

Birmingham Buddhist Academy

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Approved by Spiritual Director DON	

QUALITY STANDARDS SYSTEM

I. General

1. Scope of application

This Quality Standards System is applicable for the establishing and implementing of training courses or maintaining training systems offered by Birmingham Buddhist Academy.

2. Policy and Objectives

The Quality Standards System is in accordance with this standard is intended to ensure that teaching programs and teaching systems are properly established , developed and implemented as required by national and international requirements meeting the requirements of International Teravada Buddhist Missionary University (ITBMU) , Yangon, containing clear objectives for continual improvement processes achieving the customer satisfaction , observing and following the quality management system ISO 9001:2008 requirements.

The Quality Standards System shall guarantee that the teaching programs, teaching systems, performance and achievement are systematically assessed and continually improved meeting the Customer satisfaction by the random and continual assessment. The objective is to ensure the trainer provider is to achieve continual improvement meeting Customer satisfaction.

The Quality Standards System provides objective evidence that:

- * the teaching program or teaching system is carried out under controlled conditions with quality document control regarding all its teaching aspects and areas;
- * the defined learning objectives and the aimed level of competencies are met.

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* the BBA shall have appropriate resources and technical means available to deliver the teaching program or teaching system.

* the BBA shall be implemented evaluation and assessment schemes to adequately verify the achievement of the targeted standards of competency.

3. Definitions

teaching program means a set of teaching courses whether sequential dependent or interdependent to provide and develop skills, knowledge, competence, and attitudes to meet the defined requirements.

Teaching system means a wholesome set of teaching courses which are arranged in a way to provide and develop skills, knowledge, competence, and attitudes to meet the defined requirements.

Quality standards system consists of the organizational structure, procedures, processes, and resources needed to implement the management functions required to achieve the stated objectives.

Non-conformity means the non-fulfillment of a specified requirement.

Corrective Action means to correct the non-fulfillments clearing from the root-cause.

Preventive Action means to take early measures to prevent non-fulfillment of the requirements.

Spiritual Director means the Chief Executive Director for the Birmingham Buddhist academy.

QMR means Quality Management Representative for the BBA assigned by the Spiritual director of BBA.

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4. References

- ISO 9001 - International standard 'Quality management systems – requirements for quality assurance in establishing, developing, training, assessment, and quality recording.

II. Approval Requirements

1. Quality Standards System

Teaching programs or systems shall be approved by the International Theravera Buddhist Missionary University (ITBMU) under these standards must be organized and delivered under a controlled quality standards system.

The ITBMU recognizes one of the following options for the certification or validation of a BBA's quality standards system:

Certification or Implementation based on ISO 9001:2008 certified by an accredited certification body or a competent person. It is used to reserve the right to perform a verification audit of the BBA's quality management system, requirements.

Implementation of a quality standard system equivalent to ISO 9001:2008 requirements are under quality documented and process-based management system observing and following standards for Quality Management Systems of BBA.

In this case the Quality Management Representative (QMR) will perform a verification audit of the BBA's quality management system and quality standards system.

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2. Applicable standards

Applicable standards relevant for the specific requirements of BBA or its performance or services for which the respective teaching program or system is planned, established, and implemented, meeting the ITBMU requirements, based on the national requirements.

Those standards shall be delivered by the BBA. The activities required for the teaching program and or system shall be based on the stipulations stated directly in these applicable standard meeting the requirements of ITBMU.

III. Teaching Process

1. General

All information and data acquired from the BBA during the process is to be updated and upgraded accordingly by the Teaching in-charge and its staffs under the guidance and instruction of the ITBMU cooperating with the QMR , meeting the current needs.

The BBA shall develop the teaching programs and training systems and implement a quality standards system as defined in the manual by the teaching in-charge and its staffs under the guidance and instruction of the ITBMU cooperating with the QMR , meeting the quality standards system as well as Quality Management System(QMS) and current needs.

1. Document review of the teaching program and or system and its courses.
2. Nonconformities – if any- are discussed and rectified.
3. Verification of implementation and training performance on site at the providers premises during normal training operation.

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2. Implementation procedure

The implementation of the teaching programs or teaching system shall be provided as stated in the quality manual.

A teaching program or teaching system approved by the ITBMU is to be established, implemented with continuous assessment in a safe and efficient manner of adopted quality standards system.

3. Document Review

The BBA shall submit a full set of documentation according to “Documentation requirements for the implementing of teaching programs or training systems” for the document review.

Depending on the extent of the teaching program or teaching system, QMR will select an appropriate random sample of teaching courses, modules for the detailed document review.

Apart from the required documentation other documents considered to be important for the implementing process shall be recorded.

In case any non-conformities are detected, the BBA must ensure that these will be rectified to the satisfaction of QMS.

4. Verification

The implementation of elements and procedures as laid down in the documentation of the teaching program or training system shall be subject of a verification on site at the BBA’s premises during normal teaching sections.

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At this occasion, the BBA shall demonstrate that the teaching program or training system is performed in accordance with the documentation.

This time shall be used by the BBA to review and to evaluate critically the experience gathered during the teaching and training performance to detect areas of improvement. Documentary evidence of this evaluation shall be provided.

The absolute duration of this time span depends on the specific conditions, e.g. the topic of teaching and or training, the organization of BBA, new or already established teaching and or training topic etc.

A qualified, approved auditor will be nominated for the coordination and performance of the verification. He might be accompanied by a specifically qualified expert. The verification shall be conducted by the auditor, based on the documentation review. During the verification process, the provider's personnel shall closely co-operate with the auditor and shall provide free access to all relevant facilities and documentation.

For the conduction of the verification shall be followed in general- an onsite verification consisting of: -an opening meeting with the institute's staff to agree on the scope and objectives of the verification.

- a verification of the teaching facilities and equipment.
- obtaining objective evidence of the effective implementation of the teaching modules as well as of the performance of the training in accordance with the documentation.

This is done by interview and or attending selected training sessions during normal training operation.

A closing meeting to present and explain the results of the verification, as well as to discuss further modification and improvements if any found necessary the verification should cover different activities.

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In case any non-conformities are detected during the verification, the BBA shall be required to implement appropriate corrective actions.

5. Approval of teaching program and training system

Training approval is issued by the International Theravada Buddhist Missionary University (ITBMU), Myanmar.

The title of the teaching program or training system and if advisable integrated training course title(s) as well as applicable standards shall be listed and maintained accordingly.

The validity of the teaching and or Training Approval shall be under continual assessment process.

6. Maintenance of Certificates

6.1 General

The BBA is responsible to ensure continued compliance of its teaching program or training system with this standard as well as with further related applicable standards accordingly.

The BBA shall maintain the documentation of the teaching program or training system continuously up to date. All modifications and or amendments shall be recorded in accordance with the implemented quality management system.

To facilitate the periodical verification process, these records together with continual records of the teaching and or teaching performance, e.g. teaching hands out, records of attendance, trainees' feedback etc., shall be kept readily available for verification.

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6.2 Periodical verification

The continued compliance of an approved teaching and or training program or training system shall be verified during regular internal and external audits of the quality management system.

The BBA with a quality management system shall provide objective evidence of continued compliance during the regular external audits of its quality management system.

BBA with a quality management system accordingly shall provide objective evidence of continued compliance by submitting a copy of the report of the yearly external audit to the ITBMU commencing from end of 2012 or as required.

The BBA with a quality management system accordingly shall provide objective evidence of continued compliance by submitting yearly a summary report to the ITBMU.

This report shall follow the requirements from “Standard for Quality Management Systems of the BBA”.

It shall comprise the results from the Management review, internal audits, measurement and analysis of data and improvement activities.

6.3 Renewal

The prerequisite for a renewal or updating of the approval of a teaching program or training system is a well-maintained quality management system (QMS) of the BBA with continual assessment basis.

6.4 Review

The teaching or training shall be reviewed and revised to enable to comply with the prerequisites and the applicable standards accordingly.

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7. Organizational Changes

The BBA shall submit to the ITBMU objective evidence and documents related to the changes related to teaching and training system if any. Based on these documents the ITBMU shall subsequently prove it accordingly.

7.2 Modification of the Teaching and or Training Program and or System

In case of any significant modification to the approved training program or training system shall be promptly communicated to the ITBMU by the BBA.

8. Modifications of approval requirements

Any modification to the requirements and or the process for the approval of teaching programs or training systems as laid down in these standards, shall be promptly communicated to the ITBMU.

The BBA is obliged to implement resulting necessary modifications in the operational procedures and the documentation of the training program or training system. The implementation must be completed under the approval of the ITBMU.

9. Responsibility

The sole responsibility for ensuring compliance with the applicable standards and requirements of these standards rests with the BBA.

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Annex A:

Quality Management System of the BBA

A. Application

This standard contains the requirements for quality management systems of training providers according to Standard for Approval of Teaching Programs and Training Systems.

The requirements are based on the ISO 9001:2008 standard.

B. Management Responsibility

1. Management commitment

The management of the BBA shall demonstrate its commitment to the evolution of the quality system by:

- providing the audit body with objective evidence to meet the legal, regulatory and customer requirements.
- establishing a quality policy which includes quality objectives.
- performing management reviews.
- providing the necessary resources to achieve the objectives, and
- systematically collecting and analyzing data for continual improvement.

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2. Customer relation

To achieve customer satisfaction the management of the BBA shall identify the expectations and needs of its customers.

These factors shall be integrated into the quality system.

3. Quality policy

The BBA's management shall define and document its policy for quality.

This includes objectives for quality and a commitment for quality and continual improvement of the BBA's quality management system.

The quality policy shall be based on the BBA's objectives as well as the expectations and needs of its customers.

The management shall ensure that this policy is understood, implemented, and maintained at all levels of its organization.

This policy shall be reviewed at regular intervals.

4. Planning

4.1 Quality objectives of the BBA

The Spiritual Director of the BBA shall define the objectives for their teaching and or training operations.

He and the Management Committee shall review the performance process of BBA for continual improvement in a quality manner annually.

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4.2 Quality planning

The Spiritual Director shall establish, plan, and document the processes needed to achieve the Buddhist education and teaching objectives under the guidance of ITBMU, Myanmar.

Quality planning shall include the procedures of the quality system, the resources needed and shall consider the requirement for continual improvement.

In case need, Modifications to the system shall be planned and performed under controlled conditions, following the guidance of ITBMU.

C. Administration of the Quality Management System

1. Responsibility and authority

The Spiritual Director shall manage, perform, and verify work affecting the quality defining, documenting, and communicating.

The areas of functions and their interrelation within the organization of the BBA shall be arranged and followed accordingly meeting the quality management system.

2. Quality Management Representative

A Quality Management Representative (QMR) shall be appointed by the Spiritual Director of BBA.

Preferably the Quality Management Representative should be member of the BBA.

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In any case the QMR shall have direct access to the highest level of management and, irrespective of other responsibilities, shall have authority for:

- ensuring that the requirements of these rules are implemented and maintained;
- reporting on the performance of the quality system to the management as basis for the management review as well as for the improvement of this quality system; and
- emphasizing and distributing the importance of customer requirements throughout the BBA.

3. Internal communication

The Spiritual Director shall establish lines of communication between all staff members to achieve all embracing awareness of the quality management requirements and to ensure the effectiveness of the procedures of the quality management system.

4. Quality Manual

The quality management system shall be established and maintained to ensure that all teaching activities are properly designed in compliance with the objectives and in adaptation of the Discourses of Buddha meeting customers satisfaction.

This system shall be described by a quality manual which shall be developed, established, and maintained as a controlled document. This manual shall contain the quality objectives and policy.

It shall describe all requirements of the quality management system as well as the structure of the documentation to be used in detail.

The Quality manual shall include quality manual and quality procedures, which provide a detailed description of how the BBA achieves its quality goals.

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5. Document and data control

The BBA shall establish and maintain documented procedures to control all documents and data that relate to the requirements of these rules.

The procedure shall ensure that - the documents and data shall be reviewed and approved for adequacy by authorized personnel prior to issuance.

- modifications to documents are performed in a controlled manner by authorized personnel.

- a master list or equivalent document control procedure shall be established, which identifies the current revision status of documents.

This list or equivalent procedure must be readily available to preclude the use of invalid and/or obsolete documents or data.

- the actual valid issues of appropriate documents / data are available at all relevant locations.

- the documents remain legible, identifiable, and retrievable.

- external documents are identified and their distribution is controlled.

- invalid and/or obsolete documents are promptly removed from all points of use or otherwise assured against unintended use; and

- any obsolete documents retained for legal and/or knowledge-preservation purposes are clearly identified.

6. Control of quality records

The BBA shall establish and maintain documented procedures for preparation, indexing, filing, maintenance, and disposition of quality records.

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These records demonstrate conformance to specified quality requirements. They shall be used for the evaluation of the effectiveness of its quality system.

All quality records shall be legible and shall be readily retrievable. Damage, deterioration, and loss of these records shall be prevented, suitable retention times shall be established.

7. Management review

The Spiritual Director of BBA shall review the quality system to ensure its continuing suitability, adequacy, and effectiveness in satisfying the requirements of both the training provider's policy and objectives as well as these rules.

Such reviews shall be performed at least once a year. Records of these reviews shall be maintained.

7.1 Input to the review

Input to the review shall include the following internal and external performance parameters:

- audit results (internal and external).
- customer feedback and requirements.
- educational performance.
- changes to system or process if any.
- analysis of areas of improvement of the system and related measures

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- status of the implementation of decisions and actions resulting from previous reviews.

7.2 Output from the review

Outputs from the review shall include actions such as:

- analysis of results of processes and customer feedback
- improvements to the quality management system and to the teaching processes; - improvement of customer relationship; and - identification of resources needed.

D. Management of Resources

1. Provision of resources

The BBA's management –the Spiritual director of BBA shall establish the resources required. It shall ensure their availability in a timely manner for the improvement of the teaching and or training processes to the benefit of the trainees, and other customers identified.

2 Personnel

2.1 Assignment of personnel

Personnel assigned to tasks related to BBA processes identified in the quality system shall be competent according to ITBMU and national regulations based on applicable teaching, skills and experience.

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2.2 Training of staff

The BBA shall identify competency requirements and provide training to staff to fulfill such requirements for all personnel performing activities affecting the quality of the teaching and training services.

Records of teaching and or training shall be maintained which shall include evaluation and effectiveness. The management shall improve the awareness of everyone's role in the quality system and the importance of their activities to achieve the quality objectives.

3. Facilities

The BBA shall establish, provide and maintain the facilities required to perform the training processes and to achieve the objectives which include:

- the location to perform the training and the supporting equipment; - hardware and software; and - supporting services.

4. Working environment

The BBA shall establish and maintain a working environment which supports the teaching and learning activities considering the human and physical factors.

E. Development of Teaching

1. Planning of teaching services

The teaching services shall be planned in accordance with the requirements of the quality management system and shall be documented in a suitable manner.

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The BBA shall establish, as appropriate:

- the objectives for the training courses, programs, and systems.
- processes, resources, and facilities for the realization of the objectives.
- documentation describing organization and procedures of training.
- criteria of acceptance for the assessment of students during the education process; and
- records as evidence of conformity with the planned training processes.

2. Identification and evaluation of training requirements

2.1 Identification of customer expectations

The BBA shall identify the customer expectations for the training objectives. Considerations shall be undertaken to ensure widest possible national and international acceptance of the training for the benefit of the customers and the students.

2.2 Communication with the customer

The BBA shall establish and implement methods for communication with its customers which shall contain:

- information about the training services provided.
- treatment of inquiries; and feedback from the customer including treatment of customer complaints.

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2.3 Compliance with administrative and legal requirements

The teaching objectives shall include provisions to ensure compliance with applicable national and international administrative and legal requirements.

2.4 Review of training requirements

The BBA shall review all requirements defined accordingly to ensure the achievement of the objectives prior to the commitment to provide the teaching services to the customer.

It shall be analyzed whether:

- all expectations and requirements for the processes and objectives of the training are identified and known.
- all inquiries have been clarified; and
- the BBA could fulfill all defined requirements.

The review and resulting decisions shall be recorded.

3. Development of teaching

3.1 Development plans

- The BBA shall plan, control, and verify the development of training services to ensure that specified requirements are met. The plans shall identify:

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- all main steps of the development process, the responsibilities, and authorities for these activities; And
- the review, verification and validation activities of each development phase.

3.2 Development input

The requirements relating to the development and planning of teaching programs and training systems shall be identified.

The following sources for these requirements should be considered:

- international and national rules and regulations.
- relevant changes in industry demand and future student profiles.
- teaching objectives as specified
- qualifications of teaching staff.
- teaching equipment aids.
- decisions and results from training evaluations.
- results from previous training activities; and
- pre-requisites required by more advanced training courses for which the training prepares the participant.

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3.3 Development output review and verification

Development output shall be documented in terms which can be verified by competent personnel against the input requirements.

Results of verification shall be recorded.

Output shall:

- be compared with the input requirements.
- contain or refer to acceptance criteria concerning knowledge, understanding, skills and competence; and
- identify those characteristics of the development that are crucial for the proper execution of the training services.

The BBA shall ensure that for each training course and / or program documented evidence exists of:

- relevant objectives and how these objectives are to be achieved.
- the adequacy of the equipment and or resources being used; and
- consistence of the objectives of different training lessons within a teaching and or training program.

3.4 Validation

A test teaching courses shall be performed prior to the operational phase to verify and validate whether all requirements are met.

Adequate records shall be prepared.

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3.5 Control of development changes

All development changes shall be identified, reviewed recorded and approved by authorized responsible personnel before their implementation.

4. Purchasing

4.1 Purchasing of materials and services

“Exclusion”

F. Realization of teaching Services

1. Frame conditions

1.1 Information for prospective participants

The BBA shall make available clear and accurate information on all appropriate admission routes as well as on any associated requirements for entry to the teaching and or trainings.

Further pre-entry guidance and support shall be given.

1.2 Participant Admission

Individual admission of participants shall take place under controlled conditions.

Therefore, the BBA shall establish and maintain documented procedures, ensuring that the participants fulfill the required criteria.

The data shall be verified and recorded.

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2. Admission of lecturers and instructors

The BBA shall define and document procedures which ensure that only lecturers and instructors with an appropriate attitude, competence, skills, and knowledge required by the position are employed.

3. Evaluation of lecturers and instructors

The BBA shall define and document procedures which ensure that teaching and performance of lecturers and instructors are evaluated regularly during and after the training activities.

These procedures shall also include arrangements for dealing with unsatisfactory lecturing and lecturers.

4. Teaching

The BBA shall identify and plan the delivery of training courses and programs under controlled conditions.

This means that any requirements, prerequisites, conditions, and processes which might affect the quality of the delivery shall be considered and evaluated.

4.1 Pre-course administration

Procedures shall be established and maintained by the BBA which ensure that:

- a pre-defined maximum number of participants is not exceeded.
- participants are registered.
- any pre-defined criteria are fulfilled by the students before enrolling.
- necessary preparations for the specific training are announced.

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- information on program, on accommodation are to be enclosed in the confirmation letters to the individual participants. These activities shall be recorded according to “control of quality records”.

4.2 Framework

The BBA shall define the responsibility for checks to be performed prior to commencement of any training to ensure that:

- the BBA’s premises, equipment and capabilities will suit the purpose of the teaching and or training; and
- all required teaching and or training equipment will be ready for use.

4.3 Teaching and or Training Course delivery

Procedures shall be established and maintained which shall ensure that:

- the contents of the training courses are presented in a structured way.
- the participant’s expectations are compared with the training course objectives.
- the evaluation models and criteria are defined and made known to the participants.
- the specific goals for each section of training are introduced and the main content is summarized.
- the defined teaching program is followed.
- any deviations from the training program are implemented only after discussion and in agreement with the participants; and - the achievement of the training objectives is assessed at the end of a completed training program.

These activities shall be recorded according to “control of quality records”.

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4.4 Study progression

The BBA has to establish and maintain documented procedures to continually control and test whether the training activities and results are met with the stated requirements. These procedures shall also include arrangements for dealing with unsatisfactory teaching as well as deficient staff performance.

5. Control and tests

The BBA shall establish procedures for control and tests to proof that the teaching objectives are achieved.

Adequate records are to be kept for evidence and analysis.

6. Sources and scope

Evaluation of training courses and programs shall be based upon:

- results from participants tests and/or review questions.
 - results from feedback or evaluation forms; and
 - feedback or comments from teaching personnel.
- It must be ensured that the following aspects of courses or programs are part of the evaluation:
 - purpose.
 - objectives.
 - contents.
 - teaching methods.

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- qualification and preparation of participants.
- administrative and organizational framework.

6.1 Evaluation of teaching and or training programs and systems

Defined and established Procedures in BBA shall ensure a systematic and regular evaluation of all teaching courses and programs.

Evaluation reports shall be distributed to all relevant personnel, including the BBA's management. These reports shall give input to initiate corrective actions.

Evaluation reports shall be filed according to the documentation requirements.

7. Identification and traceability

The BBA shall establish and maintain documented procedures for the identification of training programs and program elements during all stages of the development, the rendering, and the updating of services.

The BBA shall establish and maintain documented procedures to ensure that certificates of attendance and other documentary evidence regarding the trainings can be clearly traced and identified.

8. Servicing

Where applicable, the BBA shall establish and maintain procedures to ensure that its customers are provided with a defined level of continued support and service after completion of training courses.

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G. Teaching Aids and Learning Equipment

1. Use of equipment

Appropriate up-to-date teaching aids and learning equipment shall be used in the teaching process. Respective procedures for the use of this equipment shall be established where applicable and necessary.

2. Operation and maintenance of equipment

The BBA shall ensure that:

- equipment and systems are operated in a safe and efficient manner;
- equipment and systems are maintained according to relevant instructions;
- consumables are available to ensure the unrestrained use of the equipment;
- work conditions are according to relevant rules and regulations.

3. Treatment of training equipment and materials

The BBA shall establish and maintain procedures to ensure that teaching aids and learning Materials and or equipment are protected against damage, deterioration, and loss.

4. Control of measuring and monitoring devices

To ensure conformity with the requirements established, the BBA shall identify and calibrate necessary measuring and monitoring devices if any used in the teaching.

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H. Measurement, Analysis, and Improvement

1. Planning

The BBA shall implement procedures for the measurement and monitoring of its training activities to ensure conformity with the defined requirements and as indication for areas of improvement.

2. Measurement and monitoring

2.1 Customer satisfaction

The BBA shall establish methods to obtain information of its performance from the customers.

2.2 Internal Audits

The management of the BBA shall plan and perform internal audits to verify the implementation of the quality system and to control its effectiveness.

The internal audits shall also reveal areas of improvement within the organization.

For this purpose, a documented procedure on the internal audit program shall be established and maintained.

This procedure shall develop the internal audit program by defining frequency, scope, and methodologies.

It shall consider the results of the previous audits as well as the importance of the areas to be audited. The audit procedure shall define responsibilities and requirements for the performance, recording and reporting of the audits.

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The internal audits shall be carried out in accordance with the documented procedure by qualified personnel i.e. internal auditors, independent of those having direct responsibility of the area audited.

2.3 Audit results and follow-ups

Audit results, i.e. findings, conclusions, and recommendations, shall be submitted in documentary form to the person responsible for the area audited.

Resulting corrective and preventive action must be initiated and documented.

The following items are to be covered in the reporting and follow-up of audit findings:

- evidence on nonconformity or deficiencies and their possible reasons.
- suitable corrective actions, and
- implementation and effectiveness of corrective actions agreed in previous audits.

The QMR shall inform the Spiritual director of BBA in an appropriate way.

3. Control of non-conforming services

The BBA shall establish and maintain documented procedure defining the responsibility for review and authority for the handling of nonconforming services.

Non-conforming services shall be corrected and verified to ensure conformity with the requirements.

Methods shall be established for rectification of nonconforming services after completion of the training process.

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4. Analysis of data

To ensure suitability and effectiveness of its quality management system and to identify areas of improvement the BBA shall collect and analyses data from the following sources:

- the BBA's own measuring and monitoring activities;
- customers comments, complaints, requirements;
- state-of-the-art learning and teaching processes and trends.

5. Improvement of services

5.1 Planning for continual improvement

The BBA shall plan and manage activities adequate and necessary to improve its quality management system and its services continually.

The quality policy with the learning and teaching objectives, the audit results, analysis of data, management review, corrective and preventive action shall be used as basis for the continual improvement.

5.2 Corrective action

The BBA shall establish documented procedure for the treatment of non-conformities. The corrective action shall be suitable to eliminate causes of non-conformities and to avoid reoccurrence of nonconformity.

These measures shall include:

- identification of non-conformities by effective handling of customers complaints and reports of non-conformities of services rendered;
- root cause analysis of non-conformities and complaints;
- controls to ensure that corrective action is taken effectively.

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QUALITY STANDARDS SYSTEM

Corrective actions and their results shall be recorded according to “control of quality records”

5.3 Preventive action

The BBA shall establish a documented procedure to prevent the occurrence of non-conformities.

The preventive action shall detect and eliminate causes of potential non-conformities. Future reoccurrence shall also be avoided. Procedure for preventive action shall include:

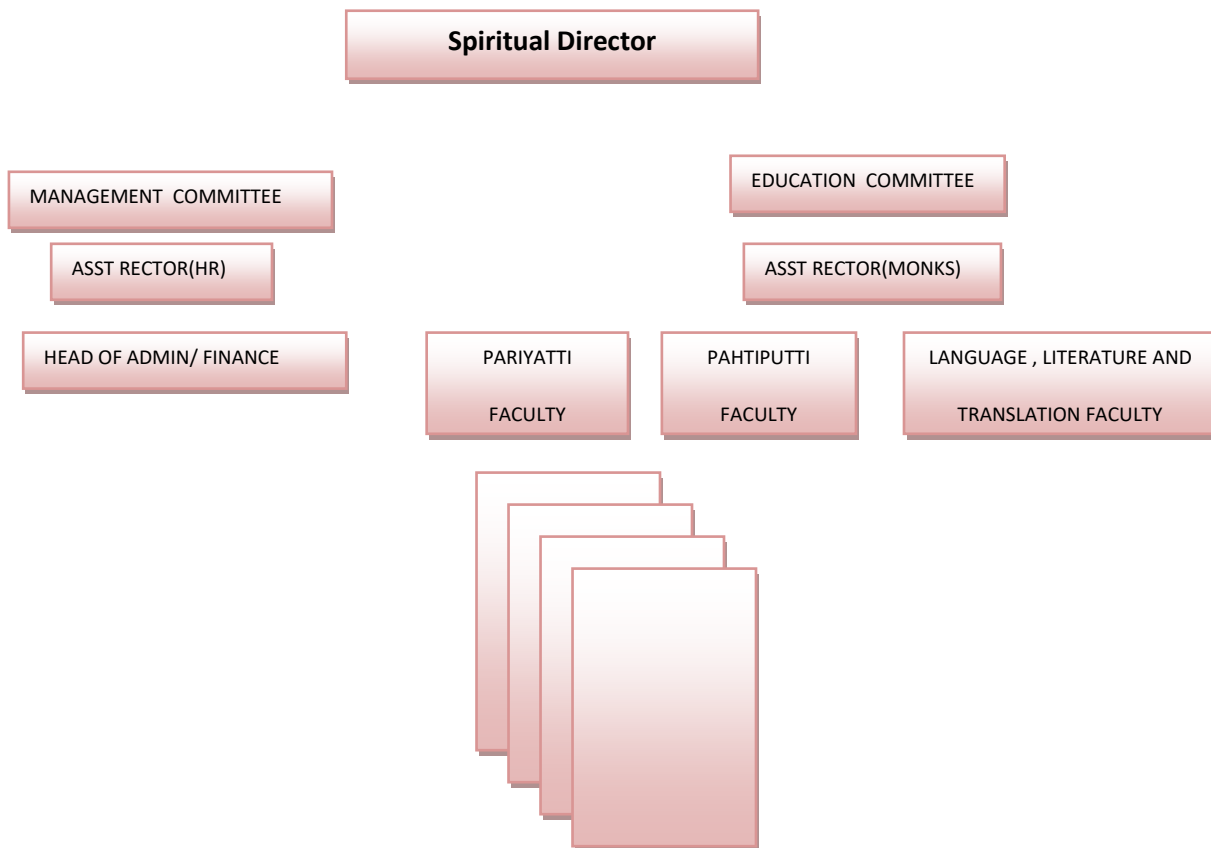
- determination of the steps needed to solve any problems, risks or deficiencies of services rendered by the BBA.
- initiation of preventive action and application of controls to ensure that it is effective.
- ensuring that relevant information on preventive action taken is recorded in order be considered within the management review.

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QUALITY STANDARDS SYSTEM

ORGANIZATION CHART
OF
BIRMINGHAM BUDDHIST ACADEMY
BRANCH OF INTERNATIONAL THERAVADA BUDDHIST MISSIONARY
UNIVERSITY OF MYANMAR



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QUALITY STANDARDS SYSTEM

BIRMINGHAM BUDDHIST ACADEMY (BBA) shall set up with four faculties as follows:

1. FACULTY OF PARIYATTI

Monastic Disciplinary Rules (Vinaya);

Doctrine (Sutta);

Philosophical Psychology of Buddhism (Abhidhamma) ;

History of Buddhism;

Basic Buddhism

2. FACULTY OF PATTIPATTI

Department of Samatha Studies;

Department of Vipassana Studies;

Department of Morality and Social Ethics/Dhammanuloma;

3. LANGUAGE , LITERATURE AND TRANSLATION

Pali language & Literature

Myanmar language;

History of Pitaka literature;

Pali to English translation;

4. HUMAN RESOURCES (HR)

Buddhist Missionary;

Buddhist Chaplaincy ;

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QUALITY STANDARDS SYSTEM

Quality Management System(QMS) ISO 9001:2008;

Quality Standards System(QSS) ;

Research and Development(R&D);

Basic Organization Structure and its functions for BIRMINGHAM BUDDHIST ACADEMY(BBA) shall be based upon the stated above together with related functions to achieve Customer satisfaction in teaching and training of Buddha's teaching in an efficient and effective manner.

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QUALITY STANDARDS SYSTEM

LIST OF COURSES TO BE CONDUCTED AT BBA.

Buddhist Vihara (BBV)

Birmingham Buddhist Vihara (BBV)

Diploma Course in Buddhist Studies

It is proposed that the Diploma Course in Buddhist Studies should be taught as one year's full-time or two years' part-time course based at the BBV's Teaching Hall. Alternatively, this course may also be offered to part-time students as a distance learning course.

This course is designed to provide the graduate student with an in-depth knowledge and understanding of Theravada Buddhism. It is also intended that this course should provide a wide knowledge base for those wishing to go on to do an MA in Theravada Buddhist studies.

It is proposed the two years' part-time course should consist of assessment by essays for each module and a final examination or assignment paper 5000 word.

Year 1

Duration: two 15-week semesters (September-May).

Contact Time: 4 modules per semester; each module comprising of two hours teaching every 3 weeks.

Core Modules:

1. Monastic Disciplinary Rules

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QUALITY STANDARDS SYSTEM

2. Doctrine
3. Philosophical Psychology of Buddhism
4. Meditation – Theory and Practice

Non- Core Modules

5. Basic Buddhism
6. Morality and Social Ethics
7. Pali Gramma
8. Myanmar Language (in future)
9. History of Buddhism (in future)

Year 2

Duration: two 15-week semesters (September-May).

Contact Time: 4 modules in the first semester; each module comprising of two hours teaching every 3 weeks and assessment will be by essay at the end of first semester. The final semester will be assessed by 3500-word essay of a topic of student's choosing and a final examination or alternatively a 5000-word essay of a topic of student's choosing from the core module. Submission date for all essays will be of 31st August.

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QUALITY STANDARDS SYSTEM

MA in Buddhist Studies

It is proposed that the MA in Buddhist Studies should be taught as one year's full-time or two years' part-time course based at the BBV's Teaching Hall. Alternatively, this course may also be offered to part-time students as a distance learning course.

This course is designed to provide the graduate student with an in-depth knowledge and understanding of Theravada Buddhism. It is also intended that this course should provide a wide knowledge base for those wishing to go on to do a doctorate in Theravada Buddhist studies.

It is proposed the two years' part-time course should consist of a core module (assessed by translating text), six compulsory modules (assessed by long essays) and a final 15,000-word dissertation.

Year 1

Duration: two 15-week semesters (September-May).

Contact Time: 3 modules per semester; each module comprising of two hours teaching every 3 weeks.

Core Modules:

1. Monastic Disciplinary Rules
2. Doctrine
3. Philosophical Psychology of Buddhism
4. Meditation – Theory and Practice

Non-Core Modules

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5. Morality and Social Ethics
6. Pali Language & Literature
7. Myanmar Language & Literature (in future)
8. History of Theravada Buddhism (in future)

Year 2

Duration: two 15-week semesters (September-May).

Contact Time: 4 modules in the first semester; each module comprising of two hours teaching every 3 weeks and a 15,000-word dissertation starting in the final semester with a submission date of 31st August.

Management Review

The Top management Team lead by the Spiritual Director of the BBA shall review the manual and its performance annually and review and revised meeting the Customer's Satisfaction, in a continual improvement manner.

Dr Ottara Nyana (Aggamaha Pandita)

Birmingham Buddhist academy

Birmingham, UK

05/09/2020(7.33 pm)