

Fiji Higher Education Commission

Site Visit Checklist

1 Documents

The following should be made available for sighting by the Registration Committee:

- 1.1 Original OHS Certificate / Letter for each location
- 1.2 Original NFA Certificate for each location
- 1.3 Original Business Licence for each location
- 1.4 CVs of Management Staff
- 1.5 CVs of Academic Staff
- 1.6 Certified true copy of academic certificates and transcripts of Management Staff
- 1.7 Certified true copy of academic certificates and transcripts of Academic Staff

2 Infrastructure and Environment

The following will be assessed during the site visit:

- 2.1 Provisions for the physically handicapped people
- 2.2 Provision of separate male & female toilets
- 2.3 Provision of electricity and water
- 2.4 Provision of common room facilities for staff and students
- 2.5 Adequacy of lecture/class rooms, conducive to teaching and learning
- 2.6 Overall ambience

3 Teaching Aids

An assessment on the provisions of the following will be made during the site visit:

- 3.1 Adequacy of ICT/ Internet facilities
- 3.2 Resource centre
- 3.3 Library facilities

4 Interviews

Provisions for interviews with the following groups of people:

- 4.1 Management Staff
- 4.2 Academic Staff
- 4.3 Students