial data for management decisions in the College.
- ii. **Assets:** Any item of economic value owned by the College especially that which could be converted to cash. Examples are cash, accounts receivable, inventory, office equipment, buildings, vehicles, and other property.

- iii. **Best practices:** A technique or methodology that, through experience and research, has proven to reliably lead to a desired result.
- iv. **GOG grants:** Relates to a sum of money granted by the national government with only general provisions as to the way it is to be spent. This can be contrasted with a restricted/specific grant which has more strict and specific provisions on the way it is to be spent.
- v. **Budget:** A quantitative and/or financial statement prepared prior to a defined period of time, of the policy to be pursued during the defined period. It indicates the resources that have to be made available or which are available for the different tasks that have to be undertaken to attain defined objectives or goals in the defined period.
- vi. **Budget holder:** The persons authorised to incur expenditure under specified account codes or budget centres
- vii. **Budgetary Control:** Methodical control of the College's operations through establishment of standards and targets regarding income and expenditure, and a continuous monitoring and adjustment of performance against them.
- viii. **Cash flow Statement:** Cash flow statements provide a look at the movement of cash in and out of the College. These statements include information from operating, investing, and financing activities. As an analytical tool, the statement of cash flows is useful in determining the short-term viability of the College,s particularly its ability to pay bills, handle expenses, and acquire assets.
- ix. **Financial Period:** Period for which an organisation prepares its internal or external accounts or the period covered by the financial statements. For internal accounts, it may be a month or a quarter; for external accounts it is normally a period of 12 months.
- x. **Financial and Management Controls:** A systematic effort by management to compare performance to management predetermined standards, plans, or objectives in order to determine controls whether performance is in line with these standards and presumably in order to take any remedial action required to see that human and other resources are being used in the most effective and efficient way possible in achieving the college objectives.
- xi. **Financial plan:** The long-term process of wisely managing the college finances so that it can achieve its goals.
- xii. **Financial statement:** Records that provide an indication of the College's financial status. There are four basic types of financial statements: statement of financial position, statement

of income and expenditure, cash-flow statements, and accounting policies and explanatory notes.

- xiii. **Fundamental errors:** Fundamental errors are errors that have such a significant effect on the financial statements of one or more prior periods that those financial statements can no longer be considered to have been reliable at the date of their issue.
- xiv. **IAS:** International Accounting Standards.
- xv. **IFRS:** International Financial Reporting Standards.
- xvi. **Liabilities:** The College's legal debts or obligations that arise during the course of business operations. Liabilities are settled over time through the transfer of economic benefits including money, goods or services.
- xvii. **Risk management:** Risk management is a logical process or approach that seeks to eliminate or at least minimise the level of risk associated with a business operation. Essentially, the process identifies any type of situation that could result in damage to any resource within the possession of the company, including personnel, then take steps to correct factors that are highly likely to result in that damage.
- xviii. **Statement of Financial Position:** A financial statement that summarises the College's assets, liabilities Financial Position and equity at a specific point in time. The statement of financial position gives an idea as to what the College owns and owes, as well as the amount invested in it
- xix. **Statement of Income and Expenditure:** A financial statement that measures the college's financial performance and Expenditure over a specific accounting period. Financial performance is assessed by giving a summary of how the college incurs its income and expenses through both operating and non-operating activities. It also shows the net profit or loss incurred over a specific accounting period, typically over a fiscal quarter or year
- xx. **True and fair view:** Words used in a company's accounts by auditors to show that they think the accounts give correct and complete information about a company's financial situation
- xxi. **Value for money:** Value for Money (VfM) is the term used to assess whether or not an organisation has obtained the maximum benefit from the goods and services it acquires and/ or provides, within the resources available to it. It not only measures the cost of goods and services, but also takes account of the mix of quality, cost, resource use, fitness for purpose, timeliness and convenience to judge whether or not, when taken together, they constitute

good value. Achieving VfM may be described in terms of the 'three Es' -economy, efficiency and effectiveness.

- xxii. **IPSAS:** The term IPSAS includes all applicable International Financial Reporting Interpretations Committee (IFRIC) Interpretations issued by the International Accounting Standards Board (IASB).

11. Related legislation

- i. Financial Administration Act, 2003 (ACT654),
- ii. Financial Administration Regulations, 2004, (L.I. 1802),
- iii. Public Procurement Act, 2003 (ACT 663),
- iv. Internal Audit Agency Act, 2003 (Act 658)
- v. Harmonised Conditions of Service for Colleges of Education
- vi. College Handbook, Peki College of Education

12. Related policy and other documents

- i. Financial Administration Act, 2003 (ACT654),
- ii. Financial Administration Regulations, 2004, (L.I. 1802),
- iii. Public Procurement Act, 2003 (ACT 663),
- iv. Internal Audit Agency Act, 2003 (Act 658)
- v. Harmonised Conditions of Service for Colleges of Education

13. Effective date

14. Review date

15. Key words

As found under definition of words

16. Owner/ Sponsor

College Principal

17. Author

Council of Peki College of Education

18. Further information

You may contact the Principal for any further information on the following addresses

Tel: -----

Email address: pkce.govco@yahoo.com

POLICY SIX: PKCEGP1-GENDER POLICY

Purpose/Objectives

Peki College of Education is committed to providing gender equity and quality to teaching, non-teaching staffs and students. This reflects the constitution of Ghana (The 1992 constitution, chap; Art ii) and supports the convention of the Elimination of All forms of Discrimination against Women (CEDAW, 1998) and reflects the Millennium Development Goals in general and in particular the MDG 3 on Gender Equity and Women's Empowerment. The specific objectives guiding this policy are as follows:

- i.** To ensure that faculty, staff, students and other stakeholders, live and work in an environment of mutual respect, free from discrimination, harassment, intimidation, retaliation, and humiliation, thereby enhancing the dignity of both genders.
- ii.** To ensure the involvement of the minority gender at any point in time in College-wide decision making process as a way of carrying everybody along and ensuring that decisions are collectively owned and defended.
- iii.** Ensure that all research, training, teaching and learning and development activities in the College are gender sensitive and aimed at bringing out the best in both men and women.
- iv.** To ensure that entry requirements into the College and related admission and recruitment and service delivery process for both students and staff reflect gender equity and are transparent and non-discriminatory respectively.
- v.** To evolve a teaching and research culture that is gender sensitive and promotes non-discriminatory practices and procedures in all aspects of university including admissions, employment and service delivery
- vi.** To ensure development and implementation of sector-based Gender Responsive policies, programmes and plans in the College.
- vii.** To continually strengthen the capacity of all stakeholders in handling of those handling gender issues so as to improve the level of satisfaction with services rendered.

- viii. To develop a knowledge base that provides a broader understanding of Gender issues, perspectives by initiating training and research programmers in the College.
- ix. To establish and strengthen linkages with the government and other stakeholders to promote coordinated approach to gender mainstreaming in the College in particular and society in general.

1. Scope /Application

This policy shall apply to all members of the College community in both on-and-off campus. Members of the College community by this policy include: staff – (both teaching and non-teaching) as well as students and College Governing Council membership.

2. The Policy Statement

The gender policy of Peki College of Education would guide the College in its actions to eliminate barriers and gender inequality within the College community. The policy seeks to create a framework that would assist the College to encourage gender equality in all staff and student activities and ensure equitable participation and appropriate representation of both genders in all its decision making processes. Specifically, the policy commits the College to applying the principle of gender equality in staffing; training and development; in student enrolment; and provides equal opportunities in teaching, learning and research and community activities.

4. Supporting Procedure

4.1. Gender Mainstreaming Intervention Areas

i. Human Resources Management

- a. No person would deny a person of either gender access to opportunities for suitable employment in the College.
- b. A qualified employee of either gender shall be subject to the same terms and conditions of employment and the same compensation, privileges, benefits, fringe benefits, incentives or allowances as any qualified employees.
- c. The College would facilitate access to medical facilities for students and staff of either gender.
- d. The College would endeavour to enhance gender balance in recruitment, training and development of its staff to various positions.

- e. The College would endeavour to ensure that institutional work environments are gender responsive

ii. Students' Admission, Retention and Completion of Studies

The College would strive to achieve a gender balance in students' enrolment and completion rates in order to strike a balance in male and female population by ensuring gender sensitive approach is applied. To meet this objective, the College shall:

- a. Provide mentoring and enabling environment for enhancing quality academic performance for both male and female.
- b. Adopt affirmative action in administration (if necessary)

iii. Teaching and Learning

The College shall address any gender disparities in the teaching and learning, research and consultancy of the College by:

- a. Identifying gender related factors that hamper effective teaching and learning processes and provide remedies with a view to achieving gender parity.
- b. Ensuring a safe and friendly environment for teaching and learning which is responsive to the needs of both females and males.

iv. Research and Scholarship

The College shall identify all the barriers to equality between women and men in research and scholarship and strive to achieve equitable representation in distribution of scholarships, access to research funds and participation in research projects by:

- a. Ensuring that research funds and donor information are deliberately accessible to genders of staff and students.
- b. Promoting and supporting the participation of male and female staff and students in research projects.

v. Community Outreach and Extension

The College has a Collective Social Responsibility to the society. To ensure equal participation by either gender, the College shall:

- a. Offer professional knowledge and services to community members of both genders.
- b. Market the College as gender sensitive center of excellence.
- c. Involve the Gender Office in community outreach and extension work.

vi. Provision of Services

The College would put measures in place to ensure that all service providers comply with the Gender Mainstreaming Policy.

4.2. Gender Responsive Strategy

The College is committed to creating an all-inclusive enabling environment where people are treated equally this policy supports and makes accommodation for female students for pregnancy/child care. **(Link to 8B of the Gender responsive score card of CoEs)**

5. Responsibility for Implementation

Professional Development Committee

6. Responsibility for Monitoring, Implementation and Compliance

- i. College Governing Council
- ii. Academic Board
- iii. Professional Development Committee

7. Status

This policy shall be discussed by Council and be approved

8. Key Stakeholders

- i. College Governing Council Chairman
- ii. Principal
- iii. Staff
- iv. Students
- v. Students Affairs Officer
- vi. Gender Focal Person

9. Approval Body

College Governing Council

10. Initiating Body

Academic Board

11. Definition of Terms

- i. **Affirmative Action:** A policy or programme of taking steps to increase the representation of certain designated groups in all areas of life in institutions. It seeks to redress past discrimination or bias through active measures.
- ii. **Gender discrimination:** Refers to unequal treatment of individuals or groups of people on the basis of their gender that results in reduced access to/ or control of resources and opportunities.
- iii. **Gender Equality:** Refers to the equal treatment of men and women, boys and girls so that they can enjoy the benefits of development including equal access to and control of opportunities and resources.
- iv. **Gender Equity:** Refers to the practices of fairness and justice in the distribution of benefits, access to and control of resources, responsibilities, power and opportunities.
- v. **Gender Mainstreaming:** The consistent integration of gender concerns into the design, implementation, monitoring, and evaluation of policies, plans programs activities and projects at all levels.
- vi. **Gender based violence:** Any harmful act whether is sexual psychological or physical that is perpetrated against a person and is simply bases on differences between male and females (Gender)
- vii. **Gender Parity:** A numerical concept referring to equal number of girls and women, boys and men relative to their respective numbers in the population
- viii. **Gender Responsiveness:** Refers to Action taken to correct Gender Imbalances.
- ix. **Sex:** Describes the biological differences between men and women which are universal and determined at birth.
- x. **Sexual Harassment:** Unwelcome acts, sexual advance, requests for sexual favours or unwanted physical, verbal or non- verbal conduct of sexual nature

12. Related Legislation

1992 constitution of Ghana

13. Related Policy and other Document

- i. 1992 Constitution of Ghana
- ii. College Handbook, Peki College of Education

14. Effective Date

15. Review Date

16. Keywords

- i. Affirmative Action
- ii. Gender discrimination
- iii. Gender Equality
- iv. Gender Equity
- v. Gender Mainstreaming
- vi. Gender based violence
- vii. Gender Parity
- viii. Gender Responsiveness
- ix. Sex
- x. Sexual Harassment

17. Owner / Sponsor

College Principal

18. Author

College Governing Council

19. Further Information

Contact the following for any further information regarding this policy document as and when necessary.

The Principal

Peki College of Education

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Peki

Volta Region

Tel. -----

Email. pkce.govco@yahoo.com

POLICY SEVEN: PKCEHSP1: HEALTH AND SAFETY POLICY

Purpose / Objectives

Peki College of Education sees the need to develop a health and safety policy to ensure that her employees including students work in a healthy and safe environment and perform their duties diligently to enhance effective and quality teaching and learning environment. This policy documents underscores the following objectives:

- i. To provide and maintain a health and safety environment with safety facilities, equipment and systems of operation.
- ii. To ensure safety in the effective use of handling, storage and transformation of objects and substances.
- iii. To provide adequate information and education on health and safety measures from professionally competent resource persons.
- iv. To seek health assistance from qualified medical personnel from an established hospital /clinic at the instance of staff and students in the College.
- v. To ensure that bins are provided and mounted at vantage areas within the colleges premises to selectively deposit persistent and biodegradable pollutants for recycling.
- vi. To provide incinerators to reduce indiscriminate littering in the compound.
- vii. To ensure that access roads and paths are reconstructed to enable free movement including persons with disabilities to easily escape danger.
- viii. To ensure that sanitation and control of weeds are regular to reduce breeding areas for reptiles, parasites, echo-parasites including other dangerous animals/organisms within the environment in the College.

1. Scope/Application

This policy shall apply to the health and safety of all members of the college community. Thus, students, staff, relatives of staff, contractors, all persons carrying out any business on behalf of the College.

2. The Policy Statement

The health and safety policy shall oversee the health and safety conditions in the College to maintain high standards of healthy living.

3. Supporting Procedures

- i. The health and safety select committee shall see to it that unhealthy and unsafe situations are immediately attended to and consequently solutions are found by assigning responsibilities to selected individuals in the College / engaging expert hands in respect of the peculiar condition.
- ii. Regular meetings shall be organized to develop strategies on how the College's compound shall be kept in a good health and safety state.
- iii. Finances shall be sourced or solicited for from the Administration of the College as and when necessary to enhance a health and safety condition in the College.
- iv. Any member of or within the College who wants to make inputs to the health and safety policy process should officially write and submit his inputs to the Principal of the College.

4.1. Gender Responsive Strategy

This policy seeks to provide a healthy and safe environment for both male and female students/staff for effective works. **(Link to 8D of the Gender responsive score card of CoEs)**

3. Responsibility for Implementation

Residence and Housing Committee in collaboration with Science and Pre-Vocational Skills Departments of the College shall be responsible for the implementation of the health and safety policy in the College. The Residence and Housing Committee shall oversee the implementation.

4. Responsibility for Monitoring/ Implementation and Compliance

- i. Head of Appointment Committee.
- ii. Vice Principal
- iii. Heads of Science and Pre-Vocational Skills Departments

5. Status

This policy is in compliance with the Ghana 1992 Environmental and Sanitation code of the country. It shall be submitted to College Governing Council for approval.

6. Key Stakeholders

- i. Staff
- ii. Students
- iii. All relatives of College inmates residing on campus
- iv. All visitors to College
- v. All contractors dealing with the College
- vi. All people carrying out any business on College compound
- vii. College Governing Council

7. Approval Body

Peki College of Education Governing Council

8. Initiating Body

Residence and Housing Committee

9. Definition of Terms

- i. **Persistent pollutants:** are pollutants that are non-degradable.
- ii. **Biodegradables:** are pollutants that decompose when acted upon by enzymatic activities.
- iii. **Parasites:** are organisms that live, feed and derive nutrients from an organism causing harm to the host.
- iv. **Ecto-parasites:** are organisms that live, feed on and derive nutrients from the body surface of the host causing harm to the host organism.

10. Related Legislation

Environmental and Sanitation Policy of the Country

11. Related Policy

Environmental and Sanitation Policy of the Country

12. Effective Date

13. Review Date

14. Keywords

- i. Persistent pollutants

ii. Biodegradable pollutants

iii. Parasites

iv. Ecto-parasites

15. Owner/ Sponsor

The Principal of the College

16. Author

The Governing Council of the College

17. Further Information

Contact the following for any further information regarding this policy document as and when necessary.

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POLICY EIGHT: PKCEAILP1 – ACCEPTABLE USE –ICT AND LIBRARY POLICY

Purpose/Objectives

Peki College of education is committed to providing all students and staff with opportunities to use ICT in the classroom anywhere anytime. The school has a strong focus on the use of technology as an integral part of teaching and learning, and other administrative and academic progression. The College is committed to use ICT optimally with the view to increasing efficiency among both staff and students and endeavor to fit into the new global information and knowledge based economies. The overall objective of the ICT/library policy is to provide a regulatory environment and framework for the application of ICTs in the delivery of library services. Specific objectives of the policy are:

- i. To facilitate optimal utilization of the available ICT resources
- ii. To guide the department on proper management of the ICT library resources
- iii. To provide mechanisms for security of ICT library resources and facilities

1. Scope /Application

This Policy applies equally to all users of the College ICT/Library Resources.

2. The Policy Statement

The College has identified the pivotal role of Information and Communication Technology (ICT) to enhance the academic program, research initiatives and support services available to Users. This Policy sets out the College 's stance on the acceptable use of ICT Resources in respect to the provision of these resources, access to resources, responsible ethical and legal use of resources, security and privacy, compliance, penalties and discipline.

3. Supporting Procedure

The College shall ensure that appropriate management controls are implemented in relation to the acceptable use of ICT/library Resources. These will include:

4.1. Provision of ICT Resources

- i. The College recognizes the importance of ICT Resources and would provide access to Users, for the purpose of conducting College business and other educational activities (e.g. e-learning, and research works among others) according to need and availability of resources. Usage is subject to the terms and conditions set out in this Policy and associated procedures.
- ii. The College shall not permit its ICT Resources to be used for unauthorised activities. Should any User become aware of any action by another individual which could be considered to breach this Policy, they are requested to take appropriate action to ensure it is brought to the attention of ICT management.
- iii. The College accepts no responsibility for loss or damage, consequential loss or damage, or loss of data arising from the use of its ICT Resources or the maintenance of its ICT Resources.

4.2. Monitoring

- i. Whilst the College respects the privacy of Users of ICT Resources, the College reserves the right to monitor User activity and take appropriate action if misuse of resources is identified.
- ii. Monitoring for misuse of College ICT Resources must be authorised by the College IT Administrator(s), ICT Services. The College reserves the right to inspect all College owned ICT/library devices/equipment, together with all files, Employee email accounts and message, and logs contained on those devices. Awareness of these provisions shall be included as a mandatory component of all new Employee inductions.
- iii. The College reserves the right to examine files and directories where it is necessary to determine the ownership or recipient of lost or misdirected files, and also where the College has information or evidence that:
 - a. System Integrity is threatened
 - b. Security is compromised
 - c. An activity has a detrimental impact on the quality of service to other Users
 - d. The system is being used for purposes which are prohibited under this Policy
 - e. The system is being used for unlawful purposes.

- iv. By connecting a privately owned ICT device (including wireless or remote connection) to the College network, any User acknowledges that:
 - a. They will be bound by, and comply with, the terms and conditions of use of the College ICT Resources, as established in this Policy.
 - b. the network traffic generated by a privately owned ICT device is generated in pursuit of College business only and that - while the traffic is traversing College networks - it is subject to the same right of inspection as traffic originating from College owned ICT devices.
- v. ICT Services routinely monitor traffic on networks. Logs obtained from monitoring operations are used for capacity planning, performance measurement, security, accountability, and evidentiary purposes.

4.3. Software

- i. The College requires that Users use and installed software in compliance of the respective license terms and conditions.
- ii. Making an infringing copy of software by an individual if the individual knows or ought reasonably to know that the copy is infringing copyright is a criminal offence.
- iii. Installation of privately purchased and owned software on College ICT Resources is not recommended. In all cases, ICT Employees will request proof of purchase (consisting of the license certificate and original media, or invoice) before any software will be installed on a College ICT Resource.

4.4. Computing Resources

- i. The College provides on-campus computer facilities to students, staff and other related users, who wants to research, find information, check mails facilitates teaching and all other related issues that are of the interest of the college;
- ii. There will be easy access to equipment for practice at all time;
- iii. Specialist software for training would be made available.

4.5. Access Security and Privacy

Access to Information through ICT Resources will only be provided if there is a legitimate requirement.

- i. Users of College ICT Resources must protect:

- a. their online identity from use by another individual;
 - b. the Integrity of computer-based ICT Resources;
 - c. the privacy of electronic information.
1. Users must refrain from seeking to gain unauthorised access to ICT Resources or enabling unauthorised access. Any attempt to gain unauthorised access to a system or to another person's information is a violation of College Policy and would also violate applicable law which would result in either civil and/or criminal proceedings. However, authorised ICT Service system administrators may access ICT Resources, but only for a legitimate operational purpose and only the minimum access required to accomplish this legitimate operational purpose. Sharing an online identity (user ID and /or password is prohibited).
 2. Users must not intentionally seek, access or provide information or passwords or other digital materials belonging to other Users, without the specific permission of those other Users.
 3. Users of College ICT Resources must not access computers, computer software, computer data or information, or computer networks without proper authorisation, or intentionally enable others to do so, regardless of whether the computer, software, data, information, or network in question is owned by the College.

4.6. Acceptable Use of Internet

The College's ICT environment is dynamic, characterised by openness, creativity and free sharing of information, to the greater benefit of Colleges generally. This Policy will respect this environment and inhibit these characteristics only when necessary to protect the essential interests of the College.

1. **Limited Personal Use:** It is acknowledged that reasonable limited personal use will occur. 'Limited personal use' means private use that is infrequent, brief and kept to a minimum. College ICT Resources should not be used for activities unrelated to appropriate College functions. The College accepts no liability for any loss or damages suffered by Users as a result of personal use.
2. **Illicit Material:** Users must not send, view, download or store illicit, fraudulent, obscene or pornographic material that are a violation of applicable law or College Policy.
3. **Defamation, Harassment and other Abusive Behaviour:** No User shall, under any circumstances take any action which shall lead to the College's ICT Resources being used

for the purpose of defaming or slandering any individual or organisation or use an ICT system in any way such that a reasonable individual may consider this action to be viewed as harassing, abusive or obscene behaviour.

4. **Copyright and Licenses:** Users shall not violate copyright law and must respect licences to copyrighted materials.
5. **Social Media:** Users shall respect the purpose of and abide by the terms and conditions of use of online forums, including social media networking websites, mailing lists, chat rooms, wikis and blogs.
6. **Commercial Use:** College ICT Resources shall not be used for commercial purposes, including advertisements, solicitations, promotions or other commercial messages, except as permitted under College Policy.

4.7. Use of Data Storage Devices

(This includes magnetic storages, optical storages, as well as solid state storages)

The purpose of this section is to outline the acceptable use of data storage devices on College computers. Conditions of Use:

1. Users are responsible for the information and data held on their USB memory devices.
2. Users can only use data storage devices on the College network for their College work
3. Users are personally responsible for the correct use of their data storage device. The College will not accept responsibility for any data loss or damage to devices caused by incorrect connection, ejection or shutting down of computers.
4. Data storage devices shall not interfere with the setup of any College computer hardware or software. A user is therefore not permitted to use data storage devices containing computer games, viruses, public domain software (free software), shareware, illegal copies of any kind, pornography or other offensive materials
5. To ensure that user's storage devices are virus free a user shall only use these on equipment with up to date anti-virus software. If a user is unsure about this, he / she scan his / her devices using the College's virus protection software before use.
6. Sensitive data or data generated and owned by the College, members of staff or other students, must not be copied or removed from the network without consent.

4.8. Intellectual Property Rights – Copyright

Copyright laws allow owners of copyrights to take legal action where materials are used without permission. Copyright laws may apply to materials published on the internet (such as text, audio, videos, movies, music or graphics), even if there is no direct statement on a website about copyright. Users of the college network and IT facilities must follow the copyright laws. You must not:

- i. Use illegal copies of a licensed computer program;
- ii. Download, copy, store or transmit copyrighted materials without permission;
- iii. Access any systems that you are not authorised to access.

4.9. Health and Safety

This section of the policy gives guidance for protecting your health and safety while using College computers.

1. It is the user's responsibility to:
 - a. take regular breaks from the computer screen
 - b. adjust chairs to support the lower back
 - c. maintain an upright position above waist level
 - d. tilt the keyboard using the 'props' at the back
 - e. type with his/her wrists straight and with your hands in line with your arms
 - f. place the mouse at a comfortable distance from the edge of the table to avoid stretching his/her arms
 - g. adjust the screen so that his/her eyes are at the same level as the top of the screen
 - h. position the screen appropriately to avoid glare and adjust the brightness of the screen to the lighting conditions in the room
 - i. leave enough room under the desk for free movement of legs
 - j. change sitting positions from time to time
2. Drinks or food are not allowed near computer terminals.
3. Bags or other items must not be placed where they are in the way of anyone walking past or using another computer.

4.10. Compliance, Breaches and Disciplinary Action

For breaches of the Acceptable Use Procedures, students and staff and all other legible users would face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences would result in stronger penalties:

1. Users who become aware of a possible breach of this Policy must report it to:
 - a. IT department Head
 - b. Any IT Instructors
 - c. The Vice Principal through the ICT Service Desk.

The IT Administrators are responsible in the first instance for handling and investigating potential breaches.

2. Penalties and disciplines are outlined as follow:

- a. removal of network access privileges
- b. removal of email privileges
- c. removal of internet access privileges
- d. paying to replace damaged equipment

3. Others:

- a. The College has obligations relating to copyright, intellectual property, privacy, right to information, sexual harassment, and racial discrimination as defined by law, and in its own policies.
- b. The College has certain contractual obligations relating to the use of its ICT Resources which constrain the way facilities may be used. The College would take disciplinary action against anyone whose use of facilities violates the terms of such agreements.
- c. Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference would be transmitted. Violations of any guidelines listed above may result in disciplinary action.

- d. While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

4.11. Gender Responsive Strategy:

This policy seeks to provide a friendly ICT/library infrastructure for male and female staff/students and the physically challenged. (**Link to 8N of the Gender responsive score card of CoEs**)

5. Person(s) / Body Responsible for Implementation

ICT/Library Committee

6. Person(s) / Body Responsible for Monitoring, Implementation and Compliance

Academic Board Committee

7. Status

Discussions on by College Governing Council for approval

8. Key Stakeholders

- i. Students
- ii. Academic staff
- iii. Non-Academic staff
- iv. College Demonstration school
- v. Members within the College Communities who have access to ICT facilities.
- vi. Anyone who uses the College ICT facilities at any point in time.

9. Approval Body

College Governing Council

10. Initiating Body

ICT/Library Committee

11. Definition of Terms

- i. **Library:** On-line reference bank for easy information assessments.
- ii. **ICT Resources:** All of the College's Information and Communication Technology/Library Resources and facilities including, but not limited to: mail, telephones, mobile phones, voice mail, SMS, facsimile machines, email, the intranet, computers, printers and multi-function devices, scanners, access labs or other facilities that the College owns, leases or uses under License or by agreement, any off campus computers and associated peripherals and equipment provided for the purpose of College work or associated activities, or any connection to the College's network, or use of any part of the College's network to access other networks.
- iii. **Integrity:** Safeguarding the accuracy and completeness of information and processing methods.
- iv. **User:** Refers to all College Members, any person enrolled in an award course of study at the University and any person registered to attend short courses, seminars or workshops in any unit of the College as well as all other persons including members or the general public, who have been granted access to, and use of, the College's ICT Resources. A member of the public reading public College web pages from outside the College is not by virtue of that activity alone considered to be a User.
- v. **Availability:** Ensuring that authorised Users have access to information when required.
- vi. **Confidentiality:** Ensuring that information is only accessible to those with authorised access.
- vii. **Acceptable Usage:** is (but not limited to):
 - a. E-learning
 - b. Academic Research work
 - c. School work, homework, school website's access.
 - d. Logging in under your username only.
 - e. Visiting approved educational websites.
- viii. **Unacceptable Usage:** any activity that does not conform to the norms, and the acceptable usage of the ICT resources stated in this policy. Sample (but not limited to):
 - a. Running unauthorised executable files, SWF files or files containing embedded SWF files from Your H drive or removable media.

- b. Hacking or any other 'destructive' behaviour.
- c. Wasting the user's own or others' time on the Computer.
- d. Placing "Foreign" objects inside the Computer.
- e. Producing, viewing or transmitting material of an "Offensive", "Obscene" or illegal nature.
- f. Using Proxy websites to circumvent the AUP and/or the School "Firewall".
- g. Logging in as anyone other than the user.
- h. Sharing Logon usernames and/or passwords with anyone (e.g., students, other family members).
- i. Removing and/or unplugging any cables or peripherals from the Computer.
- ix. **Breach:** any deviation from the rules set out in the 'Acceptable Usage' of ICT/Library
- x. **The term "IT Services"** is defined as the manager(s) and technician(s) in charge of administering and maintaining the Peki College of Education ICT resources, Computers and systems.
- xi. **The term "Computer"** is defined as the whole system (including workstation (CPU), keyboard, mouse, monitor, speakers, headphones, CD's, disk drives, CD drives, cables etc.)

12. Related Legislation

National Communications Authority Act 524, 1996

Copyright Act 1968

13. Related Policy and other Document

- i. The University of Cape Coast ICT Policy
- ii. PKCE Students Code of Conduct
- iii. ICT Information Management and Security Policy
- iv. Intellectual Property Policy and Procedure
- v. The Ghana ICT for Accelerated Development (ICT4AD).
- vi. Ghana-Education System. IAU, World Higher Education Database.
n.d. www.unesco.org/iau/onlinedatabases/systems_data/gh.rtf

14. Effective Date

15. Review Date

16. Keywords

- i. ICT Resources
- ii. Integrity
- iii. User
- iv. Availability
- v. Confidentiality
- vi. Acceptable Usage
- vii. Unacceptable Usage
- viii. Breach
- ix. IT Services
- x. Computer

17. Owner / Sponsor

College Principal

18. Author

College Governing Council

19. Further Information

Contact the following for any further information regarding this policy document as and when necessary.

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POLICY NINE: PKCEAPP1 – APPOINTMENTS AND PROMOTIONS POLICY

Purpose / Objective

It is the responsibility of the College to foster the advancement of its employees. This policy enhances the upward mobility of faculty and staff members through a range of complements that present business practices at the College. This allows for personnel development. The policy is based on the recognition that in the course of meeting institutional objectives, the duties and functions of an employee may change in complexity and responsibility. Promotions therefore, are based on status changes that involve increasing responsibility levels. The added benefits of promotion serve as an incentive for better work performance, enhance morale and create a sense of individual achievement and recognition. Past performances enhance the validity of the promotion, but it shall not, of itself, be the primary or the sole reason for recommending a candidate for promotion.

Employment opportunities at the College may occur because an incumbent has been given expanded duties, responsibilities and authority, progressing, for example, through a recognized family of titles (e.g., Clerk III, Clerk II, Clerk I), or has moved to a different position vacated as a result of another incumbent having been promoted, transferred, discharged, or retired. The promotion of a staff at the College does not typically involve an additional budget line being added to the promotion department's budget. Along with the increased responsibilities, the promoted person will receive an increase in salary, sufficient direction to begin the new position, and a new job description.

These documents indicate prior performance levels and accomplishments in the department, illustrating, for example, how effectively the tasks assigned were completed.

1. Scope/ Application

This policy covers all appointments and promotions in the College

2. Policy Statement

It is the College's goal to ensure maximum opportunity for promotion from within, consistent with the commitment to institutional needs and institutional excellence, affirmative action, equal opportunity and applicable contractual agreements.

4. Supporting Procedures

All appointments and promotions shall be done in accordance with the guidelines and procedures specified by Statute 35, and Schedule F of the Harmonised Statutes for Colleges of Education and Article 6 and 8 of Harmonised Conditions of Service for Colleges of Education.

4.1. There shall be an Appointment and Promotion Committee for the engagement of services of people at the College

4.2. The Appointment and Promotion Committee shall:

- i. Recommend to Council for appointment of the Principal of the College and other Key officers
- ii. Engage and recommend to Council for the appointment and promotion of Senior Staff A
- iii. In urgent cases, recommend to Council for an approval of an appointment for a period up to one year while the appointment is being regularized.

4.3. Vacancies shall be announced by internal and / or external advertisement as appropriate

Such vacancies may be filled through:

- i. Secondment from other Colleges under a scheme of staff exchange
- ii. Technical assistance
- iii. A recommendation by the Principal in consultation with the Head of Department as appropriate
- iv. Application by individuals on their own initiative

4.4. Appointment by Promotion

- i. Promotion shall normally proceed from one rank to the next rank

4.5. Submission of Application

- i. Application indicating the position sought and the area of discipline concerned shall be submitted to the Head of Department with a covering letter copied to the College Secretary

- ii. In case of any person applying from outside, such an application shall be sent to the Secretary of the College who shall refer it to the Head of Department to be processed.

4.6. Departmental and Review Committee

- i. There shall be a Departmental and Review Committee comprising all Heads of Department in cognate Departments and persons of Principal and Chief Tutor rank in the Department
- ii. The Departmental and Review Committee shall meet at least once a semester
- iii. On receipt of an application, the Head of Department shall refer it to the Departmental Appointment and Promotion Review Committee for consideration. No application shall be withheld from the Committee
- iv. The committee shall consider all applications for appointment and promotions and shall forward the list of applications with its comments and recommendation to the College Appointment and Promotion Committee

4.7. Handling of an Application from the Department

- i. Following the recommendations by the Departmental Appointment and Promotion Review Committee, the Head of Department shall recommend to the Principal three persons two of whom shall be considered for the appointment as External Assessor for an evaluation of an applicant's work
- ii. The Secretary of the College shall request each External Assessor to comment on each publication submitted for assessment stating its contribution to the candidate's academic / administrative / professional standing.
- iii. The request for an assessment shall be accompanied by:
 - a. A copy of the application including curriculum vitae
 - b. Copies of publications and other exhibits of the applicant's work and
 - c. Criteria for appointment / promotion

4.8. Handling of Applications at the Registry

- i. The Secretary of the College shall maintain a register of applications received in his / her office indicating the dates of receipts and shall bring the register to the attention of the Appointment and Promotion Committee at least twice a semester indicating the stage of processing of each application

- ii. When the processing of an application is completed, the Secretary of the College shall satisfy himself / herself that every document is in order and shall list the applications for consideration by the Appointment and Promotions Committee, inviting the candidates for interview where necessary.
- iii. In each case of an appointment / promotion, the Secretary of the College shall provide the Appointment and Promotion Committee with:
 - a. The approved Departmental Committee
 - b. The approved criteria for appointment / promotion
 - c. The reports of the Departmental Appointment and Promotions Committee
 - d. The report of the Referees / External Assessor
 - e. Salary scale attached to the position

4.9. Criteria for Promotion

- i. An applicant shall be assessed on the basis of evidence of continuing performance in respect of the following:
 - a. Teaching
 - b. Scholarship
 - c. Research / Contribution to knowledge
 - d. Academic leadership
 - e. Inventiveness, innovation and resourcefulness
 - f. Extension work / service to the College and the nation
- ii. An application shall be supported by publications including books, refereed articles in journals or manuscripts, publication of conference proceedings, systematized teaching materials, and creative works and patents.
- iii. Works accepted for publication shall also be submitted for consideration in which case an applicant shall not submit more than two at a time.

The following shall be taken into consideration by the Appointment and Promotion Committee:

- a. Contribution to College Board / Committees
- b. National / International recognition
- c. All first appointment shall be by interview

- 4.10. Eligibility: All College employees who have successfully completed the probationary period specified by conditions of employment or contract are eligible to be considered for promotion. They are encouraged to review all job vacancies circulated to each department on a regular basis. Supervisors should also be aware that promotable candidates need only satisfy the qualifications as specified in the job description and not the qualities, skills or knowledge of the incumbent.
- 4.11. Implementation (Posting/Advertising): Supervisors should encourage all support staff member within their areas of responsibility in the pursuit of career advancement and should ensure that all qualified internal applicants, especially women and minorities, are duly considered for vacancies in their unit before recruiting outside candidates. Accordingly, to promote internal mobility, a procedure for waiving job posting requirements and/or external advertisement has been established. For positions below departmental head level, the following criteria must be met:
- a. The positions are in the same department, and one position genuinely prepares the incumbent for the next. This allows for upward movement within the same or related family of job groups where skills are easily transferable.
 - b. The incumbent has already demonstrated the ability to perform the higher job.
 - c. The incumbent has met any special requirements such as a course or a skill.
 - d. An employee on layoff status could be rehired.

For positions of Head of Departments and above, the following additional criteria must be met:

- i. The person proposed for the position must advance the attainment of equity and fairness (gender equality) goals for women or minorities; or
- ii. The department must be able to demonstrate a satisfactory past record in the hiring and promotion of women or minorities; or
- iii. The unique and specialized requirements of the open position justify promotion individuals possessing the special qualification to meet those requirements. All interdepartmental promotions will be posted if the intradepartmental search has not been successful.

4.12. Gender Responsive Strategy

This policy seeks to provide fair treatment to all qualified applicants irrespective of their gender and position for appointments and promotions in the College. (Link to 12G of the Gender responsive score card of CoEs)

5. Person(s) / Body Responsible for Implementation

The Appointment and Promotions Committee of Council and the Principal of the College are responsible for overseeing the implementation of the policy.

6. Person(s) / Body Responsible for Monitoring, Implementation and Compliance

The Council Chairman, the Appointment and Promotions Committee Chair and the Principal are to ensure compliance to the policy.

7. Status

Discussion with College Governing Council for Approval

8. Key Stakeholders

- i. Faculty and Staff
- ii. Council

9. Approval Body

College Governing Council

10. Initiating Body

Appointment and Promotions Committee

11. Definition of Terms

- i. Employee: a person who has been hired / recruited on contractual terms to provide services to an organization
- ii. Promotion: elevation of an employee in employment status with upward adjustment of honorarium and responsibility.
- iii. Advertisement: the process used to announce vacancy of job

12. Related Legislation

- i. Labour Act of Ghana
- ii. Harmonised Statues for Colleges of Education (Statute 35, and Schedule F)
- iii. Harmonised Conditions of Service for Colleges of Education

iv. College Handbook, Peki College of Education

13. Related Policy and other Documents

The Public Sector Employment Policy

14. Effective Date

15. Review Date

16. Key Words

Appointment, promotion, rank, advertisement, employee, employment

17. Owner/ Sponsor

College Principal

18. Author

Peki College of Education

19. Further Information

You may Contact the following for any further information regarding this policy document as and when necessary.

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POLICY TEN: PKCEQAP1 – QUALITY ASSURANCE POLICY

Purpose / Objectives

The aim of the Peki College of Education Quality Assurance policy is to enhance the effectiveness of its core activities of learning, teaching, research performance, research training and management. The specific objectives of the Quality Assurance Policy include the following:

- i. To provide guidance in development and implementation of internal and external quality assurance procedures and practices.
- ii. To ensure that the quality of academic programmes at the College meet standards expected by stakeholders.
- iii. To ensure that B.Ed. graduates have attained skills and knowledge through the College programmes that are valued by stakeholders. To enable the College to assure itself, stakeholders and the National Council for Tertiary Education (NCTE) that the College's policies, systems and processes for the development, maintenance and enhancement of quality in all its educational provisions are functioning effectively;
- iv. To assist in maintaining and developing quality of academic programmes through enhanced support processes. To facilitate development of a culture of continuous quality improvement to achieve academic excellence.
- v. To enable the College to identify areas of strength and excellence as well as areas in need of improvement for such provisions to be made and to ensure continuous improvement in the short, medium and long-term

1. Scope /Application

The policy shall apply to the entire College, all departments, students and both academic and support staff of the College.

2. The Policy Statement

This Policy sets out the College's stance to ensure the highest quality education and training through a strategy of continuous improvement in all of its services. The policy addresses all

areas of the College's activities focusing on their contribution to and in alignment with the College's Strategic Goals.

3. Principles and Supporting Procedures

The key principles and supporting procedures incorporated into this policy are classified under two (2) main sections as follow:

- a. General Quality Assurance Procedures,
- b. Internal Quality Assurance Procedures.

4.1. General Quality Assurance Procedures

- i. *Holistic approach*: All aspects of the institution's activities, academic, administrative and managerial will be subject to audit and reporting.
- ii. **Based on Self-assessment** – *“Trust but verify”*: The institution will be judged according to its own objectives, that is, on whether or not it is achieving its own mission in a purposeful and clear fashion.
- iii. **Improvement Focus**: Peki College of Education Quality Assurance (PKCEQA) will have a focus on assisting and facilitating improvement within the College. It recognizes audits as a value tool to assist the College to enhance quality education. PKCEQA is a partnership, “cemented with a common will to improve”.
- iv. **Planning Framework**: The quality assurance model adopted presupposes a planning and evaluation framework to quality systems. Objectives must be planned, actions taken must be measurable in verifiable ways, reviews of the plans and measures be undertaken. Surveys are seen as crucial instruments for continuous improvement. The set objectives must be “SMART”, i.e. Specific, Measurable, Achievable, Realistic and Time-bound.
- v. **Data and Resources**: Whatever resources are needed by the PKCEQA should already be required by the institutions' own internal quality systems and process. The PKCEQA's self-assessment approach builds assessments around what already happens or should be happening. In brief, the PKCEQA's operational catchwords are “accountability” and “improvement” through “self-assessment” against objectives” achieved by good “planning” and “processes”, but “measured” and periodically “reviewed.”
- vi. **Quality teaching, Learning, Research and Support Services or Auxiliary Services, continuous Improvement as a Core value**: Quality teaching, learning, research are

essential to the College's mission, goals and activities. The College's quality assurance processes are intrinsic to the work of all staff, who are undertaking or supporting teaching and the promotion of learning and research.

- vii. **Benchmarking and Evidence-Based Approach:** The College evaluates its achievements against appropriate national and international benchmarks. Its quality assurance methods are evidence-based, where outcomes and feedback from stakeholders (including students, faculty, staff, employers and the community) will provide the basis for analyses and conclusions on which improvements are planned.
- viii. **Collegiality and Team Spirit:** The College's procedures reflect the principles of rigorous peer review, as there is to identify areas for improvement, foster collaboration, and team spirit, exchange of best practice, and encourage an ethos of critical self-evaluation.

4.2. Internal Quality Assurance Procedures

- 1. **Quality of Faculty:** Assessment of quality in faculty shall include expectations with regard to qualifications, scholarly work and continuing professional development. Benchmarks for minimum qualifications, scholarly work and involvement in continuing professional development activities shall be determined by academic units. Guidelines and procedures from the Appointments and Promotions procedures shall be considered when developing these faculty expectations.
- 2. **Quality in Teaching and Learning Experience**
 - A. Assessment of quality in teaching and learning shall cover the following;
 - i. Use of well-established tools such as the Head of Department's assessment,
 - ii. Student Evaluation of Course and Teaching (SECAT)
 - iii. Teaching portfolios and peer review
 - iv. Individual performance management goals, Appointments and Promotions Procedures that pertain to teaching shall be included in the assessment of quality teaching
 - v. The Quality Assurance Unit shall have an advisory and supportive role in the improvement of teaching, for example, through implementation of the induction courses for academic staff, ongoing professional development programmes, Teaching Improvement Grants and Teaching Excellence Awards.
 - B. Assessment level of student engagement in the teaching and learning experience.

3. Quality in Student Assessment: Internal Moderation

Quality assurance mechanism for determining quality of student assessments, both continuous and final shall be developed. In the absence of external examiners, departments shall develop systems that are coherent with the QA framework approved by the Mentoring Institution. These shall include a minimum of internal moderation procedures that ensure validity of student assessment and reliability of marking.

- 4. Quality in Support Services:** Assessment of quality in the academic support services provided to the College and departments including record keeping and attention to process as it relates to academic excellence; shall be a hall mark for quality assurance.
- 5. Quality of Resources and Facilities:** Assessment of quality of resources and facilities shall include measures of the availability and appropriateness of lecture rooms, library, book banks, ICTs, laboratory or practical facilities and equipment, etc.
- 6. Quality of research:** In order for the College to keep an outstanding national reputation in research, it must be committed to maintaining and expanding its research capacity to achieve research and research training of national distinction.

Quality of research shall include the following:

- i. Assessment of capacity to perform research at the individual and Institutional level.
- ii. Assessment of the research relevance to the discipline, the College, locally and nationally among other Colleges of Education.
- iii. Assessment of external and internal funding of researches
- iv. Assessment of research management
- v. Assessment of research findings and dissemination
- vi. Assessment of research & research training strategies.

4.3. Gender Responsive Strategy.

The policy empowers the Quality Assurance Unit (QAU) to undertake all quality assurance activities independently and being gender responsive. **(Link to 8H of the Gender responsive score card of CoEs)**

4. Person(s) / Body Responsible for Implementation

Quality Assurance Unit

5. Person(s) / Bodies Responsible for Monitoring, Implementation and Compliance

- i. Academic Board
- ii. Quality Assurance Unit

6. Status

Discussion of the draft policy and approval by Council

7. Key Stakeholders

- i. Council
- ii. Faculty
- iii. Staff
- iv. Students
- v. Old Students (OGA)
- vi. Institute of Education, UCC
- vii. College of Education, UG
- viii. National Accreditation Board
- ix. National Council for Tertiary Education
- x. GES

8. Approval Body

College Governing Council

9. Initiating Body

- i. Quality Assurance Committee
- ii. Academic Board Committee

10. Definition of Terms

- i. Evaluation is an umbrella term and could cover evaluation of a subject of a programme studies; evaluation of an institution, and evaluation of a theme (e.g. ICT or student support).
- ii. Audit refers to evaluation of the strength and weaknesses of the quality mechanisms established by an institution itself to continuously monitor and improve the activities and services of a subject, a programme, the whole institution or a theme.
- iii. Benchmarking is a comparison of results between subjects, programmes, institution or themes leading to an exchange of experiences of the best practices.

11. Related Legislation

University of Cape Coast Quality Assurance Guidelines

12. Related Policy and other Document

University of Cape Coast Quality Assurance Guidelines

13. Effective Date

14. Review Date

15. Keywords

- i. Assessment
- ii. Quality Assurance

16. Owner / Sponsor

College Principal

17. Author

College Governing Council

18. Further Information

Contact the following for any further information regarding this policy document as and when necessary.

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POLICY ELEVEN: PKCE2-SEXUAL HARASSMENT POLICY

Introduction

As an educational institution, Peki College of Education is committed to maintaining an environment in which its management, departments, students, administrators and staff members are safe, can be trusted and count on others to be trustworthy and receive and extend to others respect as human beings. Indeed, mutual respect among departments' members, managements, students, staff members and administrators is an essential ingredient in the educational process and the greatest care must be taken that it not in any way be windswept. As an institution of higher education, it is important that we foster an environment which is free of sexual harassment (SH) and set an example as a place where people treat each other with consideration and respect. This policy sets forth the College's procedures for addressing discrimination and harassment complaints based on a protected characteristic as defined herein involving departments, management, students, administrators, staff, vendors, and as well as visitors.

Purpose/Objectives

The purpose of this policy is to articulate the College's commitment to the elimination of sexual harassment. Peki College of Education regards sexual harassment as a serious breach. The College supports the rights of individuals to be free from sexual harassment while engaged in activities undertaken at the College. As an educational institution, the College will take all reasonable steps to eliminate sexual harassment of or by departments, administrators, staff, students, or other members of the College community.

This policy therefore aims to:

- i. Create a working and learning environment that is free from sexual harassment and where all members of the College community are treated with courtesy, dignity and respect.
- ii. Promote appropriate standards of conduct at all times.
- iii. Implement strategies to ensure that all members of the College community know their rights and responsibilities in this area.

- iv. Encourage the reporting of prohibited behavior of sexual nature.
- v. Provide an effective complaints procedure based on principles of natural justice.
- vi. Treat all complaints in a serious, sensitive, fair and timely manner.
- vii. Guarantee against victimization or reprisals.

1. Scope /Application

This Policy applies to all members of the College community including: Faculty, staff, students, governing council members, volunteers, contractors, supervisors, vendors, suppliers of services, visitors, and individuals who are connected to any College activity. The policy prohibits sexual harassment whether engaged in by students, faculty or staff, a supervisor or council member, or persons conducting business with or visiting the College, or any sexual misconduct behavior that takes place at a College sponsored event. In line with the College's Gender Policy, this policy includes all members of the College community.

The Policy Statement

Peki College of Education is committed to challenging and preventing sexual harassment of any kind. The College is committed to free inquiry, free expression, and the vigorous discussion and debate on which advancement of its mission depends. Sexual harassment is destructive to peaceful co-existence and shall not be tolerated in the College community. The College is committed to creating a safe learning, working and living environment for everyone. This policy aims to encourage individuals who have been affected by or witnessed incidents of sexual harassment of any kind to report to the College. All reported incidents of sexual harassment; including sexual assault and sexual violence of any form will be investigated in a manner that ensures due process. The College recognizes that sexual harassment can occur between individuals regardless of sex, sexual orientation, gender, and gender identity or relationship status. The College also recognizes that individuals who are affected by sexual harassment or sexual assault and sexual violence of any kind may experience emotional, academic, employment and/or other difficulties.

The College therefore is committed to:

- 1.1. Assisting those who have been affected by sexual harassment and or sexual assault and sexual violence of any kinds by providing choices, including detailed information and support, such as provision of and/or referral to counseling and medical care, information about legal options, and appropriate academic, employment and other accommodations;
- 1.2. Ensuring those who disclose that they have been sexually harassed or assaulted are treated with dignity and respect and are supported throughout the process of disclosure, investigation and institutional response;
- 1.3. Treating individuals who disclose sexual harassment, sexual assault or sexual violence of any kinds with compassion, recognizing that their sense of control over their physical and sexual integrity is compromised through no fault of theirs;
- 1.4. Ensuring that on-campus internal investigation procedures are available in the case of sexual harassment, sexual assault or any form of sexual violence;
- 1.5. Engaging in appropriate procedures for investigation and adjudication of a complaint that are in accordance with the College policies, standards and applicable collective agreements to ensure fairness and due process;
- 1.6. Ensuring coordination and confidential communication among the various departments who are most likely to be involved in the response to sexual harassment on campus;
- 1.7. Engaging in education and preventing activities in the College community including responds to the disclosure of sexual harassment, assault and violence;
- 1.8. Enabling the creation of a campus environment in which sexual harassment, assault or violence of any form is not tolerated; and
- 1.9. Monitoring and updating sexual harassment policy and procedures to ensure that they remain effective and in line with other existing policies.

2. Policy Principles

In line with the National Council for Tertiary Education (NCTE) Sexual Harassment and Gender Policies and the College's Gender Policy, this policy is guided by the following principles as in support of the policy objectives and policy statements:

- 2.1. **Mutual Co-existence:** Members of the College Community both male and female should co-exist peacefully, respectfully and improve gender relations.
- 2.2. **Non-Discrimination:** As enshrined in the 1992 Constitution of Ghana, neither Ghanaian men nor women should be discriminated against in terms of access to the resources that the nation offers to its citizens. Both Men and Women in the College Community should not be discriminated against.
- 2.3. **Non-Violence:** Ghana's Labour Act (2003) and Domestic Violence Act (2007) prohibits sexual harassment, intimidation by inducing fear in another person, behaviour or conduct that harms another person, endangers the safety, health or well-being of another person, undermines another person's privacy, integrity or security, or detracts from another person's dignity and worth as a human being.
- 2.4. **Fairness and confidentiality:** All activities and strategies regarding sexual harassment cases in the College shall be dealt with fairly, promptly and in a confidential manner.

3. Supporting Procedure

This policy document is intended to inform members of the College community, including guests and visitors, about sexual harassment, and the reporting procedures that should be followed if they encounter or observe any sexual misconduct.

3.1. Recognizing Sexual Harassment

1. Definitions of Sexual Harassment

- a. Sexual harassment is a form of sex discrimination that involves unwelcome conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favours, and other physical or verbal conduct of a sexual nature or conduct directed at a person because of his or her sex / gender.
- b. The United Nations Development Fund for Women defines sexual harassment as “unwelcome or unwanted verbal, non-verbal, physical or visual conduct based on sex or of a sexual nature; the acceptance of or rejection of which affects individual's employment.”
- c. Ghana's Labour Act (2003), defines sexual harassment as any unwelcome sexual advance or request made by an employer, superior or co-worker to a worker (whether they are man or woman).

- d. Sexual harassment is a form of sexual violence. The term refers to one-sided, unwanted and unwelcome behaviour where sexuality and/or varied cultural constructions of sexuality are used as the means to oppress and position people and to produce or maintain vulnerability among them.
- e. United States Equal Employment Opportunity Commission (EEOC) in its definition of SH, indicates; unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute SH when:
 - i. Submission to such conduct is made either explicitly or implicitly a term or condition of employment,
 - ii. Submission of such conduct by an individual is used as the basis for employment decisions affecting such individuals;
 - iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidation, hostile, or offensive working environment.
- f. The NCTE SH policy for CoE, refers to Sexual harassment as a treatment that involves **UNWANTED** sexual advances, requests and other verbal or physical conduct of a sexual nature. Unwanted, because a victim may consent to certain conduct not because he/she want to, but because he/she feels pressure to do so.
- g. Sexual harassment does not have to take the form of overt sexual advances or suggestions, it may consist of abusive treatment, acts of aggression, intimidation, hostility, rudeness, name-calling, or other types of abusive conduct directed towards one gender. Such conduct can give rise to a breach of legislation.
- h. Sexual harassment does not refer to behaviour that is mutually acceptable to the parties involved. Sexual harassment is not behaviour that is based on mutual attraction, friendship and respect. Where the interaction is consensual, welcome or reciprocal it will not amount to sexual harassment. **HOWEVER**, judgements about what constitutes consensual, welcome and reciprocal interaction may be influenced by the relative power of the people involved.
- i. Sexual harassment may be explicit or implicit. It may be a single incident or occur over a period of time.

Sexual harassment can take many forms – it can be apparent or indirect, physical or verbal, repeated or one-off and perpetrated by males or females against people of the same or opposite sex.

2. Types of Sexual Harassments

Quid Pro Quo harassment, Hostile Environment harassment and Retaliation, are regarded as the three main types of sexual harassments to be dealt with in this policy document.

i. Quid Pro Quo Harassment

Quid Pro Quo (literally means “this for that”) sexual harassment implies a situation where sex is provided in exchange for things such as employment or educational benefit – job promotion or good grades. An example, quid pro quo sexual harassment occurs when a teacher or other person in authority offers to give a higher grade in return for sexual favors. It can also be a threat to lower a grade if sexual favors are not given. If a student is made to believe that his/her grade is dependent on whether he/she goes on a date with his/her teacher, the student is being subjected to “quid pro quo” sexual harassment. In addition to this, the same applies if a student offers a sexual favour to a tutor in return for a good grade. In these cases, sexual behaviour is used as the basis for a transaction. Some examples of quid pro quo sexual harassment:

- a. Direct or indirect promises of academic benefits, such as high grades, letters of recommendation, participation in an activity, in return for sexual favours
- b. Direct or indirect promises of work benefits such as job offering, promotion, housing, allowances, letters of recommendation, good appraisals, in return for sexual favours
- c. adverse decisions or evaluations, failure to hire or promote, or low grades, because conduct of a sexual nature has been rejected;

ii. Hostile Environment Harassment

Hostile environment harassment occurs when unwelcome conduct of a sexual nature is so severe, persistent, or pervasive that it makes you feel uncomfortable or unsafe at school or work place, or prevents you from participating in or benefiting from a school program or activity. This type of sexual harassment can come from a tutor, other staff, other students or any other person related to the College community.

Hostile environment sexual harassment examples include but not limited to:

- a. Unnecessary and unwanted nicknames such as, 'sweetie', 'baby', 'girlfriend'
- b. Intrusive sexually explicit questions, asking personal questions about a person's sex life
- c. Spreading rumors about a person's sexuality, sexual activity or speculations about previous sexual experience
- d. Remarks of a sexual nature about a person's clothing or body
- e. Unnecessary and unwanted touching, pinching, massaging, dancing, hugging or brushing up against a person's body
- f. Sexually suggestive stares, sounds or gestures such as winking, licking lips, whistling, sucking noises or pelvic thrusts
- g. Sexually explicit jokes, pictures, calendars, cartoons, internet images or pornographic materials
- h. Unwanted recurrence of telephoning, texting, emailing, comments on social media, following, stalking, gift giving, proposing or asking for a date
- i. Unwanted propositions of a sexual nature, including those occurring in situations that begin as reciprocal attractions, but later cease to be mutual
- j. Spying on someone that is engaged in intimate behaviors, such as undressing, bathing, sexual activity or any other activity that is considered to be private
- k. Actual or attempted rape or sexual assault

iii. Retaliation Harassment

Retaliation harassment occurs when a victim suffers a negative action after they have rejected a sexual advance, made a report of sexual harassment or assisted someone else with a complaint. Negative actions can include social exclusion, getting a poor grade or being fired, and are usually instigated by perpetrators in order to punish victims. Retaliation examples include:

- a. Adverse academic actions or decisions, such as evaluations, low grades, social exclusion, poor treatment in class, because a sexual advance has been rejected or reported;

- b. Adverse employment actions or decisions such as evaluations, failure to hire or promote, transfer, social exclusion, poor treatment in the workplace, because a sexual advance has been rejected or reported.

It can sometimes be difficult to prove retaliation harassment has occurred, but in cases in which a tutor has retaliated by giving a student an unjustified poor grade, because they have rejected a sexual advance, made a report of sexual harassment or assisted someone else with a complaint, proof of retaliation can be determined through the following process:

- i. The student can request a marking appeal in which 8-10 ten randomly selected scripts from the same class/assignment are re-marked along with his/hers.
- ii. A tutor with relevant subject knowledge should be given the marking scheme for the assignment and mark the 8-10 anonymized scripts.
- iii. If the mark for the student claiming retaliation harassment is clearly higher than the original mark (and the marks for the other scripts remain generally the same), this is adequate evidence to claim that the tutor had engaged in retaliation harassment against the student. Such evidence can be used in a formal report hearing.

3. Who is Sexual Harassment Perpetrator?

Anyone in the College community can be the perpetrator, both male and female; ranging from but not limited to; a superior, a student, a staff, a vendor or a supervisor in the College community.

4. What one should do if you feel you are being Sexually Harassed

Do not accept sexual harassment as the “way things are.” Any of the following could be done if you feel you are sexually harassed:

- i. Say “No” Clearly. Tell the harasser, verbally to stop. If the harassment does not end, promptly write a letter asking the harasser to stop. Sign the letter, give a copy to the harasser in front of witnesses and keep a copy yourself.
- ii. **Keep Records:** When someone harasses you or makes you feel uncomfortable, document everything as precisely as possible, all incidents, all attempts to stop the harassment, what you did, how you felt, names of witnesses, witnesses’ responses, times, dates, etc. Keep any evidence, i.e., letters, notes, pictures, etc.

- iii. **Report the Harassment:** It is very important that if you try (i) and (ii) above, and the harassment still continues, then as a matter of urgency report to the Safe Space Focal People in the College: The Safe Space focal people, act as the first point of contact for informal reporting issues on sexual harassment.

3.2. REPORTING PROCEDURES

Individuals of the College community who have experienced or have been affected by sexual harassment, sexual assault or sexual violence of any kind are encouraged to come forward to report as soon as possible. Any member of the College community who perceives himself or herself to have been sexually harassed or to have been subjected to retaliation following a sexual harassment incident can follow either the informal or formal procedures outlined in this document to protect his or her right. External and legal consent however, could be advised on if internal resolutions persistently fail.

3.2.1. Informal Reporting Procedure

Informal reporting systems are aimed at resolving a complaint of harassment through the confidential advice, support and negotiation of an objective third party. An informal report may resolve problems quickly and in many cases, should be used in the first instance of harassment. However, if the harassment persists or has caused serious distress to the victim, more formal reporting may be necessary.

An informal procedure is a process managed by a committee, in which relationships between complainants and alleged perpetrators(s) are explored to determine their concerns. The aim of which is to reach resolution of a complaint in a manner that is satisfactory to all complainants and alleged perpetrator(s).

The following procedures shall be followed to institute an informal reporting system for sexual harassment in the College:

1. Safe Space Focal People

- i. The College's Safe Space focal people shall serve as the first point of contact for informal/formal sexual harassment reporting issues. All students and staff should be made

aware that these focal people aim to provide support and a safe space to informally report cases of sexual harassment.

- ii. Members of the College community are encouraged to promptly report observance of and/or complaints about sexual harassment, sexual misconduct and unlawful sexual contact to Safe Space focal people for immediate action

2. **Confidentiality and Sensitivity**

- i. Strict confidentiality regarding the process, participants and report should be maintained throughout the process.
- ii. The Safe Space focal people shall ensure confidentiality and listen to the victim's claim in a non-judgmental way. She/he shall ask the victim to tell the whole story in his or her own words.
- iii. The focal people shall listen with care and take notes in order to document relevant facts such as dates, times, situations, witnesses, and anything else that seems relevant.
- iv. The Safe Space focal people shall guide the complainant through the best process for resolving the issue. They should listen and offer advice.
- v. The focal people shall refer the victim for counselling if required.

3. **Objectivity**

- i. If a Safe Space focal person does not feel that she/he will be sufficiently objective to deal with the case, particularly if it involves a close friend or colleague, then the focal person shall ask the other focal person to mediate instead.
- ii. If objectivity is still an issue, then a neutral member in this case (Quality Assurance (QA) officer or an academic board member) could be assigned to step in.

4. **Identify the type of harassment**

- i. After hearing the story, the focal person can use (**Section 5.1.2.types of sexual harassments**) to help the victim identify the type of harassment they have experienced i.e. (quid pro quo, hostile, or retaliation).
- ii. Confirm whether or not the victim asked the harasser to cease the behaviour.
- iii. If the victim has been too uncomfortable to ask, or has asked but the unwanted behaviour has continued, the focal person shall mediate with the harasser on the victim's behalf.

5. Ensure Sensitive Mediation

- i. The safe space person may make an approach to the alleged perpetrator with or without revealing the identity of the complainant depending on advice of the complainant with information that certain forms of conducts constitute sexual harassment.
- ii. Depending on the nature of the compliant, the focal person shall talk to the alleged perpetrator (offender) or bring the two parties for mediation.
- iii. Mediation with the alleged harasser shall be done in a sensitive, thoughtful and confidential way. The harasser may not realize he/she has done anything wrong. It is often best to give the benefit of the doubt, or at least speak to the harasser as if he/she is being given the benefit of the doubt, rather than being accused of harassment.
- iv. What needs to be conveyed to the alleged harasser is that the victim has been made to feel uncomfortable because of his/her behaviour.

6. Listen to both sides of the Story

- i. The focal person shall ask the alleged harasser for their side of the story and ensure confidentiality.
- ii. The focal person shall listen with care and take notes in order to document relevant facts such as dates, times, situations, witnesses, and anything else that seems relevant.
- iii. If the harasser denies that they have done what was claimed, the focal person shall remain neutral.

7. Facilitate a Resolution

- i. The focal person shall facilitate a discussion where the objective is to give the alleged perpetrator an opportunity to apologies, if the allegation turns to be true.
- ii. The focal person may state that as long as the victim is not made to feel uncomfortable again, no further discussions will be continued. This shall be based only on agreement between the alleged perpetrator and the complainant.
- iii. If the alleged harasser agrees with this, the focal person shall communicate this verbally to the victim and document the mediation so that there is a record of it. These records shall remain confidential and kept in a secure place.
- iv. The focal person shall also tell the victim to immediately report if the unwanted behaviour continues or if the harasser retaliates in any way.

8. Every effort shall be made to conclude the informal procedure within fourteen days of reporting to the focal people.

9. Escalation to formal reporting, is needed:

- i. If the victim is not satisfied with the outcome of the informal mediation;
- ii. If the unacceptable behaviour continues; or
- iii. If retaliation occurs, then the victim may request that the matter be dealt with under the formal reporting system.

3.2.2. Formal Reporting Procedure

Formal reporting systems are aimed at resolving a complaint of harassment through an investigation and documentation of evidence. All students, faculty and staff shall be made aware that formal complaints shall be lodged for serious offenses and/or continues unwanted sexual harassment, because the disciplinary action is a robust and fair way to prevent harassers from committing offenses again.

1. A complainant may choose to initiate formal reporting proceeding either with or without first following an informal procedure. The purpose of formal proceedings is to test the complainant's allegations through the disciplinary process.
2. Report of sexual harassment or sexual abuse shall be brought as soon as possible after the alleged conduct occurred, optimally within two months. Prompt reporting would enable the committee to investigate the complaint, determine the issues and provide an appropriate remedy or disciplinary action.
3. **Preliminary Consultation:** To deal with a grievance formally, the victim (staff or student) can have a preliminary meeting with a Safe Space focal person to discuss the formal complaint process and what evidence is needed. The focal person shall ensure confidentiality, be understanding and refer the victim for counselling, if required. The focal person shall also make sure the victim is aware that false accusations are sanctionable.
4. **Notification of Complaint:** The victim shall submit a formal written notice of the grievance to the Safe Space focal people. The grievance shall include supporting evidence, which includes:

- i. Dates/times/locations of harassment;
 - ii. What type(s) of harassment was/were experienced (hostile, quid pro quo, retaliation, or other) – descriptions shall be as detailed as possible;
 - iii. Witnesses (if there was no witness who observed the harassment, a witness can be used to at least verify the victim’s dates/times/locations);
 - iv. Material evidence, if available (like emails, text messages, letters, recordings, etc.); and
 - v. Documents from any informal reporting/mediation that may have been attempted.
5. **Convening the Grievance Committee:** Formal hearings shall be dealt with by a Grievance Committee, which includes the two Safe Space focal people (one female, one male), the CoE Principal (who shall be the chairperson) the QA officer and a member of the College disciplinary committee. If any of these individuals feels they will not be sufficiently objective to deal with the case (particularly if it involves a close friend), they can be replaced by a neutral member of staff or a neutral representative from the College Governing Council, if one is available. If the Principal is involved in the complaint, a member of the Governing Council shall take his/her place.

6. **Acknowledging Receipt**

- i. The Grievance Committee shall acknowledge the victim’s complaint within five working days of receipt.
- ii. At the time of acknowledging the complaint, a copy of the complaint and supporting evidence shall be forwarded to the alleged harasser involved in the grievance.
- iii. The alleged harasser shall be given five working days within which to submit to the Grievance Committee a written response to the complaint, along with any supporting evidence and/or witnesses (as discussed in 4 above). A formal hearing shall then be arranged, not later than five working days following receipt of this response. All parties (including named witnesses) will be required to attend the hearing. Victims have the right to be accompanied by a colleague or friend throughout the formal grievance meeting.

7. **Hearing Format**

- i. The formal hearing shall not be made public and shall provide confidentiality to all those involved. During the meeting the Grievance Committee shall ask the victim to tell the story in his/her own words.
- ii. The alleged harasser or witnesses shall not be present in the room during this time. The committee shall ask open-ended questions and seek facts that support or disprove allegations.
- iii. The committee shall use the same approach when individually interviewing witnesses for the victim, the alleged harasser, and witnesses for the harasser.
- iv. The committee members shall each take individual notes.

8. **Decision:** At the end of the hearing, the Grievance Committee shall go over all evidence/testimony to come to a decision and discuss appropriate disciplinary action as described in the policy. Once a decision has been made, documentation of the proceedings and result shall be given to the victim, the harasser and the College to keep in its records.

9. **Grievance Appeal Procedure**

- i. Individuals have the right of appeal any decision reached.
- ii. Grounds for appeal are if new evidence or a new witness can be brought forward to challenge the Committee's original decision. An appeal shall be lodged in writing to the CoE Principal no later than ten working days from the date of notification of the outcome of the original hearing. If either parties fails to file an appeal within ten (10) working days, the decision of the Principal shall bind.
- iii. The notice shall include the new evidence/witness and reasons why they were not included in the original case.
- iv. If the Grievance Committee is satisfied with the rationale for why the new evidence/witness was not originally included, a copy of the notice for appeal will be submitted to the other parties involved. The other party has one week to respond to this new evidence/witness and the appeal hearing shall be arranged within one week of receipt of this response.
- v. The appeal will be heard by the same Grievance Committee who attended to the original hearing.

10. **Appeal Hearing Format:** The appeal hearing shall be conducted in a similar manner to that of the original hearing, but will only consider the new evidence/witness and rationale for why

they were not included in the original case. All other parties will be given the opportunity to respond.

11. Decision of the Appeal Hearing: At the end of the appeal hearing, the Grievance Committee should provide an immediate decision and any appropriate action required. Once a decision has been made, documentation of the appeal proceedings and result shall be given to the victim, the harasser and the College to keep in its records. The decision reached at the appeal hearing is final.

3.3. Sanctions

The Committee shall apply the appropriate sanction or punitive measures where the alleged perpetrator has been found to have engaged in the sexual harassing behaviour, or the complainant has been found to mislead the committee. There will also be punishment for any false witness by any witness. These sanctions generally may include but are not limited to the following.

- i. Formal apology
- ii. Suspension
- iii. Demotion
- iv. Dismissal
- v. Expulsion
- vi. Referral to the appropriate law enforcement body

1. Punishment based on Specific Sexual Harassment Offences

The suggested disciplinary actions for specific offences are as offered in the table below:

Table 1 – Sexual Harassment examples and their corresponding disciplinary actions

Hostile Environment Examples:	Disciplinary Action
<ol style="list-style-type: none"> 1. Unnecessary and unwanted nicknames such as, ‘sweetie’, ‘baby’, ‘girlfriend’ 2. Intrusive sexually explicit questions, asking personal questions about a person’s sex life 3. Spreading rumors about a person’s sexuality, sexual activity or speculations about previous sexual experience 4. Remarks of a sexual nature about a person’s clothing or body 	<ol style="list-style-type: none"> a. Verbal reprimand, warning to not repeat behaviour (with victim or anyone else) and a written query documenting that a warning has been given. b. Ensure harasser understands why the behaviour deserves disciplinary action (it was unwanted, inappropriate and made the victim uncomfortable) and writes a letter of apology to the victim c. If complaint happens again, harasser should be put on probation (see below).
<ol style="list-style-type: none"> 5. Unnecessary and unwanted touching, pinching, massaging, dancing, hugging or brushing up against a person’s body 6. Sexually suggestive stares, sounds or gestures such as winking, licking lips, whistling, sucking noises or pelvic thrusts 7. Sexually explicit jokes, pictures, calendars, cartoons, internet images or pornographic materials 	<ol style="list-style-type: none"> a. Verbal reprimand, warning to not repeat behaviour (with victim or anyone else) and a written query documenting that a warning has been given. b. Ensure harasser understands why the behaviour deserves disciplinary action (it was unwanted, inappropriate and made the victim uncomfortable) and writes a letter of apology to the victim

<p>8. Unwanted recurrence of telephoning, texting, emailing, comments on social media, following, stalking, gift giving, proposing or asking for a date</p> <p>9. Unwanted propositions of a sexual nature (including those occurring in situations that begin as reciprocal attractions, but later cease to be mutual)</p> <p>10. Spying on someone that is engaged in intimate behaviors, such as undressing, bathing, sexual activity or any other activity that is considered to be private</p>	<p>c. Harasser shall be put on probation for one year. If another case occurs during probation, termination or expulsion shall be considered.</p> <p>d. If there are no complaints after one year of probation, the harasser shall no longer be susceptible to termination/expulsion</p> <p>e. If complaints do occur again after the probation has been completed, a second hearing shall be conducted. The past offense shall be noted and termination/expulsion shall be considered.</p>
<p>11. Actual or attempted rape or sexual assault</p>	<p>a. The police shall be called immediately as this is a criminal offense</p> <p>b. The harasser shall be immediately terminated/expelled</p>

Quid Pro Quo Example	Suggested Disciplinary Action
<p>1. Direct or indirect promises of academic benefits (such as high grades, letters of recommendation, participation in an activity), in return for sexual favors</p> <p>2. Direct or indirect promises of work benefits (such as promotions, housing, allowances, letters of recommendation, good appraisals), in return for sexual favors</p>	<p>a. Verbal reprimand, warning to not repeat behaviour (with victim or anyone else) and a written query documenting that a warning has been given.</p> <p>b. Ensure harasser understands why the behaviour deserves disciplinary action (it was unwanted, inappropriate and made the victim uncomfortable) and writes a letter of apology to the victim</p>

<p>Retaliation Examples:</p>	<p>c. Harasser shall be put on probation for one year. If another case occurs during probation, termination or expulsion shall be considered.</p> <p>d. If there are no complaints after one year of probation, the harasser shall no longer be susceptible to termination/ expulsion</p> <p>e. If complaints do occur again after the probation has been completed, a second hearing should be conducted. The past offense shall be noted and termination/expulsion shall be considered.</p>
<p>1. Adverse academic decisions, evaluations, low grades, social exclusion, poor treatment in class, because a sexual advance has been rejected or reported</p> <p>2. Adverse employment decisions, evaluations, failure to hire or promote, transfer, social exclusion, poor treatment in the workplace, because a sexual advance has been rejected or reported</p>	

Adopted from NCTE 2018, SH Policy for CoE

False Accusation by Victim:

If after a formal hearing it is determined that the victim has knowingly lodged a false accusation to harm, punish or defame the alleged harasser, he/she shall also be subjected to disciplinary action.

1. There shall be a verbal reprimand, warning to not repeat behaviour (with victim or anyone else) and a written query documenting that a warning has been given, **and, or,**
2. The victim shall be punished based on the punishment allotted for the type of harassment indicated in the table one above. Ensure victim understands why the behaviour deserves disciplinary action (it constitutes lying and deceit) and writes a letter of apology to the alleged harasser.

False Witness:

A person or persons falsely offering witness for or against sexual harassment case shall be subjected to punishment. 1. The committee shall determine the punishment

3. The punishment shall be based on the offence he/she offered witness for.

3.4. Guidelines for Dissemination

1. The College shall make available the most important points regarding definitions, reporting procedures and disciplinary actions of the Sexual Harassment Policy to all stakeholders (students, staff, TP School).
2. The College Gender Champions and Gender Committees shall ensure consistent sensitization for all staff/students about the Policy and Safe Space focal people.
3. The College Teaching Practice Coordinator (TPC) shall ensure consistent sensitization of all TP school staff, Lead Mentors, Mentors and community members about this Sexual Harassment Policy and that they too are subject to disciplinary measures.

4. Person(s) / Body Responsible for Implementation

- i. Grievance / Disciplinary committee
- ii. Gender Committee shall support the Gender Champion in the sensitization, implementation and monitoring of this policy.
- iii. Principal and Senior Management Team shall provide administrative support and management to the Gender Champion and Committee. Principal shall act as chairperson of the Grievance Committee. Principal can however, delegate (Vice Principal or Quality Assurance Officer).

5. Person(s) / Body Responsible for Monitoring

- i. Grievance / Disciplinary committee
- ii. Senior Management, faculty, staff and students shall also contribute to monitoring and evaluation efforts.

6. Key Stakeholders

The key stakeholders include but not limited to:

- i. Students
- ii. Faculty and Staff
- iii. Relatives of staff
- iv. Visitors
- v. College contractors and their employees
- vi. All persons working on behalf of the College
- vii. All business operators in the College

7. Approval Body

- College Governing Council

8. Definition of Terms

Definition of Terms as used in this document:

- i. **Sexual Harassment:** is a particular type of harassment and constitutes discrimination on the basis of sex. Allegations of sexual harassment or sexual violence are addressed separately in the College's Sexual Misconduct Policy. Please refer to that policy for additional information.
- ii. **Retaliation:** is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination, harassment, or sexual misconduct.
- iii. **Complainant:** a person who, individually or in conjunction with others, make(s) a complaint of sexual harassment under the School's Sexual Harassment Policy and Procedure.
- iv. **Respondent:** a person or organisation against whom a complaint has been made under the School's Sexual Harassment Policy and Procedure.
- v. **Discrimination:** occurs when people are treated less favourably because they belong to a particular group or category of people, for example, women or men. It also includes treating someone unfairly because of a stereotype about the particular group or category of people.
- vi. **Alleged perpetrator:** A person alleged to have committed an act of sexual harassment.
- vii. **Confidentiality:** Ensuring that information is accessible only to those authorized to have access to it.
- viii. **Staff:** An employee of the College or a person who has agreed to be bound by the rules and policies of the college.
- ix. **Offences:** Any non-consensual conduct is an offence. Examples are:
 - a. Sexual harassment
 - b. Sexual imposition
 - c. Sexual assault
- x. **Sexual violence:** Sexual violence means any sexual act or act targeting a person's sexuality, gender identity or gender expression, whether the act is physical or psychological

in nature, that is committed, threatened or attempted against a person without the person's consent, and includes sexual assault, sexual harassment, stalking, indecent exposure, voyeurism and sexual exploitation.

- xi. **Sexual assault:** any type of unwanted sexual act done by one person to another that violates the sexual integrity of the person that it is done to and involves a range of behaviours such as unwelcome kissing of the lips, mouth, breast, or any parts; touching of the breast, chest, buttocks, thighs, vagina, penis or other body parts penile- vaginal penetration, and oral sex.
- xii. **Consent:** Consent is the voluntary agreement of an individual to engage in the sexual activity in question.
- xiii. **Harasser:** A person who is engage in sexual misconduct

9. Legal Framework

- i. Harmonized Conditions of Service for Colleges of Education
- ii. 1992 Constitution of Ghana
- iii. Sustainable Development Goals (2015-2030)
- iv. African Union Gender Policy Commitments
- v. The 2003 National Labour Act
- vi. The 2007 Domestic Violence Act
- vii. The 2015 National Gender Policy
- viii. The 2018 Gender in Education Policy for Colleges of Education
- ix. Education Strategic Plan, 2018-2030 Policy Objectives
- x. NCTE 2018 Sexual Harassment Policy for Colleges of Education
- xi. Peki College of Education Gender Policy
- xii. Ghana labour Act 2013 (act651) sections 14, 63, 175 criminal code 1960 (Act 29)
- xiii. NCTE 2018 Gender in Education Policy for Colleges of Education

10. Effective Date

10th November, 2018

11. Review Date

This Policy shall be review at least once every five years to ensure that its objectives, priority areas and strategies continue to be relevant to the prevailing issues in the College.

12. Owner/Sponsor

College Principal

13. Author

College Governing Council

14. Further Information

Contact the following for any further information regarding this policy document as and when necessary.

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POLICY TWELVE: PKCERP1 – RESEARCH POLICY

1. Purpose/Objectives/Rationale

The broad principles that guide research have long been established and central to these are the maintenance of high ethical standards, validity and accuracy in the collection and reporting of research data. This policy provides a framework for sound research practice and for the protection of individual research workers, including staff and B.Ed. research students in the College, as well as contracted agents. The following are the specific objectives this policy aims to address:

- i. To encourage faculty and staff and students to conduct scientific investigations into problems that confront them in their working environments so as to promote efficiency and effectiveness at work.
- ii. To promote the highest standards of practice and behaviour in research at the College.
- iii. To establish the nature of these expected standards, so as to identify instances when these standards have been violated.

2. Scope/Application

This policy applies to the following academic and administrative units:

- i. Faculty and staff of the College;
- ii. Any persons engaged in research under the auspices of or in the name of the College or any controlled entity; and
- iii. All students of the College who engage in research, including past students.

3. Policy Statements

It is a basic assumption of the College that academic and research staff, and B.Ed. research students, are committed to high standards of professional conduct. In the light of this, the policy adheres to the following:

- i. Proper management of research data from primary and secondary sources for institutional and societal benefit
- ii. Effective supervision of students/trainees on research
- iii. Publication and dissemination of research findings
- iv. Authorship
- v. Peer review
- vi. Collaborative Research across Institutions

4. Supporting Procedures

4.1. General Principles

- i. Researchers have a duty to ensure that their work enhances the good name of the College and the teaching profession to which they belong.
- ii. Researchers must only participate in work which conforms to accepted ethical standards and which they are competent to perform. When in doubt they must seek assistance for their research from their colleagues or peers.
- iii. Debate on, and criticism of research works are essential parts of the research process.
- iv. Researchers must demonstrate:
 - a. Appropriate acknowledgement of the intellectual contribution of others in research; and
 - b. The responsible communication of research results.

4.2. Management of Research Data from Primary and Secondary Sources

- i. Individual researchers are able to hold copies of their research data for their own use. However, retention solely by the individual researcher provides little protection to the researcher or the College in the event of an allegation of falsification of data.
- ii. When the data is obtained from limited access databases, or via a contractual arrangement, the location of the original data must be identified, or key information regarding the database from which it was collected must be retained by the researcher or research Centre.

- iii. In all cases, prior to the publication of research findings, a location of data form must be completed.
- iv. Research data related to publications must be available for discussion with other researchers.
- v. Where confidentiality provisions apply (for example, where the researchers or the College has given undertakings to third parties, such as the subjects of the research), it is desirable for research data to be kept in a way that reference to them by third parties can occur without breaching such confidentiality.
- vi. Researchers are responsible for ensuring appropriate security of any confidential material, including the one held in electronic media.
- vii. Security and confidentiality must be assured in a way that copes with multiple researchers and the departure of individual researchers.

4.3. Supervision of Research Students/Trainees

- i. The College supports and encourages the appropriate mentoring and supervision of research students, acknowledging their importance in the development of research excellence, integrity, professionalism, mutual respect and recognition.
- ii. Research must be supervised only by Faculty with experience, qualifications and competence appropriate to the intended research.
- iii. Supervisors are responsible for overseeing compliance by research students with the provisions of this College research policy.

4.4. Publication and Dissemination of Research Findings

- i. The College recognises the importance of research being communicated to other researchers, professional practitioners and the wider community. Ideally, this would occur after peer appraisal. Where research is reported in the public media prior to peer review, the reporting must be based on the research data and findings.
- ii. Peer assessment of research outcomes is important in the validation of research.
- iii. Wherever possible, researchers must submit their research for peer review.

- iv. An author who submits substantially similar work to more than one publisher must disclose this to the publishers at the time of submission.
- v. Publications must include information on the sources of financial support for the research. Financial sponsorship that carries an embargo demands that the naming of such the sponsor be avoided.
- vi. Publications involving either a student enrolled with the College.
- vii. Deliberate inclusion of inaccurate or misleading information relating to research activity in curriculum vitae, grant applications, job applications or public statements, or the failure to provide relevant information, is a form of research misconduct. Accuracy is essential in describing the state of a phenomenon.

4.5. Authorship

- i. Attribution of authorship depends to some extent on the discipline, but in all cases, authorship must be based on substantial contributions in a combination of:
 - ii. Conception and design of the project
 - iii. Analysis and interpretation of research data
 - iv. Drafting significant parts of the work or critically revising it so as to contribute to the interpretation.
 - v. The right to authorship is not tied to position or profession and does not depend on whether the contribution was paid for or voluntary. It is not enough to have provided materials or routine technical support, or to have made the measurements on which the publication is based. Substantial intellectual involvement is required.
 - vi. A person who qualifies as an author must not be included or excluded as an author without their permission. This shall be in writing, and include a brief description of their contribution to the work.
 - vii. Participation solely in the acquisition of funding or the collection of data does not justify authorship. General supervision of the research group is not sufficient for authorship. Any part of an article critical to its main conclusion must be the responsibility of at least one author. An author's role in a research output must be sufficient for that person to take responsibility for at least that part of the output in that person's area of expertise. No person

who is an author, consistent with this definition, must be excluded as an author without their permission in writing.

- viii. Research students can be authors and own the copyright of their project work, in accordance with the mentoring institution.
- ix. Authorship of a research output is a matter that must be discussed between researchers at an early stage in a research project, and reviewed whenever there are changes in participation.
- x. When there is more than one co-author of a research output, one co-author (by agreement amongst the authors) must be nominated as executive author for the whole research output, and must take responsibility for record-keeping regarding the research output.
- xi. Where the research is published, including electronically, one author must be given principal status with the responsibility for signing a Statement of Authorship form ensuring that all co-authors are in agreement with their inclusion and that no person entitled to authorship as defined in clause 5.2 bullet four earlier has been excluded. Authors of web-based publications must be able to take responsibility for the publication's content and must be clearly identified in the publication.
- xii. The authors must ensure that others who have contributed to the work are recognised in the research output. Courtesy demands that individuals and organisations providing facilities must also be acknowledged.

4.6. Peer Review

- i. The College encourages all researchers to participate in peer review because this provides expert scrutiny of a project, and helps to maintain high standards and encourage accurate, thorough and credible research reporting.
- ii. Participants in peer review must act fairly and in a timely manner, must keep discussions confidential and not disclose the content or outcome of any process in which they are involved. They must declare conflicts of interest, and must ensure that they are informed, and comply with the criteria to be applied.
- iii. Researchers whose work is undergoing peer review must not seek to influence the process or outcomes.

- iv. Supervising researchers have a responsibility to assist trainee researchers, including students, in developing the necessary skills for peer review and understanding their obligation to participate.

4.7. Conflicts of Interest

- i. Disclosure of any potential conflict of interest is essential for the responsible conduct of research.
- ii. Researchers have an obligation to disclose any affiliation with, or financial involvement in, any organisation or entity with a direct interest in the subject matter or materials of researchers.
- iii. When a conflict of interest arises at the time of reporting or proposing research, and this conflict of interest has the potential to influence research and investigations, publication and media reports, grant applications, and applications for appointment and promotion, the researcher must disclose the details "in confidence" to the Academic Board who will decide whether a conflict of interest exists and, if so, what further action should be taken.
- iv. The action taken by the Academic Board in the case that a conflict of interest is identified will include consultation with the researcher and may also involve consultation with the funding agency or other parties to ensure that the conflict of interest does not compromise the research, or the College's interests.
- v. In some circumstances, it may be necessary to reject or terminate a research project, or to disclose the conflict of interest to the editors of journals or the readers of published work arising from the research.

4.8. Collaborative Research across Institutions

- i. Where the College is involved in a joint research project, including overseas, an agreement must be reached in writing with the collaborating organisations detailing issues to do with intellectual property, confidentiality and copyright, sharing commercial returns, responsibility for ethics and safety clearances, and reporting to appropriate agencies
- ii. The collaborating parties must identify a person to be involved in the management of research data, primary materials and other items to be retained at the end of the project.

4.9. Research Misconduct

The College has no tolerance for any misconduct or unethical behaviour in its research activities. All allegations that this Code has been breached will be dealt with in accordance with the Research Misconduct - Governing Policy

4.10. Gender Responsive Strategy

This policy provides equal opportunity for male and female staff to undertake research work, ensuring adherence to the spelt out guidelines.

5. Person(s)/ Body Responsible for Implementation

The following units have the overall responsibility for ensuring that the policy works:

- i. Ghana Education Service Trust Fund (Provision of Funds for Staff)
- ii. National Council for Tertiary Education (By basing the promotions of staff on conduct and publication of research studies)
- iii. Institute of Education, University of Cape Coast (By making it part of students' curriculum)
- iv. Peki College of Education Management (Provision of prompts)
- v. Faculty (supervision of students' researches and their assessment)
- vi. Staff Development and Research Committee

6. Person(s) / Body Responsible for Monitoring, Implementation and Compliance

The following personalities, departments and organisations are to oversee the monitoring, implementation and compliance with the policy

- i. National Council for Tertiary Education (NCTE)
- ii. Institute of Education, University of Cape Coast
- iii. Peki College of Education Management
- iv. Staff Development and Research Committee
- v. Tutors who serve as supervisors of students' researches

7. Status

Discussion with College Governing Council for approval of the policy

8. Key Stakeholders

- i. Ministry of Education

- ii. National Council for Tertiary Education
- iii. Institute of Education, University of Cape Coast
- iv. Ghana Education Trust Fund
- v. College of Education,UG
- vi. College Council
- vii. College Management
- viii. Staff Development and Research Committee
- ix. Faculty
- x. Staff
- xi. Students
- xii. Parents
- xiii. Other interested individuals and organizations

9. Approval Body

Peki College of Education Council

10. Initiating Body

Staff Development and Research Committee

11. Definition of Terms

- i. **PKCE:** Peki College of Education
- ii. **B. Ed:** Bachelor of Education
- iii. **Research Misconduct,** in regard to this policy, means; fabrication, falsification, plagiarism, or other practices that seriously deviate from those that are commonly accepted within the research community for proposing, conducting or reporting research. It does not include honest errors or honest differences in interpretation or judgements of data.
 - a. Fabrication is making up data or results and recording or reporting them.

- b. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the Research Record.
- c. Plagiarism is the appropriation of another person's ideas, processes, results or words without giving them appropriate credit.
- iv. **Research Record or Record** means any data, document, computer file, compact disc, computer diskette, or any other written or non-written account or object that reasonably may be expected to provide evidence or information regarding the proposed, conducted, or reported research that constitutes the subject of an allegation of Misconduct. A Research Record includes, but is not limited to, grant or contract applications, whether funded or unfunded; grant or contract progress and other reports; laboratory notebooks; notes; correspondence; videos; photographs; X-ray film; slides; biological materials; computer files and printouts; manuscripts and publications; equipment use logs; laboratory procurement records; animal facility records; human and animal subject protocols; consent forms; medical charts; and patient research files.
- v. **Author:** Is a person who has made a substantial intellectual contribution to the authorship of a research output and whose name is cited as the creator or co-creator of the output. To be named as an author, the person must be able to take responsibility for the part of the work to which they contributed.
- vi. **Authorship:** Based on the content of this policy, authorship is based on substantial contributions in a combination of:
 - vii. conception and interpretation of research data
 - viii. analysis and interpretation of research data
 - ix. Drafting significant parts of the work or critically revising it so as to contribute to the interpretation.
 - x. **Executive Author:** The designated author responsible for liaison with publishers, communication with all authors, ensuring the recording of the author agreement, and maintenance of all authorship records.
 - xi. **Respondent** means the person against whom an allegation of Research Misconduct is directed or who is the subject of a Research Misconduct proceeding.

- xii. **Retaliation** means an adverse action taken against a Complainant, witness, or committee member by an institution or one of its members in response to a Good Faith allegation of Research Misconduct or Good Faith cooperation with a Research Misconduct proceeding.
- xiii. **Research data** means the facts, observations, computer results, measurements or experiences upon which an argument, theory or research publication is based. It includes essays, test results, transcripts, laboratory and field notes and data recorded in any media which can be used to produce research outputs. Data may be numerical, descriptive, visual, raw, analysed, experimental or observational.
- xiv. **Researcher** means all PKCE staff, students, adjuncts, conjoint appointments and visiting appointments undertaking research at PKCE including staff classified as academic, professional, technical or casual staff.
- xv. **Complainant** means the individual(s) who submits an allegation of Research Misconduct.
- xvi. **Good Faith**, as applied to a complainant or witness, means having a belief in the truth of one's allegations or testimony that a reasonable person in the complainant's or witness's position could have based on the information known to the complainant or witness at the time. An allegation or testimony is not in good faith if made with knowing or reckless disregard for information that would negate the allegation or testimony. Good Faith, as applied to an inquiry or investigation committee member, means cooperating with the research misconduct proceeding by carrying out the duties assigned impartially for the purpose of helping an institution meet its responsibilities under this part. A committee member does not act in good faith if his or her acts on the committee are dishonest or influenced by personal, professional, or financial conflicts of interest.
- xvii. **Inquiry** means preliminary information-gathering and preliminary fact-finding to determine whether an allegation or apparent instance of Research Misconduct has substance and if an Investigation is warranted.
- xviii. **Investigation** means the formal development of a factual record and the examination of that record leading to a finding with respect to Research Misconduct.
- xix. **Preponderance of the Evidence** means proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

12. Related legislations

NCTE Research Policy

13. Related Policy and other Document

- i. NCTE Research Policy
- ii. T-TEL (2016). *Leading institutional strengthening*. Accra: Author.

14. Effective Date

15. Review Date

1st. September, 2018

16. Keywords

- i. Authorship
- ii. Researcher
- iii. Authorship
- iv. Research Record
- v. Research Misconduct
- vi. Preponderance of the Evidence
- vii. Complainant
- viii. Good Faith
- ix. Investigation
- x. Respondent

17. Owner / Sponsor

College Principal

18. Author

College Governing Council

19. Further Information

Contact the following for any further information regarding this policy document as and when necessary.

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POLICY THIRTEEN: PKCE – STAFF TRAINING AND DEVELOPMENT

Purpose / Objective

The College is committed to the development of faculty and staff.

The specific objectives of this policy are:

- i. To provide a framework on soft skills training & development for all faculty and staff in the College through the development of each individual and thereby enhancing the individual's and the College's performance;
- ii. To provide contact details on where to find information on different types of training specific to staff needs within the College
- iii. To ensure that employees are supported and enabled to meet the changing demands of the Institution and its service users so that the College achieves its strategic objectives
- iv. To facilitate staff development and/or personal development through assisting them to broaden, deepen and thereby further enhance their existing skill base.
- v. To provide a working environment where continuous learning and development take place that help staff to gain more enjoyment from their roles, increase motivation and enhance staff retention

1. Scope / Application

This policy applies to all staff groups irrespective of differences in terms and conditions of service, seniority levels, working patterns and any other relevant distinctions. Implementation of this policy will pay due regard to the College's commitment to equality of opportunity as set out in relevant College Equality and Diversity policies. As a guideline for resourcing purposes it is recommended that at least 5 working days (5hours per day =25hours per annum) per annum is set aside for individual staff involvement in learning and development activities according to individual needs and requirements.

2. Policy Statements

There shall be equality of opportunity for all College's employees to develop their knowledge, skills and abilities through a blend of learning methods including mentoring, coaching, on the job learning, courses, conferences and seminars.

- i. The Annual Training Plan, outlining planned in-house training courses would be approved by the Staff Development and Research Committee and communicated to all staff.
- ii. The College shall facilitate externally accredited training and development opportunities for staff subject to the availability of funding.
- iii. All trainings, thus, courses, workshops, seminars, and conferences shall be co-ordinated through the Staff Development and Research Committee.
- iv. All trainings shall be evaluated to inform changes and improvements in training provision.
- v. Staff participating in training shall satisfy all attendance, assessment and evaluation requirements within the required timeframes.
- vi. Staff shall consult with their head of departments/ units on planning any pieces of work, course assignments or dissertations to ensure that the outcomes support continuous improvement for the College. Findings from research carried out by faculty and staff as part of College funded programmes shall be made available to the institution.
- vii. **Applicant must serve the College for at least two (2) years, before one can qualify for sponsorship.**
- viii. Where a member of staff has received Educational Assistance or course funding from the College and they cannot produce an official statement of results for exams completed and passed, funding shall be discontinued for the following year. The member of staff may also be requested to refund all monies paid on their behalf to the College.
- ix. Once a staff member has received the Educational Assistance, yet:
 - a. Discontinues employment with the College during the year of funding,
 - b. Discontinues the studies in that particular course or
 - c. Fails to pass required exams or assessments,

He / she shall be asked to repay the total costs of the funding for the year in question to the College.

- x. Applications for study or exam leave shall be considered from all faculty and staff undertaking courses, not just those being funded by the College. It shall be based on the relevance of the course to their role in the institution and must have prior written approval of management.
- xi. Study and exam leave shall be taken within the academic year (not the calendar year) of the course. No leave shall be backdated.
- xii. Study Leave Entitlements for Staff:
 - a. 1st Degree (only for Staff), Masters, Ph.D. for faculty and staff
- xiii. Exam Leave Entitlements for Staff:
 - b. Exam leave application forms must be submitted to heads of departments/ units with official exam schedule at least 3 months prior to leave being required. Leave entitlements would cover the duration of the exam.
- xiv. Every new employee, regardless of function or department / section, shall receive systematic induction training, which shall enable the newly employed to become fully oriented in their respective jobs in the shortest possible time. Every new employee shall receive induction about the College from the Staff Development and Research Committee, Professional Development Committee, his / her specific Departmental / Sectional Head or a delegated senior person, and his / her supervisor within 2 years, starting from the day he or she assumes duties. The mode of induction shall include lesson observation through team teaching with senior members of the department, direct participation in activities of the time, direct coaching, etc.
- xv. An employee being trained at his / her workplace, shall be entitled to compensation in respect of travelling and/or subsistence costs.
- xvi. An employee who received training at a place other than his / her workplace, shall be entitled to travelling and subsistence costs in accordance with the tariffs and conditions applicable, provided it is more advantageous to the College for the staff member to travel between her/his place of residence and the training venue daily. Arrangements shall be made accordingly.
- xvii. If a staff member of the College attends external courses, workshops, or seminars, that are not presented by a College employee and or not in the College premises, the prevailing

- travelling and subsistence tariffs as applicable to the individual concerned, shall be paid in accordance with the standard procedure in this regard.
- xviii. If the College arranges training and development activities that are exclusively intended for College employees, any travelling and subsistence costs that might result from that shall be settled directly by the College.
- xix. Attendance of all courses, workshops, and seminars shall be recommended by the Departmental Head, Staff Development and Research Committee, and approved by the Principal or a delegated person.
- xx. The College may, from time to time, require that an employee be subjected to training of short duration in a particular field of study in order to acquire specific skills. If such training is conducted by an institution other than the College the following conditions shall apply:-
- a. The College must undertake to pay for all costs incurred for registration, books or modules, tuition fees and accommodation.
 - b. Clause (1) above shall apply provided the following conditions are met:-the duration of the course does not exceed 1 (one) month;
 - c. The Head of Department concurs that the course will be to the advantage or benefit to the College and the employee concerned;
 - d. The training is relevant to the employee's day-to-day functions;
 - e. The employee is not registered for other formal studies of a similar or extended duration.
- xxi. Officials who wish to undertake a study course towards obtaining a work related qualification, a degree or equivalent qualification must first obtain approval from the Staff Development and Research Committee through the department head.
- xxii. The College shall consider each individual case upon application to ensure that the studies an employee wishes to pursue are in the interest of the College.
- xxiii. The College may, after favourable consideration, assist the employees with tuition exemption
- xxiv. Study leave and the financial assistance are subject to the availability of funds as provided for by each Department.
- xxv. Study leave with full pay on the basis of one day study leave for every day on which the employee has to sit for an examination may be granted, provided that in the opinion of the head of department:-
- a. It has the object to better equip the employee concerned for a career in the College.

b. Is in a field of study which is in full or in part in the interest of the College.

- xxvi. Study leave with full pay equal to the number of days on which he/she sits for an examination may be granted to the employee to enable him/her to prepare himself or herself for the examinations.
- xxvii. In all the above cases, an examination time-table must be submitted to the Head of Department at least 3 weeks prior to writing of first paper, or 1 month if the period of absence will be more than 2 weeks, unless there are factors beyond the control of employees, for example, late issue of timetable by the institution.
- xxviii. If the study leave granted precedes and succeeds a day of rest (week end or holiday) or two or more consecutive days of rest, such day or days of rest, must be included when calculating the number of study leave days which may be granted to the employee.
- xxix. An employee who studies part-time or by means of correspondence at a recognised educational institution and who, as a result of his/her studies, is required to be absent from his/her place of work, may be released from duty and be granted a study leave on full pay on the basis of one day study leave on full pay for every day of vacation leave taken. Thus, he/she shall take half of the days as vacation leave, and the remaining half shall be granted to his/her as study leave with the College approval (50/50 basis).
- xxx. For those granted study leave for full time programmes the bonding period shall be equivalent to the period of study.
- xxxi. For those exempted from payment of tuition fees but studying on a part-time basis the bonding period shall be equal to half the period of study.
- xxxii. If the employee leaves the College before the expiry of the period concerned, the remuneration in respect of the study leave that was granted must be refunded to the College.
- xxxiii. An employee who serves in a post in which candidates are normally appointed with a view to train in specific fields and who study part-time at a, university or other recognised educational institutions, may be released from duty to the extent required by his or her studies, based on a contractual agreement entered into with the university.
- xxxiv. An employee who repeats a course or part thereof shall be responsible for the payment of the course and shall not be entitled to study leave but can make use of the accrued vacation leave to prepare and to write the examinations.

- xxxv. An employee who fails a programme of study if he/she was on exemption shall refund the College the costs the College would have incurred towards his/her studies.
- xxxvi. An employee who is on scholarship is expected to complete the programme within the specified period failure of which shall result in the scholarship being converted to a loan with interest which shall be due on a date to be advised by the Staff Development and Research Committee. The interest rate on the loan shall be the prevailing rate on the market.
- xxxvii. For an employee on scholarship who fails part of the programme, the scholarship shall be withdrawn and the employee shall reimburse the Scholarship Fund the costs incurred.
- xxxviii. All employees with approved and funded programmes of study shall submit the semester results to Staff Development and Research Committee and the semester result shall be the basis application for continued assistance.

3. Supporting Procedures

- i. The beneficiary of the professional development programme shall apply to the HOD/or any person(s) selected by the HOD
- ii. The HOD will forward such applications/selections to the Staff Development and Research Committee for processing and final recommendations to the Academic Board and Council for approval.
- iii. The decision in respects of each application/selection shall be communicated to the beneficiary through the same lines of communication

4.1. Gender Responsive Clause

This policy seeks to provide equal opportunities and privileges to male and female staff of the College for the requisite training and development. (Link to 8E of the Gender responsive score card of CoEs)

4. Responsibility for Implementation

The Staff Development and Research Committee will take responsibility for implementing this policy. In pursuance of this duty, the committee shall ensure that staff undertakes the following, among other things:

- i. Completes self-appraisal forms regularly on consistent basis (i.e. once every semester)
- ii. Participates in in-service training programs and other professional development programs such as the weekly professional development sessions.
- iii. Accepts classroom support through lesson observations and feedback sessions

- iv. Engages in training and or mentoring of teaching practice mentors and participate in mentors' training of trainers' programs

5. Person(s)/ Body Responsible for Monitoring, Implementation and Compliance

- i. Staff Development and Research Committee
- ii. Professional Development Committee
- iii. Heads of departments
- iv. Academic board
- v. Finance Committee
- vi. Principal

6. Status

Discussion with Academic Board and College Council for approval

7. Key Stakeholders

- i. Council
- ii. Academic Board
- iii. Faculty
- iv. Staff
- v. Finance Officer

8. Approval Body

College Governing Council

9. Initiating Body

Staff Development and Research Committee

10. Definition of Terms

- i. Induction: Initial training to be given a new employee in to the college to become fully
- ii. oriented in their respective jobs
- iii. In-service Training: periodic training to be given to members of staff to optimise their performance and help them to be abreast with new trends in their career.
- iv. Study Policy: policy regarding seeking further studies by College workers.
- v. Study and Examination Leave: permission to be granted to a staff who wishes to undertake further studies or writing examination.

- vi. Bonding: legal binding on a staff who receives a financial assistance from the College for further studies.
- vii. Study Loan: financial assistance to cushion staff to undertake further studies.
- viii. Education Assistance: support in terms of finance, study leave entitlement that can be granted a staff pursuing further studies to aid their successful studies.
- ix. Performance Management system: a mechanism that can be put in place to evaluate staff performance that will warrant training.

11. Related Legislation

Harmonised Conditions of Service for Colleges of Education

12. Related Legislation and Other Documents

- i. Harmonised Conditions of Service for Colleges of Education
- ii. Teaching and Learning Policy
- iii. Quality Assurance Policy

13. Effective Date

14. Review Date

15. Keywords

Management Team, Induction, In-service training, Study policy, Study and Examination Leave, Bonding, Study Loan, Education Assistance, Performance Management System

16. Owner/sponsor

College Principal

17. Author

Peki College of Education Governing Council

18. Further information

Contact the following for any further information regarding this policy document as and when necessary.

The Principal

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POLICY FOURTEEN: PKCE 1 – STUDENTS, FACULTY AND STAFF DISCIPLINE POLICY

Purpose/Objective

Peki College of Education is committed to a discipline policy that creates a safe and orderly College environment that will enable students, faculty and staff to achieve their potential to the fullest. Fundamental to this policy is the concept of making the College a better place for everyone.

1. Scope/Application

Peki College of Education recognises that all students attending the College are adult learners. Students, faculty and staff of the College are members of a complex community and as such; are required to observe the rules of the College; and to conduct themselves within the commonly accepted standards of behaviour including those related to the consumption of alcohol or illegal substances. The policy shall therefore affect all manner of people who transact any business or have any relationship with the College.

Policy Statement

The Discipline Policy shall provide students, faculty and staff with greater opportunities to become independent, self-disciplined citizens in the College community and society.

2. Supporting Procedures

The following points shall be considered in the students and staff disciplinary policy.

4.1. Rules of Conduct for Students

1. Respect for Self and Others

- i. Everyone at Peki College of Education deserves to be treated with dignity and respect. Verbal abuse, profanity and rude gestures are unacceptable behaviours and shall be dealt with severely.
- ii. Students shall not display signs of rudeness, disrespect, bad manners or indiscipline towards staff member(s). Any member of the College community who feels aggrieved by another member shall report to the Disciplinary Committee of the College.
- iii. The College expects students to treat one another with civility and respect, and will not tolerate acts of harassment, intimidation, or bullying. Like other disruptive or violent behaviours, this

conduct interferes with a student's ability to learn and the College's ability to educate its students in a safe environment.

- iv. Workers shall not display signs of rudeness, disrespect, bad manners or indiscipline towards one another. Any member of the College community who feels aggrieved by another member shall report to the Grievance / Disciplinary Committee of the College.
- v. No individual or group of workers / students shall exhibit any character of indiscipline towards Management of the College in any personal or management matter (s).
- vi. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

2. Vandalism

Students are expected to take good care of College property and to refrain from doing deliberate damage to College property. There shall be no writing, graffiti or defacing of walls, table tops, and books.

- i. Committing or inciting others to commit malicious damage to the personal property of a member of the College community or to property owned or operated by the College shall not be tolerated. Parents/Guardians shall be contacted and the student shall be held responsible for the cost of repairing or replacing the damaged property.
- ii. The College shall bill students for any damage willfully caused.

3. Non-Smoking

- i. The College is committed to the promotion of good health and believes that it has a responsibility to provide a healthy working environment for faculty, staff and students alike by preventing smoking.
- ii. The entire College is a smoke-free zone. All College employees, students and visitors would refrain from smoking while on the College premises.
- iii. College staff, visitors and volunteers shall not smoke in the presence of students during any College function, including field trips and other employees / student activities.
- iv. Organizations and persons using College property shall not be permitted at any time to smoke inside the College facility or on the College premises.

4. Lecture Attendance Guidelines

- i. Students and faculty must attend all lectures punctually
- ii. Students and faculty must be present for all lectures unless specific permission has been granted by the appropriate authority.
- iii. All forms of assessments, particularly projects, assignments and quizzes are compulsory for all students. Students refusing to write or feigning illness in order to avoid quizzes or assignments will receive zero (0) for that assignment or quiz. Students who legitimately miss a quiz or assignment are responsible for making arrangements for a make-up quiz or assignment with the tutor concerned. Students failing comply with that responsibility will receive zero (0) for the quiz or assignment.

5. School Uniform and Appearance (The Period Prior To Abolitionment of Uniform for College of Education System)

- i. School uniform must be worn at all times to lectures. In event of any social gathering, students shall appear in the required attire for the gathering as the College administration will deem fit.

6. Appearance

- i. The men should keep their hair neatly trimmed.
- ii. Wearing of short, tight and revealing dresses by ladies around College premises other than their halls of residence is prohibited
- iii. Students are prohibited from wearing tattoo on any visible parts of the body.

7. Alcohol and Drug Policy

- i. Students / workers are not allowed to consume alcohol or any illegal drugs or be under the influence of alcohol and / illegal drugs while on College premises or while involved in a College sponsored activity.
- ii. Any student / worker who contravenes the College's alcohol and drug policy will be referred to the Administration immediately. Depending on the seriousness of the offence the student / worker may also be referred to the Grievance /Disciplinary Committee for further action.

8. Other Serious Offences

- i. Fighting, bullying and harassing of any kind is strictly prohibited. Any student / worker attempting physically or emotionally to violate another individual right shall be admonished. A second offence shall attract the code of discipline.
- ii. Theft, is a serious offence and a criminal action. Culprits shall face both legal and College authorized sanctions. No student shall remove or borrow any item from another's bag without express permission of the owner.
- iii. No student or staff shall borrow or remove from the College premises any property that belongs to the College without express permission from the office of the College responsible for such property.
- iv. Any student or worker who is physically violent, resulting in injury, or whose violent behaviour seriously interferes with the safety and wellbeing of others, is to be suspended immediately. The matter must also be reported to the College Grievance / Disciplinary committee where advice shall be provided on managing the incident.
- v. Public Displays of Affection. – Hand holding is permissible. Physical conduct beyond that is considered an infraction and may constitute Sexual harassment.
- vi. Occultism: consulting medium, soothsayers, casting spells, engaging in trial by ordeal or any occulted practice is forbidden.
- vii. Possessing offensive weapon by students and workers is prohibited.
- viii. Occupying any College building, College grounds, or part thereof with intent to deprive others of its use constitute an offense.
- ix. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- x. Prevention of or attempting to prevent by physical act the convening or continued functioning of any College or Educational function, or of any meeting or assembly on College property shall attract sanction from the Disciplinary/ Grievance Committee of the College.
- xi. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function would attract College sanction.

4.2. Classification of Offences

1. Other Offences

- i. Drunkenness
- ii. Making unnecessary noise to disturb the peace of the College
- iii. Doing any act to tarnish the image of the College
- iv. Defacing College walls(graffiti)

2. Major offences

- i. Sexual misconduct
- ii. Cheating in examination
- iii. Termination of pregnancy
- iv. Assault on member of staff and their dependents
 - v. Assault on groups of students
- vi. Stealing
- vii. Taking illicit drugs and smoking cigarette
- viii. Damage to College property
- ix. Occultism

4.3. Penalty for misconduct

1. Minor offences

- i. Facing Disciplinary /Grievance committee
- ii. Suspension
- iii. Pay fines
- iv. Confiscation of unapproved items
- v. Signing of bond to be of good behaviour

2. Major offences

- I. Withdrawal
- II. Offenders pay cost of damage items
- III. Legal actions
- IV. Disrupting academic work/interfering educational function

4.4. Rules Of Conduct For Workers

1. Physical Violence

- i. Physical harm inflicted on anybody of College community in any form constitutes a gross violation of the human's rights. Consequently.
- ii. No worker shall intentionally or unintentionally cause harm to any member of College community.
- iii. A worker shall not threaten any College community member with harm with intent to put that person in fear or harm.
- iv. No worker shall assault any member of the College community.

2. Psychological Violence

- i. No act of an employee shall have a negative psychological effect on a student or any member of the College community.
- ii. Employees shall not use the physical challenges of students to intimidate or ridicule them.
- iii. Employees shall not use any act or means to pester or coerce students into activities of which they do not have a clear understanding.
- iv. An employee shall control his/her utterances in order not to threaten with cruel and degrading punishment or hurt a student.

3. Sexual Violence

- i. No employee shall directly or indirectly do anything that may constitute sexual harassment of student.
- ii. Any employee who has carnal knowledge of any female or male student of any age, with or without his or her consent, shall be guilty of professional misconduct.
- iii. No employee shall compel any female or male student in the College to marry him or her with or without the consent of the student's parents/guardians.
- iv. No employee shall have any carnal knowledge of any student with or without his/her consent.
- v. No employee shall serve as a go-between.

- vi. No employee shall cause or encourage the seduction, carnal knowledge or prostitution of or the commission of an indecent assault upon a student
- vii. No employee shall detain any student for immoral purposes.
- viii. No employee shall by false pretense or false representation coerce any student to have any carnal knowledge with him/her.
- ix. An employee shall not apply or administer to or cause to be taken by any student any illegal drugs, matter or thing with intent to stupefy or overpower him/her so as thereby to enable the employee to have carnal knowledge with such student.
- x. No employee shall publicly or in secret willfully commit any act of indecency towards any student.
- xi. It shall be the responsibility of an employee who directly or indirectly gets to know of the occurrence of any of these acts to report to the College Disciplinary / Grievance committee.
- xii. An employee shall intervene to stop a student from perpetrating sexual abuse or violence upon another student.
- xiii. No employee shall directly or indirectly, instigate, aid, or in any manner facilitate, encourage or promote whether by his acts or presence or otherwise any of the above named acts.

4. Drinking, Drunkenness and Smoking

- i. No employee shall drink alcohol beverage while on duty or be found drunk during instructional hours.
- ii. Habitual drunkenness shall be considered as bringing the name of the College into disrepute.
- iii. No employee shall smoke in the lecture room during instructional hours or in a place within the College premises.
- iv. No employee shall involve a student by sending him/her to purchase alcoholic beverage or cigarettes.

5. Use of Illegal Drugs at the Workplace

- i. No employee shall use illegal drugs during work sessions or at the workplace.
- ii. Any incapability of an employee on duty brought about by the use of illegal drugs is serious misconduct.
- iii. No faculty /staff shall involve a student by sending him/her to purchase illegal drugs.

iv. No faculty/staff shall involve student(s) directly or indirectly in using illegal drugs.

6. Misappropriation of funds

- i. An employee shall make proper account of College funds in his/her possession or care to an appropriate authority.
- ii. No employee shall misappropriate funds meant for the College.
- iii. An employee who fails to properly account for moneys in his/her possession, custody or under his/her immediate control shall be made to refund the said moneys and the requisite sanction imposed for such an act shall apply.

7. Examinations

- i. No employee acting as an invigilator or a supervisor shall offer assistance to candidate(s) at internal or external examinations with the intent to cheat.
- ii. No employee shall leak internal or external examination questions to any candidate/person.
- iii. No employee shall connive at and or condone collusion or copying at internal or external examinations.
- iv. No employee shall indulge in or encourage any act of impersonation at external examinations.

8. Inordinate Affection

- i. No employee shall under any circumstance show any form of inordinate affection to any student. Inordinate affection implies the expression of love or likeness with ulterior motive.

9. Penalty for Minor Misconduct (Faculty / Staff)

- i. Warning or reprimand (plus surcharge where applicable, to be given, in writing always for record purposes).
- ii. Termination – For persistent misconduct.

10. Penalty for Major Misconduct (Tutors/Workers)

I. Dismissal. (This means termination of appointment with the College).

11. Classification of Minor Misconducts.

The classified minor acts under misconduct are as follows:

- i. Misappropriation of College funds.
- ii. Inordinate affections.
- iii. Drinking, Drunkenness and Smoking.
- iv. Threat to any student with harm.
- v. Assault on any student.

vi. Psychological violence.

12. Classification of major misconducts

- i. All related sexual violence.
- ii. Encouraging any act of impersonation at external examinations.
- iii. Possession and use of illegal drugs in the college environment.
- iv. Involving students in the use of illegal drugs.

4.5. Gender Responsive Strategy

- i. This policy seeks to give equal treatment to all issues of discipline affecting male or female students/staff with fairness and justice.
- ii. All forms of corporal punishments or intimidating disciplinary measures to male or female students are banned from use by students/staff. **(Link to 4E of the Gender responsive score card of CoEs)**

3. Person(s) / Body Responsible for Implementation

The College Disciplinary Committee

4. Person(s) / Body Responsible for Monitoring, Implementation and Compliance

- i. College Disciplinary / Grievance Committee
- ii. Student Representative Council(SRC)
- iii. Workers unions (CETAG, CENTSAG and TEWU)
- iv. College Governing Council

5. Status

The College Governing Council shall discuss and approve the policy.

6. Key Stakeholders

- i. Workers
- ii. Students
- iii. All relatives of workers / students who stay in the College community at any point in time
- iv. All contractors / business people who operate on the campus
- v. Anybody who is carrying out any business / activities on behalf of the College
- vi. College Disciplinary Committee
- vii. College Governing Council

7. Approval Body

College Governing Council

8. Initiating Body

College Disciplinary / Grievance Committee

9. Definition of terms

- i. *Staff*: Refers to both academic and non-academic members of the College.
- ii. *Expulsion* - The exclusion of students from attending their regular school setting.
- iii. **Harassment, intimidation or bullying** means any gesture or written, verbal, or physical act that takes place on College property, at any College-sponsored function or on a College bus or through College related electronic communication.
- iv. **Volunteers**: as used in the document refer to all manner persons who may wish to place their expertise and services at the disposal of the College.
- v. **Sexual harassment**: sexual assault, unwanted touching, inappropriate comments or conversation, certain non-verbal behaviors and gestures which threaten or belittle others on the basis of gender

10. Related Legislation

- i. 2003 Labour Law Act 651.2
- ii. 1992 Constitution
- iii. Children’s Act of 1998(Act 560)
- iv. Students Handbook

11. Related Policies and other Documents

- i. Student Handbook for Colleges of Education
- ii. St. Thomas Aquinas senior high school
- iii. Rules of professional conduct for teachers in Ghana
- iv. Nova Central School District student support services
- v. Loogootee Community Schools Student Discipline Rules Policy

12. Effective Date

13. Review Date

14. Key Words

- i. Staff
- ii. Bullying/harassment/intimidation
- iii. Volunteers
- iv. Expulsion
- v. Sexual harassment

15. Owner

Principal of Peki College of Education

16. Author

College Governing Council

17. Further Information

For further information or enquiries, please contact:

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Peki.

Volta Region

POLICY FIFTEEN: PKCETLP1 –TEACHING AND LEARNING POLICY

Purpose / Objectives

The purpose of the Teaching and Learning Policy shall define the College's ethos of teaching and learning in order to establish the general principles for implementation in more specific areas relating to teaching and learning. Also, this policy document shall inform the need to record and track any changes resulting from the quality assurance processes that Peki College of Education has adopted for monitoring its academic programmes and associated activities. Further, the document outlines processes that will effectively communicate the changes to all stakeholders (e.g. students, departments, and supporting departments). The College is committed to a consistent comprehensive approach to quality outcomes, believing that quality is attainable through an organised Quality Assurance processes that include but not limited to curriculum development, curriculum review, and programme approval. This policy document seeks to achieve the following objectives:

- i. The College aims at providing higher quality education that will enhance the capabilities, potential and intellectual independence of its students, on a life-long basis.
- ii. The College shall ensure continuous commitment to respect, preserve and enhance knowledge through teaching and learning. This will be demonstrated through:
 - a. Integrity and quality in the delivery of teaching, research supervision and assessment of student learning outcomes comprising the graduate profile;
 - b. The award of qualifications that are accessible and consistent with requirements for a college education within a bicultural context with multicultural student populations from diverse backgrounds;
 - c. Ongoing review and revision of qualifications and their delivery based upon peer review and including input from students, internal and external disciplinary experts

- (College Academic Board, UCC, UG) and appropriate national accrediting bodies such as NAB, NCTE, and NTC.
- d. Assurances of appropriate faculty, staff and students supports necessary to meet the requirements of the teaching and learning process irrespective of mode or location of tuition and study.
 - e. Faculty who are committed to delivering quality programmes and support staff who provide the services necessary for academic success and retention;
 - f. Quality assurance of study resources such as paper descriptions, paper guides and online learning environments, and any other materials formally made available as part of tuition and course requirements;
 - g. Published standards of equivalence across papers within a multi-modal and multi-campus College
 - h. Professional and teaching support provided to staff in the preparation, delivery and ongoing revision and quality assurance of qualifications, courses and materials;
 - i. Access to appropriate academic advice and student learning support available to students regardless of mode or locus of study;
- iii. The College shall apply the standards and criteria as formulated by the National Accreditation Board and National Council for Tertiary Education.
 - iv. The College shall develop her own self-assessment instruments for internal quality assurance of the teaching and learning processes and other functions for which the College was established.

1. SCOPE/APPLICATION

This policy shall apply to all academic areas and aspects of the operations of the College and its units. It shall apply to all faculty, staff, students and individuals. It shall also apply to groups of people dealing with the College on any matter relating to teaching and learning.

2. The Policy Statement

This policy shall be committed to teaching and learning and to identify how this commitment is supported. NAB Act 744 (2007) has mandate to oversee the accreditation of the contents and standards of the academic programmes of both public and private institutions in Ghana.

3. Supporting Procedures

This policy document shall include all activities that are directly or indirectly connected to teaching and learning in the College. The following shall be considered in the teaching and learning process:

4.1. Quality of Teaching Staff

Faculty qualification shall be an essential for the quality process. The faculty shall have the requisite academic credentials and efforts shall be made to assist/encourage their professional development. The College units charged with the responsibility of ensuring that the quality of faculty employed shall be of the highest caliber before appointments of faculty are made.

4.2. Academic Quality Assurance Unit

The Academic Quality Assurance Unit shall be the main institution with direct responsibility for overseeing academic quality in the College; and shall be in charge of the following duties:

- i. To advise the Academic Curriculum, Quality and Staff Development Committee on the determination and maintenance of acceptable levels of academic standards with respect to teaching, learning and research
- ii. To conduct, in collaboration with the Planning & Management Information Services (PMIS) Directorate, student evaluation of courses and teaching staff every semester.
- iii. To conduct departmental reviews at least every two years, to be preceded by self-assessment exercises and quality audits.
- iv. To facilitate and oversee the preparation of quality audits, self-studies, quality assurance reviews, surveys, staff training and development initiatives

- v. To disseminate on a regular basis, matters related to quality enhancement to the wider community and beyond
- vi. To organize annual exit surveys of graduating classes and to periodically undertake tracer and employer surveys

4.3. The Promotions and Appointments Committee

The Appointments Board shall be responsible for ensuring that prospective faculty members are qualified and competent. A member of faculty who has been already appointed with first degree before the inception of this policy shall register and obtain a second or terminal qualification within 3 years of this policy. Failure to meet this stipulation will result in sanctions as given in the Conditions of Service. The Committee shall articulate clearly promotion processes based on excellence in teaching, research, scholarship, and service for promotion from one rank to the other.

4.4. Human Resource and Organisational Development Unit (HRODU)

HRODD shall ensure that faculty and staff recruitment and appointment procedures include the means of making certain that all new faculty and staff have the required level of competence supported by documentary evidence. Faculty members shall be given opportunities to develop and extend their teaching and research capacities and shall they be encouraged to upgrade their skills. The College shall provide underperforming faculty with opportunities to improve their skills to an acceptable level; and shall have the means to remove them from their teaching duties if they continue to demonstrate ineffectiveness. The College shall also assist the Promotions and Appointments Committee to execute its duties. To this end, the proper use and submission of Annual Academic Record Forms will be enforced by Principal and the Council.

4.5. External Assessors

There shall be an independent assessment of standards and quality by peers in a number of ways, e.g., external assessors' reports. These shall form a critical element of the appointment and promotion process. All validations and reviews shall involve external subject expertise from the mentoring University.

4.6. Office of the Vice Principal

The Vice Principal shall oversee the implementation, monitoring, evaluation and review of the Academic Quality Assurance Policy. The office shall also ensure that adequate resources are in place to support quality teaching and research.

4.7. Examinations

Examinations in the College shall be an essential component of quality assurance and shall be seen as such by all major stakeholders: students, faculty and support staff. Regulations relating to rules governing examinations including moderation of questions, students' assessment and examination grading shall be enforced (hyperlink to Students Handbooks: this shall be stated in student's handbook). Every effort shall be made to guarantee the credibility and integrity of examinations. Departmental Examination Moderation Committees shall be made up of senior and experienced members of faculty and shall be established in Departments which do not ordinarily hold Departmental meetings for examination moderation. Existing procedures such as the system of Invigilators, Chief Invigilators and the Examination Superintending Committee shall be maintained.

4.8. Student Evaluation of Teaching and Courses

This aspect of the policy shall touch on the minimum requirement that Departments shall meet concerning the collection and evaluation of feedback from students on teaching by tutors and the content of courses. Meanwhile, departments shall not be limited by these minimum requirements but shall be encouraged to go further where necessary. Student-Faculty Consultative Committees shall be formed in every department with representation from all Levels. The Student-Faculty Consultative Committee shall meet at least once a semester. Departments shall at least, seek feedback on individual courses as well as faculty members within programmes of study at the end of each semester or academic year. It shall be noted that both qualitative and quantitative responses are vital for evaluation. This regular assessment of faculty and courses shall help the departments to know whether the purpose for which the courses were introduced has been achieved. Departments shall institute tracer studies to find out the fate of their graduating students.

4.9. Student Evaluation of Teaching

The following methods shall be some of the several methods for evaluating teaching by students. These shall include;

- i. Paper questionnaire
- ii. Electronic questionnaire
- iii. Faculty-student liaison committees
- iv. Informal feedbacks
- v. Open meetings with the student body
- vi. Focus groups

4.10. Plagiarism

Plagiarism is the act of using the ideas, writings, works or inventions of another as if they were ones own without acknowledging and / or referencing the source. Faculty shall acknowledge the importance of their own role in students' acquisition of academic discourse and take active steps to provide students with an explanation as to why, as well as how, sources may be used and cited in building academic knowledge. This information shall normally be presented as part of the course material at the start of each year. Faculty shall therefore:

- i. Inform students as to how materials from such sources as books, articles, the internet and the work of other students, may and may not be used in preparation of assignments;
- ii. Provide training in the formal procedures to be followed in the acknowledgement and citation of the source material; and
- iii.** Alert students to the nature of plagiarism, inform them that it constitutes a serious offence, and provide information about the disciplinary procedures that are in place for dealing with suspected cases.

4.11. Cheating

The integrity of the teaching and learning process, and the academic qualifications that are gained as a consequence by any dishonesty in the preparation and submission of coursework for assessment may be referred to as 'cheating'. The Collage shall have a statutory responsibility to develop intellectual independence in its students and to assess the

achievement of this goal through a variety of ways inter alia coursework (essays, assignments, reports, tests, practicals, tutorials, and seminar work), work-based learning and examinations. The conduct expected of students and faculty in carrying out research at the College shall be outlined in the Policy on Research. Examinations shall be conducted under the Examinations Policy. It is important that the faculty inform students of the unacceptability of cheating, and ensure that they are provided with guidance to ensure their full understanding of the unacceptability of this practice. The faculty shall also ensure that assessment methods are designed to reduce the opportunities for cheating where possible and practicable.

4.12. **Support Services**

The College shall provide the following services to support teaching and learning:

- i. **Library:** The College shall provide access to library facilities with an appropriate range of material to support an innovative and responsive learning environment and to provide electronic access to learning materials and other library resources. In addition, library staff shall have the full range of knowledge, experience and skills to ensure that the library services achieve its full potential in support of teaching and learning.
- ii. **Internet:** The College shall provide a technical support and availability of appropriate information and communication technologies to support teaching and learning, and academic administration.
- iii. *Administrative Systems:* The College shall provide administrative system that is driven by the academic enterprise and support teaching and learning.

4.13. **Sanction**

Any staff of the College who engages in any act contrarily to the code of conduct shall attract, but not limited to, the following sanctions, depending on the kind and gravity of the offence:

- i. Verbal / Oral warning
- ii. Written warning
- iii. Suspension

- iv. Termination of appointment

4.14. Gender Responsive Strategy

This policy provides the appropriate attention, infrastructure and resources for effective teaching and learning by male and female tutors/students in the College. (**Link to 2 and 3 of the Gender responsive score card of CoEs**)

5. Person (s) / Bodies Responsible for Implementation

Academic Board through Human Resource and Organisational Development Unit (HRODU)

6. Responsibility for Monitoring, Implementation and Compliance

- i. Academic Board
- ii. Appointment and Promotion Committee
- iii. Human Resource and Organisational Development Unit
- iv. Academic Quality Assurance Unit

7. Status

Staff and students shall be required to be responsible for the quality assurance and enhancement of their own work as well as that of the College. Additionally, the College shall involve all staff in quality assurance and shall provide support and training for their professional and personal development especially junior staff whose efficiency adds value to the College. This policy is a brain child of TTEL (Transforming Teacher Education and Learning through the supervisory role of UCC and Peki College of Education.

8. Key Stakeholders

- i. Governing Council
- ii. Academic Board
- iii. Appointment and Promotion Committee
- iv. Human Resource and Organisational Development Unit
- v. Academic Quality Assurance Unit
- vi. Staff

vii. Students

viii. Professional Development Committee

9. Approval Body

College Governing Council

10. Initiating Body

Academic Board

11. Definition of Terms

- i. *Academic Units*: Comprises various departments in the College offering courses leading to the award of qualification Diploma in Basic Education.
- Council: The Governing body of the College.
- ii. *Functions*: Includes powers and duties.
- iii. Tutor / Teaching Staff: Staff involved in the formal presentation of teaching material to students as well as the supervision of student long essays.
- iv. *Policy*: A statement outlining non-discretionary principle and intentions governing the College practice.
- v. *Quality Assurance*: Systems, procedures resources, And Information devoted to maintaining and improving standard and quality. It covers teaching, learning, research opportunities and student support services.
- vi. *Staff*: All staff i.e., Junior Staff, Senior Staff and Senior Members unless otherwise specified.
- vii. *Support Services*: Non-academic or ancillary departments of the College required for smooth operations of the College.

12. Related Legislation

- i. 2003 Labour Law Act 651.2
- ii. 1992 Constitution
- iii. College Code of ethics

13. Related Policies and Documents

- i. NAB Act 744
- ii. Harmonized status for Colleges of Education in Ghana

- iii. Staff Recruitment and Selection Policy of Worcester Sixth College
- iv. Teaching and learning Policy of University of Fort Hare
- v. Academic Quality Assurance Policy of University of Ghana Legon
- vi. Academic Quality Assurance Policy of University of Cape Coast

14. Effective Date

15. Review Date

16. Key Words

Vital, Council, Human Resource and Organisational Development Unit, Plagiarism, Cheating, Accreditation Board and National Council, Policy and Academic Quality Assurance Unit.

17. Owner / Sponsor

College Principal

18. Author

The Governing Council of the College

19. Further Information

Contact the following for any further information regarding this policy document as and when necessary.

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POLICY SIXTEEN: PKCESSSP1 - STUDENTS SECTOR SAFETY POLICY

Purpose

The overall purpose of the policy is to ensure that the College and its practicing environments provide safety for all students and that effective measures are employed to address issues relating to general indiscipline, drug use, violence, bullying, assault, sexual abuse / rape, sexual harassment, theft and robbery that may occur around the lives of students.

1. Objectives

- i. To promote a safe school environment for both On and Off-Campus Teacher Trainees.
- ii. To put in place measures for the prevention of violence, rape, abuse, assault, bullying and the likes that may occur around the lives of students.
- iii. To put in place structures to coordinate Students Safety Programmes and to sustain gains made.
- iv. To clearly set out the roles and responsibilities of the various stakeholders of the College in the pursuit of promoting a safe school environment.
- v. To put in place clear procedures for the recording, reporting and management of insecurity incidents around students.
- vi. To establish modalities in the issues of monitoring, measuring and evaluating the security of On-Campus Students and Off-Campus Students.

2. Scope /Application

This policy applies to all employees, students, employees of affiliated organizations, and visitors to the College. Employees include all faculty, staff, administrators, department, full-or part-time, and classified or non-classified persons who are paid by the College. Students include all persons attending classes whether enrolled or not enrolled, as well as Off-Campus Students. Affiliated organizations are separate entities that exist for the benefit of the College and include the Community Development Corporation, and the Alumni Association. Visitors include vendors, parents of students, volunteers, guests, uninvited guests and all other persons located on property owned, leased, or otherwise controlled by the College.

3. The Policy Statement

The Peki College of Education is committed to providing and maintaining safe and healthy environment conducive for learning and working for all. The College recognizes that an

encouraging and respectful environment helps students to achieve desired goals effectively. To improve students' successes and achievements, we must ensure that students continue to feel safe, nurtured, welcomed, respected and included. The College's commitment to providing a supportive and safe environment shall be one that changes to meet the needs of students, respects differences, and provides opportunities for all students to succeed.

Learning and working environments shall be free of negative factors such as, bullying, harassment, discrimination, intimidation, abusive words and actions, and physical violence in any form. Students shall also be sensitive to the cultural, special needs and all other forms of diversity among their colleagues.

They shall clearly demonstrate respect for social justice and human rights, and promote the values needed to develop responsible members of a democratic society.

This shall be achieved by establishing and maintaining high expectations for behaviour, while offering a sensitization that emphasizes early, ongoing and proactive positive and restorative practices, including promoting healthy relationships, and providing mentorship programmes.

4. SUPPORTING PROCEDURES AND PRINCIPLES

4.1. GENERAL PRINCIPLES

- i. All people shall be treated with respect and with courtesy by faculty, staff and students in an environment that is free from harassment and discrimination.
- ii. The College shall work with students and other agencies to promote a safe and healthy culture.
- iii. The College shall develop partnerships to proactively protect students at risk of abuse, neglect, radicalization and other forms of insecurity.
- iv. The College shall organize occasional consciousness-raising workshop for Faculty, Staff, students, Community Leadership and other relevant stakeholders.
- v. Students shall be trained and shall have a clear understanding of personal safety and good safeguarding practices as well as factors that may make students vulnerable to a range of safeguarding concerns.
- vi. The College shall work with students to promote their own personal health, well-being and safety.
- vii. Students shall receive confidential advice, guidance and counseling support on a range of varying issues that they may face. They will be signposted to external agencies where specialist support is required.

- viii. The College shall support students to have personal resilience and be able to make informed and sensible decisions about their safety and wellbeing.

4.2. Crime Prevention

A number of precautions may be taken to prevent a crime from happening.

4.3. Safety in the Dormitory/Residence and Classroom

- i. Avoid working or studying in secluded areas.
- ii. Let someone know where you are and when you expect to return.
- iii. Never leave valuable items unattended to.
- iv. Lock doors when inside or outside room.
- v. Practice schools with their communities must secure accommodation for mentees before their arrival.
- vi. College together with practice schools' head shall handover mentees to Community Leadership for safe keeping
- vii. Community Leadership shall publicize the presence of mentees by introducing them to the rest of the community members
- viii. Mentees shall stay in accommodation secured for them unless there is a security threat which must have been brought to the notice of the School /Community Leadership for solution and in the absence of solution to the problem, College leadership should be informed by School and Community Leadership / mentees.

4.4. Safety on the Street

- i. Walk with a friend.
- ii. Be alert to people passing by and your surroundings.
- iii. Do not be distracted by cell phone conversations or texting.
- iv. Hold pocketbooks and purses under your arm.
- v. At night, walk in well-lit heavily travelled areas.
- vi. Do not stop if a car pulls up alongside you.
- vii. Use pedestrian walk ways and crossroads.
- viii. Never hitchhike.

4.5. Safety and Motor Vehicles

- i. Report suspicious persons or vehicles around campus parking areas.
- ii. Never leave your motor running when vehicle is unattended to.
- iii. Packages, luggage, and other valuables should be kept under lock
- iv. Keep spare keys in your wallet or purse.

4.6. Theft Prevention

- i. Be particularly careful of your personal property in public areas such as the student lounge, restrooms, and the media center.

- ii. Never leave your pocketbook or backpack unattended to even if only for a minute
- iii. Be vigilant with activities of tricksters so never to be lured into any activity(ies) of insecurity

4.7. *Timely Warning*

In the event where PKCE (Peki College of Education) becomes aware of a situation that constitutes an ongoing threat to personal safety of either On or Off-campus student(s), the College Principal in his / her judgment with Security Team would issue a campus-wide / vigilante ‘timely warning’ in any one or a combination of the following:

- i. Mass Notification System
- ii. Public Address Announcements via Intercom
- iii. Announcements or memos read in class
- iv. Classroom/office space announcements (postings on bulletin boards)
- v. Emails
- vi. Text messages
- vii. WhatsApp messages
- viii. Phone calls

4.8. *Campus Security Education*

PKCE in collaboration with other Security Agencies shall conduct campus security training at least once annually for:

- i. The College Security personnel;
- ii. Students
- iii. Other campus staff,

This training shall encourage students and employees to be responsible for their own personal protection and the security of others.

4.9. *Accurate and Prompt Reporting of Criminal Actions or Other Emergencies*

Each student and employee of Peki College of Education is expected to promptly report any criminal actions or other emergencies to the appropriate authorities. The Campus Safety and Security Office, as appropriate, will take immediate action to respond.

Residence Hall Masters or Assistants act as the point of contact for all emergencies occurring within their residence hall.

Appropriate authorities shall act immediately on any report of criminal action or other emergencies; shall investigate, categorize, and report on each instance; and shall involve outside security agencies especially the Ghana Police Service.

4.10. *Campus Law Enforcement*

- i. The Safety and Security personnel of Peki College of Education are uniformed officers, employed by the College to protect Peki College personnel and property.

- ii. These officers have the authority to require identification, issue parking space / lots, and sign complaints with local and state police on behalf of Peki College.

4.11. Security and Access to Campus Facilities

- i. Peki College is a Government institution. During scheduled hours, its facilities are available for all current students, employees, and family members (with due permission) of employees.
- ii. Guests accompanied by a current student or employee and those who have membership for specific areas, such as the physical education centre and library, are also permitted the use of College facilities during scheduled hours.
- iii. Students are responsible for keeping their rooms locked when unoccupied and for keeping personal valuables and College equipment and furnishings secure at all times. They are also expected to keep all exterior doors and windows to residence halls secured during all non-open access hours and to report anything out of the ordinary to Safety and Security.
- iv. Safety and Security personnel shall perform routine security checks of College facilities. They also investigate and act as a catalyst to rectify security deficiencies.
- v. Unless immediate danger exists, intruders and security risks in residence halls shall be reported to the hall masters/tutors who shall report to the Safety and Security Office.

4.12. Possession, Use, and Sale of Alcoholic Products and Illegal Drugs

- i. The possession, use, and /or sale of alcoholic products and /or illegal drugs is strictly forbidden at Peki College of Education for all students and College employees.
- ii. Students and employees of the College agree to a statement of community expectations, committing themselves to abide by these and other standards of College norms.
- iii. Violation of this policy may subject the individual to immediate dismissal from school or employment, as applicable.
- iv. Students and employees of Peki College of Education shall neither participate in / nor tolerate the possession, use or sale of illegal drugs or alcoholic products.
- v. Alleged instances of possession, use, and /or sale of alcoholic products and/or illegal drugs shall be reported to the Safety and Security Office.
- vi. There are significant health risks associated with the use of illegal drugs and the abuse of alcohol. Additional information on health risks is available in the Health Centre.
- vii. Peki College of Education will provide access to Guidance and Counselling Services and treatment for those College students who seek help in their problems with alcohol and/or drugs and who desire to live a life of sobriety and abstinence.
- viii. Services and treatment shall be at the individual's expense.

4.13. Monitoring and Reporting Off-Campus Student Criminal Activity

- i. Off-campus housing is owned by community individuals. These houses will comply with the same standards as residence halls.
- ii. Crimes occurring in these houses shall be reported by the householders to Chiefs/ Opinion leaders/ Assembly members/ and local police authorities and to the Student Dean Office.

4.14. Crime / Safety Statistics

The College shall provide a report on crime and insecurity incidents annually to all stakeholders.

4.15. All process of review of this Policy shall include all stakeholders that partook in the policy approval process.

4.16. All review processes shall be preceded by evaluation process through the use of appropriate instruments to be determined by relevant stakeholders.

5. Responsibility for Implementation

- i. Campus Security Agency

7. Responsibility for Monitoring, Implementation and Compliance

- i. Campus Security Agency

- ii. Academic Board

8. Status

- i. Discussion with Stakeholders of the Project awaiting final approval by College Governing Council

9. Key Stakeholders

- i. Students – On and Off- Campus
- ii. Staff (Teaching and non- teaching)
- iii. Relatives of Staff
- iv. Visitors
- v. All persons working on behalf of the College
- vi. All business operators in the College such as
 - a. College contractors and their employees
 - b. College suppliers
- vii. Academic Board

10. Approval body

- i. Peki College of Education Governing Council

11. Initiating Body

- i. Campus Security Agency with the Project Team

12. Approval Date

Initial approval by stakeholders: 19th May, 2017

Final approval: pending constitution of College Governing Council

13. Reviewing Date

In a year's duration, thus, probably 2018

14. Definition of terms

Definitions of Terms are based on the context of this policy.

- i. **PKCE-** Peki College of Education
- ii. **Campus** - The term "campus" means any building or property owned or controlled by Peki College of Education within the same reasonably contiguous geographic area of the College used in direct support of, or in a manner related to, the College's educational purposes, including students housing facilities;
- iii. **On-Campus Students:** Residence students on Peki College of Education campus who have readily access to college facilities all the time.
- iv. **Off-Campus Students:** students who are doing their practical attachment outside the College campus, they are regarded as regular students of the College only that they do not reside on college campus but rather in communities of practice.
- v. **Crime:** Any unlawful act punishable by a state or other authority as applicable to the College's rules and regulations
- vi. **Alcoholic Products:** A distilled beverage, spirit, liquor or items that contains ethanol that is produced by distilling (i.e., concentrating by distillation) ethanol produced by means of fermenting grain, fruit, vegetables or other products.
- vii. **Illegal Drugs:** A drug which production and /or usage is prohibited or strictly controlled via prescription.
- viii. **Mentee:** College students who have been sent out of campus to communities for their teaching practice.

15. Related Legislation

- i. Harmonized Conditions of Service for Colleges of Education
- ii. College Handbook (Peki College of Education)
- iii. 1992 Constitution of Ghana

16. Related Policy and other Documents

- i. College Policy on Students and Staff Discipline
- ii. The Policy on Sexual Harassment
- iii. Harmonized Conditions of Service for Colleges of Education
- iv. College Handbook- Peki College of Education
- v. 1992 Constitution of Ghana
- vi. Ghana Labour Law 2013 (Act 651) Sections 14, 63, 175 Criminal Code 1960 (Act 29)

17. Key Words

- i. PKCE
- ii. Security Personnel
- iii. On-campus Students
- iv. Off-campus Students
- v. Crime alert
- vi. Emergencies
- vii. Monitoring

18. Owner / Sponsor

College Principal

19. Author

- i. College Governing Council

20. Further Information

Contact the following for any further information regarding this policy document as and when necessary.

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POLICY SEVENTEEN: PKCEPEP1 - Public Engagement Policy

Preamble

Peki College of Education is a teacher training institution. The College's vision, mission, mandate, developmental principles and strategic directions guide all activities. The College's Public Engagement Policy is a living document, reviewed and revised by Committee of Council on a periodic basis. All changes must be approved by the College Governing Council.

1. Purpose

The College's Public Engagement Policy is meant:

- To guide and strengthen understanding of the role of public engagement to the College;
- To encourage consistent good practice in the design, implementation, monitoring and evaluation, and reporting of public engagement efforts undertaken by the College;
- To inform overarching financial and human resource decisions related to public engagement;
- To mitigate risk related to the public engagement efforts of the Council; and
- To encourage transparency and accountability for the College's public engagement efforts to its stakeholders, including but not limited to its Governing Council, employees, interns, volunteers, independent consultants, members, partners, and the Ghanaian public.

2. Scope /Application

This policy shall apply to all public engagement activities of the College.

3. The Policy Statement/ Core Standards of Good Practice

The diversity of our population, ethnically, socially, culturally, religiously and linguistically across our varied geographies, necessitates multiple approaches to engage the public effectively. Public engagement efforts need to take these factors into consideration to ensure a broad spectrum of Ghanaians are engaged in the fight to reduce illiteracy. Irrespective of the approach taken, all public engagement activities should:

- Raise awareness of national and global issues and offer models toward social justice;
- Enable change by helping individuals and groups irrespective of gender, ethnicity, culture understand that their choices and actions can have a positive impact on our world; and

- Encourage action by providing individuals or groups with the tools and resources they need to become active citizens.

While the approaches to public engagement are multiple, the specific efforts of the College shall meet the following standards of good practice:

- Clear and Measurable Purpose: Clarity of purpose, target audience(s) and indicators for understanding impact, including those related to the gender dimensions of public engagement, shall be established early in planning processes
- Relevance: Public engagement efforts shall be pertinent and of interest to target participants. This is particularly important when reaching out to new and non-traditional audiences.
- Diverse Participation and Partnership: Ghanaians from a variety of sectors and locations (such as youth, the education sector, Diaspora groups, the women's movement, the media and the private sector) shall be considered as possible participants and partners.
- Community Building: Good public engagement is participatory and community-driven, and helps to build a sense of community.
- Collaborative Ownership through Participatory Planning: Key stakeholders, including youth and other populations commonly under-represented in decision making processes, shall be involved in the planning, implementation, monitoring and evaluation of public engagement activities whenever possible.
- Evaluative and Reflective: Measures of impact and change, and mechanisms to reflect shall be incorporated into public engagement activity design from the outset, so that success is gauged, lessons learned documented, and necessary adaptations incorporated into future activities.
- Knowledge & Understanding that Promotes Critical Thinking: Good PE increases knowledge and understanding of global issues, and encourages critical thinking.
- Innovative, Creative and Universal Design: The use of non-traditional means of engagement (such as new media, simulations, art, and popular education), and accessibility of methodologies, materials, physical space and venues shall be considered and appropriate efforts taken to engage populations previously excluded from public engagement efforts.

- **Multiple Approaches:** Given the diversity of experience, education, levels of engagement and learning styles of possible participants, multiple approaches to public engagement shall be considered.
- **Accuracy:** Messaging within public engagement efforts shall be accurate and should not reinforce harmful stereotypes or mask the complexity of issues.
- **Motivation & Inspiration that Empowers Informed Action:** Good public engagement builds from individuals' experience and provides clear messages, tools and steps to implement positive change.
- **Sustainable Behavioural Changes:** Good public engagement catalyzes changes in the behaviour and long-term lifestyle actions of individuals.
- **Policy Change:** Good public engagement that incorporates a political element translates into sound public policy that advances systemic change.
- **Sustained and Long-Term:** Public engagement activities are built over time, and learning is gleaned through experience and evaluation.

4. Supporting Procedures & Authority

The Council is ultimately responsible for the public engagement efforts of the College. The Principal is responsible for the overall management of the public engagement efforts of the College.

Employees, interns, volunteers and independent consultants are responsible for managing and/or coordinating specific public engagement programs, projects or activities and their related expenses within approved parameters, reporting to the Principal on any significant variances, and the reasons for these variances.

The Council shall:

- Provide adequate orientation to all Principals to enable the fulfillment of their oversight role.
- Review Principal's summary reports on public engagement results at quarterly meetings.

The Principal shall:

- Report to the Council on public engagement results at quarterly meetings.
- Adequately insure public engagement efforts of the Council against liability losses to the College, its Council Chair, or employees of the College.

- Ensure appropriate financial and human resources are mobilized to implement the public engagement efforts of the College.
- Ensure the adequate orientation of all employees, interns, volunteers, independent consultants and members actively engaged in implementing the public engagement efforts of the College to its Public Engagement Policy.
- Provide overarching direction and support to the design, implementation, monitoring and evaluation, and reporting of all public engagement efforts of the Council.

Employees, interns, volunteers, independent consultants and members actively engaged in implementing the public engagement efforts of the Council shall:

- Report to the Principal or their designated representative on public engagement results at regular intervals, as predetermined or requested.
- Adhere to the spirit and letter of the College’s Public Engagement Policy in all related efforts undertaken in the name of the College.
- Avoid actions that would expose the College, its Governing Council or its employees to claims of liability.
- Protect intellectual property, information and files from unauthorized access, tampering, loss, or significant damage.

5. Responsibility for Implementation

College Management

6. Responsibility for Monitoring Implementation and Compliance

College Management

7. Status

- iii. Discussions on issues related to the policy, XX/XX/18.
- iv. College Governing Council meets to discuss the policy and approve it

8. Key Stakeholders

- i. Students
- ii. Faculty
- iii. General public
- iv. The media

9. Approval Body

- i. The College Governing Council
- ii. The National Council of Tertiary Education

10. Initiating Body

11. Definition of Terms

Within this policy, “public engagement” is defined as “the practice of inspiring, supporting and challenging people and groups in dynamic cycles of learning, reflection and action on global issues. Public engagement is a transformative process which works toward more equitable social, economic, environmental and political structures.”

12. Related Legislation

College of Education Act, 2012 Act 847

13. Related Policy and Other documents

The College’s Public Engagement Policy is one of several organizational policies that guide governance and operations of the College and links most closely with the Finance and Financial Controls, and Personnel Policies/Staff recruitment.

14. Effective Date

15. Review Date

16. Keywords

17. Owner / Sponsor:

College Principal

18. Author:

College Governing Council

19. Further Information:

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