

Programme Information and Data Management Policy (LID-Pol-088)

Document Title	Programme Information and Data Management Policy
Document Number	LID-Pol-088
Version	3.0
Department	Learning Innovation and Development Department
Owner/Responsible for Implementation	Learning Innovation and Development Manager
Approving Body	Academic Board
Effective Date	February 2021
Last Review Date	August 2024
Next Review Date	February 2027
Related Documents	LID-Pol-097 – Programme, Monitoring and Review Policy DP-Pol-089 – Records Management Policy DP-Pol-090 – Data Protection Policy

1. Purpose

This policy sets out RCPIs approach to the collection, analysis and use of qualitative and quantitative data in developing and reviewing Education Programmes.

2. Scope

All Education Programmes are subject to ongoing monitoring and review.

This policy applies to all staff involved in the development, monitoring and review of programmes.

3. Responsibilities

Issues pertaining to data protection are the responsibility of the Data Protection Officer.

The Chief Technology Officer is responsible for issues associated with the security of Information Systems.

The Head of Function is responsible for the implementation of this policy.

4. Information and Data Management related to Education Programmes - Guiding Principles

- 4.1 RCPI ensures appropriate investment in information systems that support the collection and analysis of data.
- 4.2 RCPI ensures the appropriate structures and processes are in place for the collection of quantitative and qualitative data to enable ongoing monitoring and improvement of education programmes.
- 4.3 RCPI ensures that in accordance with the QQI Guidelines that standard key performance indicators against which data is examined include (but are not limited to) the following:
 - Number of learners
 - Profile of learners
 - Details of learner engagement in online programmes
 - Learner satisfaction rate with all aspects of programme included in Programme Monitoring and Review Procedure (LID-SOP-098) and Programme Evaluation Form (LID-F-044)
 - Learner attrition rates
 - Programme completion rate
 - Grade distribution rate

- 4.4 RCPI ensures that the review and continuous enhancement of education programmes are informed by data analysis.
- 4.5 RCPI ensures that all processing of personal data used in RCPI is GDPR compliant.

5. References

Data Protection Act (2018) - <http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/html>

ENQA (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG) Brussels, Belgium - 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>