

## Programme Monitoring and Review Policy (LID-Pol-097)

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| <b>Document Title</b>                       | Programme Monitoring and Review Policy                                                                                                                                                                                         |
| <b>Document Number</b>                      | LID-Pol-097                                                                                                                                                                                                                    |
| <b>Version</b>                              | 3.0                                                                                                                                                                                                                            |
| <b>Department</b>                           | Learning, Innovation and Development                                                                                                                                                                                           |
| <b>Owner/Responsible for Implementation</b> | Learning, Innovation and Development Manager                                                                                                                                                                                   |
| <b>Approving Body</b>                       | Academic Board                                                                                                                                                                                                                 |
| <b>Effective Date:</b>                      | February 2021                                                                                                                                                                                                                  |
| <b>Last Review Date:</b>                    | February 2024                                                                                                                                                                                                                  |
| <b>Next Review Date:</b>                    | February 2027                                                                                                                                                                                                                  |
| <b>Related Documents</b>                    | <p>LID-Pol-114 – Programme Self Evaluation Policy</p> <p>QA-Pol-023 – Quality Assurance and Enhancement Policy</p> <p>LID-SOP-098 – Programme Monitoring and Review Procedure</p> <p>LID-T-036 – Programme Monitoring Plan</p> |

## 1. Purpose

The purpose of this policy is to set out RCPI's approach to ongoing programme monitoring, review of the findings of monitoring activities and responding to issues identified.

The aim of monitoring and review is to ensure programmes continue to:

- address learners' needs
- meet the conditions of validation
- meet an acceptable quality threshold and the award standard to which the programme was designed
- provide a high quality of teaching and learning experience for learners

## 2. Scope

The policy applies throughout the life cycle of a programme, following development and approval and runs in between self-evaluation.

The policy applies to all staff who have responsibility in identifying quality measures, recording relevant information, analysing and reporting on the findings or acting on recommendations as a result of these activities.

## 3. Responsibilities

The Learning, Innovation and Development Manager is responsible for the implementation of this policy.

## 4. Programme Monitoring and Review - Guiding Principles

### 4.1 Programme Monitoring

- 4.1.1 RCPI applies a comprehensive system of internal ongoing monitoring.
- 4.1.2 Ongoing monitoring identifies areas for change and prompts incremental improvements to the programme over time.
- 4.1.3 All RCPI Education Programmes are subject to ongoing monitoring which is planned during the design of the programme, documented on the Programme Monitoring Plan (LID-T-036) and approved by the Programme Board.
- 4.1.4 The Programme Monitoring Plan specifies data to be collected, how it will be collected and at what intervals.
- 4.1.5 RCPI values feedback as an important part of ongoing monitoring. Sources of feedback include:
  - Learners
  - Teaching Faculty

- External examiners
- Programme coordinators
- Learning Experience Designers

- 4.1.6 Programme monitoring and remediation, where required, is carried out in line with the procedure Programme Monitoring and Review Procedure (LID-SOP-098)
- 4.1.7 Programme monitoring data, particularly learner feedback received in the Module Evaluation Form (LID-F-043) and the Programme Evaluation Form (LID-F-044) feeds into the performance management of faculty in accordance with the Faculty Recruitment, Selection and Development Policy (LID-Pol-057)
- 4.1.8 Feedback from Faculty is sought via surveys, focus groups and emails.
- 4.1.9 Programme monitoring informs strategic decision-making at programme level. It also informs decision making at the corporate level regarding the allocation of resources to existing programmes, the development of new programmes, or the discontinuation of current programmes.
- 4.1.10 Approval is sought for any major and extensive changes required to the programme in accordance with the Programme Change Procedure (LID-SOP-045).

## **4.2 Programme Board Report**

- 4.2.1 Programme Boards for an established programme typically meet on a quarterly basis and submit a Programme Report to the Academic Board after each meeting.
- 4.2.2 The Programme Report provides an interim update to the Academic Board on the programme monitoring. It is also a mechanism for the Programme Board to highlight items for discussion at the Academic Board meeting.

## **4.3 Annual Review**

- 4.3.1 The Programme Board considers all data emerging from ongoing monitoring and conducts an end of year review and submits an Annual Programme Report to the Academic Board in accordance with Programme Monitoring and Review Procedure (LID-SOP-098).
- 4.3.2 Where the annual review process highlights a concern about the programme in relation to the criteria against which the programme has been validated, the Academic Board may trigger a review of the programme in line with the Self-evaluation Policy (LID-Pol-114).

## 5. Reference Documents

ENQA (2015) Standards and Guidelines for Quality Assurance in European Higher Education Area (ESQ)

[https://enqa.eu/wp-content/uploads/2015/11/ESG\\_2015.pdf](https://enqa.eu/wp-content/uploads/2015/11/ESG_2015.pdf)

Quality Qualifications Ireland (2016) Core Statutory Quality Assurance Guidelines

<https://www.qqi.ie/Downloads/Core%20Statutory%20Quality%20Assurance%20Guidelines.pdf>

Quality Qualifications Ireland (2017) Policies & Criteria for the Validation of Programmes of Education & Training

[https://www.qqi.ie/Publications/Publications/Initial\\_Validation\\_policy\\_7\\_10\\_13.pdf](https://www.qqi.ie/Publications/Publications/Initial_Validation_policy_7_10_13.pdf)