Section 4 - Policies and Procedures Associated with Programmes of Education & Training			
Subject:		Policy on Programme Management and Annual Monitoring	
Applicable QQI Core Standard		Programmes of Education and Training	
Date Approved by Board of Directors:			February 2021
Policy Version	1/2021	Date due for Revision	February 2024

CONTEXT

ICHAS has primary responsibility for the quality of its programme provision; the implementation and evaluation of its QA procedures; and on-going enhancement. This principle is laid down in Irish law and in the Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG). This is supported by routine monitoring by QQI, defined as an external QA process that involves both routine and once-off evaluations, analysis, observations and recording of provider activities. Routine monitoring by QQI is designed to assist ICHAS in demonstrating the effective implementation of QA procedures, supporting public confidence and providing a source of public information through the publication of the conclusions of monitoring engagements.

Both External Review and self-evaluation of quality, including review of programmes of education and training, research and related services is central to ICHAS Quality assurance system. ICHAS supports an ongoing process of reflective self-evaluation which feeds into a Quality Implementation Plan supporting quality enhancement. Self-Evaluation – which incorporates the monitoring and review of the College's activities and programmes involves regular reporting to Programme Boards, Academic Council, the Board of Management and Governing Authority internally and making reports available to key external stakeholders such as QQI and other agencies and entities as appropriate.

The Evaluative Process facilitates the identification of areas of success as well as potential enhancement and provides the College, its students, members of Faculty and potential learners as well as regulatory and awarding agencies and bodies with assurance regarding the standards that apply within the College.

Monitoring and Evaluation	Review of Technoloby Enabled Teaching & Learning Resources
	Reports to Programme Boards & Academic Council
	Reports to Board of Management & Governing Authority
	Cyclical Institutional and Programmatic Review
	Periodic Review of Governance Structures
	Enhancement Planning , Delivery & Monitoring
	Validation, Review and Revalidation
	Annual Review of Content & Structure of Programmes
	Semesterised review of Teaching, Learning & Assessment Strategies
	Annual Review of Library Resources & Student Supports

Figure 1 - Key Elements of Self Evaluation and Internal Monitoring in ICHAS

POLICY STATEMENT

ICHAS is committed to a process of ongoing self-evaluation, monitoring and review to ensure quality of its programmes and services to students and stakeholders with a view to both assuring quality and ongoing enhancement.

SCOPE

Applies To	Staff	Students	Both	
	✓			
Responsible for Implementation	Registrar, Programme Directors/ Programme Boards			
Responsible for Monitoring & Review	Vice President (Corporate Affairs)	Vice President (Academic Affairs)	Registrar	Quality Assurance & Enhancement Officer
		✓		

DEFINITIONS

Monitoring and Review includes:

- Self-monitoring and Self Evaluation activities
- Periodic evaluation of programmes by way of Programmatic Review.
- External Review including periodic evaluation of the College's Governance and Quality Assurance infrastructure by way of Cyclical Institutional Review

RELEVANT GUIDELINES/ POLICIES INFORMING THIS POLICY

- Quality and Qualifications Ireland (2016) Statutory Quality Assurance Guidelines developed by QQI for use by all Providers

- European Association for Quality Assurance in Higher Education (ENQA) et al (2015) Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG).
- Quality and Qualifications Ireland (2016) Sector Specific Statutory Quality Assurance Guidelines Developed By QQI For Independent/Private Providers Coming To QQI On A Voluntary Basis
- Government of Ireland (2012) Qualifications & Quality Assurance (Education and Training Act.
- Quality and Qualifications Ireland (2016) Policies & Criteria for the Validation of programmes of Education.
- Quality and Qualifications Ireland (2015) QQI Policy Restatement Policy and Criteria for Access, Transfer and Progression in Relation to Learners for Providers of Further and Higher Education and Training.
- National Qualifications Authority of Ireland (2005) – re-published by QQI, 2015) Principles and Operational Guidelines for the Recognition of Prior Learning in Further and Higher Education and Training June 2005
- Quality and Qualifications Ireland (2018) Statutory Quality Assurance Guidelines for Providers of Blended Learning Programmes
- Protection of Enrolled Learners: Protocols for Implementation of Part 6 of the 2012 Act.
- Quality and Qualifications Ireland (2013) Assessment and Standards, Revised 2013

Linked Policies & Procedures

Linked Policies	Policy on Validation of New Programmes Policy on Programme Review and Revalidation Policy on Programme Design and Development Policy on Provider owned internal monitoring. Policy on Provider owned QA engagement with External QA
Linked Procedures	Procedures associated with Validation of New Programmes Procedures associated with Programme Design and Development Procedures associated with Programme Management and Annual Monitoring Procedures associated with Programme Management and Annual Monitoring Procedures associated with Provider owned internal monitoring Procedures associated with Provider owned QA engagement with External QA