

RAO 3: DOCUMENTS FOR GQAS RAO ACCREDITATION APPLICATIONS

Please send the documents specified in the checklist below when you submit your application and mark the boxes with an X to indicate what is enclosed. Please insert N/A for any documents not applicable for your centre

Document	Included with application ?
Copy of Business Registration Certificate	
Floor plans of Centre	
Health and Safety Policy	
Qualified first aider and fire marshal details	
Management and Governance	
Organisation structure with names and designations of all academic and non-academic staff	
Committees /Boards Terms of Reference	
Programme delivery	
Enrolment information for students, detailing courses and numbers	
Quality Assurance	
Internal Quality Assurance Policy	
Awarding organisations	
Agreements from awarding organisations for the programme delivery	
Marketing and promotion	
Copy of current marketing/promotion materials	
Regulations and reporting mechanisms	
Student application and enrolment forms	
Current year academic calendar	
Attendance Policy	



Student file checklist	
Complaints Policy/ procedures	
Copy of current Strategic Plan	