PROVIDER NAME:	CCT College Dublin (CCT)		
POLICY AREA:	Standard 12: Ongoing Monitoring and Review		

Policy and Procedure Title:	External Cyclical Review	Policy Number: CCTP1201	Version: 1.1

Policy Statement

Standards and Guidelines for Quality Assurance in the European Higher Education Area, 2015, state "*External quality assurance in its various forms can verify the effectiveness of institutions' internal quality assurance, act as a catalyst for improvement and offer the institution new perspectives.*"[1] As a provider who goes to QQI on a voluntary basis, CCT is subject to the external quality assurance requirements of QQI as outlined with the Policy for Cyclical Review of Higher Education Institutions, 2016 (the QQI policy).

CCT recognises the value that is brought to the institution through participation in external quality assurance process. QQI policy outlines the intention of cyclical reviews to:
- Evaluate the effectiveness of institution- wide quality assurance procedures

- Measure institution accountability for compliance with European Standards and Guidelines, QQI policies and guidelines and approved institutional policies and procedures for quality assurance.

- Explore the institution's enhancement of quality in relation to activities, mission and strategy, and performance as determined through quality indicators and benchmarking.

It is envisaged that the process employed for cyclical review of independent providers will reflect Parts 2 and 3 of the ESG (2015), reflecting international good practice through:
- Agreement and publication of clearly articulated terms of reference

- Completion of an institutional self-evaluation report

- A review visit and external assessment by an independent panel of experts

- Publication of a report of findings and recommendations

- A follow-up monitoring arrangement.

As a provider of programmes leading to QQI awards, CCT is also subject to potential for a *focused review,* which QQI may conduct from time to time as it considers appropriate or in response to a request for such a review from CCT. A focused review is carried out at institutional level and is intended to:

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[1] http://www.enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf

- determine that the quality assurance procedures established by a provider under the Qualifications and Quality Assurance (Education and Training) Act, 2012 have been implemented;

- evaluate the effectiveness of a provider's quality assurance procedures for the purposes of establishing, ascertaining, maintaining and improving the quality of education, training, research and related services offered by the provider; and

- confirm that directions previously issued by QQI in relation to the effectiveness of a provider's QA procedures have been complied with.

Focused reviews are not a substitution for cyclical institutional reviews. Cyclical reviews are mandated in the 2012 Act and QQI establishes procedures for such reviews from time to time. Providers who have had focused reviews may still undergo a cyclical review of their QA procedures in accordance with QQI policy.

CCT recognises that external quality assurance reviews can occur at programme or faculty / school level and institution level. This policy addresses the procedures associated with institution level external review or a focused review as determined by the College or QQI. For programme review, including for a suite of programmes, policy CCTP402: Programme Review and Revalidation should be consulted.

The following procedures are based upon interpretation of QQI policy. Where QQI guidelines are subsequently published that require any deviation from this, the QQI requirements take precedent and the Dean of Academic Affairs will advise accordingly to outline the alternative procedures. In all cases Academic Council will retain responsibility for oversight of the process and approval of all internal decision-making.

Definitions and Principles

The overall principles of cyclical review and focused review by QQI are governed by Qualifications and Quality Assurance (Education and Training) Act 2012. QQI policies and procedures are developed and implemented to enable fulfilment of statutory obligations of QQI and providers of programmes leading to QQI awards.

External cyclical review should not be considered in isolation. CCT is responsible for implementing appropriate ongoing monitoring and review activities to support and underpin external quality review.

Self-Evaluation is the internal self-study against clearly defined criteria and guidelines, incorporating the views of all key stakeholders.

Staff Involved

Dean of Academic Affairs, Dean of School, President, Dean for Administration and Finance, QE Committee, Academic Council

Procedure Outline / Method(s) used to carry out this procedure	Responsibility of	Evidence generated by this procedure to ensure its effectiveness
QQI will provide advanced notification of external review to CCT via the President and the Dean of Academic Affairs.	QQI	Notification
Upon notification the Dean of Academic Affairs will establish a working group of the	Dean of Academic	Working Group established

Deans and the president, who will manage the review process.	Affairs	
The Dean of Academic Affairs will communicate the review timeline to the Academic Council and the QE Committee.	Dean of Academic Affairs	Minutes of meetings
The working group will be responsible for coordinating the internal aspects of the review process i.e. formulation of terms of reference, approach to self-evaluation and completion of the self-evaluation report.		
The QE Committee will be responsible for reviewing the outputs of each of the internal stages of the review process and making recommendations to Academic Council in respect of same.		
The Quality Enhancement Committee will oversee the evaluation of the effectiveness of the quality assurance procedures and stakeholder consultation activities.		Minutes of meetings
Academic Council holds ultimate responsibility for approving submission to QQI any documents relating to the external review of CCT College Dublin, pre and post independent panel visit.	QE Committee	Minutes of meetings
Terms of Reference The Dean of Academic Affairs will be the point of contact for communication with QQI in respect of external reviews.	Academic Council	
The SMT, with Academic Council oversight, will agree Terms of Reference with QQI.		Terms of Reference
Self-evaluation Self-evaluation requires CCT to consider: • How quality assurance procedures and reviews have been implemented within CCT • How effective the internal quality assurance procedures and reviews of the institution are • If the quality assurance procedures are in keeping with European Standards and Guidelines, QQI policy and guidelines, or their equivalent • If it is clear who takes responsibility for quality and quality assurance across	SMT	

the institution • If reporting on quality assurance and quality is transparent and accessible • How quality is promoted and enhanced • If there are effective innovations in quality enhancement and assurance • If the student experience is in keeping with the institution's own stated mission and strategy • If achievements in quality and quality assurance are in keeping with the institution's own stated mission and strategy, and • How achievements in quality and quality assurance measure up against the benchmarks and quality indicators identified by CCT.		
The Dean of Academic Affairs will take lead responsibility for drafting the self-evaluation report. Completion of self-evaluation activities and consultation will be as determined by the working group and responsibilities assigned accordingly.	Dean of Academic Affairs Staff as assigned	Completed SER Consultation records
The working group will review the findings of self-evaluation activity and identify proposed changes to policies and procedures stemming from them. The Dean of Academic Affairs will present the proposed changes to the QE Committee for consideration and recommendations to Academic Council. Academic Council will ultimate approve the proposals, with the authority to make changes as deemed appropriate.	Working Group Dean of Academic Affairs QE Committee Academic Council	Output of consultation report Minutes of meetings Agreed changes Updated documentation
Once Academic Council approval has been secured, the Dean of Academic Affairs will lead on the implementation of the recommendations. The final self-evaluation report, accompanying evidence, and associated QA procedures will be submitted to an independent higher education consultant for review against the terms of reference.	Dean of Academic Affairs Independent consultant	Records of communication and report from consultant
The Working Group will consider the findings of the consultant and determine ay actions to be taken.		Minutes of Academic Council
The final documentation, comprising self-evaluation, QA procedures and supporting materials along with the report of the consultant is submitted to Academic Council.	Dean of Academic Affairs	
Academic Council is the only body authorised to recommend to the College President the submission of external review documents to QQI.		

		Panel report
Site Visit Operating under direction from QQI, CCT will make available appropriate documentation, facilities and personnel for the completion of the site visit by an independent expert panel.	College President and Dean of Academic Affairs	
Report Upon receipt of the report of the independent panel the working group will consider any required actions and develop an implementation plan accordingly. A response will be proposed and, where required prior to response, actions implemented.	Working Group Dean of Academic Affairs	Response to panel report
Academic Council will review and approve or amend and approve the proposed response and implementation plan. This is recognised as a potentially iterative process between the working group and Academic Council.	Academic Council	Record of submission to QQI
Once the response is approved, the Dean of Academic Affairs will arrange for submission to QQI.	Dean of Academic Affairs	Notification of outcome Publication
The College will receive formal confirmation of the outcome of the review following completion of QQI governance processes. At this stage CCT will arrange for publication of the report.	QQI Dean of Academic Affairs	
Implementation and Monitoring On completion of the external review process the QE Committee is responsible, through the quality improvement plan process, for overseeing implementation of required actions and reporting to Academic Council accordingly. See Policy CCTP1201.	QA Committee / QA Officer	QIP implementation and monitoring records / minutes of meetings
As may be required, a monitoring report will be submitted to QQI, following approval from Academic Council. The Dean of Academic Affairs is responsible for fulfilment of this requirement.	Dean of Academic Affairs	Annual report to QQI

Monitoring		
Monitor (Job Title)	**Frequency**	**Monitoring Method(s)**
Academic Council	As per agreed schedule for review	Review of terms of reference, proposals, self-evaluation reports and consultancy outcomes Consideration of independent consultant report Review of Panel report and action planning Ongoing monitoring of implementation of QIP

POLICY CONTROL SHEET

Policy Title	External Cyclical Review
Responsible Officer(s)	Dean of Academic Affairs
Issuance Date	August 2018
Effective Date	August 2018
Last Review Date	July 2019
Supersedes	VERSION 1.0
Next Review Date	August 2024
Designated Reviewer	Dean of Academic Affairs
Scope	All staff and stakeholders. Specific responsibilities for Deans, President, QA Officer, Academic Council, QE Committee

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	April 2018	New policy	Senior Management Team	Academic Council
Version 1.1	Sept 2019	Edits to reflect changes to organisational structure and roles	SMT	Academic Council

References upon which the Policy section is based

CCT Policy area	Ongoing Monitoring and Review
Statutory & System Wide Basis	The Qualifications and Quality Assurance (Education and Training) Act, 2012; QQI Policy for Cyclical Review of Higher Education Institutions
Related CCT Policies / Forms	CCTP402 – Programme Review and Revalidation CCTP1201- Self-Evaluation, Monitoring and Review