

ACADEMY FOR DISCIPLINED FORCES
MALTA
Internal Quality Assurance Processes

May 2021

Excerpt 6.1 taken from the Strategic Plan 2017 – 2020 Document refers:

QUALITY ASSURANCE

The Academy will provide trainees with qualifications that are certified and recognized by the education sector and by employers. With this objective in mind, the Academy will:

- Develop processes to facilitate the formal accreditation of its education and training programmes;*
- Create mechanisms for the accreditation of prior learning through the recognition of equivalence of certification and assessment-based certification;*
- Increase its competences and resources in order to obtain a license to confer awards, certificates, diplomas, and degrees as a further and higher education provider at all levels of the European Qualifications Framework and the Malta Qualifications Framework.*

The Academy will engage in quality procedures in line with the standards and guidelines of the National Quality Assurance Framework, which necessitates two mechanisms:

- An Internal Quality Assurance Process run by the Academy on a continuous basis for the creation and the development of education and training programmes;*
- External Quality Assurance Audits conducted by external, independent assessors on a periodic basis and based on the external quality audit procedures issued by the local regulator and international quality assurance organizations.*

Strategic Plan 2017 – 2020 (page 22)

01. Standards for Internal Quality Assurance

a. The organization of the Quality Assurance System

The Internal Quality Assurance System of the Academy for Disciplined Forces is included in Chapter 559 Act 38 of 2016, regulating the Academy. The responsibility of internal quality assurance at the Academy falls directly on the Board, which is the highest governing body of the Academy.

“The Board shall be appointed by the Minister and shall be composed of nine members as follows:

- (a) Chairperson who shall have the juridical representation of the Academy;*
- (b) a representative from the Armed Forces of Malta;*
- (c) a representative from the Police Force;*
- (d) a representative from the Department of Civil Protection;*

(e) a representative from the Corradino Correctional Facility (now Correctional Services Agency);

(f) a representative of the University of Malta;

(g) a representative of the Malta College of Arts, Science and Technology (MCAST); and

(h) another two members:

Provided that, in case of representatives mentioned in paragraphs (b), (c), (d) and (e), the appointment shall be made following consultation with the respective heads and in case of paragraphs (f) and (g), the appointment shall be made upon a recommendation of the respective head.’ (Cap 559, Part III, 5.2, pg. 3-4).

Moreover, the Academy has a Quality Assurance Committee composed of three members, namely the Commandant; the board member who is the representative of the University of Malta and the board member who is the representative of the Malta College of Arts, Science and Technology. The Human Resources plan for the Academy for Disciplined Forces also provides for a Quality Assurance Manager. The following excerpt, taken from Chapter 559/38/2016, part III, No. 7 (page 5 – 7) refers:

7.

(1) The functions and duties of the Board shall be to:

(a) develop the direction, strategy and image of the Academy;

(b) administer and control the resources, facilities and property, both movable and immovable, of the Academy including the procurement and utilization of resources for the running of the Academy;

(c) assist and advise the Commandant in achieving a level of excellence in the standards of the Academy’s courses and programmes;

(d) assist the Director of Studies in ensuring that the Academy adheres to the requirements of the National Commission for Higher Education (now Malta Further and Higher Education Authority) and the Malta Qualifications Council, as provided in this Act or to any regulation made thereunder and to national policies and strategies in education and national security as adopted by Government from time to time;

(e) review and approve training programmes, study units and courses submitted by the Academic Committee for inclusion or deletion from the Academy’s training and educational framework;

(f) determine, in accordance with the requirements of the Malta Qualifications Framework, the conditions for admission into a programme or course provided by the Academy;

(g) provide appropriate procedures for the assessment and certification of learners;

(h) issue guidelines and establish procedures concerning the performance and the conduct of students, educators and other persons entrusted with rendering any service at the Academy, whether engaged by an indefinite or a definite contract of service, or by a contract for service, or if seconded or on loan to the Academy by Government, disciplined forces, public or private

entities;

(i) issue guidelines to establish rules relating to any programme or course provided by the Academy;

(j) ensure that proper academic and training levels are retained and improved upon;

(k) establish internal quality assurance schemes as required by this Act or by any regulation made thereunder and required auditing procedures for the operations of the Academy; and

(l) undertake any other function assigned to it by the Minister from time to time.

(2) The Board shall also approve the curricula and syllabi submitted by the Academic Committee and, where it deems it so necessary, to revert the same to such Academic Committee together with its advice about any proposed amendments.

(3) The Board shall, where appropriate, ensure that the awards of the Academy are recognized both at a national and at an international level, and that, wherever applicable, are related to the standards established in the Malta Qualifications Framework.

b. The responsibilities of the departments

Chapter 559/38/2016, part IV, No. 9 (page 7) refers:

The responsibilities of the office of the Commandant:

Part IV Officers and Employees of the Academy

9. (1) There shall be a Commandant responsible for the day-to-day management of the Academy.

(2) The Commandant shall be appointed by the Minister after consultation with the Board for a term of three years and shall be eligible for re-appointment.

(3) The Commandant shall provide for the engagement of academic, clerical, and other personnel of the Academy.

(4) The Commandant shall have a right to attend the meetings of the Board without having a right to vote, provided that he shall withdraw from each meeting where matters concerning him personally are discussed.

(5) The Commandant shall represent the Academy in media and public events.

Chapter 559/38/2016, part IV, No. 10 (page 8) refers:

The responsibilities of the office of the Director of Studies

10. (1) There shall be a Director of Studies who shall be responsible for the setting up of courses, curricula and all academic aspects of the Academy. Without prejudice to the generality of the aforesaid, the Director of Studies shall provide information and give advice

to the Board on any matter and perform such other duties as may be assigned to him from time to time by the Board.

(2) The Director of Studies shall be appointed by the Minister after consulting the Board under such terms and conditions as the Minister and the Board may establish. The Director shall hold office for a period of three years from the 1st January of the year for which he is appointed and may be re-appointed for other terms.

(3) The Director of Studies shall report to the Board and shall attend the Board's meetings whenever academic studies are discussed or whenever requested to do so.

(4) Without prejudice to article 10 (1), the Director of Studies shall also develop, organise or facilitate educational and thematic programmes such as research initiatives and projects, conferences, seminars, publications and other events, for members of disciplined forces, international representatives from disciplined forces, academic students and members of the public. The Director of Studies shall also seek to develop prospects for national and international cooperation allowing members of the disciplined forces opportunities for specialist education and training in key areas locally and abroad.

(5) If the post of Director of Studies becomes vacant during the term of office on account of death, resignation, or for any other cause, the Board shall inform the Minister as soon as practicable and the Minister shall appoint another person to fill the vacancy and the person so appointed shall remain in office for the remainder of the term of office of his predecessor:

Provided that the Academy, its employees, and the Board shall continue to act notwithstanding any such vacancy.

Chapter 559/38/2016, part IV, No. 11 (page 8) refers:

Responsibilities of the office of the Registrar

11. (1) There shall be appointed a Registrar who shall perform the functions and duties assigned by the Commandant and the Academic Committee.

(2) The Registrar shall be responsible for the records and proper custody of student records and shall decide about the persons to whom the awards and other distinctions shall be awarded.

(3) The Registrar shall attend meetings of the Board whenever requested to do so and shall always attend the meetings of the Academic Committee.

c. Reference to the relationship between research, learning and teaching where applicable

N/A

d. Procedures for ensuring academic integrity and freedom, where applicable.

Lecturers and instructors are selected from a pool of experienced and professional personnel who are experts in their respective fields. From time to time, the Academy approaches the respective disciplined forces requesting them to issue calls for the expression of interest to increase the existent pool of lecturers and instructors. Those interested in rendering their services at the Academy are asked to provide scanned full CV and main certificates. The Academy strives to have a team and not just one lecturer or instructor for every subject so that when individuals are called on other, more pressing duties or are unwell, the learning is not disrupted but goes on smoothly. The lecturers and instructors are chosen according to:

- The qualification level they have acquired in their studies;
- The number of years of in the respective field;
- Their experience in teaching;
- The width of their study interest spectrum;
- Their availability.

e. Procedures for ensuring against academic fraud.

All matters relating to examinations and assessments are dealt with by the office of the Registrar according to the Assessment Process Policy and Regulations. The following two excerpts regarding breaches are from this policy:

11.15 When any breach of regulations is confirmed to have occurred, the Assessment Disciplinary Board shall:

- a) in the case of the offence being deemed to be minor and the candidate's first offence, cancel the result of the assessment or the relevant assessment component if applicable, and award a mark of 0; with the possibility of a resit and*
- b) in the case of the offence being deemed to be major, or a repeated minor or subsequent offence, refer the case to the Academy Board.*

11.16 If the offence is detected after the result of a study-unit has been published or after an award has been conferred, the Assessment Disciplinary Board may direct that the result of the study-unit be annulled and/or that the award be withdrawn.

And

13.3 *The Assessment Disciplinary Board shall impose penalties in cases where it is established that a breach of the regulations has been committed.*

13.4 *Penalties shall differ in severity depending on the extent and nature of the breach of these regulations as ascertained by the Assessment Disciplinary Board, considering any previous instances of offences committed by the candidate and any extenuating circumstances.*

13.5 *Penalties that may be applied by the Assessment Disciplinary Board include any one or more of the following:*

- a) Verbal or written reprimand;*
- b) Reduction of the mark for the specific assessment component down to, and including, the mark of zero, with or without the possibility of a reassessment. If a reassessment is allowed, candidates shall be eligible to not more than a pass mark in that component;*
- c) Failure in the full course.*

f. Procedures for ensuring the integrity, reliability, suitability, and continuous availability of the technological infrastructure (incl. hardware and software).

The Academy is fully supported by the Malta Information Technology Agency (MITA) and the Office of the Information Management Unit (IMU) of the Ministry for Home Affairs, National Security and Law Enforcement.

g. Procedures for verifying the identity of all enrolled students.

Academy students are selected and recommended by their respective administration departments of the Disciplined Force they work for and they are registered through their Identity Card numbers.

h. Procedures for ensuring against intolerance of any kind or discrimination against the students or staff.

Whenever a case of intolerance or discrimination is reported, an internal investigation is carried out and the results are referred to the Academy Board for a ruling. The Academy is also supported by the services of a professional counsellor to assist with these issues.

i. The involvement of external stakeholders in quality assurance.

The Disciplined Forces continually monitor the output being delivered by the Academy through feedback from the course participants and through the full reports they receive from the Registrar of the Academy at the end of each course delivered, including examination results, assessments, attendance, and performance graphs.

j. N/A

k. N/A

02. Institutional Probity

The Academy for Disciplined Forces is an autonomous non-profit educational institution set up to carry out training and professional development of members of the Disciplined Forces in Malta, including the Armed Forces of Malta, Civil Protection Department, Correctional Services Agency, and the Malta Police Force. The appointing of the members of the Board, the legal representative and the engagement of persons who occupy Headship positions are all regulated by Chapter 559 of the Laws of Malta. The legal representative resides in Malta.

Funding of the Academy is established through the Ministry for Home Affairs, National Security and Law Enforcement within the Government of Malta. Funds are made available for the Academy to be able to carry out its core duties in line with national priorities.

03. Design and approval of programmes.

Academic and practical study programmes are designed and prepared by the Manager Training and Development and the Director of Studies, after consultation with the respective disciplinary force which asked for the design of the study programme. The Academy caters for the following disciplinary forces: The Armed Forces of Malta, the Civil Protection Department, the Correctional Services Agency, and the Malta Police Force. When the study programme is structured and designed based on the instructions of the respective disciplinary force, it is then sent to them to be reviewed and to send feedback to the Academy for any necessary changes. When the study programme is finalized, it is referred to the Academic Committee and finally submitted for approval by the Board of the Academy.

The training programmes designed are pre-requisites for becoming members of the respective disciplinary forces, for promotions and for the continuous development of members of the same forces. Therefore, each study programme designed in conjunction with, and reviewed by the disciplinary forces, automatically incorporates the experience of those who have themselves been previously trained by the Academy. Over and above all this, any suggestions which are put forward by course participants, during or after the course is concluded, are considered, and discussed between the Academy and the

respective force which designed the study programme with the Academy. The Academy for Disciplined Forces is further governed by KPIs which are imposed by the respective Ministry.

The Basic Training Course for Police Constable Study Programme reflects the mission of the Academy for Disciplined Forces:

'To provide holistic high-level education, training, and professional formation through accredited, level rated, quality assessed programmes which offer internal and transversal career pathways on a national and international level in the fields of enforcement, protection, safety, and security'.

As a National Priority within the Malta Police Force, training recruits to become police constables is a requisite to strengthen Malta's human capacity with the aim to improve and acquire new skills, concepts, and attitudes to attain this rank.

The objective of this course is to provide prospective police constables with a basic training programme to qualify them for the post in the Malta Police Force. This course will define and deliver the knowledge, skills and competences required by constables to be able to fulfil their roles and responsibilities which their everyday work demands.

The title of the course is Pre-Tertiary Certificate in Basic Training For Police Constables (Level 4) and carries 43 ECTS. It is made up of a total of 1075 hours of learning, with 735 being contact hours, 270 self-study hours and 70 of assessment hours. It is a full-time course.

This course is strictly targeted towards applicants who answer a call for applications for the Post of Police Constable in the Malta Police Force within the Ministry for Home Affairs, National Security and Law Enforcement.

Participants have to be Maltese citizens who can communicate in both Maltese and English, who are between the ages of 18 and 39 and who want to follow a career path in the Malta Police Force. They must be of conduct which is appropriate to the post applied for and they also have to be in possession of either a pass (at least at Grade 5 or C or a comparable level) at MQF Level 3 in four (4) subjects which must include Maltese and English Language, or a Level 3 VET qualification or a Secondary School Certificate and Profiling qualification at MQF Level 3 in Maltese, English Language and any other two subjects as separate study units within the course pursued.

Applicants in possession of an MCAST MQF Level 3 Diploma, or an MCAST-BTEC First Diploma, or an MCAST-BTEC Diploma or a City and Guilds Level 2 Certificate will be considered if it is in a subject related to police work. Qualifications at a level higher than that specified will be accepted for eligibility purposes, provided they meet any specified subject requirements.

Participants must be medically, physically, and mentally fit and of a specified minimum height, which differs by gender.

By the end of this course, the recruit will be equipped with the following knowledge, skills and competences:

Knowledge

By the end of this course, the recruits will learn:

1. About the **Power, Duties and Responsibilities of the Police**;
2. About the **Malta Police Force Code of Ethics** and the **European Code of Police Ethics**;
3. About the empowering function of **Fundamental Rights** in a democratic society, all factors related to these **Rights**, the core principles of the role of the police within this context and their own **Rights** as police officers;
4. The meaning of the **Oath of Office** and the **Moral and Ethical Values** which are expected of police constables;
5. About the negative effect of **Discriminatory Ethnic Profiling** on minority groups and on effective policing;
6. To apply the utmost importance to **GHQ Circulars**;
7. About the different current tactics and dynamics of several **Contemporary Crimes** which present harsh challenges to law enforcement.
8. How to use **Radio Communication** effectively;

The recruits will also become aware of:

9. The **Principles of Equality and Non-Discrimination**;
10. The legal frameworks that promote and protect **Fundamental Rights** and why and when an individual's **Right to Liberty** can be legally restricted;
11. The benefit and necessity of **Professional Ethics and Values** as a basis for the role and mission of the police officer in a changing society and the relation between this society's expectations of the police and the police's responsibility to protect **Civil Rights**;
12. **Elements of Criminal Law**, with Principles, Presumptions and Practices and the related **Subsidiary Legislation**.

Skills

By the end of this course, the recruits will be able to:

1. Identify the **Fundamental Rights** related to police work and acknowledge that these **Rights** are the foundation of all police work and not a limitation to it;

2. Respect the **Fundamental Rights** of all persons during police activities and become prompt and precise in informing all individuals of these **Rights** in all situations;
3. Operate several **Security and Safety** core skills that need to be balanced with respect to **Fundamental Rights** of the individual;
4. Demonstrate a high level of **Physical Fitness** and know how to maintain this level;
5. Handle and use their weapon safely and precisely due to practical sessions of **Safe Weapon Handling**;
6. Use **Conducted Electrical Weapons (Taser)** and **Pepper Spray**;
7. **Control and Restrain** criminals and suspects and carry out organized **Searches**;
8. Perform well during **Police Vehicle Operation, Patrolling and Community policing**;
9. Execute **Basic First Aid** and **Basic Fire Fighting techniques**;
10. Identify local crimes which might have global consequences and know their way about cooperating with **National, EU and International Partners**;
11. **Communicate** effectively with the public in general and with their fellow officers during their daily duties and manage to establish and maintain effective contacts;
12. **Interview** witnesses and take basic statements when necessary;
13. Understand basic **Investigation** requirements and how to establish relevant facts in connection to a case.

Competences:

By the end of this course, recruits will be able to:

1. Identify and perform necessary actions to ensure the **Safety and Security** of persons or property within the framework of **Fundamental Rights** and also have the confidence to report any breaches of fundamental rights through the appropriate channel;
2. Apply the meaning of the **Oath of Office** and predict ethical risks during the course of daily police work;
3. Interpret activity as being representative of **Unethical Behaviour** and know how to apply appropriate measures to resist the possible temptation to engage in such behaviour;
4. Demonstrate the capacity to take action against **Unethical Behaviour** and **Corruption**, and to choose the appropriate channels to report both;
5. Analyse different views related to the individual and society and also to recognise the **Destructive Effect of Corrupt Behaviour** and the very slippery slope leading to corruption;
6. Act with confidence when dealing with **Traffic Regulations, Contraventions** and giving evidence during **Court procedures**;

7. Gather, process and manage **Information from Police Systems**;
8. Act responsibly regarding **Data Protection** of information, which is entrusted to them;
9. Employ basic **Report Writing** techniques;
10. Manage and **Protect a Crime Scene** against contamination and understand the important value of forensics;
11. Give full **Victim Support** and protection from further damage to victims of crime;
12. View themselves as community leaders as well as followers through the basic understanding of **Supervision and Leadership** training received during the course;
13. Demonstrate ownership of their **Patrol Duties**, other daily activities and execute informed and effective decisions through police management and engagement techniques.

04. Student-centred learning, teaching and assessment.

As is the norm for all courses held at the Academy, each group of participants appoints two representatives who meet with the management at regular intervals during the term of each course.

The Academy is not involved in the selection of recruits who are chosen to attend the Basic Training Course for Police Constables after they apply for the call of applications issued for the filling of the Post of Police Constable in the Malta Police Force within the Ministry for Home Affairs, National Security and Law Enforcement. The Academy receives the list of course participants from the Ministry.

Courses are delivered through various methods of student-centred learning and teaching, such as flexible classroom-based methods and through a variety of course materials, case studies, discussions, presentations, enquiry-based learning, practical scenarios, and problem-solving activities. Other key reading and research activities are provided by the respective lecturers and tutors. The assessment criteria and format is up to the lecturers and they can choose from any of the following formats: assignments, presentations, and written tests with the additional choice of having open-ended questions or a multiple-choice format. The participants are supplied with the marking criteria beforehand. All candidates are provided with an information pack on the first day of the course. Examinations are provided in written, practical, and online format.

All lecturers and instructors providing service at the Academy are all open to discussion and they make themselves available to all course participants. Furthermore, the Academy offers the services of a counsellor to support all participants in any personal matters.

At the end of the course, participants are asked to anonymously answer an online evaluation questionnaire comprising of questions regarding the course content, the

Academy digital and structural facilities, and the delivery of taught lectures and practical sessions. The evaluation questionnaire also offers the participants the option to comment freely on anything they wish. The results of all the questionnaires are analysed by the office of the Registrar.

Examination schedules are published at least 5 working days in advance. Often, the candidates are informed of the examination dates on the first day of the course. To guarantee examination integrity, the Academy engages invigilators from the Education Department. Participants present their ID card to enter the examination room and the invigilators are up-dated regularly with information regarding any changes in the regulations. Examination papers are only identifiable by an index number kept solely by the Registrar. During the correction exercise, the index number is altered to maintain the integrity of the examination.

The examiners give two examination paper specimens to the Registrar only, who then decides which is to be the primary examination paper. The examiners submit a marking scheme and marking criteria when the examination contains essays or open-ended questions. The examination paper chosen is then proof-read by the Registrar and the Training and Development Manager for spelling, structure, consistency and to make sure that all expected outcomes are examined in the paper.

Resit examinations are offered to candidates who fail to obtain a pass mark in the first attempt. Candidates who pass the resit examination are awarded a pass mark. If a candidate fails the re-sit, the matter is referred to the respective force which issued the call for applications or requested the training. Each call for applications that requires applicants to follow a training programme, dictates the assessment process. The Academy is duty bound to adhere to these regulations. The examination regulations in terms of cheating are the same as those employed at the University of Malta and the Malta College of Arts, Science and Technology. In the case of an examination misconduct report, the invigilator submits a report to the Registrar who, in turn, notifies the Commandant. Within 3 days, the Commandant convenes the Review Board (Chairperson, Commandant & Registrar) to decide on the report. The regulations for assessment consider mitigating circumstances such as proven sick leave, emergency leave and leave of absence. In such cases, another paper is set for a re-sit containing, at least, 50% of new content.

Participants are informed that they are entitled to a revision of paper in the course regulations. In the case where this revision of paper is necessary, this is carried out by an independent assessor.

When candidates have complaints or appeals, they are encouraged to file them in writing with the Office of the Registrar and action is taken accordingly. This may invoke the requirement to set up a Board to review the complaint or appeal.

05. Student admission, progression, recognition, and certification.

Where participants' admission into the courses offered by the Academy for Disciplined Forces is concerned, the Academy has no say whatsoever. Admission is decided upon by the same Discipline that participants belong to, being the Malta Police Force, the Armed Forces of Malta, the Civil Protection Department, or the Correctional Services Agency.

When the course starts, there is always an induction period, be it a week or a few days – depending on the length of the course itself. During this period, participants are given the whole programme of the course and any queries are explained.

Student progression through the course is assessed through the respective assessment methods used for each module. Certificates include the course information and the marks achieved.

The Order of Merit, in the case of a call for applications, states that candidates who obtain a pass mark after a resit will be placed after those who succeeded in the first attempt as per the PSMC. Candidates who achieve the same number of marks will be placed in the order of merit according to their age or seniority.

Once accredited, participants in this course will be awarded a Level 5 certificate bearing the logo of the Academy, MFHEA and that of any other stakeholders. They will also be given the transcript referencing the achieved learning outcomes.

06. Teaching Staff

Due to the nature of the subject matter of the course, teaching staff is chosen *ad hoc*. To make sure that they are up to standard, they must be still active in their own field of expertise. They are also asked to provide their up-dated CV at regular intervals. Lecturers and instructors are selected from a pool of experienced and professional personnel who are experts in their respective fields. From time to time, the Academy approaches the respective disciplined forces requesting them to issue calls for the expression of interest to increase the existent pool of lecturers and instructors. Those interested in rendering their services at the Academy are asked to provide scanned full CV and main certificates. The Academy strives to have a team and not just one lecturer or instructor for every subject so that when individuals are called on other, more pressing duties or are unwell, the learning is not disrupted but goes on smoothly. The lecturers and instructors are chosen according to:

- The qualification level they have acquired in their studies;
- The number of years of in the respective field;
- Their experience in teaching;
- The width of their study interest spectrum;

- Their availability.

The Academy has an established remuneration package which is equitable to all part-time lecturers and instructors. The Academy does not employ full-time lecturers or instructors.

Supervisory staff are deployed during lectures to observe teaching and provide feedback. Furthermore, feedback is also obtained through the evaluation questionnaire which is disseminated amongst the participants at the end of the course.

07. Learning Resources and Student Support

The Academy for Disciplined Forces houses a physical library where course participants can study or work on their research areas and assignments. The digital infrastructure of the Academy is fully supported by the Malta Information Technology Agency (MITA) and the Office of the Information Management Unit (IMU) of the Ministry for Home Affairs, National Security and Law Enforcement. The Academy is designed in such a way that allows for the modular size of classrooms, depending on the number of participants in each course. The Registrar and the Commandant decide on the allocation of resources based on the required capacity. The Academy also provides all the necessary resources that may be required by all the course participants. At the beginning of each course, information packs including a list of available resources are given out to participants according to the nature of the course. The Academy has full accessibility for participants with disabilities and offers the services of a professional counsellor free of charge.

Student support and administration staff are chosen through a selection process following a call for applications. Performance plans are drawn up and these are reviewed and appraised periodically. Moreover, they are encouraged to attend continuous professional development opportunities.

08. Information Management

All records are kept in hard copy format and stored in the Registrar's Office. Students do not have online access to their marks and grades. All records of the assessment process and grading are kept in Malta. When candidates have complaints or appeals, they are encouraged to file them with the Office of the Registrar and action is taken accordingly.

The printing of the examination papers is carried out by the Registrar and the papers are stored and locked at the office. The students' examination papers are stored in the archives.

Details of the courses, examination marks, order of merit, attendance, absences, and exemptions are recorded in the ADF course file to which access is by virtue of office and on a need to know basis. The soft copy of all information is compiled in excel sheets for

easy reference regarding analysis of success rates of all participants and these are stored in a restrictive, virtual folder. Registration forms are filed in the participants' personal file and kept at the Registrar's Office. Regular senior management meetings are held, and information is disseminated on a need to know basis. The results obtained through the assessments following training are communicated to the respective force.

The original certificates are given to the participants, a copy is filed in the participant's personal file while another copy is sent to the Human Resources Office of the Disciplined Force of the participant. A soft copy of the certificate is kept on a restrictive virtual folder. The retention period for data is of 40 years from the date that it was first collected.

09. Public Information

The Academy website was set up by the Ministry for Home Affairs, National Security and Law Enforcement in 2016. Currently, the Ministry still manages and up-dates the website.

Since course participants are chosen and recommended by the Disciplined Force they work with, the Academy has no need to advertise courses as they are not for everyone, due to their specific subject matter. All information regarding the course is readily available to participants who attend the course.

10. On-going monitoring and periodic review of programmes.

This is carried out by the Academic Committee as stipulated in Chapter 559 Academy for Disciplined Forces Act 38 of 2016:

8. Academic Committee

(1) The Minister shall appoint an Academic Committee composed of a Chairperson and four members. The Director of Studies shall be ex-officio Chairperson of the Academic Committee. One member shall be elected from among academic staff at the Academy, two members appointed from among the members of the Board and one member appointed by the Minister. There shall be appointed a Secretary of the Academic Committee.

(2) The Academic Committee shall be responsible for the general direction of the provision of programmes and courses of the Academy, and shall have the following functions:

(a) to propose to the Board the programmes and courses to be provided by the Academy, when the Board deems it necessary, after commissioning a training needs assessment and

in every case following a consultation with interested stakeholders, regarding the curricula of such programmes and courses;

(b) to propose to the Board guidelines regarding programmes and courses provided by the Academy, documentation and examinations at the Academy and to establish such awards and distinctions for such candidates satisfying the applicable conditions on completion of the programmes and courses;

(c) to verify the assessment procedures used by the Academy are in conformity with the approved academic policies of the Academy;

(d) to establish, subject to the provisions of this Act and of any regulations made thereunder, the entry conditions to programmes and courses of the Academy;

(e) to nominate Maltese or foreign examiners according to pre-established guidelines and procedures to the Board for its approval;

(f) to recognise, following a recommendation by the competent authorities, according to the Act, such qualifications, awards and distinctions of other education providers for the purpose of access into a programme or course at the Academy; and

(g) to deal with any other matter which refers to education and training and as may arise in the administration of the Academy.

(3) The Academic Committee shall meet at least every four weeks and the quorum for the meetings shall be of three members.

11. Cyclical external quality assurance.

The Academy is ready to undergo cyclical external quality assurance by the MFHEA once every five years, the first cycle being five years after accreditation.