HIGHER EDUCATION AUTHORITY

"Ensuring Quality in Higher Education"

ANNUAL REPORT 2021





HIGHER EDUCATION AUTHORITY

"Ensuring Quality in Higher Education"

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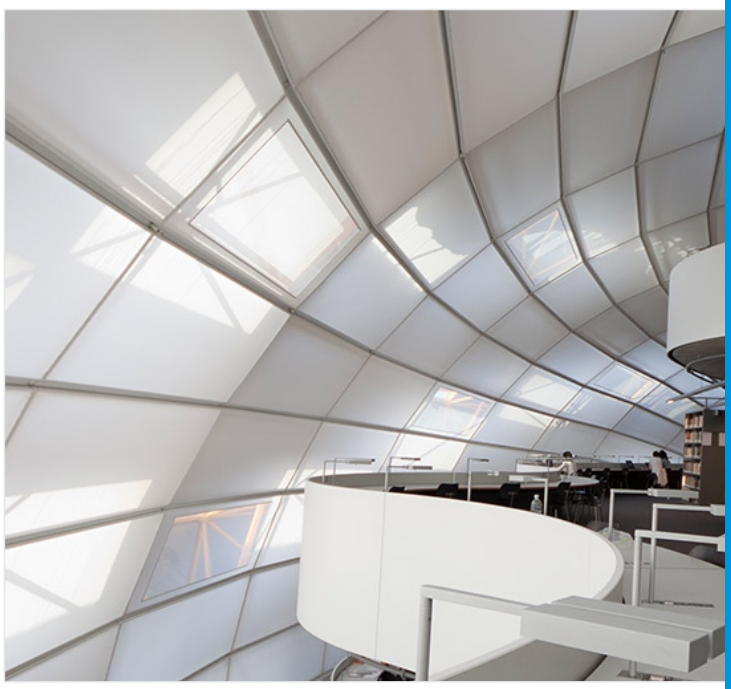
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HIGHER EDUCATION AUTHORITY

"Ensuring Quality in Higher Education"



Mandate

To regulate and monitor standards in HEIs in order to ensure quality services and contribute to the enhancement of human capital and accelerated national development.

Vision

"A dynamic Quality Assurance body promoting internationally recognised Zambian higher education."

Mission Statement

"To promote standards of higher education in order to ensure knowledgeable, skilled and well-disposed internationally recognised graduates for enhanced human capital and accelerated national development"

Core Values

- **Commitment:** The Authority will be dedicated to duty.
- **Confidentiality:** The Authority will be trustworthy by not revealing or disclosing privileged information to unauthorised persons.
- **Teamwork:** The Authority shall cooperate with others and work to the best of its abilities, despite any personal conflict that may arise between individuals to foster unity of purpose.
- **Courtesy:** The Authority will be polite in its internal and external interactions.
- **Honesty:** The Authority will uphold trustworthiness in all our dealings.
- **Integrity:** The Authority will put HEA's obligations above its personal interests and conduct itself in a manner that is beyond reproach.
- **Transparency:** The Authority will act visibly, predictably and understandably to promote participation and accountability.

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Abbreviations and Acronyms

7NDP	Seventh National Development Plan
APAS	Annual Performance Appraisal System
CBU	Copperbelt University
COVID-19	Coronavirus Disease
ECZ	Examinations Council of Zambia
EIZ	Engineering Institution of Zambia
FM	Frequency Modulation
HEA	Higher Education Authority
HEA-IMIS	Higher Education Authority Integrated Management Information System
HEI	Higher Education Institution
HELSB	Higher Education Loans and Scholarships Board
HPCZ	Health Professions Council of Zambia
ICT	Information and Communication Technology
IT	Information Technology
LPE	Learning Programme Expert
MoGE	Ministry of General Education
MoHE	Ministry of Higher Education
NAQEZ	National Action for Quality Education in Zambia
NMCZ	Nursing and Midwifery Council of Zambia
ODL	Open and Distance Learning
PhD	Doctor of Philosophy
SI	Statutory Instrument
STEM	Science, Technology, Engineering and Mathematics
TCZ	Teaching Council of Zambia
TEVETA	Technical Education, Vocational and Entrepreneurship Training Authority
TV	Television
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNILUS	University of Lusaka
UNZA	University of Zambia
ZANEC	Zambia National Education Coalition
ZAQA	Zambia Qualifications Authority
ZICA	Zambia Institute of Chartered Accountants
ZIM	Zambia Institute of Marketing
ZNBC	Zambia National Broadcasting Corporation
ZQF	Zambia Qualifications Framework
ZSG-QA	Zambia Standards and Guidelines for Quality Assurance

2021 Highlights

Grant	K 24,027,967
Total Income	K 3,543,893
Expenditure	K 22,877,545
Deficit	K 1,150,422

Staff Turnover	1
Total Staff	25
Temporal Staff	1
Interns	7

No. of Accredited Learning Programmes	378 (180% up)
No. of Learning Programmes Audited	15 (25% up)
No. of LPEs Trained	56 (14% Down)
No. of Registered Universities	53 (same)
No. of Public Universities	9 (same)
No. of Inspections	10
No. of Surveillances	7
No. of Provinces Surveyed	8
No. of Institutional Audits	63 (232% Up)

Press Releases	4

Enquiry Response Rate (Answered)	
Within Hour	69%
Within Day	81%

Facebook	
Likes	25,645 (3.3% up)
Reach	131,437 (77.7% up)

Instagram	
Likes	1,000 (135.8% up)

Who We Are

The Higher Education Authority (HEA) is a statutory body established under the Higher Education Act No. 4 of 2013, to provide external quality assurance for Higher Education Institutions (HEIs) in Zambia. It began its operations in 2015.

The Authority is governed by a Board with members drawn from Government, Civil Society and Professional Bodies.

What We Do

The work of the Authority is, among others, to:

1. Register private universities and colleges.
2. Accredit learning programmes offered in both private and public universities and colleges.
3. Develop and monitor standards in universities and colleges.
4. Conduct inspections and surveillances of institutions operating in the higher education sector.
5. Advise the Minister on any aspect of higher education.

Governance

HEA is governed by a Board of the Authority which is constituted in accordance to the provisions of the Higher Education Act No. 4 of 2013 Part II Section 7 (1). The part-time members of the Board of the Authority are appointed by the Minister from representatives from the Ministries responsible for education, vocational and entrepreneurship training, and labour; a representative of the Zambia Institute of Advanced Legal Education; a representative of the Attorney-General; a representative of the Zambia Association of Chambers of Commerce and Industry; a representative of the Examinations Council of Zambia; a representative of the Zambia Institute of Human Resource Management; a representative of a civil society organisation working in the education sector; and, two other persons with expertise in matters relating to higher education.

In 2021, HEA continued to operate without a dully appointed Board, with its oversight functions being undertaken by the Ministry of higher education (MoHE) chaired by The Permanent Secretary, Mrs. Kayula Siame. However, in September 2021, the Authority was moved to the Ministry of Education.

However, in September 2021, the Authority was moved to the Ministry of Education.

Management Team



Prof. Stephen Simukanga
Director-General



Dr. Vitalicy Chifwepa
Director – Quality Assurance (Now Deceased)



Mr. Ronald Chulu
Manager – Finance



Mrs. Elizabeth Namonje Hamvumba
Manager – Programme Accreditation



Dr. Orleans Mfune
Manager – Standards, Research and Institutional Audits

Foreword



Mr. Joel Kamoko, Permanent Secretary – Educational Services, Ministry of Education

It is my uttermost pleasure to present the 2021 Annual Report for the Higher Education Authority, which has been compiled in accordance with the First Schedule, Part II, Section 10 of the Higher Education Act, No. 4 of 2013.

During the year under review, the Higher Education Act No. 4 of 2013 was amended to streamline quality assurance systems. This resulted in the mandate of the Authority being expanded, taking over oversight of Higher Education Institutions that were under the purview of other regulatory bodies, except for those under the Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA). It is, therefore, expected that HEA should prepare itself to put in place the necessary structures and regulations to provide effective quality assurance oversight.

Moreover, the year under review was the final year of HEA implementing its 2018 – 2021 Strategic Plan. Thus, during this period the Authority conducted an assessment of its Strategic Plan performance for the period 2018 – 2020. The strides made by the Authority during that period were due to support by the Government of the Republic of Zambia, and the acceptance of the Strategic Plan by HEA's stakeholders and their continued support during the implantation of the plan.

As HEA executes its mandate, the Government of the Republic of Zambia expects the Authority to enhance its performance through promotion of standards in Higher Education Institutions. Further, the Government pledges to remain committed to supporting the Authority in ensuring that quality higher education is accessible to all Zambians.

Executive Summary



Professor Stephen Simukanga, Director-General
Higher Education Authority

The year under review was largely punctuated with the review of the performance of the 2018 – 2021 Strategic Plan, which was conducted with technical support from Management Development Division (MDD) of Cabinet Office. This happened as HEA and Zambia continued to battle with the outbreak of the Coronavirus Disease (COVID-19), which caused HEA to significantly reduce on activities that involved physical interactions with clients, and implementing its quality assurance functions of learning programme, registration of new Higher Education Institutions and campuses, institutional audits, and inspections and surveillances.

Despite being greatly limited in its physical interactions due to COVID-19 restrictions which cancelled all national events, HEA adapted its stakeholder engagement and, thus, continued implementing stakeholder engagements, favouring a more digital approach to the engagements.

Therefore, in 2021, despite the challenges imposed by COVID-19, HEA manged to score some successes in the following:

HEA and Its Fight Against Covid-19 Pandemic

In joining the national effort to curb the spread of infection of COVID-19, HEA instituted policies that contributed to this fight through encouraging Management and Staff to get vaccinated and receive the boosters where and when appropriate; arrange for Management and Staff testing at work for COVID-19; practice the 5 Golden Rules; and, effectively implemented rotation working arrangements for Management and Staff as guided by the Cabinet Office Circular Minute of 2021, No. c0 7/6/2.

Assessment of 2018 – 2021 Strategic Plan

The assessment of the 2018 – 2021 Strategic Plan revealed that HEA recorded several achievements, amongst which included the development of the registration tool and accreditation tools, establishment of a database for Learning Programmes Experts (LPEs), development of classification of HEI criteria and assessment tool, and development of classification of academic ranks and appointment criteria.

Programme Accreditation

In 2021, out of the learning programmes submitted from private and public HEIs, and institutions applying for registration as HEIs, 526 learning programmes completed the accreditation cycle. This represented a 34% increase from 2020.

Furthermore, 378 learning programmes were accredited whilst 73 were rejected. Compared to

2020, there was a 180% increase in the number of learning programmes accredited in 2021.

Moreover, 56 Learning Programme Experts (LPEs) were trained in 2021, raising the total number of LPEs trained to 298. Compared to the 65 trained in 2020, this represented a 14% decrease.

Registration of New Private Higher Education Institutions and Campuses

The Authority did not register any new private HEI in 2021 and, as such, the total number of registered HEIs remained 53, the same number as in 2020.

However, in total, HEA processed seven (7) applications as follows: one (1) was for university, two (2) were additional campuses, and four (4) were approval for university colleges.

Institutional Audits

Having learnt from 2021, despite the COVID-19 pandemic which hindered audits in 2020, the Authority conducted 63 audits in 2021. This represented a 232% increase compared to 2020. All the audits conducted were for classification of HEIs.

Inspections and Surveillances

In the year 2021, the Authority inspected 10 HEIs in order to monitor adherence to COVID-19 during teaching and learning. The findings of the inspections were that nine (9) of the 10 HEIs were in adherence to the guidelines and were using online platforms for teaching and learning. Further, the inspections revealed that those HEIs that required practical sessions divided their students into smaller groups in order to foster adherence to social distancing. The one HEI that was found to have breached the COVID-19 guidelines was directed to subdivide the classes into smaller groups and employ online platforms for teaching and learning.

Furthermore, surveillances were conducted in eight (8) of the 10 provinces, with the exception being Luapula and Northern Provinces. The surveillance led to HEA ordering the offending institutions to cease operations and publishing them as illegally operating institutions. The list was published on 18th March, 2021.

Stakeholder Engagement

The continued cancellation of all national events due to COVID-19 made HEA go into a modified approach of engagement with the public. This approach involved a heavy reliance on digital media. HEA continued its engagements through meetings, workshops, and TV and radio appearances to ensure quality delivery of services and enhance its public image. This was achieved through meetings with stakeholders, correspondences, newsletters, social media, website, and through hosting and attending public events.

Furthermore, HEA began monitoring its response rate to the inquiries made by clients and stakeholders. Of the 2,178 inquires registered for 2021, the response rate showed that 1,774 or 81% of the queries were responded to within a day. Further, 1,478 or 69% were responded to within an hour of the query being received. This meant that only 404 or 19% were responded to later than a day after they were received.

For the year under review, the digital presence of HEA as seen through its Facebook Page increased from 24,826 to 25,645. The 3.3% increase was without any paid advert but accrued organically. Further, the page's reach was up 77.7% compared to 2020, with a reach of 131,437 for the year. Thus, this continued the overall growth of the page.



Introduction

Introduction

The 2021 Annual Report has been compiled in accordance with the First Schedule, Part II, Section 10 of the Higher Education Act, No. 4 of 2013. The Act requires that the Authority submits to the Minister of Higher Education a report concerning its activities during each financial year.

This report highlights the activities that took place in 2021, a year in which HEA assessed the performance of the 2018 – 2021 Strategic Plan for the period 2018 – 2020. Further, in 2021, the continued prevalence of the Coronavirus disease (COVID-19) affected the operations of the Authority due to the scaling down of field activities from 29th May to 4th October, 2021, and the closure of Higher Education Institutions (HEIs) during the period June to August, 2021.

However, having learnt from its implementation and execution of its mandate during similar COVID-19 conditions and restrictions in 2020, HEA managed to carry out some activities through working remotely with virtual platforms to ensure that the Authority executed its mandate.

Furthermore, an accelerated approach was adopted by Management to ensure that a higher percentage of the outlined objectives for 2021 were achieved after the COVID-19 restrictions were lifted by the Government of the Republic of Zambia. This resulted in 378 learning programmes accredited and 63 HEIs were audited for classification after obtaining permission from Cabinet to undertake these statutory functions. Further, HEA conducted a total of 10 inspections of HEIs.

The report is presented in 6 sections. The first section presents updates on Staff appointments, promotions and confirmations.

The second section highlights the measures HEA adopted in coping with COVID-19 pandemic.

The focus in the third section is on assessment of the performance of the 2018 – 2021 Strategic Plan.

The fourth section gives an insight into quality assurance activities undertaken during the year. These are broken down in terms of registration, inspection, audit and classification of HEIs; accreditation and audit of learning programmes; surveillances; and, the training of Learning Programme Experts.

The fifth section presents the stakeholder engagement activities undertaken during the year under review.

The Audited Financial Statements for the year 2021 are presented in the sixth section.

Staff Updates

Staff Recognition and Awards

In 2021, HEA honoured two of its employees at the first ever ceremony it held to award outstanding service. Honoured during the ceremony which was held on 28th July, 2021, were Mr. Prince Phiri, the Office Assistant, and Mr. Julius Phiri, the Driver.

Mr. Prince Phiri was awarded in recognition of his long service and hard work, whilst Mr. Julius Phiri was awarded in recognition of his innovativeness in the maintenance of Authority vehicles.



HEA, Manager Finance, Mr. Ronald Chulu with Mr. Prince Phiri(R) and Mr. Julius Phiri (L), in the HEA Board Room at Mukuba Pension House.



HEA Director General virtually delivers his speech to the award recipients while working from home due to Covid-19 restriction.

Staff Appointments

In staff appointments, Mr. Christopher Imakando was appointed to act in the position of Purchasing and Supplies Officer for administrative convenience. Mr. Imakando previously worked as Purchasing and Supplies Assistant.



Mr. Christopher Imakando

Temporal Staff and Internship

HEA employed 1 temporal staff and engaged 7 interns in both Quality Assurance and Corporate Services Departments. The Authority engages interns who have freshly graduated from HEIs in Zambia in order for them to gain work experience.

Staff Turnover

HEA experienced a solitary staff turnover as the Purchasing and Supplies Officer left the Authority to work in the diaspora. Hence, HEA's staff compliment was down to 25 from 26 the previous year. This was out of a full staff establishment of 39.

HEA and Its Fight Against Covid-19 Pandemic

In joining the national effort by the Government of the Republic of Zambia in combating the spread of COVID-19 infection, the Authority instituted measures that contributed to this fight through encouraging Management and Staff to get vaccinated and receive the booster where appropriate. Additionally, HEA ensured that Management and Staff were tested for COVID-19.

Furthermore, in additional to effectively implementing rotation of Management and Staff as guided by the Cabinet Office Circular Minute of 2021, No. c0 7/6/2, HEA regularly fumigated its offices at Mukuba Pensions House to ensure that all employees worked in a safe and practiced the Five Golden Rules to end COVID-19 infection, which were:

1. Masking up
2. Socially distancing
3. Sanitising or washing of hands frequently
4. Staying home and avoiding crowds
5. Seeking medical attention early

HEA resumed normal operations on 4th October, 2021.



HEA Director-General, Professor Simukanga, receives the second dose of the Oxford/AstraZeneca (AZD1222) COVID-19 vaccine.



HEA Management and their families pose for a photo after getting their vaccine.



HEA Corporate Communications Officer, Mr. Birbal Boniface Musoba, gets tested for COVID-19 and receives his results in the Authority's Board Room.

Furthermore, HEA conducted compliance inspections of Higher Education Institutions (HEIs) 'ensuring adherence to COVID-19 prevention guidelines.



DMI st Eugene University Vice-Chancellor, Dr. Kavitha with HEA Institutional Audits and Inspectorate team, in a social distance compliant class at DMI .



Performance Assessment of 2018 – 2021 Strategic Plan

Performance Assessment of 2018 – 2021 Strategic Plan

HEA conducted the performance assessment of the 2018 – 2021 Strategic Plan during a workshop held from 5th – 9th January, 2021. The Strategic Plan had six (6) objectives and 14 associated performance indicators. The objectives were:

1) Improve Service Delivery
2) Enhance Human Capital
3) Improve Operational Capacity
4) Enhance Higher Education Legislative Framework
5) Enhance Management and Technical Systems and
6) Increase financial base

The Authority, with technical support from Management Development Division (MDD), conducted an assessment of its performance during the period 2018 – 2020. The objectives of the performance assessment were twofold, namely:

a) To determine the extent to which HEA delivered on its Strategic Plan and the impact created during the period under review and
b) To identify challenges, if any, encountered during the implementation of the 2018 – 2021 Strategic Plan and recommend appropriate measures for addressing the challenges

The assessment was conducted by HEA Management and Staff against the set targets in the 2018 – 2021 Strategic Plan.

The overall performance of the Authority during the period under review was 58.14%.

HEA recorded a number of achievements. Among these were:

1) Development of the Registration tool and Accreditation tools
2) Establishment of a Database for Learning Programmes Experts
3) Supported the operationalisation of two new public Higher Education Institutions (HEIs) namely Palabana University and Levy Mwanawasa Medical University
4) Developed the classification of HEI criteria and assessment tool
5) Conducted audits for classification of universities
6) Development of classification of academic ranks and appointment criteria
7) Accreditation of Learning programmes conducted in all HEIs
8) Audited HEIs
9) Published an inaugural 2019 State of Higher Education Report and
10) Conducted Surveillances in 8 provinces

Despite recording major successes, HEA faced a number of challenges that affected implementation of programmes during the period under review. The challenges faced included:

1) Inadequate funding to implement some institutional programmes
2) Lack of an M&E framework
3) Staff turnover in the HRA unit
4) The gassing events and spread of the COVID-19 pandemic;5) Lack of a Communication Strategy

The review of the 2018 – 2021 Strategic Plan implementation has provided a platform to consider the following:

1) Explore alternative sources of financing
2) Rationalise procurement and prioritise the use of available resources
3) Develop and implement the M&E Framework
4) Enhance security and safety measures at HEA
5) Strengthen adherence to public health guidelines relating to COVID-19 prevention
6) Ensure future targets are SMART
7) Prioritise the development and implementation of a Communication Strategy and
8) Review HEA structure





Quality Assurance Activities

Quality Assurance Activities

In line with its mandate to promote quality assurance and regulate higher education institutions in Zambia, the Higher Education Authority (HEA) continued to implement key quality assurance activities throughout 2021.

The activities encompassed the registration, audit, classification and inspections of Higher Education Institutions (HEIs). The Authority also intensified surveillance efforts to identify and address the operations of unregistered institutions. At the programme level, HEA conducted accreditation and audit exercises to ensure that audit learning programmes met established academic standards. In addition, the Authority developed and reviewed national quality standards and guidelines, supported quality assurance related research and provided training for Learning Programme Experts (LPEs).

Registration and deregistration of HEIs

During the period under review, the Authority continued to process applications for registration of Higher Education Institutions and additional campuses. In total, HEA processed seven (7) applications as follows: one (1) for a university college, two (2) for additional campuses of registered HEIs, and four (4) were for colleges. The total number of registered universities remained 53, the same number as in 2020.

Following the enactment of the Higher Education (Amendment) Act in 2021, HEA began the registration of colleges . The first colleges registered under this amendment included:

- Lusaka Business Open College
- Glory Academy College of Nursing
- Elyon Nursing Institute

The number of recognised public universities remained the same as in 2020 at nine (9), namely, Copperbelt University (CBU), Mulungushi University, Chalimbana University, Kapasa Makasa University, Mukuba University, Levy Mwanawasa Medical University, Kwame Nkrumah University, Palabana University, and University of Zambia (UNZA).

Institutional Audits

In 2021, 63 institutional audits were conducted for the purpose of classification of HEIs. Recognised and registered HEIs are classified into 4 tiers which describe the level of education each HEI is allowed to offer on the Zambia Qualifications Framework. The Higher Education Authority conducted 63 institutional audits in 2021 as part of the classification process for Higher Education Institutions (HEIs). Under the Zambia Qualification Framework (ZQF) HEIs are categorized into four tiers based on the highest level of qualification they are permitted to offer.

1. Tier 1- ZQF7: Bachelor's degree only
2. Tier 2- ZQF8: Up to postgraduate diploma level
3. Tier 3- ZQF9: Up to master's degree level
4. Tier 4- ZQF10: Up to PhD level

The results of the classification exercise, including the respective tiers assigned to each HEI, will be gazetted and officially published in 2022.

Inspections and Surveillances

HEA continued to conduct inspections of registered HEIs and surveillances of unregistered institutions

purporting to offer higher education in Zambia in accordance with the provisions of the Higher Education Act No. 4 of 2013.

In the year 2021, the Authority inspected 10 HEIs in order to monitor adherence to COVID-19 during teaching and learning. The findings of the inspections were that nine (9) of the 10 HEIs were in adherence to the guidelines and were using online platforms for teaching and learning. Further, the inspections revealed that those HEIs that required practical sessions divided their students into smaller groups in order to foster adherence to social distancing. The one HEI that was found to have breached the COVID-19 guidelines was directed to subdivide the classes into smaller groups and employ online platforms for teaching and learning.

Furthermore, surveillances were conducted in eight (8) of the 10 provinces, with the exception being Luapula and Northern Provinces. The surveillance led to HEA ordering the offending institutions to cease operations and publishing them as illegally operating institutions. The list was published on 18th March, 2021.

Among the provinces surveyed, Lusaka province recorded a high number of institutions operating without certificates of registration from either HEA or TEVETA, followed by Copperbelt Province. The other provinces were found to have unapproved campuses or centres for already registered HEIs.

Furthermore, the institutions that were found operating illegally were directed to cease operations and the list of erring institutions was published in on 18th March, 2021.



HEA inspectorate team at Melburn Institute of Technology which was reported to be operating illegally

Standards and Research

HEA continued to work on standards and guidelines to aid the development of the higher education quality assurance system in Zambia. This included the Zambia Standards and Guidelines for Quality Assurance in Higher Education (ZSG-QA), the Student Transfer Guidelines, and the Open and Distance Learning (ODL) Guidelines.

In addition, HEA continued to conduct research on the state of higher education which resulted in the production of the 2021 State of Higher Education in Zambia Report under the theme "Policy and Legal Reforms in Higher Education."

Zambia Standards and Guidelines for Quality Assurance in Higher Education (ZSG-QA) and the Student Transfer Guidelines

HEA launched the Standards and Guidelines for Quality Assurance in Higher Education (ZSG-QA) and Student Transfer Guidelines for Higher Education Institutions (HEIs) in Zambia on 3rd May, 2021.

The ZSG-QA were framed around a set of 15 essential areas that are critical to achieving quality and developing a robust higher education sector. These include institutional vision and mission, governance, and management, learning programmes, teaching and learning, learner support, financial resources and physical and technological infrastructure.

The purpose of Student Transfer Guidelines is to provide guidance to HEIs in the development and institutionalisation of student transfer policies and procedures. They provide principles to be used in the development of HEIs' policies, restrictions on student transfer and the roles and responsibilities of HEIs in the transfer process.



Ministry of Higher Education (MoHE) Permanent Secretary, Mrs. Kayula Siame, and Prof. Simukanga receive the ZSG-QA and Student Transfer Guidelines from HEA Administrative Officer, Mrs. Annie Zulu Sitali.



Mrs. Siame launches the ZSG-QA and Student Transfer Guidelines. In the picture (L-R), Mr. Charles Mulenga (now deceased), MoHE Director – University Education; Prof. Luke Mumba, Vice-Chancellor, University of Zambia; Prof. Hellecy Ng'ambi, Vice-Chancellor, Mulungushi University; Mrs. Siame; and, Prof. Simukanga.

Open and Distance Learning (ODL) Standards and Guidelines

The Open and Distance Learning (ODL) Standards and Guidelines are intended to be used by HEIs in the development of their own ODL policies, internal quality assurance systems, academic programmes, and learner support systems. The standards and guidelines will also enable the Government of the Republic of Zambia to implement relevant regional and continental commitments for the development of quality higher education. In this regard, the Government expects HEIs to adhere to the standards and guidelines to improve the quality of higher education offered through ODL in Zambia.

The 2021 State of Higher Education in Zambia Report

The Higher Education Act No. 4 of 2013, Section 6 (b) requires that the Authority publishes the State of Higher Education Report on an annual basis. Thus, the 2021 report focused on the recent legal reforms in Zambia's higher education sub-sector. In particular, it provides highlights of the 2021 amendments to the Higher Education Act No. 4 of 2013. The amendments codified through the Higher Education (Amendment) Act, 2021 mark an important milestone in the development of the higher education sub-sector.

Notable in these amendments, are the introduction of new types of higher education institutions, extension of the Authority's quality assurance oversight to colleges, introduction of annual institutional audits, approval of affiliations among private HEIs by the Authority, and changes in the governance and management structures of universities and technical universities.

Accreditation of Learning Programmes

HEA continued the evaluation of learning programmes for accreditation as part of its quality assurance process. The process is marked by a binary outcome where a learning programme is evaluated against set standards and either recommended for accreditation or rejected.

In 2021, HEA continued to receive and process learning programmes from various HEIs which included institutions that were applying for registration as HEIs. Out of the learning programmes submitted from private and public HEIs, and institutions applying for registration as HEIs, 526 learning programmes completed the accreditation cycle. This represented a 34% increase from 2020 in the number of learning programmes that completed the cycle. This increase further showed that the Authority had learnt from 2020 scaling down of activities due to COVID-19 and put in measures to ensure that the process of accrediting learning programmes was not badly affected.

Furthermore, 378 learning programmes were accredited while 73 were rejected. The reasons for rejections were provided and included inadequate staff and inadequate curricular content.

As of December 2021, the cumulative number of accredited learning programmes stood at 947.

Auditing of Learning Programmes

In the year under review, HEA continued the auditing of learning programmes. The aim of the learning programmes audit is to assess progress in the implementation of learning programmes accredited by the Authority. The learning programme audit allows the Authority, together with the HEI, to:

1. Determine if the standards met at initial accreditation are being maintained
2. Identify the strengths and weaknesses in the implementation of the learning programme
3. Identify the areas of continuous quality improvement and enhancement of the learning programme

Table 1: Learning programmes accredited in 2020 and 2021 by category

	ACCREDITATION CATEGORY	2020	2021
1.	Agriculture and Nature Conservation	8	6
2.	Creative Arts,	7	6
3.	Business, Commerce and Management	70	47
4.	Communication Studies and Languages	4	7
5.	Education, Training and Development	24	92
6.	Manufacturing, Engineering and Technology	2	19
7.	Humanities and Social Sciences	10	52
8.	Law, Military Science and Security	1	13
9.	Health Sciences	5	81
10.	Physical, Mathematics, Computer and Life Sciences	3	34
11.	Services	1	8
12.	Physical Planning and Construction	0	13
	Total	135	378

Table 2: Summary of accreditation of the learning programmes for 2020 and 2021

CATEGORY	2020	2021
Number of Learning Programmes Submitted	234	288
Learning Programmes Evaluated	392	526*
Learning Programmes Accredited	135	378
Learning Programmes Rejected	138	73

**includes learning programmes carried over from 2020*

Thus, HEA audited 15 learning programmes from 3 HEIs. This represented a 25% increase in the number of audited learning programmes compared to 2020. The Learning programmes audited were:

2021	2021
Coppertone University (2)	Copperstone University (5)
Northrise University (4)	Evangelical University (5)
Zambia Catholic University(6)	Northrise University (5)

Orientation of Learning Programme Experts

HEA continued orienting Learning Programme Experts (LPEs) to expand the pool of available experts. This is an effort to facilitate a more efficient and expedient process of accreditation of various types of learning programmes. This resulted in an expanded database of experts.

The total number of trained LPEs as of December 2021 was 298.



Corporate Services

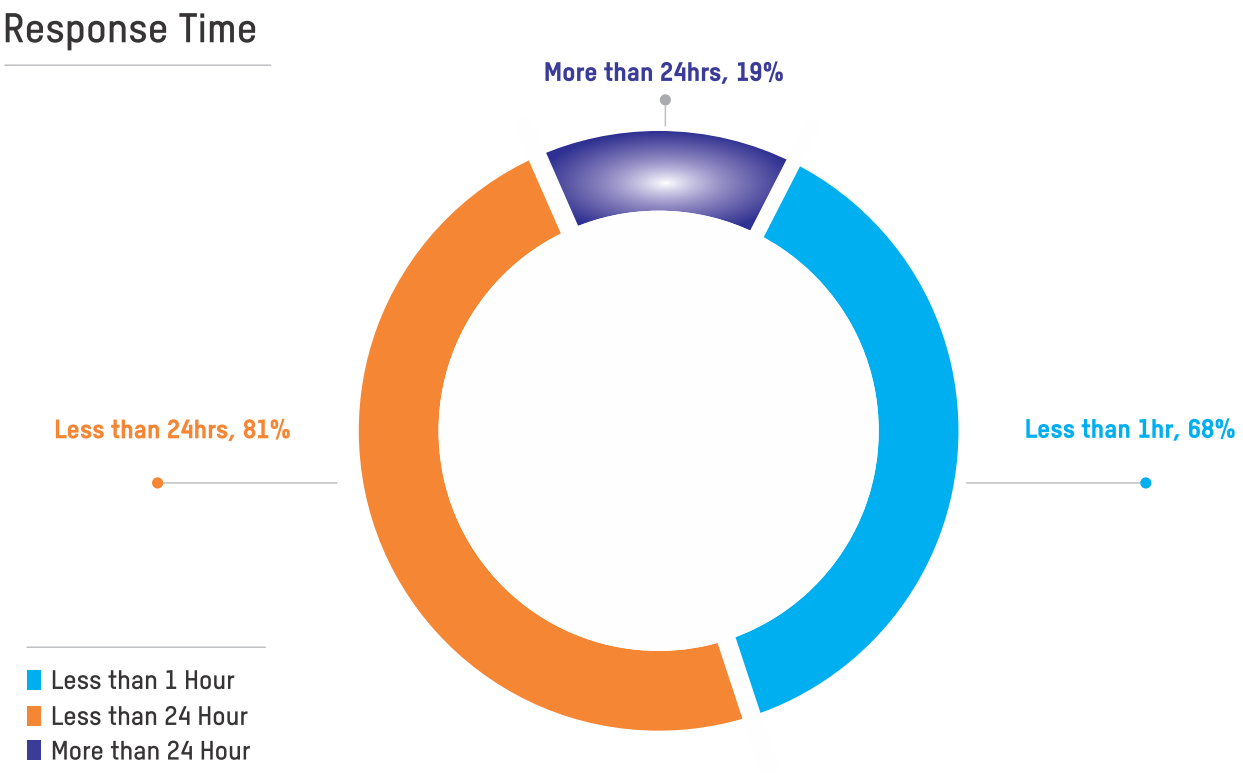
Corporate Services

As was the case in 2020, the activities implemented under Corporate Services were significantly affected by the COVID-19 pandemic due to the reduction of activities in order to curb the spread of the virus. The activities in Corporate Services are largely dependent on travel and interacting with clients and stakeholders. Thus, most of the activities were cancelled, as was echoed by the cancellation of all national events by the Government of the Republic of Zambia.

However, later in the year, restrictions on travel and interactions with clients and stakeholders were eased, therefore, Corporate Services began implementing some activities.

In the year under review, HEA did conduct a number of Corporate Services activities, which included the Authority Meeting the Minister of Education; presenting before the Committee on Education, Science and Technology; Tours for Classification of Universities; the launch of the Higher Education Integrated Management Information System (HEA-IMIS); and, hosting of capacity building workshops.

Furthermore, HEA began monitoring its response rate to the inquiries made by clients and stakeholders. Of the 2,178 inquires registered for 2021, the response rate showed that 1,774 or 81% of the queries were responded to within a day. Further, 1,478 or 69% were responded to within an hour of the query being received. This meant that only 404 or 19% were responded to later than a day after they were received.



The fast response time by HEA continues to show the Authority's paramount emphasis on quality delivery of services so that all queries submitted by clients and stakeholders are attended to as expediently as possible.

Of the inquiries made, 56 were of illegally operating institutions, 44 were to ascertain the validity of registered and public HEIs, whilst 107 were on accreditation status of specific learning programmes. The 107 count was

gladdening as it showed that the message to the public by HEA encouraging them to, not only, ascertain that the HEI was registered or recognised but that the learning programme was accredited as well, was getting through to the public.

The HEA continued its interactions with its clients, stakeholders, and the public through meetings, workshops, and TV and radio appearances in order to ensure quality delivery of services and enhance its public image. This was achieved through meetings with stakeholders, correspondences, newsletters, social media, website, and through hosting and attending public events. All these activities were undertaken under COVID-19 health guidelines.

Meeting the New Minister of Education

HEA attended a meeting where the heads of departments, statutory bodies and institutions under the Ministry of Education officially met the then newly appointed Honourable Minister of Education, Mr. Douglas Munsaka Syakalima, MP., on 21st September, 2021, at the National Science Centre in Kabulonga, Lusaka.



The Minister of Education, Mr. Douglas Syakalima, MP. (3-R), poses for a picture after a meeting with statutory bodies and new departments under his Ministry.

In the image (L-R): Mr. Charles Mulenga (now deceased) (2-L), Director – University Education, Ministry of Education; Mrs. Miriam Chiyaba, CEO, Zambia Qualifications Authority (ZAQA); Dr. Jobbicks Kalumba, Permanent Secretary – Technical Services, Ministry of Education; Mr. Syakalima; Professor Stephen Simukanga, Director General, Higher Education Authority (HEA); and, Mrs. Ireen Nayame Chirwa, Director, Higher Education Loans & Scholarships Board (HELSB).

Back line (L-R): Mr. Kapulo Musonda, Director Human Resources and Administration at the Ministry; and, Mr. Sydney Nalube (R), Assistant Director, National Science Centre.



Prof. Simukanga hands over a welcome gift to the Minister of Education, Mr. Douglas Syakalima, MP.

Parliament

Presenting before the Committee on Education, Science and Technology

On 25th March, 2021, HEA appeared before the Parliamentary Committee on Education, Science and Technology on The Higher Education (Amendment) Bill N.A.B. No. 21 of 2021. The passing of the Higher Education (Amendment) Act, 2021, triggered consequential amendments in conflicting Acts.

HEA appeared in front of the following Parliamentary Committees to submit ramifications of the stated Bills. However, due to COVID-19 restrictions, all the appearances and presentations before the Parliamentary Committees were done virtually. The presentations were on the ramifications of the following Bills:

1. HEA appeared before the Parliamentary Committee on Education, Science and Technology on the Examination Council of Zambia Bill on 17th February, 2021.
2. HEA appeared before the Parliamentary Committee on Transport, Works and Supply on 22nd March, 2021, on the ramifications of the Engineering Institution of Zambia (EIZ), N.A.B. No. 26, 2021 and the Zambia Chartered Institute of Logistics and Transport, Bill N.A.B. No. 28, 2021.
3. HEA appeared before the Parliamentary Committee on # and made a submission on The Zambia Institute for Tourism and Hospitality Studies (Amendment) Bill, 2021, Nab 29-1, on 24th March, 2021.
4. HEA appeared before the Parliamentary Committee on Health, Community Development and Social Services on the Health Professions (Amendment) Bill N.A.B. No. 24 of 2021, 8th April, 2021.

On the 13th April, 2021, HEA appeared before the Parliamentary Committee on Education, Science and Technology and presented on the ratification of the revised Addis Convention on the recognition of higher education qualifications in the African region. This is an African legal framework for the fair and transparent evaluation of higher education qualifications in the African region to facilitate inter-university cooperation and exchange through the mobility of students, researchers and faculty.

Tours for Classification of Universities

The Director-General accompanied the Inspectorate as they audited universities for the purposes of classifying them into tiers according to their capacity to offer qualifications on the Zambia Qualifications Framework (ZQF). Universities are classified in four tiers, ZQF 7, ZQF 8, ZQF 9 and ZQF 10, according to their capacity to offer bachelor's degrees, postgraduate diplomas, master's degrees, and doctorates, respectively.

Below are some of the image highlights from the tour.

Classification of Mulungushi University, 15th April, 2021



Professor Simukanga meets with Mulungushi University Vice-Chancellor, Professor Hellecy Ng'ambi (L), and her Deputy Vice-Chancellor, Dr. Nyirenda



Professor Simukanga and the Inspectorate team, in the new laboratory at Mulungushi University



Professor Simukanga conducts a tour of the honey production facility at Mulungushi University



HEA Director-General, Professor Simukanga and the Inspectorate team observe a demonstration of one of the laboratory machines at Mulungushi University

Classification of University of Lusaka, 20th April, 2021



HEA Director-General, Professor Simukanga(3rd from right) and UNILUS Vice-Chancellor, Professor Pinalo Chifwanakeni (2nd from right) pose for photo following the inspection of UNILUS Silverest campus



UNILUS Vice-Chancellor Professor Pinalo Chifwanakeni (in checked shirt) leads HEA Director-General Professor Simukanga and his team on a campus tour



HEA Inspectorate team in the UNILUS Skills laboratory.



UNILUS Vice-Chancellor Professor Chifwanakeni, demonstrates the use of the Treadmill in the University's gym as the HEA team looks on.

Classification of Mukuba University, 27th April, 2021



Professor Simukanga and the Inspectorate team in the Mukuba University's library.



HEA Director- General Professor Simukanga leads a tour of Mulungushi University campus.



Professor Simukanga and the HEA inspectorate team, during the inspection in one of the laboratories at Mulungushi University

Classification of Copperbelt University, 28th April, 2021



Professor Simukanga and the Inspectorate team tour CBU campus.



Professor Simukanga and the Inspectorate team in one of the laboratories at CBU

National Symposium on Academic Freedom

HEA organised the National Symposium on Academic Freedom in association with the Zambia National Education Coalition (ZANEC), in collaboration with the Ministries of Education; and Technology and Science. The Symposium was held under the theme, "Academic Freedom in Higher Education: Practice and Challenges," at Government Complex in Lusaka on 15th and 16th December, 2021.



The Minister of Education Mr. Douglas Syakalima (in stripped necktie) center poses for a picture with delegates of the National Symposium, including the Permanent Secretary in the Ministry of Technology and Science, Dr. Brilliant Habeenzu, and the Director-General of the Higher Education Authority, Professor Stephen Simukanga.



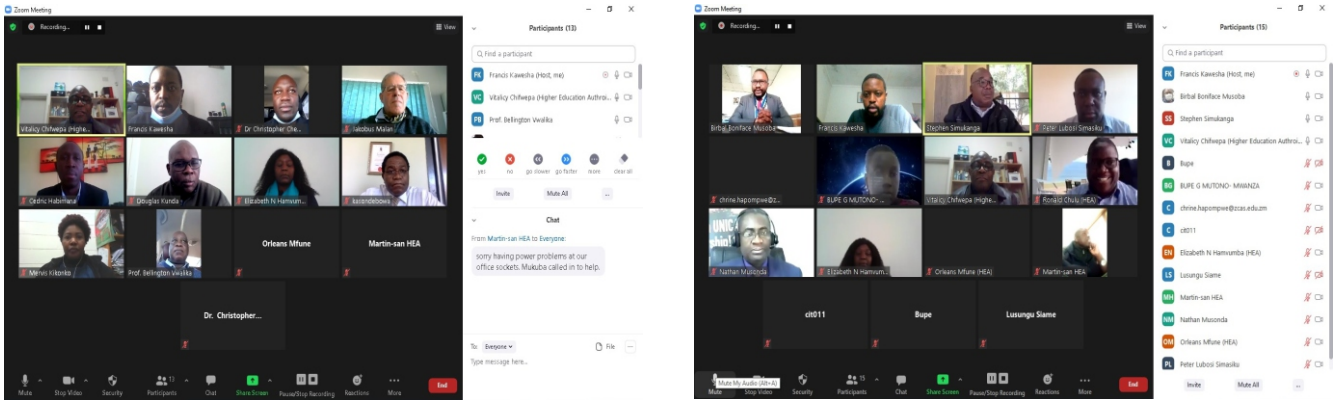
Ministry of Technology and Science Permanent Secretary Dr. Brilliant Habeenzu poses for a picture with HEA Director-General, Professor Stephen Simukanga, and ZANEC Executive Director, Mr. George Hamusunga (2-L), and members of staff at the Ministry of Technology and Science.

Capacity Building Workshops

UNESCO Capacity Building Workshop 29th – 30th July, 2021

HEA held a UNESCO-sponsored virtual workshop on capacity building in quality assurance functions on Thursday and Friday, 29th and 30th July, 2021.

This workshop exposed participants with deeper knowledge and practical insights into critical areas in assessment for accreditation and re-accreditation, standard setting, auditing , monitoring and evaluation.



Virtual participants of the workshop

Workshop on Integrated Quality Assurance Framework (HEA Quality Assurance Handbook) from 27th September – 2nd October, 2021

HEA held a 6-day Integrated Quality Assurance Framework Workshop at Fresh View Homes in Siavonga from 27th September to 2nd October, 2021. The workshop finalised the development and consolidation into a handbook to provide a simplified frame of reference for all the Authority's quality assurance processes and procedures.



HEA Management and Staff pose for a picture by the shores of Lake Kariba on the first day of the workshop.

High Level Meetings

6th Quarterly Meeting of Quality Assurance Agencies and Awarding Bodies

HEA attended the 6th Quarterly Meeting of Quality Assurance Agencies and Awarding Bodies on 22nd June, 2021. The meeting was held against the backdrop of the on-going streamlining of regulatory functions for all quality assurance agencies and awarding bodies, following the enactment of the Higher Education (Amendment) Act of 2021.

The Quality Assurance Agencies and Awarding Bodies consists Nursing and Midwifery Council of Zambia (NWCZ), Teaching Council of Zambia (TCZ), Health Professions Council of Zambia (HPCZ), Zambia Institute of Marketing (ZIM), Zambia Institute of Chartered Accountants (ZICA), Examinations Council of Zambia (ECZ), Ministry of Education, Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA), Higher Education Authority (HEA), and Zambia Qualifications Authority (ZAQA).



(L-R): Mr. Thom D. Yungana, Spokesperson and Manager – Regulation and Compliance, NMCZ; Mrs. Mirriam Chiyaba, CEO, ZAQA; Ms. Mercy Chibende, NMCZ; Mr. Modest Hamalabbi, Director – Technical Services, ZAQA; Mr. Kalungu; Ms. Womba Soneka, Quality Assurance Specialist, ZAQA; Mr. Mwimba Mulenga, ZAQA; Mr. James Chomba, Ministry of General Education; Ms. Musukwa; Dr. Kalolo; Dr. Vitalicy Chifwepa, Director – Quality Assurance, HEA (Now Deceased); and, Mr. Birbal Boniface Musoba, Corporate Communications Officer, HEA.

Series of Meetings with the Health Professions Council of Zambia on Transition of Health Colleges following the Higher Education (Amendment) Act, 2021

HEA held a series of meetings with the Health Professions Council of Zambia (HPCZ) which clarified and finalised the transition process of health colleges and institutions to the Authority following the Higher Education (Amendment) Act, 2021. This culminated in a technical workshop which produced a joint statement by both institutions to health colleges on the transition. The joint statement was issued on 14th November, 2021.



Members of the technical committee and the CEOs of HEA and HPCZ, Prof. Stephen Simukanga (8-L) and Mr. Bwembya Bwalya (7-L), respectively, pose for a group photo at the end of the technical workshop held from 1st – 3rd November, 2021.



HEA and HPCZ Management and Staff pose for a photo outside HPCZ Offices following the first meeting discussing the transition of health colleges.

Meeting with Nursing and Midwifery Council of Zambia on Transition of Nursing and Midwifery Colleges following the Higher Education (Amendment) Act, 2021

HEA met with the Nursing and Midwifery Council of Zambia (NMCZ) and discussed modalities of transitioning nursing and midwifery colleges to the Authority following the passing of the Higher Education (Amendment) Act, 2021.



Mr. Toddy Sinkamba, NMCZ Director Education and Training; Mrs. Elizabeth N. Hamvumba, HEA Manager - Programme Accreditation; Professor Stephen Simukanga, HEA Director-General; and, Mrs. Etambuyu Mulele-Bvulani, NMCZ Legal Counsel.

(Standing, L-R), Mr. Birbal Boniface Musoba, HEA Corporate Communications Officer; Mr. Obbious Chikombola, NMCZ Director Internal Audit and Risk Management; Mr. Martin Mushumba, HEA Senior Programme Accreditation Officer; Mr. Denny Nsokolo, HEA Senior Standards and Research Officer; Mr. Ackim Tembo, NMCZ Director Finance; Mr. Francis Kawesha, HEA Senior Information Technology Officer; Dr. Vitalicy Chifwepa, HEA Director – Quality Assurance (Now Deceased); and, Mr. Suzyo Soko, Senior Inspector – Institutional Audits.

NAQEZ Pays Courtesy Call on HEA

The National Action for Quality Education in Zambia (NAQEZ) paid a courtesy call on HEA to discuss ways in which the organisations could work together to ensure a quality higher education sector. The meeting, which was held in July, 2021, laid the seeds for the institutions collaborating on the National Symposium on Academic Freedom which was held later on in the year from 15th – 16th December, 2021.



HEA Director General, Prof. Stephen Simukanga (4-R), and NAQEZ Executive Director, Mr. Aaron Chansa (3-L), pose for a photo after the meeting with their respective Managements.

HEA Picture Day

HEA held its annual Picture Day on 4th January, 2021. The Authority uses this day to take images that it uses for its official corporate image.



HEA Management and Staff
(Seated L-R) Mr. Ronald Chulu, Manager – Finance; Dr. Vitalicy Chifwepa, Director – Quality Assurance (Now Deceased); Professor Stephen Simukanga, Director General; Mrs. Elizabeth N. Hamvumba, Manager - Programme Accreditation; and, Dr. Orleans Mfune, Manager – Standards, Research & Institutional Audits.

(Standing, First Row, L-R): Mr. Francis Kawesha, Senior IT Officer; Mr. Suzyo Soko, Senior Inspector – Institutional Audits; Mr. Joseph Munachoonga, Assistant Accountant; Mrs. Annie Zulu Sitali, Administrative Officer; Mr. Denny Nsokolo, Senior Standards and Research Officer; and, Mrs. Betty Mwiinga Lungu, Documentation and Registry Officer.

(Standing, Back Row, L-R): Mr. Birbal Boniface Musoba, Corporate Communications Officer; Mr. Kabungo Chembe, Inspector – Institutional Audits; Mr. Christopher Imakando, Acting Purchasing & Supplies Officer; Mrs. Patricia L. Bwalya, Accountant – Expenditure; Mr. Muyase Phiri, Inspector – Institutional Audits; Ms. Felidah Towela Kholopa, Documentation and Registry Assistant; Mr. Julius Sikatali, Driver; Mr. Mwansa Kabanda, Inspector – Institutional Audits; and, Mr. Prince Phiri, Office Assistant.



HEA Corporate Services Department



Quality Assurance Department



HEA Inspectorate Department

HIGHER EDUCATION AUTHORITY

Client and Stakeholder Engagement

Social Media

Facebook

HEA's Facebook Page increased from 24,826 to 25,645. The 819 or 3.3% increase was without any paid advert but organically. Further, the page's Reach was up 77.7% compared to 2020, with a reach of 131,437 for the year. Thus, this continued the overall positive growth of the page.

Instagram

The year in review was the year in which HEA's Instagram page hit 1,000 likes and, as such, HEA began recording its statistic. The page grew by 576 likes and its Reach increased by 123.6% compared to 2020. Thus, the reach was 939 for the year.

Newsletter

HEA continued to issue newsletters digitally, having had issued 26 newsletters in the past year, exceeding its annual target by 12 newsletters. This increase was because of Management's decision to capitalise on HEA's growing digital presence during the period when the COVID-19 restrictions were being enforced. Thus, this allowed the Authority to continue engaging with its clients and stakeholders.

Press Releases

Deregistration of Greenlight

HEA issued a press release announcing the deregistration of Greenlight University on 28th January, 2021 and was gazetted in the Gazette Notice No. 28 of 2020, which was published on Friday, 8th January, 2021. The press release followed the publication of the gazette.

Due to COVID-19 restrictions, this press release was not accompanied by a press briefing. Thus, due to the pandemic, the Authority did not hold any press briefings in 2021.

Illegally Operating Universities in Zambia

HEA published a list of institutions that were illegally operating as HEIs in the Republic of Zambia contrary to the provisions of the Higher Education Act No. 4 of 2013. The list was published on 18th March, 2021.

Yesbud University Continues Illegally Operating as a University in Zambia

HEA issued a warning to the general public that Yesbud University continued to operate as an illegal university in Zambia as it was not registered in accordance with the provisions of the Higher Education Act No. 4 of 2013. The warning was issued on 1st October, 2021.

Joint Statement by Higher Education Authority and Health Professions Council of Zambia

HEA and the Health Professions Council of Zambia (HPCZ) released a joint statement on 26th November, 2021, announcing the subsequent harmonisation of the mandates of both the Authority and HPCZ regarding the regulation of health-related training programmes. This was a result of the Amendment of the Higher Education Act No. 4 of 2013 by the Higher Education (Amendment) Act, 2021.

Media Appearences

HEA continued to bolster its image through media appearances. In 2021, the Authority made 14 media appearances, namely:

1. ListenRite with Shoprite on ZNBC Radio 2 – Dr. Mfune was interviewed on the operations of HEA
2. Money FM – Dr. Chifwepa gave an interview over the Higher Education (Amendment) Act, 2021.
3. Zambia Daily Mail – Prof. Simukanga was interviewed over Defence Services Command and Staff College becoming a university.

Furthermore, the Corporate Communications Officer, Mr. Birbal Boniface Musoba, gave the following interviews:

1. Interviews to the named media institutions resulting from the publication of list of illegally operating HEIs

    a. Daily Nation Newspaper
    b. Millennium Radio
    c. Radio Christian Voice
    d. Zambia Business Times Newspaper
    e. Zambia Daily Mail – two separate interviews
    f. ZNBC

2. Interviews to the named media institutions resulting from publication of Yesbud University continuing to operate illegally

    a. Money FM
    b. Times of Zambia
    c. Zed TV

3. Money FM, over Melburn Institute of Technology students protesting at Central Police in Lusaka.
4. Times of Zambia, over the deregistration of Greenlight University
5. Zambia Daily Mail, over the Draft Higher Education (Amendment) Bill



Corporate Communications Officer Birbal Musoba gives an interview to ZED TV in his office.

HEA Website

The IT Unit manages effectively website infrastructure in order to ensure accessibility of information. In the year under review, the Authority utilised the website as a platform to disseminate critical information to the public and the IT Unit monitored its performance. Below is a summary of the performance for the year 2021:



Performance of the year in review

In the year under review here some of the key statistics of the Authority's website highlighted in figure 1.

i. The Authority captured 16,680 new users.
ii. 60.01% of users only interacted with one page and left the website.
iii. Most users spent on average 3 mins and 06 seconds on the website.
iv. On average 2.38 pages are viewed per sessions and averaging 46 users per day.
v. 18.6% are returning users (3,811.4) and 81.4% are new users.
vi. Most visitor to website are from Zambia followed by United States and then South Africa.

List of Registered Higher Education Institutions

The Table below shows the list of registered HEIs as of December, 2021.

For contact details of each HEI, visit our website, www.hea.org.zm.

HEA continues to warn the general public not to enrol at any private institution not registered neither should they enrol in any learning programme from both private and public HEIs that have not been accredited as their qualifications will not be recognised.

S/N	Name of HEI	Campus(es)	Reg. No.	Delivery Mode	Physical Address	Postal Address	Province
1.	Africa Research University	Great East Road Campus	HEA/001	FT and ODL	Cresta Golfview Hotel, Stand Number 10247 Block 7	P.O. Box FW20, Lusaka	Lusaka
2.	African Christian University	Woodlands Campus	HEA/011	FT	Plot No. 3773213, off Lake Road, Twin Palm/Ibex	P.O. Box 320161 Woodlands, Lusaka	Lusaka
3.	African Open University	Ndola Campus	HEA/059	ODL	Plot No. LN-1002 20/1, Masaiti Area, Mushili Road	P.O. Box 230045, Skyway, Ndola	Copperbelt
4.	Ambassador International University	Chongwe Campus	HEA/060	FT	Off Great East Road, Rufunsa, Zambia	P.O. Box 166, Chongwe	Lusaka
5.	Bethel University	Mongu Campus	HEA/062	FT and ODL	Plot No. 255 Mahetelwa Section, Limulunga Royal Village, Mongu	P.O. Box 910088, Mongu	Western
6.	Blessings University of Excellence	Lumumba Road Campus	HEA/063	FT and ODL	Plot number 26523, corner of Vubu and Lumumba Road, Lusaka	P.O. Box 37486 Lusaka	Lusaka
7.	Brook Besor University	Kalundu Campus	HEA/071	FT and ODL	No. 18, Plot 37889, Lunsemfwa Road, Lusaka	P. O. Box 322, Postnet Arcardes, Lusaka	Lusaka
8.	Cavendish University	Great North Road Campus	HEA/003	FT and ODL	Corner of Great North and Washama Road Villa Elizabeth, Lusaka	P.O. Box 34625, Lusaka	Lusaka
		Longacres Campus	HEA/070	FT and ODL	Plot No. 20842, Off Alick Nkata Road, Longacres		

S/N	Name of HEI	Campus(es)	Reg. No.	Delivery Mode	Physical Address	Postal Address	Province
9.	Central African Baptist University	Kitwe Campus	HEA/076	FT	6651 Jambo Drive, Kitwe	P.O. Box 21891, Kitwe	Copperbelt
10.	Chreso University	Nangwenya Campus	HEA/022	FT and ODL	Plot 17734, Nangwenya Road, Lusaka	P.O. Box 37178, Lusaka, Zambia	Lusaka
		Makeni Campus	HEA/084		Plot Number 37178 off Makeni RD, Chilanga District		
		Ndola Campus	HEA/077		65A Munkulungwe Ndola		Copperbelt
11.	City University of Science and Technology	Provident House Campus	HEA/041	FT and ODL	4th Floor, Provident House, Cairo Road, City Centre Lusaka	P.O. Box 359, Lusaka, Zambia	Lusaka
		Lusaka South Campus	HEA/073		Plot No. Sub 55 Fm919 Lilayi Farms, Off Greg Lungu Road, Lusaka	P.O. Box G59 Lusaka, Zambia	
12.	Copperstone University	Baluba Campus	HEA/030	FT and ODL	Plot No. 38002/M, Baluba Ndola – Kitwe Highway, Kitwe	P.O. Box 22041, Kitwe, Zambia	Copperbelt
13.	DMI-St. Eugene University	Chibombo Campus	HEA/023	FT and ODL	Plot No. B2029/M, 9 Miles, Great North Road, Chibombo	P.O. Box 330081, Chibombo District, Central Province, Zambia	Central
		Chipata Campus	HEA/024		St. Anne's, Chipata	P.O. Box 511026, Chipata	Eastern
14.	Eden University	Balastone Park Campus	HEA/038	FT and ODL	Plot No. 43/913/873 Balastone Park, Lusaka	P.O. Box 37727, Lusaka	Lusaka
15.	Evangelical University	Ndola Campus	HEA/025	FT	Plot 60-64 Kwacha Road, Ndola	P.O. Box 250100, Ndola	Copperbelt
16.	Gideon Robert University	Town Campus	HEA/033	FT and ODL	5th Floor, NAPSA Building, Cairo Road, Lusaka	P.O. Box 770, Lusaka	Lusaka
		Lilayi Campus	HEA/073	FT	Plot No. 4018 Off Kafue Road Lilayi, Lusaka		
		Kalulushi	HEA/078		Former Mindolo Farm College, South Down, Airport Road, Kalulushi		Copperbelt

S/N	Name of HEI	Campus(es)	Reg. No.	Delivery Mode	Physical Address	Postal Address	Province
17.	Harvest University	Woodlands Campus	HEA/034	FT	Plot No. 9027, Buluwe Road, Woodlands, Lusaka	P.O. Box 37866, Lusaka	Lusaka
18.	Information and Communication University	Chalala Campus	HEA/014	FT and ODL	Plot No. 19877/M/1A/392, Off Shantumbu Road, Kafue	P.O. Box 30226, Lusaka	Lusaka
19.	Justo Mwale University	Lusaka Campus	HEA/015	FT and ODL	Plot No. 19 Munali Road, Chamba Valley, Lusaka	P.O. Box 310199, Lusaka	Lusaka
20.	Kenneth Kaunda Metropolitan University	Ibex Hill Campus	HEA/016	FT and ODL	Kabulonga Shopping Complex, Chindo Road, Lusaka	P.O. Box 32697, Lusaka	Lusaka
21.	Livingstone International University of Tourism Excellence and Business Management (LIUTEBM)	Main Campus	HEA/026	FT and ODL	Plot No. 2746/M, 2 nd Street, Ibex Extension, Lusaka	P.O Box 38490, Lusaka	Lusaka
22.	Lusaka Apex Medical University	Kasama Road Campus	HEA/035	FT	Plot No. 12681/M, Hillview Park, Along Kasama Road, Libala South	P.O. Box 31909, Lusaka	Lusaka
		Charles Lwanga Campus	HEA/066		Plot 4820M, Chitukuko Road, Woodlands, Lusaka		
		Mutandwa Campus	HEA/067		Plot 12681M, Kasama Road, Hillview Park, Lusaka		
		Olympia Campus	HEA/068		Plot 6867, Chainama Road, Lusaka		
		Tick Campus	HEA/069		Plot 923M. Kasama Road, Lusaka		
		Foxdale Campus	HEA/072		Along Zambezi Road		
23.	Management College of Southern Africa (MANCOSA)	Lusaka Campus	HEA/042	ODL	47 Independence Avenue, Rhodespark Fairview, Lusaka	P.O. Box CA 68, Castle, Lusaka	Lusaka
24.	Mansfield University	Town Campus	HEA/048	FT	1st Floor, Kulima Tower Building, Takungila Road, Town Centre, Lusaka	P.O. Box 30858, Lusaka	Lusaka
25.	Mosa University	Chibombo Campus	HEA/056	FT	Plot No. 2, 15 miles, Great North Road, Chibombo	P.O. Box 37504, Lusaka	Central

S/N	Name of HEI	Campus(es)	Reg. No.	Delivery Mode	Physical Address	Postal Address	Province
26.	Northrise University	Kitwe-Ndola Dual Carriage Highway	HEA/005	FT and ODL	Plot No. 30029, Kitwe-Ndola Dual, Carriage Highway, Ndola	P.O. Box 240271, Ndola	Copperbelt
27.	Oak University	Makishi Road Campus	HEA/020	FT and ODL	Plot No 5232 Makishi Road, Lusaka	P.O. Box 35964, Lusaka	Lusaka
28.	Open Window University	Kabulonga Campus	HEA/082	FT and ODL	24 Cheeteh Road Kabulonga		Lusaka
29.	Paglory University	Main Campus	HEA/017	FT and ODL	Plot No. 8039, Clinic Road, Kabwe	P.O. Box 80785, Kabwe.	Central
30.	Rockview University	Main Campus	HEA/036	FT and ODL	Plot No. 23258, Off Lake Road, Ibex Hill, Lusaka	P.O. Box 31108, Lusaka	Lusaka
31.	Rusangu University Lusaka	Lusaka Campus	HEA/061	FT and ODL	Plot No. 9704, Central Street, Chudleigh, Lusaka	P.O. Box 50586, Lusaka	Lusaka
		Monze Campus	HEA/007	FT and ODL	Plot No. 269a, Rusangu Mission, Monze	P.O. Box 660391, Monze	Southern
		Copperbelt Campus	HEA/065	FT and ODL	David Mwila House, Kitwe	P.O. Box 50586, Kitwe	Copperbelt
32.	South Valley University	Main Campus	HEA/043	ODL	Chikankata, Off Livingstone Road, Mazabuka	P.O. Box 670404, Mazabuka	Southern
33.	St. Bonaventure University	Lusaka Campus	HEA/064	FT	Plot No. 40/a/E/9/1, Chikupe Road, Bonaventure, Lusaka	P.O. Box 37525, Lusaka	Lusaka
34.	St. Dominic's Major Seminary	Woodlands Campus	HEA/006	FT	Plot No. 09/4889, Mutende Road, Woodlands, Lusaka	P.O. Box 320191, Lusaka, Zambia	Lusaka
35.	Sunningdale University	Main Campus	HEA/052	FT and ODL	Plot No. 126G/B, Kudu Road, Kabulonga, Lusaka		Lusaka
36.	Supershine University	**No Registered Campus**	HEA/057	ODL			Lusaka

S/N	Name of HEI	Campus(es)	Reg. No.	Delivery Mode	Physical Address	Postal Address	Province
37.	Texila American University	Lake Road Campus	HEA/021	FT and ODL	Stand 37605, Kwacha Square,KPTF Building, Lake Road, Lusaka	P.O. Box 320110, Lusaka	Lusaka
		Annex Campus	HEA/075		4647 Beit Road, Addis Ababa Roundabout, Rhodes Park, Lusaka		
38.	The University of Barotseland	Mongu Campus	HEA/040	FT and ODL	Plot No. 154, Senanga Road, Mongu	P.O. Box 910316, Mongu	Western
39.	Trans-Africa Christian University	Kitwe Campus	HEA/046	FT and ODL	Plot No. 2580/M, Itimpi, Off Government Road, Kitwe	P.O. Box 21067, Kitwe	Copperbelt
40.	Trinity University	Lusaka Campus	HEA/018	FT	Plot 29382, Off Alick Nkhata Road, Lusaka	P.O. Box 50768, Lusaka	Lusaka
41.	Twin Palm Leadership University	Main Campus	HEA/044	FT and ODL	S/D15 of S/DA of farm No. 85a, Turn Park, Chikankata	P.O. Box FW 271, Lusaka	Lusaka
42.	Unicaf University Zambia	Lusaka Campus	HEA/053	ODL	Stand No. 20842, Off Alick Nkata Road, Longacres, Lusaka	P.O. Box 35868, Lusaka	Lusaka
43.	United Church of Zambia University	Kitwe-Chingola Road Campus	HEA/047	FT and ODL	Plot No. 150 off Kitwe -Chingola Road, MEF Campus, Mindolo Kitwe	P.O. Box 20429, Kitwe	Copperbelt
44.	University of Africa	Lusaka Campus	HEA/028	ODL	Plot No. 2982, Bukavu Road, Off Mwaluma Road, Thornpark Lusaka	P.O. Box 35440, Lusaka	Lusaka
45.	University of Edenberg	Gleenwood Park Campus	HEA/079	FT and ODL	Plot No. F4144E of Jambo Drive Riverside Kitwe	P.O. Box 21041	Copperbelt
46.	University of Lusaka	Pioneer Campus	HEA/009	FT, Part Time and ODL	Mass Media Lusaka	P.O. Box 36711, Lusaka	Lusaka
		Leopards Hill Campus	HEA/074		Plot No. 17986/M, Off Leopards Hill Road, Lusaka		
		Silverest Campus	HEA/083		Plot 23072/M		

S/N	Name of HEI	Campus(es)	Reg. No.	Delivery Mode	Physical Address	Postal Address	Province
47.	University of the Foundation for Cross-cultural Education	Luanshya Campus	HEA/004	FT and ODL	Plot No. 30588, Koti ni Eden, Masaiti	P.O. Box 90790, Luanshya	Copperbelt
48.	Victoria Falls University of Technology	Livingstone Campus	HEA/029	FT and ODL	Stand 2621, Nakatindi Road, Livingstone	P.O. Box 60247, Livingstone, Zambia	Southern
49.	Zambia Catholic University	Kalulushi Campus	HEA/019	FT and ODL	Plot No. 1937, Ntundwe Drive,Kalulushi	P.O. Box 35964, Kalulushi	Copperbelt
50.	Zambian Christian University	Choma Campus	HEA/054	FT and ODL	Brethren in Christ Church, Choma	P.O. Box 630115, Choma	Southern
51.	Zambian Open University	Main Campus	HEA/010	FT and ODL	New Foundland Campus, Unity Road off Mumbwa Road, Lusaka	P.O. Box 31925, Lusaka	Lusaka
52.	Zambian Royal Medical University	**No Registered Campus**	HEA/055	FT		P.O. Box 33859, Lusaka	Lusaka
53.	ZCAS University	Dedan Kimathi Road Campus	HEA/039	FT and ODL	Plot 5309, Dedan Kimathi Road, Lusaka	P.O. Box 35243, Lusaka	Lusaka

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST December 2021



HIGHER EDUCATION AUTHORITY

ANNUAL REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2021

Higher Education Authority
Financial Statements for the year ended 31 December 2021

Name of organisation	Higher Education Authority
Nature of organisation	Statutory Body Established by the Higher Education Act No. 4 of 2013
Principal activity	The Higher Education Authority (HEA/the Authority) is a Statutory Institution established by the Higher Education Act No. 4 of 2013 to regulate, coordinate and monitor standards of Higher Education in Zambia.
Business Address	Engineering House Second Floor Behind Show Grounds Kelvin Siwale Road Lusaka
Bankers	Investrust Bank Plc Odys Building P.O Box 32344 Lusaka Zambia National Commercial Bank Government Complex Independence Avenue P.O Box 33611 Lusaka
Auditors	Mark Daniels CHAZ Complex Plot No.2882/B/5/10 Third Floor, Suite F3- Off Great East Road Mission Drive, Lusaka

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The directors have the pleasure of presenting their report and audited financial statements for the year ended 31st December 2021.

1. Nature of Entity

The mandate of the Authority is to coordinate, regulate and monitor standards of Higher Education in Zambia in accordance with the Higher Education Act No. 4 of 2013.

2. Principal activities

The principal activities of the Authority are:

i. To register private Higher Educations Institutions.

ii. Accredit learning programmes offered in both the private and public Higher Education Institutions.

iii. Ensure quality assurance in the provision of higher education.

3. Financial results

In line with the Higher Education Act No. 4 of 2013, the Authority's financial year is from 1st January to 31st December.

During the financial year ended 31st December 2021, the Authority recorded a surplus of ZMW 1,150,422 as compared to a deficit of ZMW 704,100 during the year ended 31st December 2020.

The following is a summary of the financial results: -

	2021 ZMW	2020 ZMW
Income	3,543,893	2,276,346
Grants received	20,484,074	17,663,048
Expenditure	(22,877,545)	(20,643,494)
Surplus/(deficit) for the year	1,150,422	(704,100)

4. Property, plant and equipment

The Authority made additions to its fixed assets by purchasing property, plant and equipment amounting to ZMW 1,116,890 (2020: ZMW 1,013,498) during the year. In the opinion of the directors, the carrying value of property and equipment is not less than its recoverable amount.

5. Health, Safety and Environmental Issues

The Authority is committed to ensuring the health, safety and welfare at work of its employees and for protecting other persons against risks to health and safety arising out of, and in connection with, the activities at work of those employees.

6. Number of employees

The average number of persons employed by the Authority and their remuneration during the financial year was as follows:

Month	Salaries and allowances		Number of employees	
	2021 ZMW	2020 ZMW	2021	2020
January	802,711	725,168	27	24
February	766,656	772,678	26	24
March	772,350	773,181	26	24
April	769,248	749,578	26	24
May	826,182	749,578	26	24
June	801,807	1,301,639	26	25
July	917,526	901,903	26	26
August	902,451	917,860	26	26
September	952,793	839,219	26	27
October	949,009	906,869	26	27
November	943,782	1,024,246	26	27
December	1,572,402	862,386	26	27

Note: Reasons for Gross Pay Variations

i. In June 2020, the authority paid full gratuity to one of the managers on contractual employment and hence the increased payment as compared to the same month of June 2021 which did not have this kind of payment.

ii. In November 2020, the authority paid for commutation of leave days to one of the Directors and leave pay to one of the managers and hence the variation in gross pays between November 2020 and November 2021.

iii. In December 2021, we paid Interim gratuities for the staff on contractual employment. The variation between 2020 and 2021 in terms of gratuity payments was because interim gratuity payments only commenced in December 2021.

However, the other month to month slight variations in the payroll for the period under review 2021 were due to normal payroll adjustments that happen as staff access one entitlement or the other.

7. Directors

There was no sitting Board in 2021 and as such the report of the Directors together with the financial statements could not be approved and published until 2023 when a new Board was appointed.

During the period under review, urgent matters requiring Board oversight were referred to the Ministry of Higher Education for consideration, while the Ministry was engaged in the process of identifying, appointing and commissioning of a new Board to handle the remaining matters and discharging other Board functions.

8. Directors' fees and Remuneration

The Authority paid fees to the members of the board of directors in the period under review amounting to ZMW 87,840. The Permanent Secretary in the Ministry of Higher Education together with some appointed Directors served as a Board and hence the remuneration paid.

9. Other material facts, circumstances, and events

The directors are not aware of any material fact, circumstance or event which occurred between the accounting date and the date of this report which might influence an assessment of the Authority's financial position or the results of its operations.

10. Annual financial statements

The annual financial statements set out on pages 7 to 27 have been approved by the directors.

11. Auditors

The auditor, Mark Daniels, have indicated their willingness to continue in office.

By order of the Board

Director General

Date:

07/03/24

Board Chairperson

Date:

Higher Education Authority
Directors' Responsibilities
For the year ended 31 December 2021

The Directors are required, in terms of the Higher Education Authority Act, No. 4 of 2013, to maintain adequate accounting records and are responsible for the content and integrity of the financial statements and related financial information included in this report. It is their responsibility to ensure that the financial statements fairly present the state of affairs of the Authority as at the end of the financial year and the results of its operations and cash flows for the period then ended, in conformity with International Financial Reporting Standards (IFRSs). The external auditors are engaged to express an independent opinion on the financial statements.

The financial statements are prepared in accordance with IFRSs and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgments and estimates.

The Directors acknowledge that they are ultimately responsible for the system of internal financial control established by the Authority and places considerable importance on maintaining a strong control environment. To enable the Authority to meet these responsibilities, the Board sets standards for internal controls aimed at reducing the risk of error or loss in a cost-effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the Authority and all employees are required to maintain the highest ethical standards in ensuring the Authority's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the Authority is on identifying, assessing, managing and monitoring all known forms of risk across the Authority. While operating risk cannot be fully eliminated, the Authority endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The Directors are of the opinion, based on the information and explanations given by management that the system of internal controls provides reasonable assurance that the financial records may be relied on for the preparation of the financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss.

The Directors have reviewed the Authority's cash flow forecasts for the year ending 31 December 2021 and, in the light of this review and the current financial position, they are satisfied that the Authority has access to adequate resources to continue in operational existence for the foreseeable future.

The external auditors are responsible for independently reviewing and reporting on the Authority's financial statements. The financial statements have been examined by the Authority's external auditors and their report is presented on page 5 to 7.

The financial statements, set out on pages 7 to 28 which have been prepared on the going concern basis, were approved by the Board on..... and were signed on its behalf by:

Director General

Date:

07/03/24

Board Chairperson

Date:

REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF HIGHER EDUCATION AUTHORITY

Opinion

We have audited the accompanying financial statements of the Higher Education Authority, which comprise the statement of financial position as at 31 December 2021, and the statement of comprehensive income, statement of changes in funds and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory notes.

In our opinion the financial statements give a true and fair view of the financial position of the Higher Education Authority as at 31 December 2021 and of its financial performance and cash flows for the year ended and have been properly prepared in accordance with the International Financial Reporting Standards.

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Authority in accordance with the International Ethics Standards Board for Accountants' Code of Ethics (IESBA Code), and we have fulfilled our other ethical responsibilities in accordance with the IESBA Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Key Audit Matters

Key audit matters are those matters that, in our professional judgment, were of most significance in our audit of the financial statements of the current period. These matters are addressed in the context of our audit of the financial statements as a whole, and in forming our opinion thereon, and we do not provide a separate opinion on these matter

Other information

Management is responsible for the other information. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

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Tel: +260-211-291401/Cell: +260 962-059690 / 0979-835430, E-mail: markdaniels@markdaniels.co

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with International Financial Reporting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or have no realistic alternative but to do so. Those charged with Governance are responsible for overseeing the Authority's reporting process

Auditor's Responsibility for the Audit of the Financial Statements

Our Objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Institution's internal controls.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the Authority to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the institutions audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on other Legal and Regulatory Requirements

In our opinion, the financial statements of the Higher Education Authority as of 31 December 2021, and its financial performance and its cash flows for the year then ended have been properly prepared in accordance with the International Financial Reporting Standards. The accounting and other records have been kept in accordance with the requirements of the Higher Education Authority Act No. 4 of 2013.

Mark Daniels
Chartered Accountants
Lusaka

Date: 19/04/24.

WKK Kasongo
Winston Kasongo AUD/F003127
Partner signing on behalf of the firm

Statement of comprehensive income

	Notes	2021 ZMW	2020 ZMW
Income	6 (i)	3,543,893	2,276,346
Grants received	6 (ii)	20,484,074	17,663,048
		24,027,967	19,939,394
Technical expenses		(22,877,545)	(20,643,494)
Surplus/(deficit) for the year		1,150,422	(704,100)
Total comprehensive surplus/(deficit) attributable to the Authority		**1,150,422**	(704,100)

The notes on pages 12 to 28 form an integral part of these financial statements

Statement of financial position

	Notes	31 December 2021 ZMW	2020 ZMW
ASSETS			
Non-current assets			
Equipment	12	3,143,797	2,862,231
Current assets			
Accounts receivables	13	394,205	188,172
Cash and cash equivalents	14	2,699,445	1,943,948
		3,093,650	2,132,120
Total assets		**6,237,447**	**4,994,351**
Accumulated Fund			
Retained income		5,001,541	3,851,119
Current liabilities			
Accounts payables	15	1,235,906	1,143,232
Total funds and liabilities		**6,237,447**	**4,994,351**

The Directors acknowledge their responsibilities for complying with the requirements of the Higher Education Authority Act No. 4 of 2013 with respect to accounting records and the preparation of financial statements.

Director-General

Date: 07/07/24

Board Chairperson

Date: 07/07/24

The notes on pages 12 to 28 form an integral part of these financial statements

Statement of changes in funds

	Accumulated deficit ZMW	Total ZMW
At 1st January 2020	4,556,219	4,556,219
Deficit for the year	(704,100)	(704,100)
Total comprehensive income	(704,100)	(704,100)
At 31st December 2020	**3,851,119**	**3,851,119**
At 1st January 2021	3,851,119	3,851,119
Surplus for the year	1,150,422	1,150,422
Total comprehensive deficit	1,150,422	1,150,422
At 31st December 2021	**5,001,541**	**5,001,541**

The notes on pages 12 to 28 form an integral part of these financial statements

Statement of cash flows

	Notes	2021 ZMW	2020 ZMW
Cash flow from operating activities			
Surplus/(deficit) for the year		1,150,422	(704,100)
Depreciation		835,324	820,152
Net operating cash flows before reinvestments in working capital		1,985,747	116,052
(Increase)/decrease accounts receivables		(206,033)	21,632
Increase/(decrease) in accounts payables		92,674	(606,352)
Net cash generated from operating activities		1,872,387	468,668
Investing activities			
Purchase of property, plant and equipment	12	(1,116,890)	(1,013,498)
Net cash used in investing activities		(1,116,890)	(1,013,498)
Net changes in cash and cash equivalents		755,497	(1,482,166)
Opening cash and cash equivalents		1,943,948	3,426,114
Closing cash and cash equivalents		**2,699,445**	**1,943,948**
Represented by:			
Cash and cash equivalents	14	**2,699,445**	**1,943,948**

The notes on pages 12 to 28 form an integral part of these financial statements

Notes

1. Basis of Accounting and preparation financial statements

The financial statements of HEA have been prepared on the going concern basis and in accordance with the International Financial Reporting Standards (IFRS) and comply with the requirements of the HEA Act. They have been prepared under the historical cost convention adjusted by the revaluation of tangible fixed assets. The financial statements are presented in Zambian Kwacha except where otherwise indicated.

2. Application of new and revised International Financial Reporting Standards (IFRSs)

(a) New standards and amendments-applicable 1 January 2021

The following standards and interpretations apply for the first time to financial reporting periods commencing on or after 1 January 2021.

Title	Key requirements	Effective date*
Covid-19-related Rent Concessions – Amendments to IFRS 16	As a result of the COVID-19 pandemic, rent concessions have been granted to lessees. Such concessions might take a variety of forms, including payment holidays and deferral of lease payments. In May 2020, the IASB made an amendment to IFRS 16 Leases which provides lessees with an option to treat qualifying rent concessions in the same way as they would if they were not lease modifications. In many cases, this will result in accounting for the concessions as variable lease payments in the period in which they are granted. Entities applying the practical expedients must disclose this fact, whether the expedient has been applied to all qualifying rent concessions or, if not, information about the nature of the contracts to which it has been applied, as well as the amount recognised in profit or loss arising from the rent concessions. * The relief was originally limited to reduction in lease payments that were due on or before 30 June 2021. However, the IASB subsequently extended this date to 30 June 2022. If a lessee already applied the original practical expedient, it is required to continue to apply it consistently, to all lease contracts with similar characteristics and in similar circumstances, using the subsequent amendment. If a lessee did not apply the original practical expedient to eligible lease concessions, it is prohibited from applying the expedient in the 2021 amendment. However, if a lessee has not yet established an accounting policy on applying (or not) the practical expedient to eligible lease concessions, it can still decide to do so. In August 2020, the IASB made amendments to IFRS 9, IAS 39, IFRS 7, IFRS 4 and IFRS 16 to address the issues that arise during the reform of an interest rate benchmark rate, including the replacement of one benchmark with an alternative one. The Phase 2 amendments provide the following reliefs: • When changing the basis for determining contractual cash flows for financial assets and liabilities (including lease liabilities), the reliefs have the effect that the changes, that are necessary as a direct consequence of IBOR reform and which are considered economically equivalent, will not result in an immediate gain or loss in the income statement.	1 June 2020/ 1 April 2021 *

Notes (Continued)

2. Application of new and revised International Financial Reporting Standards (IFRSs) (continued)

(a) New standards and amendments-applicable 1 January 2021 (continued)

The following standards and interpretations apply for the first time to financial reporting periods commencing on or after 1 January 2021

Title	Key requirements	Effective date*
Interest Rate Benchmark Reform Phase 2 – Amendments to IFRS 9, IAS 39, IFRS 7, IFRS 4 and IFRS 16 (continued)	The hedge accounting reliefs will allow most IAS 39 or IFRS 9 hedge relationships that are directly affected by IBOR reform to continue. However, additional ineffectiveness might need to be recorded. • Affected entities need to disclose information about the nature and extent of risks arising from IBOR inform to which the entity is exposed, how the entity manages those risks, and the entity is exposed, how the entity manages those risks, and the entity's progress in completing the transaction to alternative benchmark rates and how it is managing the transition. Given the pervasive nature of IBOR-based contracts, the reliefs could affect companies in all industries.	1 January 2021

Notes (Continued)

2. Application of new and revised International Financial Reporting Standards (IFRSs) (continued)

(b) **Forthcoming requirements**

As at 30 June 2021, the following standards and interpretations had been issued but were not mandatory for annual reporting periods ending on 31 December 2021.

Title	Key requirements	Effective date*
Property, Plant and Equipment: Proceeds before intended use – Amendments to IAS 16	The amendment to IAS 16 Property, Plant and Equipment (PP&E) prohibits an entity from deducting from the cost of an item of PP&E any proceeds received from selling items produced while the entity is preparing the asset for its intended use. It also clarifies that an entity is 'testing whether the asset is functioning properly' when it assesses the technical and physical performance of the asset. The financial performance of the asset is not relevant to this assessment. Entities must disclose separately the amounts of proceeds and costs relating to items produced that are not an output of the entity's ordinary activities.	1 January 2022
Reference to the Conceptual Framework – Amendments to IFRS 3	Minor amendments were made to IFRS 3 Business Combinations to update the references to the Conceptual Framework for Financial Reporting and add an exception for the recognition of liabilities and contingent liabilities within the scope of IAS 37 Provisions, Contingent Liabilities and Contingent Assets and Interpretation 21 Levies. The amendments also confirm that contingent assets should not be recognised at the acquisition date.	1 January 2022
Onerous Contracts – Cost of Fulfilling a Contract Amendments to IAS 37	The amendment to IAS 37 clarifies that the direct costs of fulfilling a contract include both the incremental costs of fulfilling the contract and an allocation of other costs directly related to fulfilling contracts. Before recognising a separate provision for an onerous contract, the entity recognises any impairment loss that has occurred on assets used in fulfilling the contract.	1 January 2022
Annual Improvements to IFRS Standards 2018–2020	The following improvements were finalised in May 2020: • IFRS 9 *Financial Instruments* – clarifies which fees should be included in the 10% test for derecognition of financial liabilities. • IFRS 16 *Leases* – amendment of illustrative example 13 to remove the illustration of payments from the lessor relating to leasehold improvements, to remove any confusion about the treatment of lease incentives. • IFRS 1 *First-time Adoption of International Financial Reporting Standards* – allows entities that have measured their assets and liabilities at carrying amounts recorded in their parent's books to also measure any cumulative translation differences using the amounts reported by the parent. This amendment will also apply to associates and joint ventures that have taken the same IFRS 1 exemption. • IAS 41 *Agriculture* – removal of the requirement for entities to exclude cash flows for taxation when measuring fair value under IAS 41. This amendment is intended to align with the requirement in the standard to discount cash flows on a post-tax basis.	1 January 2022

Notes (Continued)

2. Application of new and revised International Financial Reporting Standards (IFRSs) (continued)

(b) **Forthcoming requirements (continued)**

As at 30 June 2021, the following standards and interpretations had been issued but were not mandatory for annual reporting periods ending on 31 December 2021.

Title	Key requirements	Effective date*
Classification of Liabilities as Current or Non-current – Amendments to IAS 1	The narrow-scope amendments to IAS 1 *Presentation of Financial Statements* clarify that liabilities are classified as either current or non-current, depending on the rights that exist at the end of the reporting period. Classification is unaffected by the expectations of the entity or events after the reporting date (e.g. the receipt of a waver or a breach of covenant). The amendments also clarify what IAS 1 means when it refers to the 'settlement' of a liability. The amendments could affect the classification of liabilities, particularly for entities that previously considered management's intentions to determine classification and for some liabilities that can be converted into equity. They must be applied retrospectively in accordance with the normal requirements in IAS 8 *Accounting Policies, Changes in Accounting Estimates and Errors.*	1 January 2023 (deferred from 1 January 2022)
Disclosure of Accounting Policies – Amendments to IAS 1 and IFRS Practice Statement 2	The IASB amended IAS 1 to require entities to disclose their *material* rather than their *significant* accounting policies. The amendments define what 'material accounting policy information' is and explain how to identify when accounting policy information is material. They further clarify that immaterial accounting policy information does not need to be disclosed. If it is disclosed, it should not obscure material accounting information. To support this amendment, the IASB also amended IFRS Practice Statement 2 *Making Materiality Judgements* to provide guidance on how to apply the concept of materiality to accounting policy disclosures.	1 January 2023
Definition of Accounting Estimates – Amendments to IAS 8	The amendment to IAS 8 *Accounting Policies, Changes in Accounting Estimates and Errors* clarifies how companies should distinguish changes in accounting policies from changes in accounting estimates. The distinction is important, because changes in accounting estimates are applied prospectively to future transactions and other future events, but changes in accounting policies are generally applied retrospectively to past transactions and other past events as well as the current period.	1 January 2023

The above new and revised International Reporting Standards (IFRS) have no impact on the financial statements of the Authority.

Notes (Continued)

3 Summary of significant accounting policies

The principal accounting policies adopted in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented, unless otherwise stated.

(a) Income

Income recognition for the Authority represents the following:

(i) Government Grants

This comprises the value of Government of the Republic of Zambia Grants appropriated to and actually received by the Authority. Government Grant is recognized in the income statement when it is actually received and the amount received can be measured with certainty. Grant income is recognised in the income statement over the period necessary to match with related cost that it is intended to compensate.

(ii) Income from rendering services.

This comprises the value of services rendered in respect of accreditation, registration, registration of qualifications. This income is recognised in the income statement upon satisfactory execution of the performance obligations.

(iii) Other income

This comprises income from securities and other sundry sources. This income is recognised in the income statement when it is actually received and the amount can be ascertained and measured with reasonable certainty.

(b) Functional currency and translation of foreign currencies

Transactions are recorded on initial recognition in Zambia Kwacha, being the currency of the primary economic environment in which the Authority operates (the functional currency). Transactions in foreign currencies are converted into Zambia Kwacha using the exchange rates prevailing at the dates of the transactions. Foreign exchange gains and losses resulting from the settlement of such transactions and from the transaction at year-end exchange rates of monetary assets and liabilities denominated in foreign currencies are recognised in the statement of comprehensive income.

Foreign exchange gains and losses that relate to borrowings and cash and cash equivalents are presented in the statement of comprehensive income within 'finance income or cost'. All other foreign exchange gains and losses are presented in the statement of comprehensive income within 'other (losses)/gains – net'.

Notes (Continued)

3 Summary of significant accounting policies

(e) Property, plant and equipment

Property, plant and equipment are stated in the statement of financial position at cost or valuation less accumulated depreciation and any accumulated impairment losses. The cost of property, plant and equipment comprise of its purchase price and any cost directly attributable to bringing it into working condition for its intended use.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Authority and the cost of the item can be measured reliably. All other repairs and maintenance are charged to the statement of comprehensive income during the financial period in which they are incurred.

Increases in the carrying amount arising on revaluation are credited to a revaluation surplus reserve in funds. Decreases that offset previous increases of the same asset are charged against the revaluation surplus; all other decreases are charged to the statement of comprehensive income. Each year the difference between depreciation based on the revalued carrying amount of the asset (the depreciation charged to the statement of comprehensive income) and depreciation based on the asset's original cost is transferred from the revaluation surplus to accumulated funds.

Depreciation on property, plant and equipment and intangible assets is calculated using the straight-line method to allocate their cost or revalued amounts less their residual values over their estimated useful lives, as follows:

Property, plant and equipment	
Furniture and fittings	20%
Motor vehicles	25%
Office equipment	20%
Library books	25%
Computers and peripherals	25%
Leasehold and buildings	2.5%
Plant and machinery	25%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

Property, plant and equipment are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use. For the purposes of assessing impairment, assets are grouped at the lowest levels for which there are separately identifiable cash flows (cash-generating units).

Gains and losses on disposal of property, plant and equipment are determined by reference to their carrying amounts and are taken into account in determining profit. On disposal of revalued assets, amounts in the revaluation surplus relating to that asset are transferred to accumulated funds.

Notes (Continued)

(f) Receivables

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method. A provision for impairment of receivables is established when there is objective evidence that the Authority will not be able to collect all the amounts due according to the original terms of receivables. The amount of the provision is the difference between the carrying amount and the present value of expected cash flows, discounted at the effective interest rate. The amount of the provision is recognised in the statement of comprehensive income.

(g) Payables

Payables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method.

(h) Borrowings

Borrowings are recognised initially at fair value, net of transaction costs incurred. Borrowings are subsequently stated at amortised cost using the effective interest method; any differences between proceeds (net of transaction costs) and the redemption value is recognised in the statement of comprehensive income over the period of the borrowings.

Borrowings are classified as current liabilities unless the Authority has an unconditional right to defer settlement of the liability for at least 12 months after the reporting date.

(i) Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the reporting date

(j) Employee benefits

(i) Retirement benefit obligations

The Authority operates a defined contribution retirement benefit scheme for all employees. The Authority and all its employees contribute to the National Pension Scheme Authority, which is a defined contribution scheme. A defined contribution plan is a retirement benefit plan under which the Authority pays fixed contributions into a separate entity. The Authority has no legal or constructive obligations to pay further contributions if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

The Authority's contributions to the defined contribution schemes are charged to the statement of comprehensive income in the year in which they fall due.

(ii) Other entitlements

The estimated monetary liability for employees' accrued annual leave entitlement at the reporting date is recognised as an expense accrual.

(k) Taxation

The Higher Education Authority is a statutory body exempt from income tax.

Notes (Continued)

4 Critical accounting estimates and judgements

Estimates and judgements are continually evaluated and are based on historical experience and other factors, including experience of future events that are believed to be reasonable under the circumstances.

(i) Critical accounting estimates and assumptions

The Authority makes estimates and assumptions concerning the future. The resulting accounting estimates will, by definition, seldom equal the related actual results. The estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year are addressed below.

Receivables

Critical estimates are made by the directors in determining the recoverable amount of impaired receivables.

(ii) Critical judgements in applying the entity's accounting policies

In the process of applying the Authority's accounting policies, management has made judgements in determining:

- the classification of financial assets
- whether assets are impaired.

5 Financial risk management objectives and policies

The Authority's activities expose it to a variety of financial risks: Market risk (including currency risk, fair value interest rate risk, cash flow interest rate risk and price risk), credit risk and liquidity risk. The Authority's overall risk management programme focuses on the unpredictability of financial markets and seeks to minimise potential adverse effects on its financial performance, but the Authority does not hedge any risks.

(i) Fair Value Risk

Fair value is the amount at which assets and liabilities can be exchanged in a current transaction between willing parties, other than in a forced liquidation, and is best evidenced by a quoted market price, where one exists.

The estimated fair values of assets and liabilities have been determined by the Authority using available market information and appropriate valuation methodologies. However, judgement is required to interpret market data to estimate fair values. Accordingly, the estimates are not necessarily indicative of the amounts the Authority could realise in a current market exchange. The carrying amounts of the assets and liabilities approximate their fair values.

(ii) Credit Risk

The exposure to credit risk is monitored on an on-going basis. Reputable financial managements are used for investing and cash handling purposes.

Investments are allowed only in liquid securities and management does not expect to fail to meet its obligations.

Notes (Continued)

5. Financial risk management objectives and policies (continued)

(iii) Operational Risk
Certain policies, procedures and limits are properly documented in each department within the Authority and updated occasionally to take account of the changes to internal controls, procedures and limits. Management endeavours to continuously update policies and procedures.

(iv) Strategic Risk
The Authority's strategic plan is comprehensive in all aspects with particular emphasis on compliance with legal and market conditions and senior management effectively communicates the plan to all staff levels and allocates resources in line with the laid down objectives.

(v) Interest Risk
The Authority is exposed to interest rate risk to the extent of the balance of any loans and bank overdrafts taken and outstanding.

6. Revenue

Revenue represents receipts from grants, interest earnings and miscellaneous income.

	2021 ZMW	2020 ZMW
(i) **Income**		
Accreditation fees	2,480,014	1,387,399
Registration fees	200,500	210,000
Application fees	9,500	9,000
Annual student levy	287,853	20,368
Workshops and seminars	-	110,600
Registration of qualifications	431,660	400,000
Other income	134,366	138,979
	3,543,893	2,276,346
(ii) Grant received		
Government of the Republic of Zambia (Ministry of Finance)	20,484,074	17,663,048
	20,484,074	17,663,048
Total	**24,027,967**	19,939,394

7. Deficit for the year

The deficit for the year is stated after charging

Total remuneration	11,523,036	11,790,241
Depreciation	835,324	820,152
Directors' remuneration	87,840	113,805

Notes (Continued)

		2021 ZMW	2020 ZMW
8.	**Board and committees**		
8.1	**Analysis**		
	Board and committees	87,840	113,805
		87,840	113,805

In the absence of a sitting Board of the Authority, the Permanent Secretary provided oversight to the Authority and applicable Board sitting allowances were paid.

9.	**Conference and lodging**		
	Local conference and workshops	93,050	501,844
	Local, Regional and International workshops	-	26,429
		93,050	**528,273**
10.	**Office expenses**		
	Office supplies	186,087	81,940
		186,087	81,940
11.	**Personal Emoluments**		
11.1	Analysis		
	Salaries	9,291,082	9,359,791
	Responsibility	42,500	48,213
	Various allowances	75,190	400
	Leave	730,741	734,952
	Gratuity	982,448	1,252,426
	NAPSA – Employer contribution	284,407	292,756
	Internship	58,000	43,500
	National Health Insurance (NHI) – Employer contribution	58,663	58,203
		11,523,036	11,790,241

The average number of employees during the year was 26 (2020: 26)

Notes (Continued)

12. Property, plant and equipment

	Furniture & Fittings	Motor Vehicles	Computer Equipment	Office equipment & accessories	Total
	ZMW	ZMW	ZMW	ZMW	ZMW
At 1 January 2020					
Cost	534,589	3,601,446	637,692	299,953	5,073,680
Accumulated depreciation	(237,334)	(1,838,786)	(251,731)	(76,944)	(2,404,795)
Net book value	297,255	1,762,660	385,961	223,009	2,668,885
Year ending 31 December 2020					
Opening net book value	297,255	1,762,660	385,961	223,009	2,668,885
Additions	6,500	629,504	275,140	102,354	1,013,498
Depreciation	(60,263)	(584,926)	(123,229)	(51,734)	(820,152)
Closing net book value	243,492	1,807,238	537,872	273,629	2,862,231
At 31 December 2020					
Cost	541,089	4,230,950	912,832	402,307	6,087,178
Accumulated depreciation	(297,597)	(2,423,712)	(374,960)	(128,678)	(3,224,947)
At 31 December 2020	**243,492**	**1,807,238**	**537,872**	**273,629**	**2,862,231**

Notes (Continued)

12. Property, plant and equipment

	Furniture & Fittings	Motor Vehicles	Computer Equipment	Office equipment & accessories	Total
	ZMW	ZMW	ZMW	ZMW	ZMW
At 1 January 2021					
Cost	541,089	4,230,950	912,832	402,307	6,087,178
Accumulated depreciation	(297,597)	(2,423,712)	(374,960)	(128,678)	(3,224,947)
Net book value	**243,492**	**1,807,238**	**537,872**	**273,629**	**2,862,231**
Year ending 31 December 2021					
Opening net book value	243,492	1,807,238	537,872	273,629	2,862,231
Additions	45,885	911,205	159,800	-	1,116,890
Depreciation	(57,121)	(565,710)	(157,797)	(54,696)	(835,324)
Closing net book value	232,256	2,152,733	539,875	218,933	3,143,797
At 31 December 2021					
Cost	586,974	5,142,155	1,072,632	402,307	7,204,068
Accumulated depreciation	(354,718)	(2,989,422)	(532,757)	(183,374)	(4,060,271)
At 31 December 2021	**232,256**	**2,152,733**	**539,875**	**218,933**	**3,143,797**

Notes (continued)

13. Accounts receivables

	2021 ZMW	2020 ZMW
Deposits	250,000	-
Staff receivables	144,205	188,172
	394,205	188,172

14. Cash and cash equivalents

Cash at bank	2,699,445	1,943,948
	2,699,445	**1,943,948**

15. Accounts payables

Trade payables and accruals	148,927	156,189
Students' loans	24,470	25,822
Social welfare	-	32,683
Leave days provision	605,317	535,051
PAYE	257,054	278,362
NAPSA	89,311	43,279
NHI	110,827	71,846
	1,235,906	**1,143,232**

Notes (continued)

16. Risk Management

(a) *Capital risk management*

The Authority's objectives when managing the accumulated fund are to safeguard the Authority's ability to continue as a going concern in order to fulfil its statutory mandate to provide services to the public and other stakeholders as well as to maintain an optimal accumulated fund structure.

(b) *Classification of Financial Assets and Liabilities*

The Authority's financial assets comprise mainly cash and cash equivalents.

Management reviews the accumulated fund of the Authority on an annual basis by reviewing the risks associated with each source through assessing the gearing ratio of the Authority.

The Authority's gearing ratio is calculated as net debt divided by total capital. Net debt is calculated as total borrowings including current and non-current borrowings as shown in the statement of financial positon less cash and cash equivalents. The capital is equivalent to the accumulated fund as shown in the statement of financial position plus net debt.

The gearing ratio is as follows:

	2021 ZMW	2020 ZMW
Total borrowings	-	-
Less: cash and cash equivalents	2,699,445	1,943,948
Net debt	(2,699,445)	(1,943,948)
Total accumulated fund	5,001,541	3,851,119
Total capital	2,302,096	1,907,171
Gearing ratio	0%	0%

The Authority's maximum exposure to credit risk is analysed below

(c) Credit Risk

	2021 ZMW	**2020 ZMW**
Financial assets:		
-Accounts receivables	394,205	188,172
-Bank and cash	2,699,445	1,943,948
	3,093,650	2,132,120
Financial liabilities:		
-Accounts payables	1,235,906	1,143,232
	1,235,906	**1,143,232**

Notes (continued)

(d). Financial Risk Management

The ultimate responsibility for managing financial risk rests with Management. The key financial risk for the Authority is liquidity. The Authority manages the risk by managing and monitoring relationships with suppliers and continuously monitoring forecast and actual cash flows and matching maturity profiles of financial assets and liabilities.

(i) Liquidity risk

Liquidity risk arises in the general funding of the Authority's operations and in the management of positions. It includes both the risk of being unable to fund financial liabilities when they mature and the risk of being unable to liquidate financial assets at close to their fair value. The Authority manages liquidity risk by monitoring adequacy of reserves, monitoring forecasts and actual cash flows and matching the maturity profiles of financial assets and liabilities. A maturity analyses of the Authority's instruments as at 31 December 2021 is as follows:

	On Demand	Due within 3 months	Due within 3-12 months	Over 1 year	Total
At 31 December 2021	ZMW	ZMW	ZMW	ZMW	ZMW
Accounts receivables	-	-	394,205		394,205
Cash and cash equivalents	2,699,445	-	-	-	2,699,445
Accounts payables	-		(1,235,906)	-	(1,235,906)
Liquidity gap	2,699,445	-	(841,701)	-	1,857,744

	On Demand	Due within 3 months	Due within 3-12 months	Over 1 year	
At 31 December 2020	ZMW	ZMW	ZMW	ZMW	
Accounts receivables	-	-	188,172	-	188,172
Cash and cash equivalents	1,943,948	-	-	-	1,943,948
Accounts payables	-	-	(1,143,232)	-	(1,143,232)
Liquidity gap	1,943,948	-	(955,060)	-	988,888

(ii) Currency Risk

This is the risk that the Authority is exposed to unfavourable exchange rate movements on mismatched spot or forward positions in a foreign currency deal.

The Authority incurs foreign currency risk on capital contribution receivables and purchases that are denominated in a currency other than the Zambian Kwacha. The currency giving rise to this risk is principally the United States Dollar.

Currency risk is, however, managed by ensuring, as far as possible, that available foreign currency denominated liquid assets are reserved for payment of foreign currency denominated liabilities.

Notes (continued)

(d). **Financial Risk Management (continued)**

(ii) Currency Risk (continued)

The rates used to translate foreign currency during the period in Kwacha were as follows

	2021 USD $1	2020 USD $1
Mid-rate	16.64	14.03
Spot rate	16.67	14.07

18. Related party transactions

HEA is an Agency of the GRZ which was created by an Act of Parliament and is controlled by GRZ through the Ministry of Higher Education (MoHE). There are other entities that are related to the Authority though common shareholdings or common directorship such as all line ministries and agencies.

The following transactions were carried out with related parties:

	2021 ZMW	2020 ZMW
(i) Grant income from GRZ		
Funding	20,484,074	17,663,048
(ii) Management compensation		
Salaries and other short-term employment benefits	6,242,006	5,772,452
iii) Directors' remuneration		
Fees for services as a director	87,840	113,805

19. Capital commitments

There were no capital commitments as at the period-end (2020: Nil)

20. Contingent liabilities

There were no contingent liabilities as at the period-end (2020: Nil)

Notes (continued)

21. Events subsequent to reporting date

There has not arisen since the end of the financial year any item, transactions or event of a material and unusual nature likely, in the opinion of the directors of the Authority, to affect substantially, the operations of the economic entity, the results of those operations or the state of affairs of the economic entity in subsequent financial years.

22. Comparative figures

Comparative figures are restated where necessary to afford a reasonable comparison.

Detailed income statement

	2021 ZMW	2020 ZMW
Income		
Accreditation fees	2,480,014	1,387,399
Registration fees	200,500	210,000
Application fees	9,500	9,000
Annual student levy	287,853	20,368
Workshops and seminars	-	110,600
Registration of qualifications	431,660	400,000
Other income	134,366	138,979
	3,543,893	2,276,346
Grant received		
Government of the Republic of Zambia (Ministry of Finance)	20,484,074	17,663,048
	20,484,074	17,663,048
Total	**24,027,967**	19,939,394
Expenditure		
Advertising promotion and souvenirs	45,400	6,540
Appraisal of records	60,000	101,600
Accounting software	24,773	40,426
Annual reports	137,300	61,675
Audit of Higher Education Institutions	-	11,900
Audit fees	-	70,000
Bank charges	12,493	8,080
Board and committees	87,840	113,805
Budget preparations	230,250	309,367
Building repairs and maintenance	19,795	-
Capacity building for quality assurance professionals	147,759	-
Classification of Higher Education Institutions	349,538	133,288
Cleaning	97,695	120,365
Conference and lodging	93,050	528,273
Staff Continuous Professional Development programmes	88,912	10,305
COVID 19 mitigation expenses	40,203	
Depreciation charge	835,324	820,152
Development of core elements for Learning Programmes	499,250	92,769
Development of Quality Assurance standards and policies	771,232	367,705
Dissemination of information	100,095	63,450
Fuel and lubricants	115,000	81,000
Accreditation of Learning Programmes	1,623,187	1,285,983
Inspections of HEIs	5,350	75,452
Staff Subscription to social clubs	3,000	-
Insurance and road taxes	137,189	166,647
Internet services	248,564	191,563
Legal fees	157,560	121,200
Low value assets	49,900	29,568
Balance carried forward	5,980,659	-

Detailed income statement

	2021 ZMW	2020 ZMW
Subtotal brought forward	5,980,659	
Maintenance of office equipment	44,125	10,722
Management information systems	636,291	436,851
Motor vehicle repairs and maintenance	176,433	142,051
National and internal policies	471,600	201,140
Office expenses	186,087	81,940
Orientation of Experts	41,850	77,939
Personal emoluments	11,523,036	11,790,241
Post office box rentals	6,500	-
Printing and stationery	126,250	216,760
Procurement committee meetings	83,650	69,675
Public functions and commemorations	44,591	-
Registration of qualifications with ZAQA	370,000	265,000
Registration of Higher Education Institutions	24,184	114,288
Rentals and rates	991,199	1,081,308
Recruitment costs	242,625	89,750
Research reports	230,903	198,512
Review of legal framework	249,489	343,618
Software expenses	144,558	157,310
Staff team building	-	5,612
Staff health scheme	336,562	244,875
Strategic planning	861,129	-
Subscription to professional bodies	36,110	21,929
Sundry expenses	19,750	48,341
Surveillances of Higher Education Institutions	2,880	12,550
Telephone and postage	6,084	10,923
UNESCO expenses	-	211,046
Website management		-
Zambia National Education Conference		-
	22,877,545	**20,643,494**
Surplus/(deficit) for the year	**1,150,422**	**(704,100)**

HIGHER EDUCATION AUTHORITY

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