



## **OUR ARRANGEMENTS AND RELATIONSHIP WITH THE ACCREDITING BODY - THE ASSOCIATION OF BUSINESS EXECUTIVES (ABE)**

### **1. Introduction:**

Courses offered by **Capital College UK** are accredited by the Association of Business Executives (ABE). The accrediting body approves and reviews on an annual basis, all their courses that are provided by the college. The college has been an ABE approved course provider since 2008. It has therefore met the required accreditation criteria on an annual basis since then.

ABE introduced the Postgraduate Diploma course in 2010 and **Capital College UK** has been an approved centre for the course in recognition of the college's positive track record with the ABE.

### **2. Accreditation Process:**

2.1 The college lodges an annual application to continue offering the courses accredited by ABE. A fee is payable on lodging the application. In addition, the college has to submit the curriculum vitae of the lecturers tasked to teach on the various ABE courses.

2.2 ABE provides the college with an Accreditation Certificate and a College Accreditation Handbook which provides information on the following:

- Summary of procedure and conditions for teaching
- Organisations seeking accreditation
- Accreditation form
- Application procedure
- If there is a major change following accreditation.

2.3 Acceptance of the application and recognition as an approved tuition provider indicates the suitability of the college's lecturers to teach and deliver on the ABE courses. **Capital College UK** ensures that all its lecturers have a Masters Degree qualification as a minimum.

2.4 **Capital College UK** has to submit an annual re-accreditation application for it to continue offering the ABE courses. The renewal of accreditation is dependent on:

- Acceptable student pass rates
- Suitably qualified teaching staff
- Payment of an accreditation fee
- Suitable resources for students and course delivery



### 3. **Course Support Material:**

- 3.1 The Business Management course has Study Manuals for all its modules that are produced by ABE and adequately cover the syllabus content of the modules. All other courses do not have Study Manuals except in modules that are commonly shared with the Business Management course. ABE also provides the college, and the students, a list of essential reading texts and other recommended reading material.
- 3.2 ABE syllabuses contain both the learning outcomes and the assessment criteria for each topic. The college has room for development in these areas in the form of a qualitative and planned delivery of the courses.
- 3.3 On the Level 7 Diploma course, ABE further provides assignment guidelines and other supporting information regarding the production of an academic paper by students and the assessment of assignments by the college.
- 3.4 ABE provides information to students covering the following areas:
- Examination Regulations
  - Applying for exemptions
  - Entry qualifications onto the various courses and acceptable overseas qualifications
  - Membership and Examination registrations and related fees.
  - 'Student Focus' magazine
  - Tuition Resources Surveys
  - Changes to course content and structure
  - Special awards for highest achievers
  - Various forms – for student membership, examination entry, exemptions, etc.
  - Examination Fees and regulations
  - Newsletter
  - Complaints procedures.
- 3.5 **Capital College UK** provides the students with a service to ease the process of communicating with ABE on various issues. To this end, the college carries out a bulk registration for all membership and examination registrations. It also provides both new and existing students with important information gleaned from ABE covering such areas as registrations, examinations and entry qualifications.

### 4. **Recent Course Changes:**

Following the introduction of the Qualification and Credit Framework (QCF) to the UK, ABE revised its suite of qualifications. The college has taken these changes on board for the academic year which commenced September 2011. The college is guided in the implementation of these changes by transition arrangements provided by ABE.



## 5. Examinations:

- 5.1 Examination on all courses and levels are externally set and marked by ABE. This includes the Strategic Business Management and Planning module of the Level 7 Diploma.
- 5.2 Examination centres and invigilators are determined by ABE.
- 5.3 The postgraduate diploma has one module, Strategic Business Management and Planning which is externally examined by ABE. The other four modules of the Level 7 Diploma course are assessed through assignments that are marked, in the first instance, by the college before moderation by ABE. In all cases ABE awards the final mark for all examinations and assignments.
- 5.4 Students can opt not to write an examination during a particular session. However they will be pressured into writing examinations for the next session.
- 5.5 Examination results are provided to the students by ABE who also provide the college with a summary of results for all students. The college collates and analyses results as an internal process for evaluative and decision making purposes.

## 6. Contact Details:

6.1 ABE has dedicated contact people for:

- The Level 7 Diploma course
- Other courses
- Examination Registrations
- Membership Registrations
- College Accreditation

6.2 Arrangements for contact with ABE from **Capital College UK** are as follows:

- Membership Examinations and minor queries by students – Administrator
- The Level 7 Diploma course, Accreditation and queries of a complex nature – Academic Registrar.
- Tuition Resources for lecturers and students – online by individual students or college virtual learning environment. The college has access to the ABE Members Area and in turn gives this access to its staff members.
- Students have access to student areas of the ABE website and access details are given to them by ABE on becoming student members
- Contact with ABE is via telephone, fax, e-mail, Facebook and Twitter.

## 7. External Reviews

- 7.1 ABE carries out a review of the college's suitability and continuous maintenance of its prescribed standards through the annual re-accreditation process. Where it has concerns, these are raised with the college through the Principal who takes appropriate action to address them.



7.2 **Capital College UK** also carries out a self-assessment against the standards published by ABE Accreditation Handbook. This assessment is reviewed by the college Principal and the Management Board.

## 8. Courses Offered

8.1 ABE offers the following courses for delivery by accredited institutions:

- (i) Business Management
- (ii) Human Resource Management
- (iii) Management of Information Systems
- (iv) Financial Management
- (v) Marketing Management
- (vi) Travel, Tourism and Hospitality Management
- (vii) Postgraduate Diploma in Business Management

Courses (i) to (vi) are offered at QCF Level 4, QCF Level 5 and QCF Level 6. The Postgraduate Diploma is a QCF Level 7 course.

8.2 Although the college is accredited to offer all the above courses, it only offers those courses and levels that have adequate demand and enrolments. Enquiries for courses not offered by the college are noted to measure the demand of other courses in consideration for future introduction by the Management. The college also offers levels of course albeit with few enrolments to attract students in future enrolments.

## 9. Statistical Records:

As one of the criteria for re-accreditation, ABE uses pass rates and numbers of students enrolled onto its courses by the college. On its part **Capital College UK** maintains a record of student numbers enrolled on the various ABE courses and levels for purposes of measuring and monitoring:

- Pass rates and quality of teaching and learning
- Popularity of courses
- Attendance
- Additional support for students and lecturers
- Resource requirements
- Planning for future course/level demands
- Recruitment planning
- Streamlining of courses
- Identifying academic support requirements for students.



## 10. Information and Resources for Lecturers:

**Capital College UK** is supplied with information regarding various aspects of courses it offers by ABE. This information covers such areas as:

- Course content
- Syllabuses covering learning outcomes, assessment criteria and indicative content
- Assignment guidelines for students and lecturers
- Plagiarism and how to use the Harvard System of Referencing
- Specimen Questions and Past Examination Papers.

On its part, **Capital College UK** provides lecturing staff with the following resources for effective course delivery:

- Essential course textbooks
- Multimedia projectors, flip charts, computers, white boards
- Paid courses to enhance knowledge, quality of delivery and job efficiency
- Payment of identified additional resources to enhance delivery and quality (see also Staff Development in **Capital College UK's** Staff Handbook).

## 11. Academic and Career Progression:

- 11.1 Courses offered by **Capital College UK** under accreditation from ABE provide students with progressions from QCF Level 4 to higher levels of courses up to the Post-Graduate Diploma (QCF Level 7). Each level of the course also has an exit point to either university entry or pursuit of a working career.
- 11.2 The courses are open to students seeking both professional development and academic progression. **Capital College UK's** Quality Manual has a section which deals with Student Support and Development and spells out academic development and employability.
- 11.3 For international students, academic progression is a key requirement for the extension of their student visas. **Capital College UK** has various policies and support mechanisms to enable students to achieve their aspirations.
- 11.4 ABE allows students to carry over one subject from the lower level of a course to the next level. However, award of the higher level can only be done when the lower level module has been passed.
- 11.5 **Capital College UK** makes it mandatory for all students who have completed a level of study to sit for examination on that level.



**12. Academic Support:**

Whereas ABE provides a vast amount of information to support student learning, **Capital College UK** compliments this information to enhance teaching and quality. The following are examples of support that **Capital College UK** provides to students as they pursue studies on ABE courses.

- 12.1 Student pass rates are of important consideration in renewing and maintaining accreditation with ABE. It is therefore in **Capital College UK's** interests that students pass their examinations at any examination session.
- 12.2 Support requirements for students are identified through internal and external assessment results. The college also conducts interviews to offer students an opportunity to discuss academic support that they may need during their studies.
- 12.3 Lecturers are also tasked to identify potential requirements of students during lectures and forward this information to the Education Administrator.
- 12.4 **Capital College UK** is able to direct lecturers and students to the text books they may require as provided by the ABE or a third party supplier.