



3.3.4 Conducting Thematic Reviews

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Policy area:	3.3 Monitoring and Evaluation
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 ensures that appropriate research methodologies are used in the conduct of thematic reviews.

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

Thematic reviews can contribute significantly to internal self-monitoring, and the quality of thematic reviews is perceived as essential to quality improvement within the organisation. Thematic review that is carried out using robust methodology can contribute significantly to the quality and reputation of organisations.

KWETB management will identify specific individual topics which will be the subject of thematic reviews. These topics may reflect significant issues which have come to light, for example, through the External Authentication Process or may relate to a need to update a policy or improvement of a specific aspect of our services.

Thematic reviews will be carried out on an individual topic basis as identified by KWETB as part of a monitoring and review process. The need for a thematic review may emanate from FET Management, Senior Management, the Quality Team, the Quality Council or one of its sub-groups.



Purpose of Thematic Reviews:

Thematic reviews can be used to contribute to improved quality by helping KWETB to identify opportunities to:

- Support and enhance the delivery of teaching, training, learning and assessment
- Help identify and highlight areas of good practice which can be used by the organisation in the development of teaching, learning and assessment.
- Build cross-organisation consultation sessions and collaborations internally and externally
- Develop and use internal and external research methods to enhance quality
- Develop Professional Development programmes and identify training needs for staff.
- Improve and evaluate existing processes and procedures
- Put in place plans at the organisational level to address issues identified

Some areas where thematic reviews can be carried out include, for example:

- Self-evaluation, Quality Improvement Planning, Programme monitoring etc.
- Assessment
- Technology-enhanced learning/teaching
- Facilitating improved engagement of prospective learners and existing learners from different groups e.g. Members of the Traveller Community, Refugee Resettlement, Learners with disabilities
- Diversity, equity and inclusion
- Access, transfer and progression
- Curriculum efficacy and appropriateness
- Staff professional development.

Procedure – 3.3.4 Conducting Thematic Reviews

1	The Proposer should identify and present a rationale for focus of the review (the theme) to the Quality Assurance Sub-group.
2	The Quality Assurance Sub-group should determine the terms of reference for the thematic review including a defined timeline for the review.
3	The designated Quality Team person responsible for conducting the thematic review should determine a suitable research question.
4	The designated Quality Team person responsible for conducting the thematic review should identify the primary and secondary research data required to inform the outcome of the review.

5	The designated Quality Team person responsible for conducting the thematic review should identify who should be included in the data gathering process staff, learners, stakeholders.
6	The designated Quality Team person responsible for conducting the thematic review should Draft data gathering tools such as interview templates, surveys, focus groups or site visits.
7	The designated Quality Team person responsible for conducting the thematic review should develop a review proposal, rationale and plan including timing, timelines, ethical and data protection considerations, methodology for review and present to Quality Assurance sub-group for recommendations.
8	The Quality Assurance Sub-group should present to the Quality Council for approval.
9	Once approved by the Quality Council, the designated Quality Team person responsible for conducting the thematic review should communicate with stakeholders and consider whether any additional training is required.
10	The designated Quality Team person responsible for conducting the thematic review should begin to gather review data.
11	The designated Quality Team person responsible for conducting the thematic review should code data, analyse and draft report and recommendations.
12	The designated Quality Team person responsible should submit a report to the Quality Assurance Sub-group.
13	The Quality Assurance Sub-group should present to the Quality Council.
14	The Quality Team / Quality Council / Quality Assurance Sub-group should put in place a time bound plan based on the recommendations, i.e. corrective action and follow up to ensure that recommendations are implemented.

Links to other Policies and Procedures

3.2.2	Operation of working groups
3.3.9	Corrective Action

Resources (outstanding)

Resources	<ul style="list-style-type: none"> • Proposal Template • Report Template
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