3.3.2 Internal Programme Monitoring, Evaluation and Review

Procedure code and title:	3.3.2 Internal Programme Monitoring, Evaluation and Review
Policy area:	3.3 Monitoring and Evaluation
Version Number:	1
Reviewed by:	Quality Assurance Sub-Group
Date approved by Quality Council:	27th June 2023
Date of Implementation:	1st January 2024
Review Date:	

Purpose

The purpose of this procedure is to detail how KWETB makes every effort to ensure that validated programmes for FET Provision remain valid, current and retain their value to the community served.

Scope

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

Preamble

KWETB may commission a review of a validated programme, or group of programmes for any of the following reasons:

- Conclusion of the period for which the programme is validated
- Repeated decline in interest in the programme
- Reduction in available resources for the programme
- Update to programme governance/change required to programme governance
- Instances in which the quality or standard of delivery is compromised in any way
- In response to regulatory changes in specific vocational fields
- In response to an awarding body requirement
- To meet our commitment to high quality delivery
- Deactivation of awards by an awarding body

Programme Monitoring

To ensure a consistently high level of quality of programme provision and delivery KWETB should conduct regular and adequate programme evaluation and review. The purpose of this procedure is to inform the conduct of programme evaluation and review to ensure that programmes meet the needs and expectations of all the relevant stakeholders including learners, employers, the local community and awarding bodies. The process should enable the improvement of course variety, content and facilities and facilitate reporting about the success of programmes.

Locally, in centres of FET Provision and FET Provision-Second Providers, programme quality is monitored regularly, referring to feedback from learning practitioners and learners. Enrolment rates, waiting lists, learner attrition, certification rates and programme evaluations inform decisions about whether to continue delivering validated programmes, or to introduce new programmes validated to KWETB. Plans and decisions are recommended through the Programme Governance Sub-group and approved, or not, by the Quality Council. Other stakeholders such as employers, community groups and government agencies may also influence programme development.

Monitoring of results and External Authenticator Reports inform decisions regarding review and evaluation of programmes. Evaluation of programmes should be evidence-based.

Objectives of the Internal Programme Monitoring and Review Process

The ten objectives of a programme review are to evaluate the programme as implemented in light of KWETB's experience of providing the programme over the previous five years to determine the following items:

1	From ongoing feedback, what has been identified since the last review process both favourable and constructive regarding the programme/suite of related programmes?
2	What conclusions can be drawn from the available data about the quality and relevance of the programme/suite of programmes? 1.1 Quantitative data, including, for example, learner enrolment and waiting list information, classroom attendance, completion, and certification data. 1.2 Qualitative data, including, for example, IV reports, EA reports RAP processes and student evaluations.
3	Considering the current environment and future challenges what are the strengths, weaknesses, opportunities and threats concerning the programme/suite of related programmes?
4	Does the programme/suite of programmes meet the stated objectives and intended learning outcomes?

5	Does the programme/suite of programmes address the explicit learning needs of target learners and the needs of society?
6	Is there justification for the provider continuing to offer the programme, either in its current form or updated?
7	Identify any beneficial improvements that would enhance the programme and ensure its suitability and relevance to both learners and society.
8	Does KWETB have the capacity to and capability to provide the programme as outlined to a high standard? Consider enrolments, learner profile, availability of resources including suitably qualified teaching staff, suitable equipment and facilities.
9	Consider QQI validation requirements. Does the current programme meet QQI validation criteria?
10	In light of the programme review and evaluation process would any of KWETB's policies including quality assurance policies benefit from review and update?

Procedure – 3.3.2 Internal Programme Monitoring, Evaluation and Review

1	The FET Management should prepare a plan for programme review timelines and submit to KWETB Programme Governance Sub-group. It is recommended that programme clusters be reviewed together, thereby streamlining component review and providing the opportunity to identify whether additional programme and components require development.
2	The designated person responsible for validation should communicate the review plan to all relevant stakeholders, including QQI if required.
3	A review working group is assigned as a working group of the Programme Governance Sub-group. This working group should be provided with an agreed term of reference and a workplan.
4	The review working group should consult stakeholders and collect feedback. (Feedback can be gathered continuously from stakeholders and on-going QA processes as issues arise, as well as at review intervals).
5	The review working group should collate a report based on the feedback.
6	The review working group should conduct the review and evaluation of the validated programme, against outlined objectives and criteria.

7	The review working group should update the programme descriptor based on evidence gathered.
8	The designated person responsible for validation should ensure that the revalidation is internally evaluated prior to submission to the KWETB Programme Governance Sub-group and a report should be prepared.

9	The designated person responsible for validation should submit the revalidation to the Programme Governance Sub-group for review.
	The Programme Governance Sub-group can:
	    a. Request further information from the review working group.
	    b. Recommend the programme for a revalidation application to the awarding body.

10	If approved, the Chair of the Programme Governance Sub-group should present the revalidation to the KWETB Quality Council for approval.
11	If approved, the designated person responsible for validation should ensure that the details of the programme are uploaded to qHub portal.
12	If required, key personnel should meet with the revalidation panel if appropriate/necessary.
13	The person responsible for validation should present the outcome of the revalidation to the Programme Governance Sub-group. If required, mandatory and recommended changes should be addressed by the review working group.
14	The Quality team should communicate the outcome of the process to all stakeholders, including a summary for information purpose.
15	The Quality team should ensure that the revalidated programme is distributed and all old programme versions are withdrawn and archived.

Links to Other Policies and Procedures

3.2.2	Operation of Working Groups
3.3.1	Internal self-monitoring system
3.4.5	Document and Version Control

Resources

Resources	• Sample Feedback Survey (to be created – outstanding) • Consultative Survey (to be created – outstanding) • Programme Descriptor Template

	• Guidelines for completing CAS minor descriptor • Evaluation Template