#	POLICY TITLE:	POLICY AREA:	VERSION:	DATE:
	11.2 ANNUAL PROGRAMME REVIEW POLICY AND PROCEDURE	3) PROGRAMMES OF EDUCATION AND TRAINING	4.0	AUGUST 2020
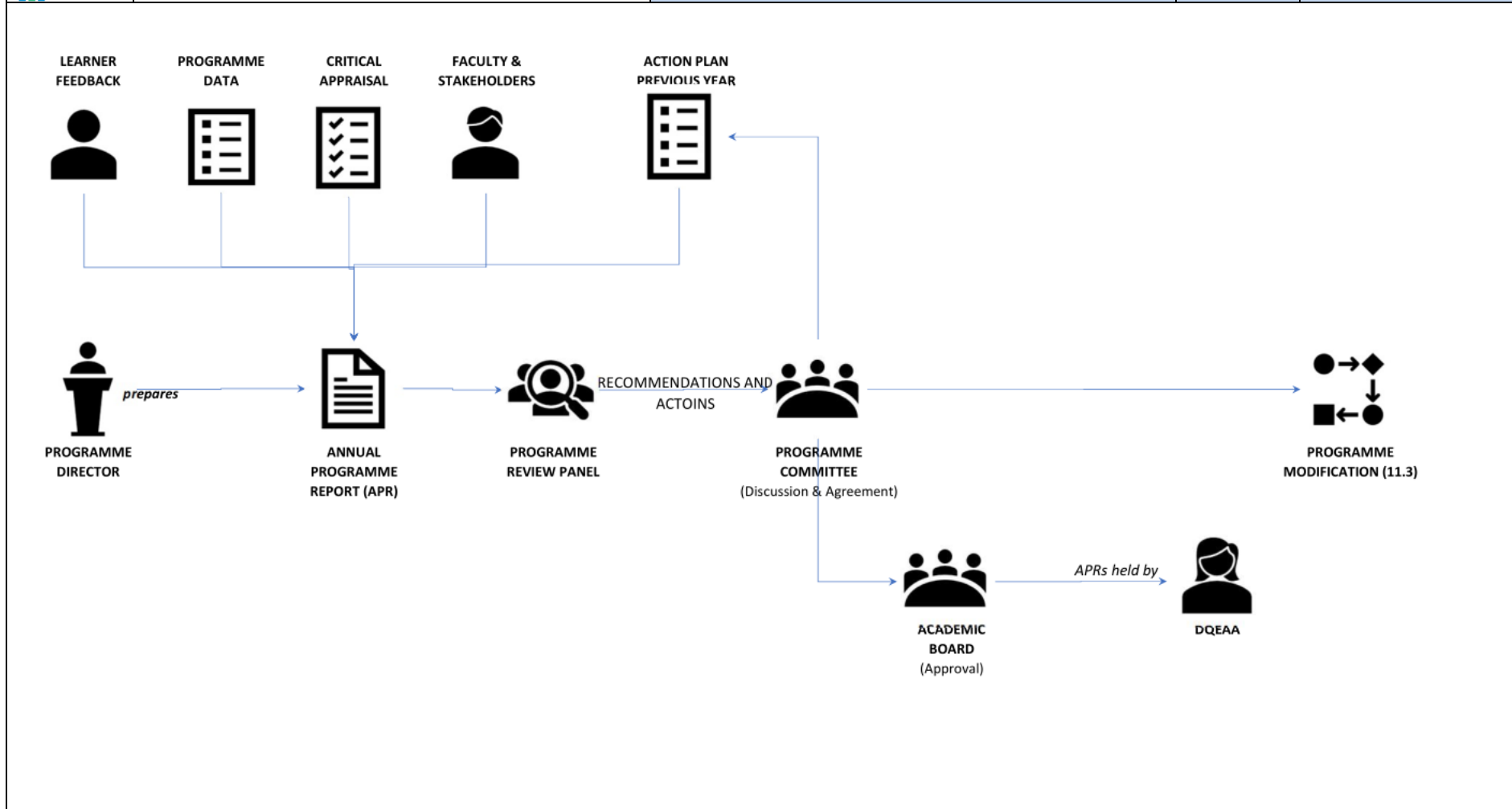
Introduction and Context:

SNMCI is committed to a process of on-going self-evaluation, monitoring and review to ensure the quality of its programmes and the quality of services to students.

As part of this process all academic programmes are subject to Programme Review. Programme Reviews coincide with the production of Annual Programme Reports to inform the next academic year and, in particular where programmes are coming near to the end of their 5 year cycle, to inform future decisions re programme revalidation and/or new programme development.

Reviews taking place in a given year are retrospective reports on the academic year immediately preceding the Programme Review meeting, whilst drawing on comparative data from a three-year period.

This document sets out the Programme Review Policy and Procedure.

Policy Statement:

SNMCI engages in Programme Review to:
- To provide an opportunity for Programme Directors and College staff to identify, evaluate and address any issues surrounding the structure, content, delivery and resourcing of individual programmes
- To assess the continued relevance of the programme to the learning needs of learners / demands of the employment market
- To act as a source of information for the wider College on the operation of its academic provision
- To incorporate action planning in support of continuous improvement
- To discuss proposed programme modifications (NOTE: programme modifications agreed by the Academic Board are – if significant modifications - provisional until agreed by the relevant validating body. The Programme Director will document and justify any required changes. Changes will only be put into effect when the validating body has agreed to the proposed changes. The Programme document should be modified accordingly.)
- To provide a report on the 'academic health' of programmes to the Academic Board.
- To inform possible revalidation and/or programme development
- The Academic Board reviews and agrees the Annual Programme Reports

Procedure	Person/s Responsible	Records generated to ensure evidence of follow through
The Programme Committee (See QA 3.13: TOR Programme Committee) **The Programme Committee's membership normally consists of:** - A Chair (normally the Programme Director); - Deputy Programme Director;	Programme	Minutes of

- Deputy Programme Director Evening Cohort (if applicable); - Programme Coordinator in other centres (if applicable); - Programme Manager; - Instructional Designer - Student Engagement Officer - Learner Support Officer. - Academic staff; - Learner Representative;	Committee	Programme Committee meetings
It is the responsibility of the PD of each Programme to conduct annual Programme Committee meetings and to collect the data and information necessary to prepare the Annual Programme Report (APR)	Chair of Programme Committee /PD	Admissions data Meeting minutes re placement Minutes Assessment Board
The Annual Programme Report The APR forms the basis of the Programme Review meeting. (A template is available to each programme to assist in this process). The Programme Report normally includes the following: - Enrolment and progression data - Admission of learners with advanced standing and their subsequent progress on the course - Graduate employment / future study achievements - Evidence of internal and external feedback and a response to / comment on this feedback - The structure of the course, its progression, balance and coherence at the different stages - A critical appraisal of all aspects of the operation of the programme and the continued relevance of programme syllabus and learning outcomes - Commentary on the role and effectiveness of work placement (where applicable) and its relationship to the programme curriculum - The quality and effectiveness of teaching and learning methods and resources - Resources, human, technological, - Training needed	Programme Committee	
Feedback is an important part of the Annual Programme Report and may include the following		Learner, Lecturer and

sources: - Formal input from learners via their representation at programme committee meetings - Semi-formal and informal contacts with learners through questionnaires and class discussions - Contact with stakeholders e.g. potential employers through work placement, guest lectures etc. - Formal reports e.g. external examiner - Lecturers' perspectives Once completed the APR is sent to the DQAA for review. - Formal reports from external examiners that may contribute to the Report should be attached to the Programme Report	PD Programme Committee PD/DQAA	other Stakeholder feedback External examiners reports Exam board reports Review
Presenting APR to the Academic Board :- - The reviewed APRS complete with any recommended changes are returned to the DQAA. - The APR's are sent to the Academic Board at least one week prior to the Academic Board Meeting - Formal reports from external examiners that may contribute to the Programme Review discussion should be attached to the Programme Report - At the AB the PD should provide a short summary of the APR at the beginning of the meeting, covering key points for discussion and agreement. - Where applicable the PD should reference, in his/her introduction, the action plan drawn up for the previous year, indicating whether planned actions were achieved and providing an evaluation of their effectiveness - The AB may request that additional information be provided and the meeting reconvened before agreement is made on particular points **Notes on Programme Modifications (QA 11.3: Programme Modification)** - Programme modifications agreed by the AB are – if significant modifications - provisional until agreed by the relevant validating body. - The Programme Director will document and justify any required changes. - Changes will only be put into effect when the validating body has agreed to the proposed changes.	PD PD PD AB Programme Review Panel PD	APR Formal External Reports Summary document Documented explanation and justification of proposed modifications.

- The Programme document should be modified accordingly.		APR's and any reports of subsequent action
Records & Follow-Up		
- A copy of all Programme Reports and any reports of subsequent action will be held centrally in the office of the Director of Quality and Academic Affairs.	DQAA	
- The APRS and a summary report of the proceedings and decisions will be included in the minutes of the AB.		
- The CEO, on behalf of the Academic Board, will refer matters identified through the Programme Review to the Board of Directors/Trustees if appropriate.	CEO	

Policy Control Sheet

Policy	QA 11.2 Annual Programme Review
Version	4.0
Adopted/Effective	Aug 2020
Supersedes	3.0
Monitoring/ Next Review Date	Every Two Years /Aug 2022
Responsible Officer(s) Designated Reviewer(s)	Director of Quality and Academic Affairs/PD'S
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 of Programme Committees; FQA 11.2: Annual Programme Report Template (APR); QA 11.1: Cyclical Review and Self-Evaluation

Revision

Revision Number	Revision Description	Originator	Approved By
3.0/08/2020	General Review	Office of DQAA	AB