

## **TRAINING SPECIFICATION**

### **WORKSHOP ON DEVELOPMENT OF ETAC SELF ASSESSMENT REPORT**

<b>Title:</b>	<b>Workshop on Development of ETAC Self Assessment Report</b>
<b>Course Aim:</b>	This workshop will highlight and provide the guidelines of general structure of the Self-Assessment Report for IHL's programme prior to application. Application for ETAC approval where the objective of accreditation are as follows: 1) to ensure that graduates of the accredited engineering technician education programmes satisfy the minimum academic and practical requirements for registration as engineering technicians/inspector of works with the BEM and (2) to ensure that Continual Quality Improvement (CQI) is being practiced by IHLs, and accreditation may also serve as a tool to benchmark engineering technician education programmes offered by IHLs in Malaysia (ETAC Manual, 2019).
<b>Course Description:</b>	A Self-Assessment Report is an account of the institutions of higher learning (IHLs) plan, implementation, assessment and evaluation of the programme conducted. It reflects the processes with results obtained used in continual quality improvement at all levels of the programme's activities. This appropriately bound document shall provide the information and description about the programme to enable the Evaluation Panel to objectively assess the programme for the purpose of accreditation or approval. The emphasis shall be on qualitative description of each aspect and criterion, and how these meet the standards and expectation as set out in both ETAC manuals for Engineering Technology and Engineering Technician Education programmes.
<b>Duration:</b>	2 days.
<b>What You Will Learn:</b>	Upon completion of this course, you will be able to develop your own Self Assessment Report for ETAC Accreditation.

<b>Number of Participants:</b>	Minimum : 6 Maximum : 20
<b>Specialisations:</b>	IHL's Head of Program, Program Coordinator, Program Developer, Lecturers
<b>Learning Activities:</b>	Case Studies, Kahoot Quizzes
<b>Language</b>	English
<b>Related Documents:</b>	ETAC Manual 2019
<b>What is Covered</b>	<p>Qualifying Requirements and Accreditation:</p> <ul style="list-style-type: none"> <li>• Criterion 1: Programme Educational Objectives</li> <li>• Criterion 2: Programme Outcomes</li> <li>• Criterion 3: Academic Curriculum</li> <li>• Criterion 4: Students</li> <li>• Criterion 5: Teaching and Support</li> <li>• Criterion 6: Facilities</li> <li>• Criterion 7: Quality Management Systems</li> </ul>