



REGULATIONS FOR THE PROFESSIONAL DIPLOMA IN MONITORING AND EVALUATION

These regulations shall be read in conjunction with Constitution of the Centre for Occupational Health and Safety (Standard Operating Policies, Practise and Procedures Manual, 2021)

1. **Name of Qualification:** Professional Diploma in Monitoring and Evaluation
2. **Duration of the course :** Twelve months (12 months)
3. **Student entry qualifications:**
 - i. Normally a prospective student must possess a minimum of 5 O LEVELS
 - ii. University degree, professional qualification, tertiary certificate or equivalent from a recognised institution.
 - iii. Relevant work experience
 - iv. The centre shall, at its discretion and if it deems fit, subject any prospective student to an entry interview as part of entry requirements.

PROGRAMME STRUCTURE

This is an intensive, multidisciplinary programme designed to equip students from various backgrounds with skills and knowledge in Social Work. The programme shall consist of eleven (11) modules.

MODE OF DELIVERY

Teaching methods includes lectures, case studies, seminars, group presentations, practical exercises and scenarios.

LEARNING RESOURCES

Each module shall be guided by a detailed course outline, lecture notes; electronic and hard copy hard copy hand outs, and reading texts in the library. Students shall also be required to conduct online research.

CONTINUOUS ASSESSMENT METHOD

- i. Each student shall be required to submit two (2) typed assignments per module on stipulated due dates
- ii. Group work shall sometimes be give as an assignment
- iii. Each assignment shall be marked and converted into a percentage
- iv. Each candidate shall submit an examinable practical research project which shall be marked out of 25 marks and converted into a percentage.
- v. No candidate shall be allowed to rewrite a failed assignment

WRITTEN END OF SEMESTER EXAMINATION

- i. Each taught module shall be examined in written form.
- ii. The end of semester examination shall be covered through two (2) papers that will be three (3) hours long.
- iii. The candidate shall be required to answer four (4) essay questions per module from a list of twelve (12) possible questions.

PROGRAMME STRUCTURE

DPOHS001	Communication
DPMME005	Monitoring and Evaluation
DPPM002	Project Design
DPPM003	Planning and scheduling
DPPM004	Managing work and cost
DPMME001	Data capture
DPPM008	Computers and project management
DPMME002	Data analysis
DPMME003	Monitoring and Evaluation 2
DPPM007	Reflective practices
DPCOHS001	Research