1.1.1 Programme Review

Procedure code and title:	1.1.1 Programme Review
Policy area:	1.1 Programme Development, Approval and Validation
Version Number:	1
Reviewed by:	Quality Assurance Sub-Group
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Review Date:	

Purpose

The purpose of this procedure is to detail how KWETB programmes are regularly reviewed to ensure that the details, standards, content and assessment criteria are fit for purpose and adhere to current regulations.

Scope

This procedure applies to all FET Provision and FET Provision-Second Providers. There is an integrated single policy, with procedures for FET Provision and FET Provision Second-Providers.

Preamble

This procedure covers the process for an overarching review of the prospectus and for individual review of specific programmes. A need for review of specific programmes may be triggered, for example by:

- A local request from a specific centre
- Issues raised during the Internal Verification and External Authentication processes
- Evidence regarding demand or decline in demand for the programme
- Changes in the occupational field for which learners are being prepared.

Proposals can be made at Centre level, by the Quality Team, or by the FET Management Team.

This procedure is designed to:

- Inform decisions about the range of KWETB awards and validated programmes and location of programme delivery
- Inform changes and updates to existing validated programmes
- Detail how gaps are identified in the KWETB prospectus of programmes for FET Provision and FET Provision-Second Providers
- Enable determination and strategic planning of new programmes to be developed and validated

Where it is identified by a Programme Review that there is a requirement for a new programme leading to a QQI award or non QQI award, then a new programme validation application must be made to QQI/awarding body separately.

This procedure sets out the steps to be followed in order to generate the review process.

Procedure 1.1.1 Programme Review

1	The Programme Co-ordinator or Quality Team or TSO *or* FET Provision-Second Providers or member of FET management team should complete the application for Independent Programme Review, setting out the rationale and analysis for the Review.
2	The Line Manager of the person making the application for Independent Programme Review should sign off the proposal, giving permission for the review to take place.
3	The person who signs off the application should forward the application to the designated person with responsibility for programme development.
4	The application should be screened by the designated person with responsibility for programme development. The designated person with responsibility for programme development should seek further information if required.
5	The designated person with responsibility for programme development should forward the application to the Secretary of the Programme Governance sub-group. The proposer who is proposing the programme review or nominated person may be invited to the Programme Governance sub-group meeting to discuss their application.
6	The Programme Governance sub-group should convene and review the application. The person or nominee who is making the application for the programme review can be invited to the Programme Governance sub-group meeting to discuss their application and answer any relevant questions.

	The application should be either approved, declined or referred for further information.
7	The Programme Governance sub-group should have an oversight role in the process. If the application is approved, the Programme Governance sub-group should convene a review working group, with relevant expertise, to carry out the review. All information should be entered on the Review Process document. The working group team may include subject matter experts, curriculum experts and external stakeholders, depending on the level of the proposal. This should be a working group of the Programme Governance sub-group and should be convened for a time bound period specified by the Programme Governance sub-group. The Programme Governance sub-group may seek the support of Quality Team to give support and guidance to the working group in relation to QQI guidelines and QA procedures.
8	The Programme Governance sub-group should draw up a time-bound plan for the work, depending on the breadth and range of the task.
9	The Quality Team should support the process through the provision of training if required, communication platforms for the review team and provision of relevant document templates.
10	The working group reviews and identifies aspects of the programme that works well and areas where improvements are needed. The working group should submit the draft updated programme or programme module for an accuracy check to the designated person with responsibility for programme development.
11	If adjustments are required, the designated person with responsibility for programme development should return the draft to the working group for further adjustments.
12	The working group should forward the final draft to the Programme Governance sub-group for review and recommendation.
13	The Chair of the Programme Governance sub-group should submit to the Quality Council for final approval.
14	Once approved, the designated person with responsibility for QA authentication should ensure that the programme is uploaded to the shared KWETB Programme platform.

15	If the application is relevant to revalidation, the designated person with responsibility for programme development should ensure that the revalidation application is entered on Qhub.
16	The designated person with responsibility for QA authentication should ensure that all centres are notified of the updated programme version and all previous versions should be archived.

Link to other Policies/Procedures

1.1.2	Programme Development and Curriculum Development
1.1.3	Programme Approval
3.2.2	Operation of Working Groups

Resources

Resources	• Application for Independent Programme Review • Review Process document