**Preamble and Rationale**

Virtually all development players now concur that for any meaningful and sustainable economic growth to be realized and sustained tertiary education must be centrally placed in the development agenda of nations. Countries around the world are striving to build the sector as part of their priority strategic development plan. Indeed, building a tertiary education system is no more a luxury but a national and continental imperative critical for Africa’s development and global competitiveness. Quality and relevance of university education have emerged as serious concerns of the sector for some time now. In addition, worldwide research on teaching in Higher Education revealed that most of the institutional personnel do not have the knowledge and skills for quality assurance. The situation has been further aggravated by poor to no orientation and induction of new personnel. It is a well-known fact that the reputation of an institution is at risk if there are perceptions of poor quality.
In that regard, institutional internal quality assurance mechanisms become more critical in the improvement of standards such that emphasis should be put on the streamlining of internal quality assurance mechanisms in higher and tertiary education. The key aspects of internal QA to be examined include quality assurance policy, staff development capacity, research performance, curriculum design and development, teaching and learning, student support including those with special needs, research performance, teaching and learning, effective university student assessment, infrastructure development, provision of quality education funding and budget constraints, negative attitude towards quality assurance, student-lecturer assessment, staff and management support towards the quality culture (Okoche, 2017; Ansah, 2015, Vukasovik, 2014).

The training workshop is guided by some of the priority areas agreed upon in the Declaration and Action Plan of the 1st Higher Education Summit on Revitalizing Higher Education for Africa’s Future held in Dakar, Senegal (10-12 March, 2015) which include the improvement of Higher Education quality in the 21st Century. Therefore, AAU believes that there are opportunities for us to continue working together to jumpstart and energize superior quality assurance practices in African Higher Education (HE). The training workshop seeks to fulfil some of the Continental Education Strategy for Africa (CESA)’s 12 strategic objectives which are in line with revitalizing the quality of all aspects of Higher Education. The workshop also creates a platform to deliberate on the upcoming continental standards and guidelines (ASG-QA) as well as the African Quality Rating Mechanism (AQRM) institutional evaluation tool. Both are part of the Pan African Quality Assurance Framework (PAQAF).

Some of the challenges to be addressed by the training workshop are associated with:

- Sensitization and bringing awareness of what quality in higher education is all about and the current continental and regional activities related to quality assurance.
- Resistance to quality assurance practices and activities in institutions as well as slow acceptance rate of quality assurance in general by the higher education community.
- The formulation of a quality assurance unit/department/directorate including policy, manual and robust QA management system.
- Strategies for developing and promoting a quality culture in institutions through education and training of management, staff and students.
- The integration of quality assurance into the university system.
- Assuring adherence to quality assurance practices by the institutional community.
- Formulation of instruments to set up, check, control and maintain quality in a higher education institution.
- The development of knowledge and skills for higher education quality assurance personnel because they are recruited with no due consideration of QA qualifications.
- The development of knowledge and skills for higher education personnel (lecturers, registrars, deans, chairpersons) because they are the custodians of quality in departments, faculties, student enrolments, staff recruitments, record keeping and examination process etc.
- Communication, Documentation and Data Collection in quality assurance for record keeping as well as monitoring and evaluation of both students and staff.

N/B: It has been noted that throughout the world, institutions realize the challenges associated with working with personnel who are not trained QA specialists. It is against this background that the AAU is providing the short 4-day intensive training course on quality assurance for
higher education personnel to equip them with the foundations for effective higher and tertiary QA through the areas listed above.

The AAU is therefore pleased to announce its 4-day quality assurance short course entitled: \textit{QUALITY ASSURANCE FOR HIGHER EDUCATION PERSONNEL} training workshop whose theme is:

\textbf{REVITALIZING THE 21st CENTURY HIGHER EDUCATION QUALITY ASSURANCE SYSTEMS, TOOLS, PROCESSES AND PROCEDURES}

\textbf{A) COURSE AIM}
Sharing knowledge and skills related to quality assurance in higher education.

\textbf{COURSE OBJECTIVES}
\begin{itemize}
  \item Share knowledge and information on the important endowments and characteristics of a robust higher education QA system.
  \item Equip participants with the background knowledge that informs good QA practices in HE.
  \item Share knowledge and skills of the diverse ways of assuring quality in institutions of higher learning in order to expose to participants the importance of viable QA systems.
  \item Make known to participants the recommended new modes and models of QA for HE institutions.
  \item Bring awareness of Quality Assurance and increase the visibility of the Quality Assurance activities in African Higher Education.
  \item Foster cooperation with other Quality Assurance Officers of higher education within the continent.
  \item Disseminate Quality Assurance endeavours and benchmarks in African Higher education through all the possible means of communication.
  \item Encourage the harmonization of African Higher Education through the African Standards, Guidelines and Benchmarks as well as the African Quality Rating Mechanism (AQRM) tool for institutional evaluations for QA in HEIs.
  \item Train and sustain a pool of QA Officers in the region for the multipliers effect of quality assurance in African Higher Education Institutions.
\end{itemize}

\textbf{C) WORKSHOP METHODOLOGY}
The objectives of this course will be achieved through lead lectures, intensive participant interaction over carefully selected cases and other materials in a process facilitated by renowned Resource Persons.

\textbf{D) PARTICIPATION}
To ensure effective interaction and exchange of ideas, a maximum of 50 participants will be strictly observed, basing the selection on the principle of “first come, first served”. Participation is open to \textit{all who are involved in Higher Education and Tertiary education regardless of their area of speciality}.

\textbf{E) WORKSHOP FEES:}
USD350.00 for AAU member universities and USD400.00 for non-AAU Member universities
US DOLLAR ACCOUNT
ACCOUNT NAME: Association of African Universities
BANK NAME: Standard Chartered Bank
High Street Branch
Accra-Ghana
ACCOUNT NUMBER: 8700202448801
SWIFT CODE: SCBLGHAC
CORRESPONDENT BANK: Standard Chartered Bank
New York
SWIFT CODE: SCBLUS33
ABA No. 026002561

GHANA CEDIS ACCOUNT
ACCOUNT NAME: ASSOCIATION OF AFRICAN UNIVERSITIES
NAME OF BANK: STANDARD CHARTERED BANK
HIGH STREET BRANCH, ACCRA-Ghana
ACCOUNT NUMBER: 0100100581500
SWIFT CODE: SCBLGHAC

NAIRA ACCOUNT DETAILS
Account Name: CVC/AAU
Bank: ACCESS BANK PLG
PPPRA BRANCH, ABUJA
PLOT 1012, CADAstral ZONE
CENTRAL BUSINESS DISTRICT, FCT ABUJA
NIGERIA
Account Number: 0730902405

USD ACCOUNT DETAILS – Nigeria only
Account Name: CVC/AAU
Bank: ACCESS BANK PLG
PPPRA BRANCH, ABUJA
PLOT 1012, CADAstral ZONE
CENTRAL BUSINESS DISTRICT, FCT ABUJA
NIGERIA

Account Number: 0731023358

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