#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE:
	11.1 CYCLICAL REVIEW AND SELF-EVALUATION	11) SELF-EVALUATION, MONITORING AND REVIEW	4.0	SEPTEMBER 2020
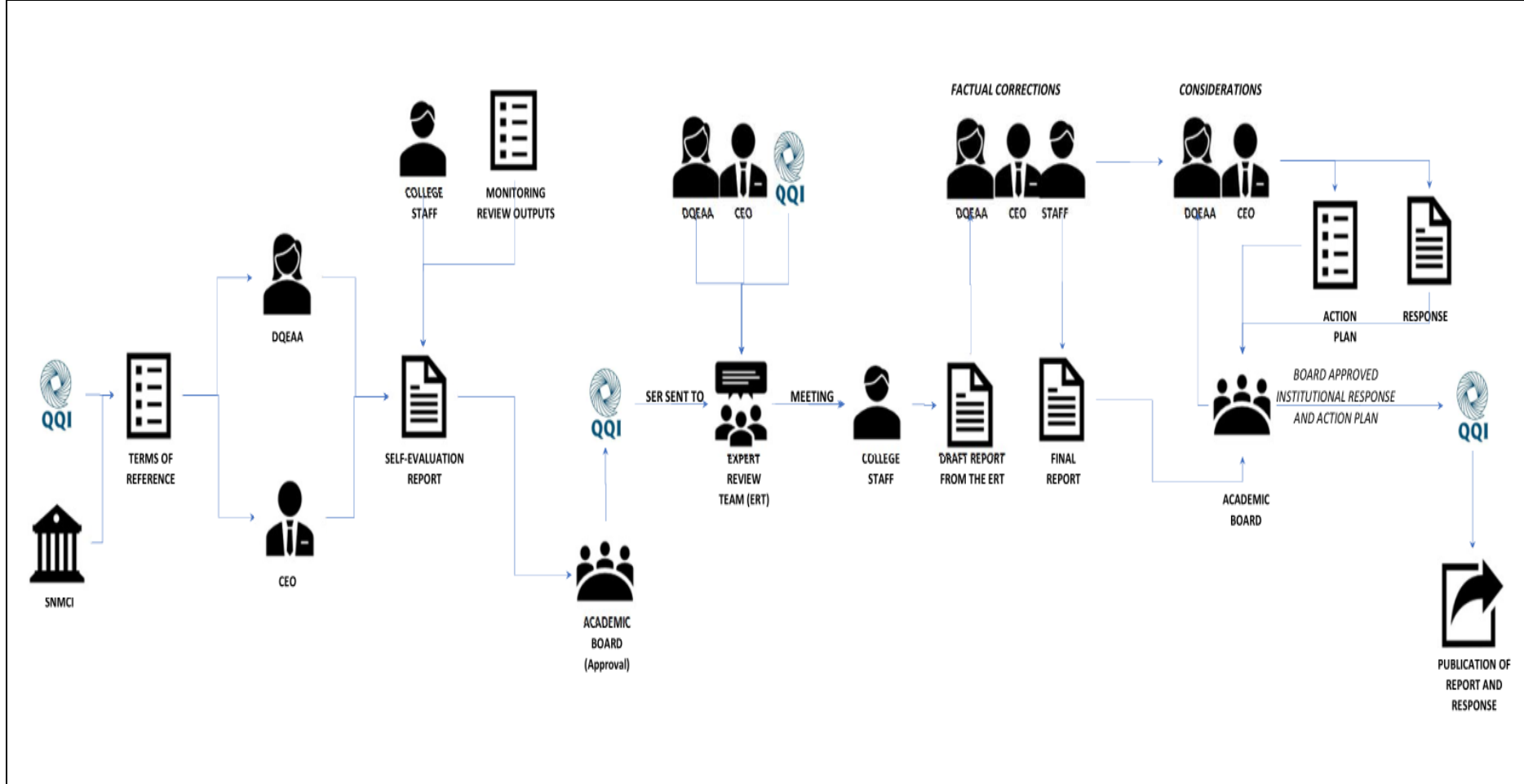
Introduction and Context:

As a provider of Quality and Qualifications Ireland State awards, SNMCI is subject to cyclical external review (institutional review).
Quality and Qualifications Ireland lists 5 purposes for Cyclical Review:

- To encourage a QA culture and the enhancement of the student learning environment and experience within institutions;
- To provide feedback to institutions about institution-wide quality and the impact of mission, strategy, governance, and management on quality and the overall effectiveness of their quality assurance;
- To improve public confidence in the quality of institutions by promoting transparency and public awareness;
- To support systems-level improvement of the quality of higher education;
- To encourage quality by using evidence-based, objective methods and advice. (QQI, 2016, Policy for Cyclical Review of Higher Education Institutions, P10)

Cyclical review provides an opportunity for a provider to self-reflect on policies, processes and procedures, in particular quality assurance policies and procedures, and to evaluate their effectiveness. The self-reflection or self-evaluation is documented and forms the basis of a review by the validating body; in the case of SNMCI, QQI is the validating body.

This document sets out the Policy and Procedures to be followed in preparation for a Review.

Policy Statement:

SNMCI acknowledges the importance of the Cyclical Review process;
The College will engage in Cyclical Reviews to:

- Evaluate the effectiveness of the College's quality assurance procedures for the purposes of establishing, maintaining and improving the services provided;
- Encourage a quality culture, emphasising ownership of quality assurance across the College;
- Improve the overall learner experience, identifying areas for improvement and innovation;
- Promote good practice by a process of benchmarking against examples of good practice nationally and internationally.
- Provide feedback about College-wide effectiveness and evidence of 'follow through' on the College's vision, mission and strategy;
- Ensure compliance with all relevant legislation, policy, and standards;
- Ensure transparency and encourage public confidence in the College as a quality provider of programmes of education and training;

Procedure As distinct from a Programmatic Review, the emphasis of the Institutional Review is towards the institutional context in which validated programmes are delivered	Person/s Responsible	Records generated to ensure evidence of follow through

College:
 	
- Liaises with QQI;
- Draft Terms of Reference
- Terms of Reference agreed by College
- The DQAA organises an institutional Self -Evaluation and the preparation of a Self -Evaluation Report (SER) based on the agreed Terms of Reference and as per the objectives stated in the Policy (above);
- The Self-Evaluation Document will normally incorporate the following headings:
    o Organisational Structure
    o The Institutional Review Process
    o Learner Support & Guidance
    o Learning Resources
    o Staff Development
    o Quality Management & Enhancement
    o Appendices
- The SER should draw heavily on information derived from internal processes e.g. programme reviews; programme committee reviews etc;
- The SER whilst normally authored by one individual, should be informed by all parties and accurately reflect College opinions.
- Relevant sections of the document will be discussed with individuals prior to authoring and drafts will be circulated for review prior to finalisation
- The SER will normally include a number of appendices to include quality assurance and institutional documents e.g. policies, procedures, College enrolment / progression statistics etc.
- The SER should be evaluative in nature and avoid unnecessary description
	CEO
	Director of Quality and Academic Affairs
	QQI
	
	Academic Board
	
	DQAA
	
	All staff, particularly programme directors, programme managers, DQAA, Head of Registrations and Examinations
	
	Designated author
	
	Academic Board
		Correspondence
		
		Minutes
		
		Organisational Chart
		Programme Reports
		TOR's College Bodies
		Reports on Learner Feedback
		Staff Feedback
		Professional Dev activity
		QA Enhancement Manual
		
		Minuted meetings re sections as available

- The SER will be submitted to the Academic Board for final approval - The DQAA will ensure that the external panel receive the SER according to the timeframe agreed in the TOR. **QQI:** - QQI appoints an Expert Review Team (ERT) in consultation with the DQAA to ensure there is no conflict of interest; - The Chairperson of the Review Team liaises with the College to determine the agenda for the ERT visit; - The Expert Review Team meet with College Staff and Stakeholders as per the agenda; - Initial observations and recommendations are communicated at the conclusion of the visit; - The ERT prepare a draft report which is provided to SNMCI for factual checking; - The DQAA in consultation with CEO, management, staff prepare and return any factual corrections to the draft report to QQI; **Report:** - The DQAA circulates the final report from QQI to the Academic Board for considerations, comments and recommendations; - The DQAA and CEO review the responses and any suggested plans and prepare an Institutional Response. - The DQAA and CEO present the Institutional Response complete with implementation plan to the Academic Board for approval. - Following approval by the Academic Board, the Institutional Response is sent to QQI; - When received and agreed, QQI will make arrangements for the publication of the panel report and institutional response;	**DQAA** **QQI** **SNMCI** **Chair of ERT** **SNMCI** **ERT** **College Staff** **Chair ERT** **DQAA** **Senior staff** **DQAA** **CEO** **Academic Board** **QQI** **DQAA**	**Minutes** **Correspondence** **Correspondence** **Panel Report** **Factual Check Response** **QQI Report** **Response document** **Response document with plan**

-	Any recommendations made during the Institutional Review meeting, recorded in the Institutional Review Report and agreed by the College will be actioned within any agreed timeframe.		

Policy Control Sheet

Policy	QA 11.1 Cyclical Review and Self-Evaluation
Version	4.0
Adopted/Effective	Sep 2020
Supersedes	3.0
Monitoring/ Next Review Date	Every Two Years /Sep 2022
Responsible Officer(s) Designated Reviewer(s)	Director of Quality and Academic Affairs; CEO
Scope	Programme Wide

References

SNMCI Policy area	11) Self- Evaluation, Monitoring and Review: Vol 3
Developed with reference to	QQI (2016) Core Statutory Quality Assurance Guidelines QQI (2016) Statutory Quality Assurance Guidelines developed for Independent/Private Providers coming to QQI on a Voluntary Basis Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG), May 2015 QQI (2016) Policy on Cyclical Review of Higher Education Institutions
Related SNMCI Policies / Forms	QA 3.13: Terms of Reference Programme Committees FQA 11.2: Annual Programme Report Template (APR) QA 9.1: Compiling & Approving Marketing Material and Public Information

Revision

Revision Number	Revision Description	Originator	Approved By
3.0/09/2020	General Review	Office of DQAA	AB