

APEX Academy

AAP001 – Policy for Quality Assurance and Enhancement

Purpose & Scope

Apex Academy, as a licensed institution regulated by the Malta Further and Higher Education (MFHEA), is responsible for the academic standards of awards made in its name and for ensuring that the quality of learning experiences is appropriate to enable students to achieve those standards.

The Institute has adopted a range of policies and procedures for assuring the academic standards of awards and enhancing the quality of its educational provision. This policy shall summarise the approach that the academy is taking to ensure the maintenance of academic standards and to the assurance and enhancement of the quality of learning opportunities offered to Apex students.

This policy statement further supports the Internal Quality assurance document which details the expectations and obligations that both staff and students are to follow to reach such standards.

Policy Objective

Apex Academy aims to provide its students with high quality academic and vocational training which is supported by rigorous academic standards.

1.Academic Framework

All courses provided by Apex Academy are designed in line with the National Quality Assurance Framework.

The institute has formally approved policies and procedures to ensure a valid and robust internal quality assurance system that ensures high quality training. As defined in the internal quality document, the institute, cyclically reviews programmes to ensure validity and action any required changes through the approval of the authority.

A fair, transparent and solid assessment structure is also defined through the policies and procedures adopted by the institution. Both staff members and students are thoroughly inducted to ensure maximum compliance. The internal quality assurance document is also made public.

Apex Academy ensures that students are clearly made aware of all student-facing procedures. Such procedures will also be communicated to the student personally via the provided contact information.

2. Quality process

The institution clearly outlines the processes it undergoes to develop and review programmes. Such processes are primarily owned by the HOI of the institution however, specific subject experts are involved in the process as required.

Being a student-centred institution, Apex Academy will engage students to improve procedures based on the student experience. Apex Academy proactively collects feedback from teaching staff and students through feedback mechanisms adopted by the institution.

3. Course Approval & Modification

Course design and approval processes are outlined in the Internal Quality Document of the institution. The cyclical review for programmes is set to happen every three (3) years. Apex Academy complies with Malta Further and Higher Education Authority to attain relevant approvals for new programmes or changes required.

The founder and HOI of the institution is the main owner of both processes who is supported by different stakeholder and subject specific experts.

3.1 - Approval of Learning Resources

The HOI manages the approval of learning resources with the support of qualified teaching staff. Once learning resources are approved, these are then communicated to students.

The institution uses different Learning resources including access to online journals and articles, booklets, presentations, and notes.

4. Course delivery and Assessment

Teaching staff are responsible for the delivery and assessment of programmes available at Apex Academy. The HOI oversees the smooth running of this process through observation visits and internal processes.

Apex Academy adopts an internal and external assessment review process where all corrected assessments are firstly checked internally and then a sample (30%) is checked by the external verifier.

Different teaching and assessment methods will be adopted to ensure that the learning outcomes are reached by the end of programme. The internal quality document outlines the different teaching and assessing techniques used.

The grading system that is used at Apex Academy is available on the public domain for students to view.

5. Student Support

Academic support is primarily provided by teaching staff, however, should there be the need of special adjustments, then the academy takes on a one-to-one basis approach to ensure that the best guidance is provided as required.

The Head of Administration is responsible for handling student complaints. Student can appeal decisions through the formal procedure presented in section 6 of the internal quality document.