

PROVIDER NAME: CCT College Dublin			
Policy Area: Standard 4: Approval, Design, Monitoring and Review of Programmes			
Procedure Title:	Programme Review and Revalidation Policy	Policy Number: CCTP402	Version: 1.1

Policy

As part of the monitoring and enhancement activity in CCT College, and in accordance with requirements from QQI, CCT undertakes ongoing reviews of programmes. This takes the form of annual review and the more substantial programme review which normally occurs every 5 years. Programme review can occur earlier than the five-year validation period allows for when requested by QQI or when determined as appropriate by the College. Programme review can be undertaken for a programme in isolation or for a suite of related programmes.

Programme review is intended as an opportunity to assess the ongoing suitability of a programme for its intended purpose and objectives, its continued relevance to industry or society, and its ongoing ability to provide a supportive and effective learning environment and an appropriate assessment strategy. Periodic programme review should be informed by the annual monitoring of the programme along with feedback from all key stakeholders and analysis of applicable data relating to enrolment, retention, progression and attainment.

According to section 3.3 of QQI's *Core Statutory Quality Assurance (QA) Guidelines*, programme monitoring and review is taken as an opportunity to:

- ensure that the programme remains appropriate, and to create a supportive and effective learning environment
- ensure that the programme achieves the objectives set for it and responds to the needs of learners and the changing needs of society
- review the learner workload
- review learner progression and completion rates
- review the effectiveness of procedures for the assessment of learners
- inform updates of the programme content; delivery modes; teaching and learning methods; learning supports and resources; and information provided to learners
- update third party, industry or other stakeholders relevant to the programme(s)
- review quality assurance arrangements that are specific to that programme

Regular programme monitoring provides information for periodic programme review. The information collected is analysed and the programme adapted to ensure it is up to date. Revised programme specifications are published. (pp 11-12).

Programme review allows for the significant modification of a programme but where the outcome is the development of a new programme rather than the modification of an existing one, this must be addressed as a new validation as per the CCT validation policy and QQI policy for the validation of programmes.

Permitted modifications within programme review include new minor awards, new exit awards, new electives and streams, new locations for programme delivery,

new assessment strategies and new programme content, for example. If such modifications are proposed, upon completion of the review process, revalidation of the programme must be sought.

Staff Involved: Dean of Academic Affairs, Dean of School, School Manager, QA Officer, Faculty Co-ordinator, Lecturers, Programme Development Lead

Method(s) used to carry out this procedure	Responsibility	Evidence generated by this procedure
<p>The objectives of a programme review</p> <p>Programme review is intended as a means of evaluating a programme, applying CCT College's experience of providing the programme to date with a view to determining:</p> <ol style="list-style-type: none"> (1) 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? (2) 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? (3) 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? (4) 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? (5) Whether the programme in light of its stated objectives and intended learning outcomes demonstrably addresses explicit learning needs of target learners and society? (6) What other modifications need to be made to the programme and its awards to improve or reorient it? (7) 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 current criteria? (8) 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 and 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? 		

<p>(9) What is the justification (or otherwise) for the provider continuing to offer the programme (modified or unmodified)?</p> <p>(10)What changes need to be made to related policies, criteria and procedures (including QA procedures)?</p> <p>Programme review progresses to revalidation except where it is determined there is no longer an ongoing demand for the programme or where a new programme is required. Where revalidation is required, programme review is a three-stage process;</p> <ul style="list-style-type: none"> • stage 1: self-evaluation, • stage 2: independent evaluation, and • stage 3: revalidation. <p>The following procedure details the requirements at each stage.</p> <p>Procedure for Programme Review</p> <p>Stage 1: Self-Evaluation</p> <p>In CCT College once a programme certificate of validation is received the details are entered onto the programme database retained by the QA Officer. This includes the date of last intake. A notification date of not less than 6 months prior to the last validated intake date is also established at this point. Except where QQI or CCT has determined an early programme review is required, the QA Officer will notify the Dean of Academic Affairs, Dean of School and Programme Leader of the imminent last validated date of intake and this will trigger the commencement of programme review proceedings.</p> <p>Determination of continued demand for the programme</p> <p>In some instances that College may already be aware of the need to terminate a programme. In such cases the Senior Management Team will outline the proposal to terminate the programme, including arrangements for teach-out and considerations for any repeat or deferred students. This will then be brought to Academic Council for further consideration and approval.</p> <p>Where it is not yet known whether the programme should continue, the planning for programme review should commence and a decision is to be determined by the College upon completion of the self-evaluation, or earlier where it becomes apparent.</p> <p>Terms of Reference</p> <p>The Dean of School, School Manager and Programme Development Lead along with the Dean of Academic Affairs are required to meet to determine the approach and timeline for programme</p>	<p>QA Officer</p> <p>SMT Academic Council</p> <p>Dean of School. School Manager, Programme Dev.</p>	<p>Up to date accreditation register / database</p> <p>Proposal Minutes</p> <p>Terms of Reference</p>
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Self-Evaluation

The self-evaluation is overseen by the Dean of School and undertaken by the Programme Development Lead in collaboration with departmental heads evaluating their areas of responsibility.

The self-evaluation must include an in-depth analysis of all available data relating to the programme. Outcomes should not be pre-determined and must be evidence based. The continuation of a programme and approval to progress to re-validation will be determined by the evidence of ongoing demand by potential learners and by employers, the progression and success rates and factors that influence those, the financial viability of the programme and the ongoing availability of resources and any specialist regulatory or professional body requirements.

The self-evaluation must take in the views of all stakeholders, internal and external, and should seek to include a representative sample. Records of all feedback sought must be retained and provided as supporting documentation. Stakeholder feedback can be obtained through any variety of means including surveys and focus groups.

The self-evaluation should be recorded using the template provided by QQI and must include:

- Baseline qualitative and quantitative information on the previously validated programme
- An evaluation of the programme management and evolution over the past five years including details of any specific QA policies applicable to the programme and the fitness for purpose of these.
- A contemporary evaluation of the programme by stakeholders
- An analysis of the programme in light of the findings
- Documented revision of the programme and action plan

The self-evaluation report must also be accompanied by a proposed programme, documented using the QQI Validation Template, including an independent evaluation against the validation criteria.

On completion the documents must be submitted to the Dean of Academic Affairs who will arrange for a review and evaluation against the core validation criteria. Normally this comprises a desk review by a QA expert and / or subject matter expert(s). The Dean of Academic Affairs and Dean of School may also act as reviewers. On completion of the review and evaluation the Independent Evaluation Template must be completed in full. This should identify how the criteria are met and where this is evidenced. Where criteria are not met or not evidenced this should also be recorded and the Programme Development Team will be required to act upon this and provide a response. Once a response has been issued, detailing the corrective action taken, the documentation will be submitted to the QE Committee for a recommendation to Academic Council.

Dean of School
Programme Dev.
Lead

Programme Dev.
Lead

Dean of School
Dean of Academic
Affairs

Self-evaluation records e.g. minutes of focus groups, survey outcomes, etc. and self-evaluation report

SER and programme documents submitted

<p>The completed programme self-evaluation and supporting documents must be submitted to the QA Officer for review by the QE Committee.</p> <p>The QE Committee is required to review the self-evaluation and determine whether it feels the review is as fulsome as it could be, whether the recommendations and proposed actions are evidence-based and that alternative actions have been considered but set aside for justifiable reason, that the proposed modifications are within the parameters of programme review, that operational impacts of proposed modifications. Upon completion of the review, the QE Committee may make a recommendation to Academic Council for the submission of the review documents on to the independent review panel. Equally a recommendation could be made that determines the programme no longer viable.</p> <p>Academic Council is required to undertake its own review and endorse or reject the recommendation of the QE Committee.</p> <p>The self-evaluation may be returned to the programme review team at any stage in the approval process with recommendations to be addressed.</p> <p>Only when endorsed by Academic Council can the documentation be submitted to the independent review panel.</p> <p>The QA Officer acts as point of contact with the Chair and Secretary of the independent review panel.</p> <p>Where a recommendation to discontinue a programme is approved by Academic Council the Dean of Academic Affairs is required to notify QQI.</p> <p>Stage 2: Independent Evaluation</p> <p>Panel Membership</p> <p>The panel of independent evaluators are proposed to QQI by CCT, having been approved by Academic Council, as part of the agreement of terms of reference.</p> <p>Panel members must be independent of the College and any pre-existing relationships must be declared. Where potential perceived or actual conflicts of interest exist, individuals will not normally be able to act as panel members.</p> <p>Independent evaluators are required to have the necessary qualifications, experience and expertise to enable them to make judgements against QQI criteria with a view to making a recommendation on whether or not a programme should be validated and provide justification for their decisions.</p> <p>The expertise of a panel is determined by its membership. Expertise will normally reflect the programme's discipline area but will also include generic areas such as pedagogy, assessment,</p>	<p>QE Committee</p> <p>Academic Council</p> <p>Dean of Academic Affairs</p>	<p>Minutes</p> <p>Minutes</p> <p>Notification / Q-Help record.</p> <p>Panel membership</p>
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<p>and quality assurance but may also include relevant industry, sectoral or legislative matters applicable to the review.</p> <p>The panel should include:</p> <ul style="list-style-type: none"> • a secretary, independent of the College, who will agree the agenda and draft the report in consultation with the panel. • a chairperson who is a subject matter expert or experienced in quality assurance. The Chair should be knowledgeable of QQI policy. • A learner representative • An industry / sector representative • Academic experts (normally not less than 2) <p>Independent Panel Review and Site Visit</p> <p>Except where agreed otherwise, the approved panel should normally be provided with a minimum of 2 weeks to review documentation for programme review in advance of the site visit.</p> <p>Arrangements for panel members' accommodation will be made by the College.</p> <p>The panel will meet the evening prior to the site visit to share their observations and agree their approach to the site visit.</p> <p>The review of documentation and the site visit must enable the panel to conduct a systematic review. The panel is required to evaluate the effectiveness of the Programme Review considering the self-evaluation report, the programme documentation, and any information obtained through the site visit, and evaluate the programme and any proposed modifications against QQI's validation criteria.</p> <p>On conclusion of the site visit the Panel must prepare an Independent Programme Review Report. This can include recommendations and conditions along with the overall finding.</p> <p>The panel will submit the report to the Dean of Academic Affairs for factual accuracy prior to the formal provision of the report to the College.</p> <p>Formal Consideration of Panel Report and College Response</p> <p>Upon receipt of the final report the QA Officer will circulate this to senior management and the Programme Leader. The Dean of Academic Affairs will oversee the preparation of the response to the report and the creation of an implementation plan. The Programme Leader is normally responsible for compiling this and ensuring all required action is taken, except where the actions required fall within the authority of senior management.</p> <p>Once the proposed response and implementation plan is drafted this is submitted to the Dean of Academic Affairs for an initial review. The Dean of Academic Affairs may return the submission to the Programme Leader or submit it to Academic Council for review with a view to approving for</p>	<p>QA Officer</p> <p>Panel</p> <p>QA Officer Dean of Academic Affairs Programme Leader</p> <p>Academic Council</p>	<p>Panel report</p> <p>Panel response</p> <p>Minutes</p>
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<p>submission to the review panel.</p> <p>Only when Academic Council is satisfied that the panel report has been responded to appropriately, including the provision of a realistic implementation plan, and the updated proposed programme documents, will it be approved for submission to the panel.</p> <p>The response and implementation plan will be sent, along with the modified programme documentation, to the independent panel for its response.</p> <p>On receipt of the response from the Independent Panel indicating satisfaction with the College response and implementation plan, the Provider's Evaluation Report will be compiled in preparation for revalidation. The Provider's Evaluation Report comprises:</p> <ol style="list-style-type: none"> (1) the finalised Provider's Programme Review Report; (2) the finalised Independent Programme Review Report; (3) the provider's formal response and implementation plan; and (4) the independent panel's response to (3). <p>Stage 3: Revalidation</p> <p>Application to QQI for Revalidation</p> <p>The application to QQI will be submitted by the Dean of Academic Affairs. The application will comprise of:</p> <ul style="list-style-type: none"> - A formal request signed by the President - Evidence of PEL arrangements - QA procedures, as applicable - The terms of reference for the programme review - The Provider's Evaluation Report as referenced above - The updated programme and supporting documentation - The applicable revalidation fees <p>As part of the application process the letter from the President will request permission from QQI for CCT to arrange for the independent evaluation of the validation submission and production of the Independent Evaluation Panel Report for validation by the Independent Panel that undertook the programme review.</p> <p>Where QQI grants permission for CCT to proceed in this manner, the Dean of Academic Affairs will liaise with the secretary to the Panel to arrange for the report. The report must be completed in the QQI template provided.</p> <p>From this point, the CCT validation policy step 6 onwards applies, recognising revalidation as a QQI owned process.</p>	<p>Dean of Academic Affairs</p>	<p>Revalidation application</p>
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Monitoring		
Monitor (Job Title)	Frequency	Monitoring Method(s)
Dean of Academic Affairs / QA Officer Academic Council	As per review schedule	Minutes of Academic Council Mock panel reports Panel reports Response to panel Actions implementation

POLICY CONTROL SHEET

Policy Title	Programme Review and Revalidation Policy
Responsible Officer(s)	Dean of Academic Affairs, QA Officer, School Manager, Programme Leaders
Issuance Date	August 2018
Effective Date	August 2018
Last Review Date	July 2019
Supersedes	Version 1.0 2018
Next Review Date	July 2024
Designated Reviewer(s)	Dean of Academic Affairs, QA Officer
Scope	Dean of Academic Affairs, Dean of School, School Manager, QA Officer,

Revision History

Revision	Approval Date	Revision Description	Originator	Approved By
New Policy	April 2018	New policy to reflect the revised validation policy of QQI and to provide detailed guidance to staff	QA Committee	Academic Council
Version 1.1	September 2019	Update to reflect appointment to the post of Programme Development Lead and replacement of Head of Faculty with School Manager.	SMT	Academic Council

References upon which the Policy section is based

CCT Policy area	Student Centred Teaching, Learning and Assessment
Statutory & System Wide Basis	The Irish Qualifications and Quality Act (Education and Training), 2012; European Standards and Guidelines for QA in the European Higher Education Area, QQI Assessment and Standards, Revised 2013
Related CCT Policies / Forms	CCTP401 – Validation Policy