

QUALITY POLICY

The School of Practical Accounting and Accounting Services is committed to satisfying its stakeholders (students and employees) by ensuring that our programmes (products) are of excellent standards in the areas of practical applications and development of skills, and that our support systems (services) are exceptional.

This is done by implementing an efficient Quality Management System and via a dedicated process of continuous quality improvement.

Our business persists in achieving improved levels of quality by ensuring that a strict system is in place to adequately deal with conflict/ problem contents, solutions, recommendations and eliminations to ultimately provide a suitable and solid educational setting to facilitate proper learning.

To adequately portray, promote and maintain excellence throughout our organization, needs and goals are identified (both from our stakeholders and managerial viewpoints) and a constant process of review is conducted to ensure that all of our policies and procedures conform to all laws and public standards.

HEALTH, SAFETY AND WELFARE POLICY STATEMENT

It is the declared policy of the School of Practical Accounting to ensure that all work is carried out in accordance with the relevant statutory provisions and to take reasonable and practical steps to ensure the Health and Safety of our employees, students and any other persons who may be affected by our work duties.

The management recognizes that Occupational Health and Safety is an integral part of business performance and it is responsible for implementing this policy and shall ensure that Health and Safety considerations are given priority in all operations.

The school will review, from time to time, all practices and procedures which could affect employees' and students' Health, Safety and Welfare and will ensure that all reasonable practical improvements are implemented.

The effectiveness of the organization for managing Health and Safety shall be monitored through regular inspections and audits to ensure compliance with the policy.

The policy will be kept up to date, reflecting any changes in the nature and size of the school and will reflect any changes in legislation and revisions made as necessary. The policy statement and any revisions of it shall be brought to the notice of all employees.

This statement of the school's safety policy shall be displayed prominently at all of the school's offices.

The organization and arrangements for implementing the policy shall also be available at all offices for reference by any employee as required.

EQUAL OPPORTUNITY POLICY STATEMENT

It is the policy of School of Practical Accounting and Accounting Services to ensure that equal opportunity rights are provided to all its stakeholders (students, employees, potential applicants).

All students and potential applicants must have equal rights regarding entry into programmes, entry requirements and access to all facilities. All employees must be given the opportunity to advance in the workplace and exercise freedom of speech (within respectful bounds).

In no circumstance should a student, employee or any other stakeholder be discriminated against in terms of race, nationality, creed, colour, religion, sex, marital status, disability or age.

It is the sole responsibility of the principal to ensure that all equal opportunity measures are enacted, maintained and incorporated into all of the school's activities. It is also the responsibility of the Principal to ensure that all procedures and policies regarding equal opportunity rights comply with Government Laws and Standards.

Any person who feels discriminated against in any of the categories mentioned above (paragraph three) has the right to file a complaint to the Equal Opportunity Board/Department.

The principal of School of Practical Accounting and Accounting Services exercises the right to assist those with complaints and concerns and will strive to rectify any problems regarding equal opportunity rights.

This is ultimately done to secure and safeguard the rights of all stakeholders, to provide a comfortable learning facility, to increase productivity and promote excellence.