



MALTA INSTITUTE OF MANAGEMENT

IQAC POLICY

M.I.M. *Internal Quality Assurance Committee*

The role of MIM Internal Quality Assurance Committee is to create an expert quality focused process with intention to monitor MIM internal functions to ensure the best possible education and educational opportunities to all of its students.

This involves reviewing and updating the strategic direction for M.I.M., as necessary and corporate decision making in relation to the statutory functions Malta's Institute of Management. Whilst establishing policies and risk parameters for the institution.

The Internal Quality Assurance Committee is responsible for **strategy** in terms of:

- Establishing and monitoring MIM vision and aims

Vision should reflect the educational goals and targets set for the learners. It should motivate students and staff to build on core educational values, beliefs and moral purpose, be inclusive of stakeholder values and beliefs and be informed by the most innovative practice on I.D. teaching and learning.

- Establishing and maintaining MIM Ethos and code of conduct

The committee, a like MIM Council, maintain a code of conduct outlined in Statute and Bye Law VI (annex 2 page 19). This promotes moral, intellectual, social and the personal development for management. Consistent with a commitment to promote equality, good relations and diversity; the ethos should contribute to the M.I.M. overarching goals and clearly defined and understood by students, staff, and headship positions.

- Setting School Plans and Policies

MIM IQA Policy is a development plan which includes the institutes financial plans, education and assessment plans, and where appropriate action plans to address issues identified on external review inspection reports, and appropriate policies and procedures.

This provides a strategic framework which the committee can monitor, evaluate and improve. Each member has the responsibility to formulate or oversee the drafting of policies and procedures depending on department. Consideration and approval of all plans rest with the IQAC collectively.

- Monitoring and evaluating school performance

All members working in collaboration must decide on key performance indicators to measure and monitor added value. Appropriate data is to be collected at suitable intervals to enable the institute to attain to student needs whilst keeping abreast with current sector progressions. In view of performance results members are to liaise with staff to draw up appropriate action plans for improvement.

- Promoting self-evaluation to sustain MIM educational improvement

Positive culture and commitment to professional growth is essential to sustainable improvement. The members will implement Continuous Professional Development (CPD) procedures for self-evaluation whereby an individual teacher, groups of staff and the staff as a whole, as well as senior management reflect on their current practice. Through this they will identify and celebrate the strengths of the institute, and areas for improvement in their work.

Corporate responsibilities involve:

- School performance measures

Approving development plans, priorities and targets for improvement to standards of performance, managing school finances and setting performance objectives for staff performance review and continuous professional development.

- Curriculum Planning

Agreeing on curriculum policy, facilitating the implementation of revise curriculum and ensuring proper provision for diverse disability needs.

- Employment

Enlist appropriate staff adhering to established descriptors, selection criteria and transparent methods of recruitment. Select and appoint staff to appropriate departments whilst taking into account curriculum needs and costs. Manage staff salary policy, conduct, discipline and grievance procedures in compliance with legislation which prohibit discrimination and harassment and promote equality of opportunity in employment.

- Student Care and protection

Safeguard and promote the welfare and protection of pupils, set principles on good behaviour and student conduct whilst participating in pupil disciplinary procedures.

- Publication of information

Providing the publication of all relevant information for students whilst agreeing and applying criteria for pupil admissions, and adhering to privacy policy.

- Manage premise and relations with the community

Ensure premise use is controlled, inspected and maintained regularly keeping up-to-date with health and safety regulations. Promoting relations between school, community and industry sectors.

The responsibility for Quality decision making is shared by all members of the IQAC. All decisions are made acting together after discussion within a strong framework of policies and procedures and good practice by consensus or majority vote. Permitting the power to question, challenge or change any aspects deemed necessary.

Every member has a role in promoting good governance and in supporting students and staff, as well as the role of the institute in the community.

Personal liability shall not incur in any respect of actions taken in good faith. Delegation duties and responsibilities are taken with care, with staff installing trust and confidence in the IQAC members integrity to act in the best interest of its students.

Members are expected to:

- Prepare for, attend and participate in regular Committee meetings
- Undertake training and stay at the forefront of Continuous Professional Development
- Attend institute functions and appropriate networking events where possible

- Encourage good communication

Governing with integrity

All members should:

- Support majority decisions
- Uphold decisions made by the President and Vice President
- Ensure position is not used for personal gain
- Declare all potential conflicts of interest
- Protect confidentiality

Supporting students and staff

The IQAC will collaborate across student body and teaching staff to ensure learners feel their inherent educational needs are being met, supported and valued. Whilst proving support for any