

Report of the Fiji Higher Education Commission for the year ended 31 December 2012 to the Minister for Education, Ambassador Filipe N. Bole, in accordance with section 49 of the Higher Education Promulgation 2008.

Presented by
Richard Wah Ph.D.
Chairman
Fiji Higher Education Commission

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A Message from the Chairman



I have much pleasure in presenting the 2012 Annual Report of the Fiji Higher Education Commission.

Being the third year of the Commission's operation, 2012 meant reflections on the Commission's performance in the first two years of its operation and a renewed commitment to enhancing its performance towards the achievement of its strategic goals in building a dynamic and focused higher education environment for Fiji. This meant learning from countries that have gone ahead of us and making our higher education institutions more conscious of the need to continuously improve on the quality of the education and training that they provide and their resulting qualifications.

With our current capacity and support from Government, I have no doubt that the Commission will be able to achieve much more in 2013 in realizing its goals.

My sincere appreciation goes to all those that have contributed to the success of the FHEC during the year.

A handwritten signature in black ink, appearing to read 'R. Wah'.

Richard T. Wah

Chairman

Members of the Fiji Higher Education Commission 2012



Dr Richard Wah (Chairman)
Senior Educational Assessment
Specialist (Secretariat of the
Pacific Board of Educational
Assessment)



Mr Pratarp Singh
President, Fiji Institution of
Engineers



Mrs Emi Rabukawaqa
Retired Civil Servant and
Former Permanent Secretary
for Education



Dr John Fatiaki
Consultant Physician



Mr Alipate Qetaki
General Manager iTaukei
Lands Trust Board



Mr Narsey
Accountant

Vision, Mission, Philosophy, Values and Logo

The Commission continued to be guided in its pursuits by its governing statements as follows:

Vision

The Commission has a vision of Fiji being a premier, world class higher education destination.

Mission

To ensure that higher education institutions pursue an indispensable level of quality, excellence and relevance in higher education that is globally competitive and internationally recognized.

Philosophy

The Commission's pursuit of the above mission is guided by the belief that higher education is essential for social, economic, political and cultural progress. Higher education also provides expanded opportunities for learners to realize their potentials so they can become productive and competitive in the workplace, constructive in the community, creative in their endeavors and peace-loving individuals.

Values

In fulfilling its mission, the Commission is committed to act in ways that are consistent with the value it places on:

- Aligning with national and international imperatives in higher education
- Quality education and training and the quality of its resulting qualifications
- Equity, access and relevance in higher education
- Critical thinking, creativity and free intellectual inquiry
- Lifelong learning
- Cooperation and partnerships with industry and professional bodies
- Transparency, accountability and responsiveness



FHEC logo

The FHEC's logo is composed of a representation of a spherical mass and arcs. The spherical mass denotes the globe to express recognition of and commitment to universal imperatives and standards in higher education. The blue arcs represent organization and alignment in approach to issues and in finding solutions. The orientation of both the arcs and the globe stand for openness to ideas, responsiveness and transparency.

Fiji Qualifications Council

In accordance with regulation 4 (1) of the Higher Education (Qualifications) Regulations 2010 (HEQR 2010), the Fiji Higher Education Commission appointed the first Fiji Qualifications Council in March. The Council has ten (10) members and it is responsible to the Commission for the establishment, administration and sustainability of the Fiji Qualifications Framework.

The Council met six (6) times during the year.

The responsibilities of the Council are stipulated under Regulation 6 of the Higher Education (Qualifications) Regulation 2010.

Members of the Fiji Qualifications Council



Mr Madanavosa
(Chairperson)
Retired University Administrator



Mr Andrew Houn Lee
Team Leader Communications Central
Fiji Electricity Authority



Mr Arvind Maharaj
Chief Executive Officer
Tebara Transport Ltd



Mr Hymphrey Chan
Managing Director
Wing Lee Motors



Mrs Makereta Draunibaka Former
Senior Education Officer TVET Ministry
of Education



Mr Neeraj Sudesh Kumar
Senior Mechanical Engineer
Ministry of Labour



Mr Raymond Nicholls
Company Manager/ Director
Integrated Welding
Industries



Dr Alisi Vudiniabola
Associate Professor,
FNU School of Nursing



Mrs Salote Rabuka
Director
Fiji Higher Education Commission



Mr David Qumivutia
Chief Executive Officer
Suva Private Hospital

Recognition and Registration Committees

Applications by institutions for recognition by and registration with the Commission are thoroughly assessed and scrutinized by the members of the Recognition and Registration Committees respectively. The Committees then make recommendations accordingly to the Commission.

Members of the Recognition Committee



Mr Vilimone Vosarogo
Barrister and Solicitor
Mamlakha Lawyers
(Chairman)



Mr Etuate Koro
Former CEO
Land Transport Authority



Mr Vikram Deo
Retired University
Lecturer



Mrs Rigjeta
Nadakuitavuki
Former Director of Nursing

Members of the Registration Committee

Dr Robin Taylor
Education/Training and
Development Professional
(Chairperson)



Mrs Salote Dugu
Former Principal
Education Officer TVET
Ministry of Education



Mr Josefa Matau Former
Permanent Secretary Ministry
of Defence



Mrs Maria Matavewa
11/6/10 - 7/7/12
Former Permanent Secretary
Ministry of Lands



Mrs Elena Wakolo
Financial Controller, Land
Transport Authority

Overview by the Director

The Commission's activities in 2012 were guided by its strategic outcomes and priorities as stated in its Strategic Development Plan 2012 – 2015. It meant translating these strategic outcomes and priorities into objectives and activities of the year's Annual Business Plan and ensuring that these objectives and activities were achieved.



The launch of the Fiji Qualifications Framework (FQF) in February was a significant event which marked the culmination of considerable effort at various levels of the framework's processes. This included the finalization of its structure, the development of policies to guide its processes including that for the accreditation of programmes and registration of qualifications on the FQF and the determination of the framework's credit system. The latter attracted much discussion and was only achieved after much consultation with stakeholders. Notable among these processes of developing the framework was the official adoption of the level descriptors for levels 3 to 12 on the Scottish Credit and Qualifications Framework (SCQF) to make up the level descriptors for levels 1 to 10 on the FQF. For this reason, the Commission is deeply and sincerely grateful to the Board of the SCQF.

In pursuit of the objectives of the FQF, there was ongoing development of national qualifications (NQs) and the review of some by Industry Standards Advisory Committees (ISACs). A total of three new NQs were developed during the year giving a total of 24 registered NQs by the end of the year. A total of 20 NQs were reviewed. Summary statistics on the unit standards developed by trade are shown in Appendices E and F. To enhance the processes of the FQF, capacity building was carried out for Higher Education Institutions (HEIs) in the accreditation of programmes as well as for the assessors of Competency Based Training.

The accreditation of institutions which began in 2010 continued during the year resulting in a total of 19 institutions being given recognition and 5 being awarded registration. These results are summarized in Appendix A. The distributions of programmes by discipline and levels in recognized institutions are summarized in Appendices B and C.

In allocating government funds marked for higher education annually to higher education institutions, the Commission proposed a funding model to the Cabinet in September which was endorsed for implementation in 2014. In connection with the funding model, the Commission engaged in preparatory work for the establishment of a Committee for the Accreditation of University Qualifications (CAUQ) whose responsibility will be to determine the eligibility of university programmes for government funding and to address other academic matters.

The Commission's membership of regional and international quality assurance (QA) networks in higher education facilitated an awareness of the need to promote continuous improvement at the levels of institutions and accrediting agencies. Subsequently, a QA framework was developed with relevant policies and guidelines to establish Internal Quality Assurance (IQA) and External Quality Assurance (EQA) processes for both institutions and the FHEC. The EQA was to take the form of external evaluation and review to be administered by the Commission. These QA processes were to be piloted in 2013.

As earlier mentioned, the Commission's activities are aligned to their strategic outcomes. This has influenced the format of this report in that achievements are reported in line with the outcomes, priorities and strategies to which they are relevant.



Salote Rabuka

Director

2012 ACHIEVEMENTS

Strategic Outcome 1: Quality, relevance and consistency of education and training provision across the nation is assured

Strategy: Implement the FQF and quality assurance system and ensure their continuing development

Priority	Objectives	Activities to be undertaken in 2012	Performance Indicator	Progress made in 2012	Next steps
Formulation and adoption of the FHEC Quality Assurance Policy	Develop and implement policies and procedures that ensure quality education and training and engender stakeholders' confidence in the FQF	<p>Review and finalization of leading policy documents namely Purpose, Policy and Procedures; Implementation Plan; and Communications Plan.</p> <p>Policies to include those for quality assuring qualifications</p>	<p>Record of meetings held for review of documents.</p> <p>Evidence provided for affirmation of existing policies and procedures</p> <p>Identification and development of new policies and procedures.</p>	<p>Purpose, Policy and Procedures document finalized in early 2012 based on input from FQC and FHEC. Document includes policies for qualifications, policies for delivery of service and definitions of quality assurance concepts and terms</p> <p>Communications and Implementation plans finalized and used as guides.</p> <p>Policy for registration of qualifications and accreditation of programmes approved by FQC and FHEC ready for launch of FQF.</p> <p>Application forms, assessment reports and outcomes developed.</p> <p>Policies on QA for HEIs, QA for EER and QA for FHEC developed and approved by the FQC and FHEC.</p>	Determine periodic audit cycles through relevant policy to ensure sustained compliance with delivery requirements

Strategic Outcome 1: cont'

Quality, relevance and consistency of education and training provision across the nation is assured

Strategy: Implement the FQF and quality assurance system and ensure their continuing development

Priority	Objectives	Activities to be undertaken in 2012	Performance Indicator	Progress made in 2012	Next steps
Cont' Formulation and adoption of the FHEC Quality Assurance Policy	Develop and implement policies and procedures that ensure quality education and training and engender stakeholders' confidence in the FQF	<p>Provisional accreditation of provider qualification for a year</p> <p>Assumptions in Purpose, Policy and Procedures document in relation to status of national standards and qualifications to be reviewed</p> <p>Refresher training for assessors</p> <p>Development of formats for unit standards, qualifications, and certification</p> <p>Recognition and registration of HEIs to ensure that providers have well defined quality systems, resources and support for consistent and fair delivery of programmes and qualifications.</p>	<p>FHEC and Ministerial endorsement.</p> <p>New template for unit standards</p> <p>Training reports</p> <p>Unit standards formats</p> <p>Assessor and moderator training packages</p> <p>Increase in number of registered HEIs</p> <p>Better understanding by providers of policy and processes and their accreditation criteria</p>	<p>Paper on provisional accreditation tabled at Minister's meeting with MoE Management and paper approved. Application of provisional registration to first institution to be registered. Build institutional capacity to support implementation of provisional accreditation of provider qualifications.</p> <p>New template used for unit standards. Five (5) qualifications reviewed using new template</p> <p>Assessor refresher training and preparation for registration of assessors</p> <p>ISACs meetings conducted for revision of unit standards</p> <p>5 HEIs registered giving a total of 13 registered institutions.</p> <p>2Capacity building workshops held to further assist HEIs in the registration process</p> <p>Extension of provisional registration to December 2012 to allow for those that had already applied for recognition to achieve registration</p>	<p>Pilot accreditation of qualifications.</p> <p>Development of levels 1, 2 and 3 qualifications for completed national qualifications</p> <p>Assessor registration and workplace assessments</p> <p>ISACs meetings to continue</p> <p>Step up rate of registration so that all HEIs are registered within the next 12 months.</p>

Strategic Outcome 1: cont'

Quality, relevance and consistency of education and training provision across the nation is assured

Strategy: Implement the FQF and quality assurance system and ensure their continuing development

Priority	Objectives	Activities to be undertaken in 2012	Performance Indicator	Progress made in 2012	Next steps
Cont' Formulation and adoption of the FHEC Quality Assurance Policy	Develop and implement policies and procedures that ensure quality education and training and engender stakeholders' confidence in the FQF	Needs review in consultation with relevant stakeholders through scoping visits to bus companies, tour guiding companies and beauty therapy training and business agencies.	Meetings held with relevant Ministries and agencies to identify relevant training and qualifications	Needed training identified in areas of bus driving, tour guide and beauty therapy. Qualifications developed in bus driving, tour guide and beauty therapy. Launch of Fiji Qualifications Framework by Minister for Education on 24 February.	New qualifications to be approved by FQC and Commission Application of new registration policy
Internal adoption of policy on the registration and accreditation of qualifications and programmes		Determination of Credit points system of FQF	Production of policy on the registration of qualifications on the FQF. Credit system agreed by FHEC and FQC.	Development and adoption of policy on the registration of qualifications on the FQF. Meetings held with stakeholders on FQF's credit system. Credit system determined by FHEC and communicated to stakeholders.	Credit system to be trialed and demonstrated to HEIs
National Advocacy of the FQF	Register and accredit qualifications and standards on the FQF, described in terms of learning outcomes that are relevant and easily understood.	Development of national standards and qualifications as continuation of process with ISAC, CIL and FHEC	3 additional trade qualifications to make a total of 24. FHEC Staff participation in standards development and in coordinating ISACs work.	Additional 3 qualifications developed. FHEC Staff led ISACs meetings. A total of 41 ISACs meetings were held.	Identify further needs and develop national standards and qualifications accordingly.
Adoption of national qualifications on the FQF		FQF processes including assessors training and production of relevant books etc. undertaken in preparation for launching of FQF	Launch of FQF Accreditation of national qualifications	Launch of FQF by Minister for Education 24 national qualifications registered and entered in FQF database	Promote national qualifications as relevant to meeting industry and national needs

Strategic Outcome 2:

Education and training that is internationally recognized

Strategy: Advance initiatives to grow international recognition of education and training in Fiji

Priority	Objectives	Activities to be undertaken in 2012	Performance Indicator	Progress made in 2012	Next steps
<p>Represent the Government and post secondary education providers in international education and training forums</p> <p>Strengthen links to regional QA agencies and networks</p>	<p>Promote Fiji's interests in international QA forums to ensure that Fiji is in touch with international directions and developments</p>	<p>Representation at meetings of APQN and SPBEA as regional QA forums.</p> <p>Study visit to New Zealand planned in collaboration with PINZ to provide opportunities to study processes of policy and implementation in relation to QA and qualifications framework.</p> <p>Regional meeting on recognition of qualifications in Asia Pacific region.</p>	<p>Meeting reports and recommendations tabled at FQC and FHEC meetings for information and action.</p> <p>Participation at Pacific regional meetings on PRQS and advancement of FHEC's position in relation to the utility of the PRQS in the region including Australia and New Zealand.</p> <p>Feedback to Fiji stakeholders through meeting reports posted in FHEC website</p>	<p>Development of QA framework for HEIs and FHEC taking into account trends in QA in the Asia Pacific region and internationally.</p> <p>Continuing dialogue with the SPBEA on the PRQS.</p> <p>INQAAHE (International Network of Quality Assurance Agencies in Higher Education) full membership acquired.</p> <p>Development of Cabinet paper for ratification of convention on recognition of studies and qualifications in Asia Pacific</p>	<p>Implement the FHEC QA policy at institutional and FHEC levels.</p> <p>Pursue QA links with the SPBEA for agency and the PRQS.</p> <p>Pursue MoAs with international accrediting agencies.</p>
<p>Promote the value of FHEC's national and international responsibilities for QA with all stakeholders</p> <p>Strengthen links to regional QA agencies and networks</p>	<p>Promote Fiji's interests in international QA forums to ensure that Fiji is in touch with international directions and developments</p>	<p>Dialogue with religious institutions on the accreditation of programmes of religious institutions by SPATS.</p> <p>Commitment to APQN to host intern as part of the capacity building programme of APQN</p>	<p>Report on discussion on SPATS involvement during capacity building on programme accreditation involving religious institutions.</p> <p>(APQN was unable to further this programme)</p>	<p>Meeting with SPATS officials to clarify FHEC's position and how collaboration can be developed.</p> <p>Formal communication from SPATS to inform FHEC of its revision of criteria for accreditation)</p>	<p>FHEC to determine whether SPATS' criteria for accreditation are consistent with its own and thereby determine position with regard to SPATS' involvement in accrediting religious programs.</p>

Strategic Outcome 3:

An informed and progressive Fijian society

Strategy: Optimize participation in education and training.

Priority	Objectives	Activities to be undertaken in 2012	Performance Indicator	Progress made in 2012	Next steps
Enhance access to, and participation in, education and training across all levels of society	Ensure that access to education and training is equitable and that pathways for progression are clear and widely understood across the community.	<p>Advocacy meetings with stakeholders in schools, TVET and higher education providers.</p> <p>Advocacy meetings with Ministries, professional associations and community groups</p> <p>Dialogue with the FNPF on withdrawals for education and training purposes</p> <p>On-going implementation of FHEC Communications Plan</p>	<p>Advocacy programme schedule achieved and feedback collated</p> <p>Advocacy schedule achieved.</p> <p>Meeting with FNPF officials. to clarify</p>	<p>Advocacy meetings held for schools, government officials, communities, principals.</p> <p>Participation in PSC Expo and advocacy presentations to Principals, teachers, stakeholders.</p> <p>Meeting held with FNPF management officials to clarify FNPF stand in relation to funding assistance for registered institutions. Meeting clarified need for fiduciary requirements to be met.</p>	<p>Research to determine</p> <ul style="list-style-type: none"> - trends in enrolments - graduates progressing to further stages of education and training - number of workers engaged in workplace skills enhancements - number of unemployed seeking re-training or second chance training opportunities. <p>Pursue dialogue with FNPF to ease funding assistance for students and HEIs.</p>
Enhance access to, and participation in, education and training across all levels of society	Ensure that access to education and training is equitable and that pathways for progression are clear and widely understood across the community.	<p>Participation in global initiatives by UNESCO and COL to increase access to education through ICT with lesser costs.</p> <p>Further awareness and dialogue on OER (Open Educational Resources) with relevant agencies like the USP with a view to determining suitable timeframe for policy development</p>	<p>Attendance by Director at UNESCO regional forum on Open Educational Resources (OER).</p> <p>Meeting on OER report tabled for FQC and FHEC.</p>	<p>As a result of reporting on OER regional meeting, Ministerial approval was given for the development of a policy on OER.</p> <p>Participation with MoE officials at two meetings organized by the USP's CDFL to promote OER across education.</p> <p>Collaboration with MoE in communicating to educators OER links and websites to witness OER and create awareness.</p>	<p>Advocacy presentations to be made to other stakeholder groups including principals' association. Teachers' associations etc.</p> <p>OER Policy development.</p>

Strategic Outcome 4:

Sustained economic growth supported by key capability development

Strategy: Ensure that education and training builds competitive advantage in areas of economic importance for Fiji.

Priority	Objectives	Activities to be undertaken in 2012	Performance Indicator	Progress made in 2012	Next steps
Foster industry involvement in standards and qualifications development to ensure relevance of education and training	Consolidate partnerships with key industry groups and employers to ensure that education and training is relevant and sensitive to future needs.	<p>Maximize involvement of industry, professional licensing bodies in development of national standards and qualifications.</p> <p>Meet with Minister for Labour to discuss common issues to do with aligning activities to national directions.</p> <p>Meeting of Commissioners with PS National Planning and PS Finance</p>	<p>Reports on ISACS meetings with representations of professional licensing bodies and providers.</p> <p>Apprenticeship survey form to determine need for continuity of apprenticeship programme and review.</p> <p>Survey report.</p>	<p>ISACS meetings to develop standards and qualifications continued in new areas namely bus driving, beauty and spa and tour guiding</p> <p>Meeting held with Minister for Labour where issue of common data bank for planning purposes was raised</p> <p>Survey report tabled at FQC meeting leading to consideration of trades training as an option</p>	<p>Work with industries to promote education and training in industry sector planning.</p> <p>Common data bank or information system to be pursued with key public sectors such as national planning and PSC</p>
Strengthen partnerships with key industries to ensure 'connection' to planning and future developments.	Establish Industry Standards Advisory Committees (ISACS) that are up to date with modern best practice in areas of strategic significance for the advancement of industry in Fiji.	<p>Identification of key industry areas to be supported by national qualifications development</p> <p>Scoping visits to key industry sectors to discuss future planning and place of/need for education and training</p>	<p>ISACS meetings reports</p> <p>Scoping visits reports</p> <p>Industry meeting reports</p>	<p>Meeting with forestry stakeholders at Lautoka to discuss FQF in relation to forestry value adding chain.</p> <p>Scoping visits to bus driving, beauty and spa and tour guiding industries to discuss and verify training needs priorities as identified by National Planning Ministry</p>	<p>Further verification visits to emerging industries with special attention to caregiving, nursing, filming and sales/marketing</p>

Strategic Outcome 5:

An education and training culture based on continuous improvement

Strategy: Encourage innovation, research, and continuous development to improve performance and create new opportunities for education and training.

Priority	Objectives	Activities to be undertaken in 2012	Performance Indicator	Progress made in 2012	Next steps
Monitor the relevancy of the legal framework	Review legislations governing the operation of the FHEC and FQC and ensure necessary amendments are made to avoid overlap of functions and clarifications to facilitate efficiency of operation	<p>Review of Higher Education (Qualifications) Regulations (HE(Q)R) 2010 and proposed amendments made.</p> <p>Review of Higher Education (Regulations (HER) 2009 and proposed amendments made.</p>	<p>Proposed amendments to HE(Q)R) 2010 made.</p> <p>Proposed amendments to HER 2009 made.</p>	<p>Proposed amendments to HE(Q)R) approved by FQC and FHEC.</p> <p>HER2009 reviewed and proposed amendments made.</p>	<p>Review Higher Education Promulgation 2008.</p> <p>Seek stakeholder input on proposed amendments before finalization.</p>
Develop a Post Secondary Education and Training (PSET) funding model for Fiji that is fair, equitable and sensitive to national priorities.	Ensure the deployment of funds for PSET is fair and equitable.	<p>Develop a funding model that is fair and equitable for PSET in consultation with stakeholders.</p> <p>Funding model to recognize performance as well as costs.</p>	<p>Proposed funding model.</p> <p>[Funding model evaluation to be undertaken to determine quality through assessment of whether quantitative data on performance (in terms of quality outcomes) is able to be related to quantitative data on inputs.]</p>	<p>Funding model discussed with key ministries and institutions and approved by the Cabinet for implementation in 2014.</p> <p>Expressions of interest sought for consultancy to establish procedures for implementation of funding model.</p> <p>Funding sought in 2013 budget for implementation of funding system.</p>	<p>Seek funding from outside government for consultancy on funding model implementation.</p>

Registration Status of Higher Education Institutions as at 31st
December 2012

Registered

Provisionally Registered

Recognized

No.	NAME	POSTAL ADDRESS	TYPE	BUSINESS ADDRESS	TELEPHONE
1	Academy of Kingdom Ambassadors Training Institute	P O Box 1473 Nabua Suva	Bible School	50 Knolly Street Suva	9353222
2	Advance Aviation Training (Fiji) Ltd	P O Box 10864 Nadi Airport	Aviation School	Canberra Avenue Nadi Airport Nadi	6758757
3	Airports Fiji Limited Aviation Academy	C/- Airports Fiji Limited Private Mail Bag Nadi Airport	Aviation School	1 Delana Road AFL Compound Nadi Airport Nadi	6725777
4	Apostolic College of Theological Studies	P O Box 5293 Raiwaqa Suva	Bible School	331 Grantham Road Raiwaqa Suva	3370409
5	Appin Technology Institute	P O Box 7151 Nasinu	Computer Training School	Nand's Mall 3 Miles Nabua Suva	9918461
6	Asia Pacific College	P O Box 4938 Samabula	Language School	119 Ragg Avenue Road Namadi Heights Suva	3382109
7	Australia Pacific Technical College	P O Box 10885 Nadi Airport	Institute of Technology	14 Concave Avenue Namaka Nadi	6728777
8	Business and Language International College	G P O Box 12926 Suva	Language School	Level 1 550 Ratu Mara Rd Nands Shopping Mall, Nabua	3382001

No.	NAME	POSTAL ADDRESS	TYPE	BUSINESS ADDRESS	TELEPHONE
9	Caregivers Services International	P O Box 18113 Suva	Care giving School	Level 2 Pacific Properties Building Cumming St, Suva	3306131
10	Caregivers Training Institute	P O Box 1200 Nadi	Care giving School	Naicker Street Nakurakura Sub – Division Nadi Town	6701089
11	Centre for Appropriate Technology & Development	Private Mail Bag Nausori	Vocational School	Nadave Bau Tailevu	6030218
12	Chevalier Training Center	P O Box 1354 Suva	Vocational School	Wainadoi Navua	3363838
13	City Educational Institute	P O Box 3286 Lautoka	Computer Training School	7 Yasawa Street Lautoka	6662531
14	College of Theology and Evangelism Fiji	P O Box 315 Lautoka	Theological School	Bua Bua Road Lovu Lautoka	6283805
15	Community Education Training Centre	Secretariat of the Pacific Community Private Mailbag Suva	Training Center	Beaumont Road Narere Nasinu	3391033
16	Comp-Tech Training Institute	P O Box 10445 Laucala Beach Estate	Computer Training School	407 Ratu Mara Rd Nabua Suva	3380859
17	Cooperative College of Fiji	P O Box 2356 Government Buildings Suva	Training Center	10 Marine Drive Draunibota Lami	3362479
18	Corpus Christi Teachers College	P O Box 1173 Suva	Teacher Training Institute or College	399 Queen Elizabeth Drive Suva	3311458
19	Darul Uloom and Darul Yataam of The South Pacific	P O Box 2685 Lautoka	Training Center	Drasa Lautoka	6284377
20	Dateline Business College	P O Box 14378 Suva	Vocational School	190 Renwick Road Suva	3312971
21	Davuilevu Theological College	P O Box 146 Nausori	Theological School	Davuilevu Nausori	3400018

No.	NAME	POSTAL ADDRESS	TYPE	BUSINESS ADDRESS	TELEPHONE
22	Delltech Institute of Computer Education	P O Box 923 Rakiraki	Computer Training School	Rakiraki Town Rakiraki	9269734
23	Department of Forests	P O Box 2218 Government Buildings Suva	Vocational School	Takayawa Building Toorak Suva	3301611
24	Department of Youth and Sports	P O Box 2448 Government Building Suva	Vocational School	Nasoqo House 3 Gordon Street Suva	3315960
25	Family Support & Education Group	P O Box 5693 Lautoka	Training Center	127 Meghji Building 1st Floor Vitogo Parade Lautoka	6650482
26	Femmus School of Hospitality	P O Box 523 Suva	School of Hospitality	20 Suva Street Suva	3100777
27	Fiji Corrections Academy	P O Box 114 Suva	Corrections Academy	Fiji Corrections Services, Naboro Headquarters Suva	3303512
28	Fiji Electricity Authority Training Centre	Fiji Electricity Authority Private Mail Bag Navutu Lautoka	Training Center	Fiji Electricity Authority Navutu Depot Lautoka	6664555
29	Fiji Muslim League Islamic Education Centre	P O Box 55 Sabeto	Vocational School	Naboutini Road Sabeto Nadi	6282416
30	Fiji National University	P O Box 7222 Nasinu	University	Fiji National University HQ Nasinu Campus Nasinu	3394000
31	Fiji Police Academy	P O Box 239 Suva	Police Academy	Nasova Road Suva	3312522
32	Fishers of Men Training Institute	P O Box 10653 Laucala Beach Estate, Suva	Theological School	Fishers of Men Training Institute Dromuliku Nadi	6667411
33	Fulton College	Private Mail Bag Suva	University College	Kings Road Tailevu	3430007

No.	NAME	POSTAL ADDRESS	TYPE	BUSINESS ADDRESS	TELEPHONE
34	Harvest Vernacular Bible School	Calvary Temple P O Box 3697 Samabula	Theological School	Calvary Temple Samabula Suva	3381583
35	HIM Ministry Training Centre	P O Box 6032 Lautoka	Bible School	11 Salala Place Lautoka	9387773
36	Institute of Computer Technology	P O Box 948 Suva	Computer Training School	Sports City 1st Floor Shop 21 Suva	9425270
37	Integrated Information Services Ltd	P O Box 17582 Suva	Computer Training School	193 Victoria Parade Suva	3563833
38	International College	P O Box 2194 Labasa	Computer Training School	Labasa Town Labasa	8814023
39	Keshals Business Education Institute	P O Box 12479 Suva	Vocational School	63 Mark Street 4th Floor Deoji's Building, Suva	3307577
40	Lighthouse Vocational Institute	P O Box 9575 Nakasi Post Office, Nasinu	Vocational School	Suite 3&5 Savilla House Daniva Road Valelevu, Nasinu	3606511
41	Mantra School of Beauty Therapy and Ayurveda Limited	P O Box 857 Suva	Beauty Therapy School	Level 2 Suite 8 Suva Central Building Pratt Street, Suva	3314122
42	Marist Champagnat Institute	P O Box 532 Nabua	Care giving School	Nakelo St Vatuwaqa Suva	3381970
43	Methodist Deaconess Training Centre	P O Box 3757 Samabula Suva	Theological School	29 Moala Street Samabula Suva	3382641
44	Methodist Divisional Bible and Vocational Institution	Methodist Church of Fiji P O Box 357 Suva	Bible School	The Methodist Church in Fiji Epworth House Stewart Street Suva	3311477

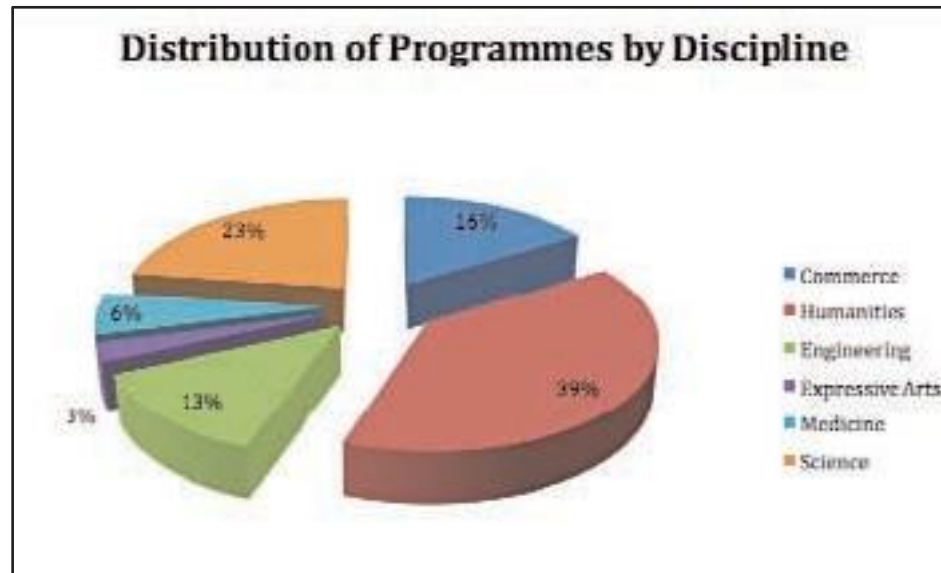
No.	NAME	POSTAL ADDRESS	TYPE	BUSINESS ADDRESS	TELEPHONE
45	Methodist Lay Training Center	P O Box 46 Nausori	Bible School	Methodist Young People's Department Davuilevu Rd Nausori	3477706
46	Montfort Boys' Town	P O Box 14421 Suva	Vocational School	Queens Road Veisari Lami	3361432
47	Northern Christian Training Centre	P O Box 2581 Labasa	Vocational School	Vuinika Labasa	8865030
48	Pacific Eye Institute	P O Box 18641 Suva	School of Medicine	Brown Street Suva	3684075
49	Pacific Flying School	P O Box 9452 Nadi Airport	Aviation School	London Avenue CAAFI Compound Namaka, Nadi	6720681
50	Pacific Regional Seminary	Private Mail Bag Suva	Theological School	461 Queen Elizabeth Drive, Nasese, Suva	3302224
51	Pacific Theological College	Private Mail Bag Suva	Theological School	78 Vuya Road Veiuto Suva	3311100
52	Pacifika Institute of Tourism Studies	P O Box 4132 Samabula	School of Hospitality	Lot 2 Rukuruku Road Tavua	3573455
53	Republic of Fiji Military Forces	P O Box 102 Suva	Army Training School	4A/4B Berkley Crescent, Suva	3313799
54	Resource Business Training Centre of the Pacific	P O Box 14683 Suva	Training Center	Lot 46 Kaudamu PI Delainavesi, Suva	3362194
55	Sangam Institute of Technology	P O Box 2047 Nadi	School of Nursing	Sangam Avenue Labasa Town	6700016
56	ServicePro International Tourism & Hospitality Institute	P O Box 17033 Suva	School of Hospitality	Level 2 Kims Investment Building 33/45 Toorak Road Suva	3550595
57	Small Hospitality Training Institute	P O Box 2351 Government Buildings Suva	School of Hospitality	Rydges Hideaway Resort, Sigatoka	9933233

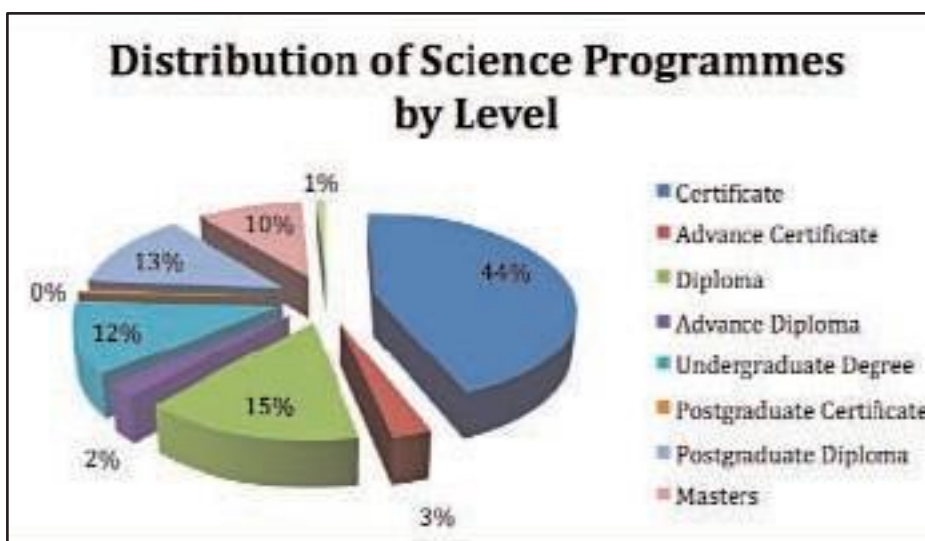
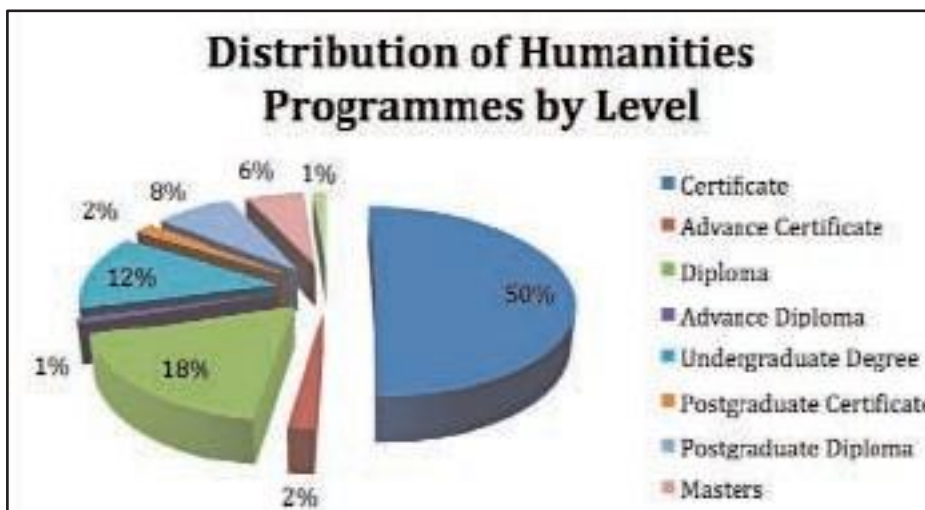
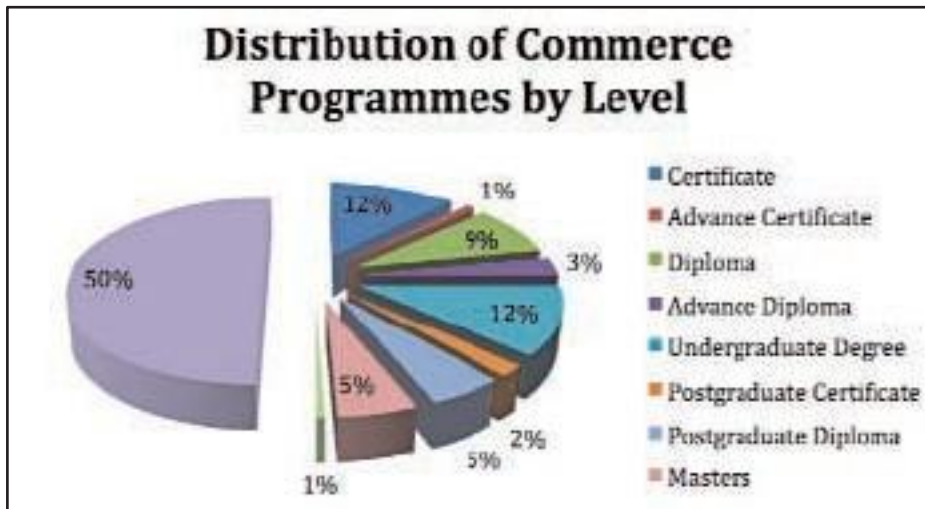
No.	NAME	POSTAL ADDRESS	TYPE	BUSINESS ADDRESS	TELEPHONE
58	Social Leadership Training Institute	P O Box 13476 Suva	Vocational School	256 Waimanu Road Suva	3312649
59	South Pacific Academy of Beauty Therapy	P O Box 10670 Nadi Airport	Beauty Therapy School	Pala's Buildings Queens Road Nakavu Nadi	6725280
60	South Pacific Baptist College	P O Box 3147 Ba	Bible School	Lot 1 Race Course Road Namosau Ba	7071972
61	South Pacific Bible College	P O Box 1413 Suva	Theological School	Wainadoi Suva	3362933
62	St. John the Baptist Theological College	P O Box 35 Suva	Theological School	9-11 Desvouex Road Suva	3304705
63	St Louise Development Centre	P O Box 1424 Nausori	Computer Training School	5 Rt Edward Cakobau Rd Nausori	3400212
64	The Master's Use Baptist Institute	P O Box 836 Sigatoka	Bible School	Lot 48 Olosara Nadroga, Sigatoka	6520534
65	The Pacific Institute of Technology	P O Box 3422 Nadi	Institute of Technology	Headquarters TPIT Nadi Campus Nadi	6702735
66	The Style Gallery (Fiji) Institute of Hairdressing, Health & Beauty Therapy	P O Box 3587 Lautoka	Training Center	5 Nede Street Lautoka	6640633
67	The University of Fiji	Private Mail Bag Lautoka	University	Queen's Road Saweni Lautoka	6640600
68	The University of the South Pacific	Private Mail Bag Suva	University	Laucala Bay Road Suva	3231000
69	Universal Network of Infotech	P O Box 18675 Suva	Computer Training School	32 Spring Street Toorak Suva	3302257
70	U-Tech Institute	P O Box 206 Suva	Computer Training School	68 Henson Building Level 8 Thomson Street, Suva	3100217

No.	NAME	POSTAL ADDRESS	TYPE	BUSINESS ADDRESS	TELEPHONE
71	Victory Bible Institute of the Fiji Islands	P O Box 13818 Suva	Bible School	ANCF HQ Building 108 Waimanu Road Suva	3303727
72	Vishaninfotech	P O Box 372 Lautoka	Computer Training School	111 Vitogo Parade Lautoka	6640646
73	Vivekananda Vocational Centre	P O Box 716 Nadi	Vocational School	Nawaicoba Nadi	6702786
74	Western Division Bible Academy	P O Box 1467 Sigatoka	Bible School	Narata Valley Road Sigatoka	6256568
75	Work Bridge Fiji	P O Box 12550 Suva	Vocational School	Natalei Eco Lodge Dawasamu Tailevu	9497460
76	World Harvest Institute	P O Box 7615 Nasinu	Bible School	Nukutatava Khalsa Road Nasinu	3397472
77	Youth With A Mission	P O Box 17164 Suva	Theological School	19 Domain Road Suva	3302885

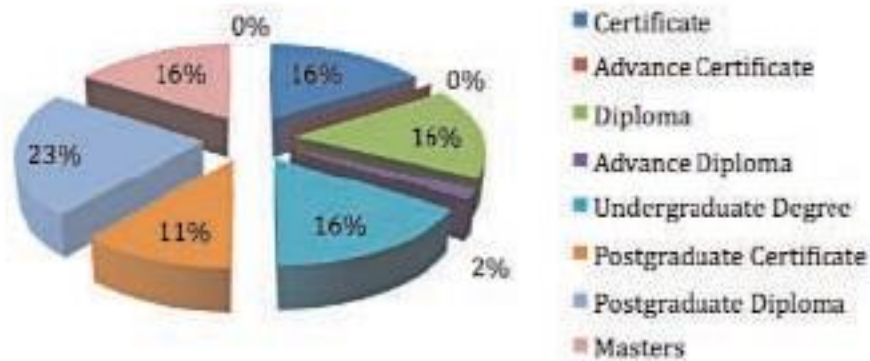
Distribution of Programmes by Discipline

Discipline	No. of Programmes
Commerce	162
Expressive Arts	27
Engineering	128
Humanities	390
Medicine	62
Science	227

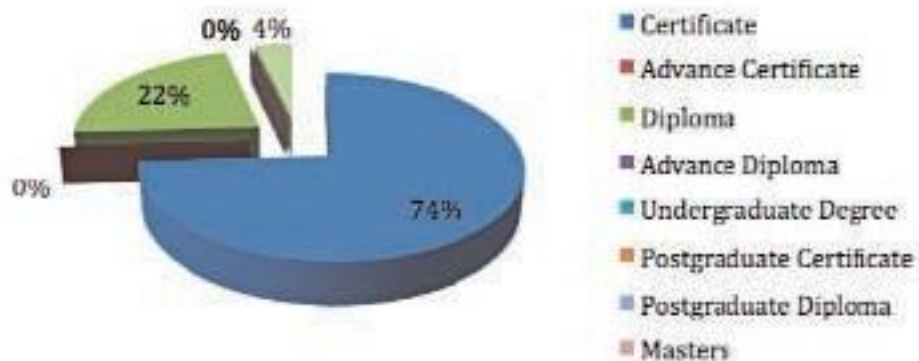




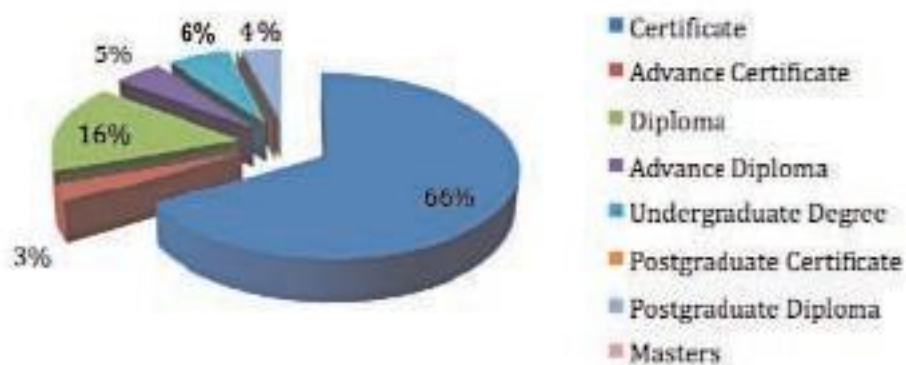
Distribution of Medicine Programmes by Level



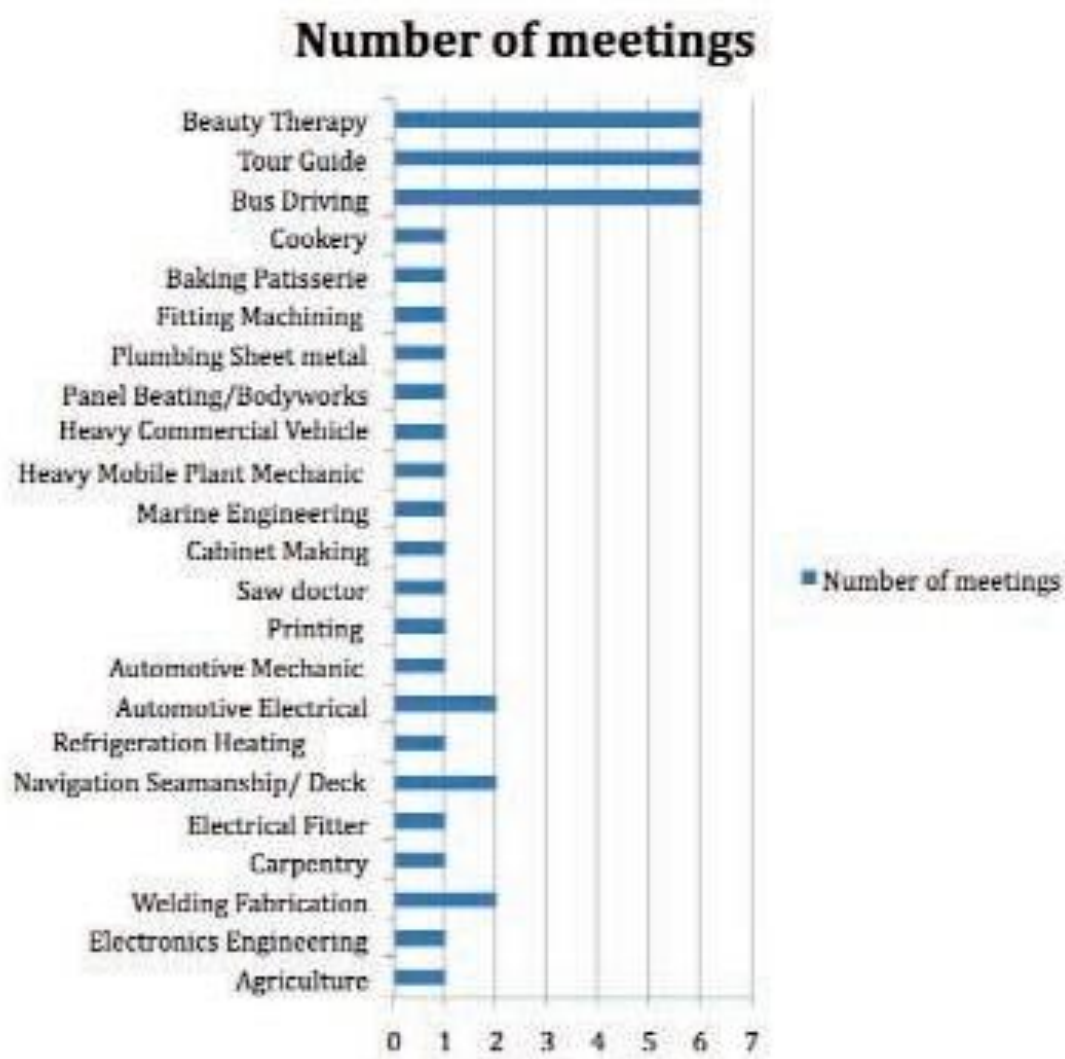
Distribution of Expressive Arts Programmes by Level



Distribution of Engineering Programmes by Level



ISACs Meeting 2012



Number of Qualifications reviewed in 2012 -20

Number of New Qualifications developed in 2012 -3

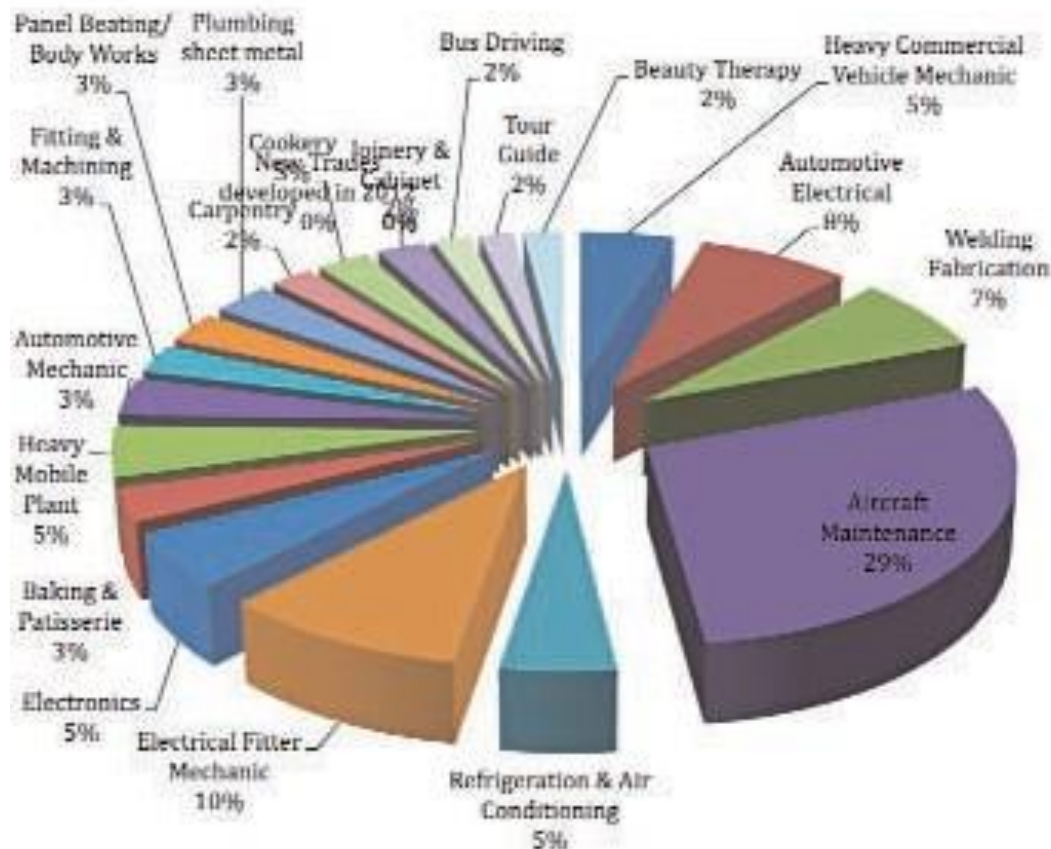
Existing and New Trades Developed by New Standards

Trade/Qualifications	Number of Unit Standards per Trade developed in 2011 and 2012
Heavy Commercial Vehicle Mechanic	86
Automotive Electrical	141
Welding Fabrication	131
Aircraft Maintenance	534
Refrigeration & Air Conditioning	86
Electrical Fitter Mechanic	183
Electronics	97
Baking & Patisserie	57
Heavy Mobile Plant	86
Automotive Mechanic	64
Fitting & Machining	49
Panel Beating/Body Works	53
Plumbing sheet metal	55
Carpentry	40
Cookery	49
Joinery & Cabinet	44

New Trades developed in 2012

Bus Driving	34
Tour Guide	32
Beauty Therapy	37

Percentage of Unit Standards by Trade



Staff Capacity Building 2012

No	Name of Officer	Name of Conference	DATE/Duration	Organizer	Venue
1	All Staff Members	Professional Staff Meeting *Funding Model *Recognition and Registration Policies *Quality Assurance	14 March	Ms Kaveeta Prasad	FHEC Conference Room
2	All Staff Members	Professional Staff Meeting *FHEC Annual Plan Consultation Process	09 October	Ms Kaveeta Prasad	FHEC Conference Room
3	All Staff Members	Professional Staff Meeting *Group Presentations on FHEC Annual Plan	11 October	Ms Kaveeta Prasad	FHEC Conference Room
4	Rabin Kumar	National Convention on Quality Information Seminar	26 th – 27 th June	Ministry of Education Professional Development Unit	Marela House Conference, Suva
5	Salote Rabuka	2012 Asia Pacific Quality Network (APQN) Conference	29 Feb. to 01 March	APQN	Siem Reap, Kingdom of Cambodia
6	Salote Rabuka	Regional policy Forum for Asia and the Pacific: Policy and Practices in Open Educational Resources (OER)	23 – 24 April	UNESCO Asia and the Pacific Regional Bureau for Education & Commonwealth of Learning	Bangkok, Thailand

Secretariat Staff - 2012

No.	Name	Position	Section
	Salote Rabuka	Director	DIRECTOR'S OFFICE
	Anaseini Rayaqona	Personal Assistant	
	Anu Rekha Mani	Executive Secretary	
	Eci Naisele	Actg. Manager [Qualifications & Research]	QUALIFICATIONS & RESEARCH
	Sereseini Vuki	Senior Quality Assurance Officer	
	Parneet Singh	Senior Professional Officer(Qualifications Development)	
	Pranil Prabhakar	Professional Officer(Qualification Development 1)	
	Leba Halofaki	Professional Officer(Qualification Development 2)	
	Sinate Yaranamua	Professional Officer(Qualification Development 3)	
	Julia Radrodro	Temporary Clerical Officer	
	Rajendra Prasad	Actg. Manager [Accreditation]	ACCREDITATION
	Kaveeta Prasad	Senior Registration Officer (Institutions)	
	Rabin Kumar	Senior Registration Officer (Programmes)	
	Alvin Sandeep Prasad	Actg. Registration Officer	
	Mere Vunuqa	Temporary Clerical Officer	
	Robert Misau	Manager Corporate Services	CORPORATE SERVICES
	Sereana Tuluga	Administrative Officer	
	Melissa Kwan	Accountant	
	Vidotma Prasad	Office Assistant/Cleaner	
	Luke Qionibaravi	Driver/Messenger	

REPUBLIC OF FIJI
OFFICE OF THE AUDITOR GENERAL



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Excellence in Public Sector Auditing

FIJI HIGHER EDUCATION COMMISSION
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

INDEPENDENT AUDIT REPORT

Scope

I have audited the financial statements of Fiji Higher Education Commission for the year ended 31 December 2012. The audit was conducted in accordance with the provisions of section 47 of the Higher Education Promulgation and section 13 of the Audit Act. The financial statements consist of the Statement of Financial Position, Statement of Receipts and Payments, Statement of Changes in Accumulated Funds, Statement of Cash Flows and the accompanying notes. The Fiji Higher Education Commission is responsible for the preparation and presentation of the financial statements and the information contained therein.

I have conducted an independent audit of the financial statements in order to express an opinion on them.

My audit was conducted in accordance with Fiji Standards on Auditing to provide reasonable assurance as to whether the financial statements are free of material misstatements. My audit procedures included examination on a test basis, of evidence supporting the amounts and other disclosures in the financial statements and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Fiji Accounting Standards and statutory provisions so as to present a view which is consistent with my understanding of Fiji Higher Education Commission financial position, the results of its operations and cash flows.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion, the financial statements of Fiji Higher Education Commission present fairly in accordance with Fiji Accounting Standards, the financial position as at 31 December 2012 and the results of its operations and cash flows for the year then ended.

I have obtained all the information and explanations which to the best of my knowledge and belief were necessary for the purpose of my audit.

Tevita Bolanavanua
AUDITOR GENERAL

Suva, Fiji
19 November 2013



**FIJI HIGHER EDUCATION COMMISSION
STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2012**

	Note	31 December 2012 (S)	31 December 2011 (S)
Current Assets			
Cash	2	687,517	334,809
Total Assets		<u>687,517</u>	<u>334,809</u>
Accumulated Funds			
Accumulated Fund Balance		687,517	334,809
Total Accumulated Funds		<u>687,517</u>	<u>334,809</u>

(The accompanying notes are to be read in conjunction with the financial statements).

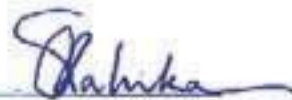
Commission's Statement

In our opinion, the financial statements have been properly drawn up to give a true and fair view of the Fiji Higher Education Commission state of affairs as at 31 December 2012 and the results of its operations for the year then ended.



Dr. Richard Wah
Chairman

Date: 11/11/13



Ms. Salote Rabuka
Director

Date: 5/11/13

FIJI HIGHER EDUCATION COMMISSION STATEMENT OF RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 31 DECEMBER 2012

	Notes	31 December 2012 (S)	31 December 2011 (S)
Receipts			
Government Grant	3	651,558	347,323
Fiji National University (FNU) Grant		653,475	1,961,145
		<u>1,305,033</u>	<u>2,308,468</u>
Payments - Government Grant			
Employee Cost	4	509,283	453,007
Office Supplies		40,796	10,196
Allowances		41,807	42,366
Catering		2,439	1,931
Travel & Subsistence		17,026	15,820
Telecommunication		6,899	4,533
Vehicle		10,789	10,300
Publication/Subs/Membership		15,320	8,072
Website		4,602	2,608
Conference Workshops Seminars		4,766	246
Entertainment Allowance		829	-
Bank Charges		328	230
Payments - FNU Grant			
Consultancy Expenses	5	177,985	1,369,636
Standard Setting Committees		15,272	34,618
Assessors		768	5,575
Moderators		2,698	2,383
Administration		13,568	
Travel & Subsistence		26,337	27,551
Training Facilities and materials		2,200	20,762
National Awareness Program		32,673	
Equipment		-	68,154
Contingencies		25,741	13,312
Total Expenses		<u>952,326</u>	<u>2,091,300</u>
Surplus for the Year		<u>352,707</u>	<u>217,168</u>

**FIJI HIGHER EDUCATION COMMISSION
STATEMENT OF CHANGES IN ACCUMULATED FUNDS
FOR THE YEAR ENDED 31 DECEMBER 2012**

	31 December 2012 (S)	31 December 2011 (S)
Accumulated funds brought forward	334,809	117,641
Surplus for the Year	352,707	217,168
Accumulated Funds	<u>687,516</u>	<u>334,809</u>

**FIJI HIGHER EDUCATION COMMISSION
STATEMENT OF CASHFLOWS
FOR THE YEAR ENDED 31 DECEMBER 2012**

	31 December 2012 (S)	31 December 2011 (S)
Cash Flows from Operating Activities		
Receipts from customers	1,305,033	2,308,468
Payments to suppliers and employees	(952,325)	(2,091,300)
Net cash provided by Operating Activities	<u>352,708</u>	<u>217,168</u>
Cash flows from Investing Activities		
Payment for property, plant and equipment	-	-
Net cash used in Investing Activities	<u>-</u>	<u>-</u>
Cash flows from Financing Activities		
Repayment of Loan	-	-
Payments for lease finance	-	-
Net cash provided by Financing Activities	<u>-</u>	<u>-</u>
Net Increase in Cash & Cash Equivalents	<u>352,708</u>	<u>217,168</u>
Cash and Cash Equivalent at the Beginning of the Year	334,809	117,641
Cash and Cash Equivalent at the End of the Year	<u>687,517</u>	<u>334,809</u>

**FIJI HIGHER EDUCATION COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

Note 1: Summary of Significant Accounting Policies

Set out hereunder are the significant accounting policies adopted by the Fiji Higher Education Commission in the preparation of the accounts for the years ended 31 December 2012.

a) Basis of Accounting

The cash basis of accounting is adopted for all financial transactions.

b) Acquisition of Assets

The Commission has adopted the policy to expense the full cost of assets at the time of acquisition. Stores are charged to relevant budget items at the time of purchase. The control over assets is exercised through inventories and stores records.

c) Income Tax

The Commission is exempt from Income Tax under section 17 Of the Income Tax Act and from Value Added Tax on grants received under the First Schedule on Exempt Supply.

d) Employee Entitlement

All employees are members of the Fiji National Provident Fund and are entitled to annual leave conditions outlined in the Public Service Commission's General Orders 2011 Chapter 7.

Note 2: Cash	31 December 2012	31 December 2011
	(\$)	(\$)
ANZ Banking Group Limited 10780690	528,556	334,609
ANZ Banking Group Limited 11447457	158,460	-
Cash on Hand	500	200
	<u>687,516</u>	<u>334,809</u>

Note 3: Government Grant

The Ministry of Education Initially provided a grant of 351,308 to the Commission. In July 2012, The Ministry of Education provided additional funding of 300,000 to the Commission specifically for the salaries of staff on the TPAF grant. The TPAF grant agreement ended in July 2012. The funds were deposited into bank account 11447457. The \$250.00 was initial deposit made to open the new account.

	31 December 2012	31 December 2011
Government Grant	351,308	347,323
Additional Government Grant - Salaries	<u>300,250</u>	<u>-</u>
	<u>651,558</u>	<u>347,323</u>

**FJI HIGHER EDUCATION COMMISSION
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2012**

Note 4: Employee Cost

	31 December 2012 (\$)	31 December 2011 (\$)
Employee cost funded from Government grant		
Personal Emoluments	325,415	220,363
Wages	6,878	12,848
FNPF	15,004	18,040
Employee cost funded from TPAF grant		
HEC Staff Salaries	148,196	22,377
FNPF	13,790	1,065
	<u>509,283</u>	<u>274,693</u>

Note 5: Consultancy Expense - TPAF Grant

	31 December 2012 (\$)	31 December 2011 (\$)
PINZ Consultancy costs	156,198	1,020,429
PINZ Tax on Consultancy	21,787	335,681
Dr. John Harre - Consultancy Cost	-	13,526
	<u>177,985</u>	<u>1,369,636</u>