1.1 Procedure for Monitoring of Programmes

	Procedure Stage	Responsibility	Evidence
1	**Designation of individual responsible:** The College's Academic Council will appoint a staff member to co-ordinate the annual monitoring, typically the Academic Operations Lead and Quality Assurance Lead.	Academic Council Monitoring co-ordinator(s)	Minutes of Academic Council
2	**Collation of data:** The monitoring co-ordinator(s) will arrange for the collation of the relevant data for the Annual Monitoring Report.	Monitoring co-ordinator(s)	Corpus of data to support annual monitoring report
3	**Consultation with stakeholders:** The monitoring co-ordinator will engage with relevant stakeholders of the programme(s) to allow for their feedback to be incorporated in the Annual Monitoring Report.	Monitoring co-ordinator(s)	Data collected from Stakeholders
4	**Preparation of the Monitoring Report:** The monitoring co-ordinator(s) will prepare the Annual Monitoring Report, and circulate to the members of the Academic Council, who will consider its Recommendations	Monitoring co-ordinator(s) Academic Council	Annual Monitoring Report
5	**Actioning of Recommendations:** The Academic Council will action any recommendations that arise from the Monitoring Report, and designate responsible of these actions to the Academic Management Group.	Academic Council Academic Management Group	Minutes of Academic Council

1.1.1.1 Periodic Review of Programmes

In addition to the annual monitoring of its programmes, the College will also engage in a periodic Programme Review of its programmes as required for Revalidation applications to QQI. Every five years, or more frequently if the Academic Council or QQI deem it necessary, the College will conduct a Programme Review of its programmes. Such a review provides an opportunity for the Programme team to conduct a major critical evaluation of the programme and to make significant changes to the programme, if appropriate and in line with the Quality Assurance Structure and related structures and committees thereto.

All programme reviews are conducted in compliance with QQI regulations as laid out in their document 'Programme Review Manual and Section 13 of 'Policies and criteria for the validation of programmes of education and training' (QQI November, 2017). The outcome of this review process is ultimately to determine whether the College should seek Revalidation of a programme, and if so, to inform any changes that should be made to that programme.

The distinction between annual monitoring and periodic monitoring is that the periodic monitoring allows for more substantive changes to be made to a programme, but also requires a more significant review of the performance and operation of programmes typically leading to an application by the College for re-validation.

The College will undertake the programme review process with a view to determining:

- What has been learned about the programme, as an evolving process (by which learners acquire knowledge, skill and competence), from the experience of providing it for the past five or so years;
- What can be concluded from a quantitative analysis of admission data, attrition rates by stage, completion rates and grades achieved by module, stage and overall;
- What reputation do the programme and provider have with stakeholders (learners, staff, funding agencies, regulatory bodies, professional bodies, communities of practice, employers, other education and training providers) and in particular what views do the stakeholders have about the strengths, weaknesses, opportunities and threats concerning the programme's history and its future and the programmes currency in relation to employability;
- What challenges and opportunities are likely to arise in the next five years and what modifications to the programme are required in light of these;
- Whether the programme in light of its stated objectives and intended learning outcomes demonstrably addresses explicit learning needs of target learners and society within national and international parameters;
- What modifications need to be made to the programme and its awards to improve or reorient it.
- Whether the programme (modified or unmodified) meets the current QQI validation criteria (and sub-criteria) or, if not, what modifications need to be made to the programme to meet the criteria when the programme is due for re-validation;
- Whether the provider continues to have the capacity and capability to provide the programme as planned (considering, for example, historical and projected enrolment numbers and profile, availability and adequacy of physical, financial and human resources) without risk of compromising educational standards or quality of provision in light of its other commitments (i.e. competing demands) and strategy;
- What is the justification (or otherwise) for the provider continuing to offer the programme (modified or unmodified);

- What changes need to be made to related policies, criteria and procedures (including QA procedures).

1.1.1.2 Procedure for Periodic Review of Programmes

	Procedure Stage	Responsibility	Evidence
1	**Planning:** This stage will involve consultation with stakeholders who are familiar with the programme, its operating context, the discipline area and the provider's overall strategy and will typically involved the AMG constituting a Programme Review Team.	Academic Management Group	Minutes of Academic Management Group Terms of Reference of Programme Review
2.	**Conducting the review and preparing Provider's Programme Review Report:** This will involve a comprehensive assessment of the programme to date, and involve programme review team, outlined below, considering how the programme has functioned to date, whether the programme should continue, and what changes, if any, need to be made to the programme.	Programme Stakeholders Programme Review team	Provider's Programme Review Report Programme document
3	**Independent Programme Review Report:** This stage will involve the College organising and facilitating a panel of evaluators who are completely independent of the provider. The chosen evaluators must be free of conflicting interests and possess the requisite expertise in the programme's discipline area and in generic areas including pedagogy, assessment, quality assurance. The purpose of this stage is for the College's review of its programme, and subsequent changes it will suggest as an outcome of the review, to be independently assessed.	Programme Review team Independent Panel	Independent Programme Review report
4	**Provider's response and implementation plan and panel's final response:** This stage will involve the College's Academic Council considering the Independent Programme Review Report and preparing a formal response and implementation plan. The College's response to the Independent Panel, along with any modified programme documentation, will then be sent to the independent panel for their response.	Academic Council Programme Review team Independent Panel	The finalised Provider's Programme Review Report

5	**Application for Revalidation:**	Programme Review Team	Application for Revalidation to QQI
	This stage will involve the College formally applying to QQI for revalidation of the relevant programmes	Dean of Academic Affairs	

1.2   Review of Programme of Education & Training Policies and Procedures

The College will review these Programme of Education & Training policies and 4.5 procedures on an annual basis. The following individual(s) will be involved in this review:

- Dean of Academic Affairs
- Academic Operations Lead
- 1 Lecturer
- Programme Leader
- 1 Learner