



Organizational Chart



Curriculum Development Plan

1. **Identifying Learning Needs**
 - **Market Analysis:** Regularly assess industry trends, skills gaps, and learning needs.
 - **Standards Alignment:** Ensure courses meet OTHM competencies with both theoretical and practical skills.
2. **Stakeholder Involvement**
 - **Internal:**
 - **Academic Affairs:** Ensures alignment with goals and industry needs.
 - **Faculty:** Provides input on teaching methods and course improvements.
 - **External:**
 - **Industry Experts:** Advise on relevant, current content.
 - **Alumni & Employers:** Offer feedback on job readiness.
3. **Review and Update Cycle**
 - **Annual Review:** Comprehensive assessment for relevance and alignment.
 - **Feedback Mechanism:** Year-round suggestions for curriculum updates.

- **Approval:** Academic Affairs Director approves final curriculum changes.

Clear Lines of Accountability in relation to the assessment and IQA

Establish clarity in roles and responsibilities to ensure assessments and Internal Quality Assurance (IQA) processes are managed effectively, with clear reporting and feedback mechanisms.

Assessment and IQA Responsibility Matrix

1. Responsibility Matrix

- **Academic Affairs Director**
 - **Accountability:** Oversees all assessment and IQA processes.
 - **Responsibilities:** Approves standards, reviews quality reports, and aligns with goals.
- **Head of Curriculum Development**
 - **Accountability:** Maintains assessment standards.
 - **Responsibilities:** Ensures assessments align with objectives, collaborates with faculty for consistency.
- **Head of Faculty**
 - **Accountability:** Manages faculty performance in assessments.
 - **Responsibilities:** Ensures protocol adherence, coordinates training, and supports continuous improvement.
- **IQA Coordinator**
 - **Accountability:** Maintains assessment quality.
 - **Responsibilities:** Conducts audits, monitors practices, provides feedback, and coordinates adjustments.

2. Reporting Lines and Feedback Mechanisms

- **Faculty Members** report to the Head of Faculty, who consolidates and shares reports with the Academic Affairs Director.
- **Head of Faculty and Curriculum Development** submit assessments and improvement feedback to faculty.
- **IQA Coordinator** presents quality reports to the Academic Affairs Director and participates in feedback discussions.

3. Review and Feedback Loops

- **Assessment Reviews:** Conducted after each term with leadership and IQA.
- **Feedback Sessions:** Held quarterly for faculty, led by Head of Faculty and IQA, to provide timely, actionable feedback.

Incorporation

1. Program Structure & Alignment

- **Qualification Framework:** Align law and business programs with the qualification framework (Levels 3– 7) to ensure required competencies.
- **Course Design:** Meet OTHM learning outcomes, integrating industry-relevant content.
- **Standards Compliance:** Ensure curriculum, assessments, and evaluations align with the law.

2. Quality Assurance & Verification

- **Internal Quality Assurance (IQA):** Regularly audit teaching and assessments to maintain consistency.
- **Internal Verification:** Confirm assessments meet OTHM criteria.
- **External Quality Assurance (EQA):** Cooperate with OTHM audits and implement recommended improvements.

3. Faculty Qualifications & Development

- **Qualified Faculty:** Staff must have relevant academic and professional qualifications

with industry experience.

- **Continuous Professional Development (CPD):** Encourage faculty to stay current through workshops and certifications.
- **Performance Monitoring:** Conduct regular faculty evaluations to maintain standards.

4. **Assessment & Evaluation**

- **Assessment Framework:** Develop rigorous assessments aligned with OTHM outcomes.
- **Clear Grading Criteria:** Provide transparent rubrics for fair grading.
- **Academic Integrity:** Enforce policies on plagiarism and originality.

5. **Student Support & Resources**

- **Learning Resources:** Provide up-to-date materials, including legal and business databases.
- **Guidance & Counseling:** Offer support in academics, career planning, and study skills.
- **Feedback Mechanisms:** Use student feedback for continuous improvement.

6. **Curriculum Review & Updates**

- **Annual Review:** Keep curriculum current with industry trends.
- **Stakeholder Involvement:** Engage experts and alumni to maintain industry relevance.
- **Continuous Improvement:** Make curriculum refinements based on feedback and audits.

7. **Employability & Professional Development**

- **Practical Experience:** Provide case studies, internships, and real-world projects.
- **Career Services:** Offer counseling, networking, and job preparation workshops.
- **Employer Engagement:** Build partnerships with firms for lectures, workshops, and placements.

Records of Assessment Sites and Personnel

Maintain accurate records to ensure compliance and support transparency in auditing.

1. Register of Assessment Sites

- **Site Details:** List each site's location, capacity, and resources (e.g., computers, internet, AV).
- **Resource Inventory:** Track site resources and equipment condition; assign staff to check resources before assessments.
- **Accessibility:** Ensure sites meet safety and accessibility standards, with regular reviews for compliance.

2. Personnel Records for Assessment

- **Qualifications:** Keep records of all assessment personnel, including qualifications and relevant experience.
- **Roles and Responsibilities:** Define roles clearly, updating records for any changes.
- **Training:** Track training and require periodic refreshers for all staff.

Documented process

1. Curriculum Development

- **Needs Assessment:** Regularly analyze industry trends and gather stakeholder input to align programs with market needs.
- **Design and Approval:** Draft curriculum based on outcomes, and submit for review

by Academic Affairs and the board.

- **Annual Review:** Update curriculum based on trends and feedback.

2. Assessment Process

- **Planning:** Define assessment methods and publish schedules each term.
- **Administration:** Assign invigilators and prepare resources to ensure smooth exam operations.
- **Grading and Feedback:** Use standard rubrics and provide feedback within two weeks.

3. Quality Assurance (IQA)

- **Audits:** Conduct regular audits on curriculum and assessments.
- **Improvement:** Gather faculty feedback and offer professional development.

4. Record-Keeping and Compliance

- **Documentation:** Keep digital records of curricula and assessments.
- **Security:** Restrict access to sensitive data and ensure secure storage.

