

Annual Internal Review Report Guide for PEI

Introduction

This guide is for PEIs who have achieved either the EduTrust Star or EduTrust award. These PEIs will have to submit annual report to the CPE after their self-assessment processes.

The self assessment is a systematic tool that allows the PEI to:

- review and re-assess the soundness and relevance of the PEI's current systems and processes;
- made improvements to address Areas for Improvements (AFIs) identified during the previous EduTrust assessment or internal review;
- plan for future improvements so that the PEI can make continual improvements to provide quality educational services to the students.

The annual report would be taken into consideration during the next EduTrust site assessment.

Submission requirements

PEI must submit the Annual Internal Review Report to the CPE at least one week before the **end of year 1 and 3** from the certification date. The submission should be in softcopy (read-only PDF format or in Microsoft Word) in a thumb drive or CD.

The Report includes the following documents to be submitted:

- a) EduTrust score (in standard Excel file) completed less than 2 months from the date of submission;
- b) Latest financial report (full audited accounts or revenue audit statements whichever is applicable);
- c) Annual credit rating report completed less than 3 months from the date of submission;
- d) Students' feedback/complaints records (Criterion 2.7.1);
- e) Organisation profile (refer to standard format below);
- f) Course and student details (refer to standard format below);
- g) Progress report on the CAPs approved by CPE during last EduTrust site assessment;
- h) Information on any critical changes to the organization (*please provide details*) or any documents requested by CPE.

PEI must monitor the deadline for this submission and inform CPE if there is a delay.

Submission to be forwarded to:

Council for Private Education
Assessment and Certification Division
2 Bukit Merah Central
Spring Building Singapore
#05-00
Singapore 159835

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All information submitted to CPE will be kept confidential and is solely for the purpose of administering the EduTrust certification.

CPE may request for an ad-hoc assessment base on the Annual Internal Review Report submitted. Notification will then be issued by CPE at least one month before the scheduled site assessment. The purpose of this ad-hoc assessment is to verify the inputs in the Report where CPE deems necessary. A feedback report will be given to the PEI within one (1) month after the site assessment.

Notes:

If the EduTrust Certificate date is 23 Mar 2010, then

Year 1 Annual Internal Review Report must be submitted latest by 16 Mar 2011 (i.e. one week before end of year 1)

Year 3 Annual Internal Review Report must be submitted latest by 16 Mar 2013 (i.e. one week before end of year 3)

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ORGANISATION PROFILE

Name of PEI: _____

No. of full-time non-academic staff: _____

No. of part-time non-academic staff: _____

No. of full-time academic staff: _____

No. of part-time academic staff: _____

Please provide a brief update only if there are changes to the following during the stated period:

- a) Ownership of PEI;*
- b) management team;*
- c) management representative;*
- d) PEI's vision, mission and values;*
- e) changes of key stakeholders and partners;*
- f) any other major changes may impact on the EduTrust requirements.*

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Current courses offered as at date of submission:

Course title	Type of award (Certificate / Diploma / Degree / Masters / PhD / Others)	No. of SC/PR and non-STP international students enrolled	No. of STP international students enrolled