



# ICHAS

## Section 12 – Self Evaluation, Monitoring & Review

<b>Subject:</b>	Procedures associated with Provider owned QA engagement with External QA		
<i>Date Approved by Board of Directors:</i>			<b>July 2019</b>
Policy Version	1/2019	Date due for Revision	February 2024
Parent Policy	Policy on Provider owned QA engagement with External QA		

### INTRODUCTION

A QQI Cyclical (Institutional) Review has five specific measurable purposes, namely to:

1. Encourage a QA culture and the enhancement of the student learning environment and experience within institutions
2. Provide feedback to institutions about institution-wide quality and the impact of mission, strategy, governance and management on quality and the overall effectiveness of their quality assurance.
3. Improve public confidence in the quality of institutions by promoting transparency and public awareness.
4. Support systems-level improvement of the quality of higher education.
5. Encourage quality by using evidence-based, objective methods and advice.

### Criteria for the Cyclical (Institutional) Review

The overarching standards against which review findings are compared are:

1. The College's mission and strategy and selected quality indicators and benchmarks.
2. European and national standards for quality and awards.
3. QQI QA guidelines, and other relevant QQI policies

The single QQI Cyclical (Institutional) Review model is based on the internationally accepted procedure for reviews, i.e.:

1. The agreement and publication of terms of reference,
2. Generation of an institutional self-evaluation report,
3. External assessment and site visit by a team of reviewers,
4. Publication of a review report including findings and recommendations, and
5. Follow-up procedure to review actions taken.

Within this single model there is scope for differentiation between reviews in the objectives set out in the Terms of Reference, in the review team profiles and in specific methodologies (e.g. duration of site visit).

## RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
College President	Agree Terms of Reference with QQI
Cyclical Review Team	To address the key questions and lines of enquiry listed below
Students	Engagement in the Self Study Process
External Cyclical Review Team	Appointed by QQI to undertake the review

## PROCEDURES

The College has to actively engage in this process by agreeing Terms of Reference with QQI.

### Self Study

- In advance of formal engagement, the College undertakes a Self-Study, which is based on consultation with internal and external stakeholders of the College, including and especially students.
- The key role of self-study in the cyclical (institutional) review process is that it emphasises that quality derives from the activity of the College.
- The college develops a report which will be analytical and succinct, with substantiating evidence retained for examination by the team of reviewers.
- The College then publishes the self- study report.

The self-study process affords an opportunity to;

- Identify indicators and benchmarks for quality relevant to its own mission and context.
- Derive these from international sources.
- Be guided by the key questions and lines of enquiry to be addressed by the cyclical review team (External) as follows:
  - How have quality assurance procedures and reviews been implemented?
  - How effective are the internal quality assurance procedures and reviews?
  - Are the quality assurance procedures in keeping with the requirements of the European Standards and Guidelines for Internal Quality Assurance within Higher Education Institutions (ESG, 2015)
  - Are the quality assurance procedures in keeping with QQI policy and guidelines?
  - Who takes responsibility for quality and quality assurance?
  - How transparent and accessible is reporting on quality assurance and quality?
  - How is quality promoted and enhanced?
  - Are there effective innovations in quality enhancement and assurance?
  - Is the student experience in keeping with the stated mission and strategy?
  - Are achievements in quality and quality assurance in keeping with the stated mission and strategy?

- How do achievements in quality and quality assurance measure up against the benchmarks and quality indicators identified by the institution?

### **Cyclical (Institutional) Review**

- QQI appoints a team of reviewers to carry out the Cyclical (Institutional) Review on its behalf, which among other things considers the outcomes of the Self Study / Evaluation Report provided by the College.
- The panel focus on exploring quality enhancement through questioning and dialogue with the College.
- In addition to the Self-Study report, the panel may require or use additional evidence in their review.
- Panel members (normally 5-7 members) are chosen by QQI on the basis of their expertise and independence and receive training for the task.
- The membership of each panel includes persons reflecting the perspective of students and of the world of work and persons with senior management experience of higher education and training provision, and normally at least one member from outside Ireland is also required to bring an international perspective to the review.
- QQI also appoint a chair and a secretary for the review.
- QQI consults with the College prior to appointing the panel, which are normally identified at the same time as the terms of reference for the review.
- The review team schedule a visit or visits to the College, when they meet with members of the College, students and other stakeholders. The agenda is drawn up by the review panel in consultation with the College. The review panel may also review documentary evidence relating to the institution.
- The review team prepare a report following the site visit(s). A draft report is submitted to the College to comment on factual inaccuracies before the final version is drafted.
- The College prepare a response to the report including a plan with a timeline for the implementation of any required actions. QQI consider the panel report, the College's response and make recommendations for adoption.
- QQI may impose conditions on the College arising from the review. When considered and adopted by QQI the report and response are published in full on the QQI's website as well as the College website. Sanctions available to QQI include withdrawal of programme validation, but these sanctions normally only arise in circumstances where serious problems were evident in advance of the review and flagged in the terms of reference.
- The College submits a follow-up report to QQI not more than twelve months after the publication of the Cyclical (institutional) review report. This outlines how the College has implemented the plan contained in its response to the review report and evaluate the initial impact of such implementation.
- The College's follow-up implementation report is considered by QQI, who may adopt the follow-up report and/or may impose further conditions.
- Following adoption by QQI, the follow-up report and any further observations are

published on QQI's website and the Colleges website.

## GRAPHICAL PRESENTATION OF PROCEDURE

The following Chart outlines the Model of Cyclical Review outlined by QQI (2016)

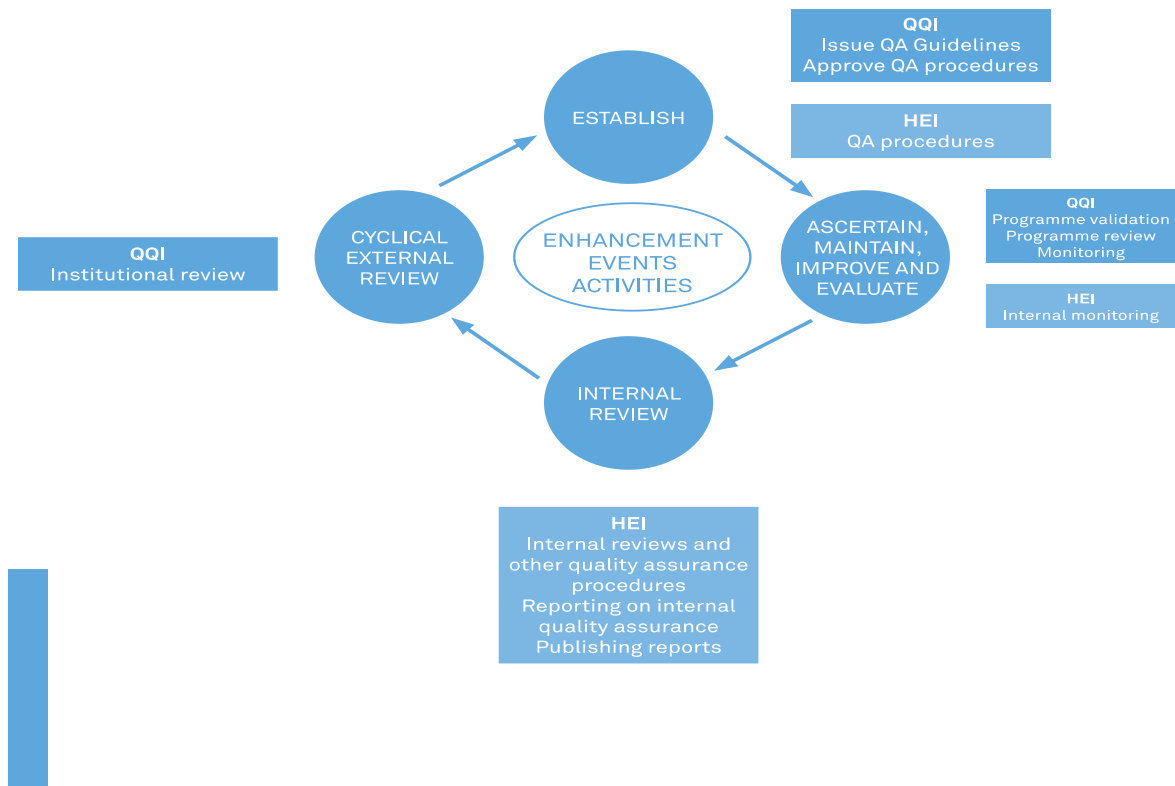


Figure 1 - Model of Cyclical Review as set out by QQI (2016)

### Linked Policies and Procedures

<b>Linked Policies</b>	Policy on Provider owned QA engagement with External QA Policy on Provider owned internal monitoring Policy on Programme Review and Revalidation
<b>Linked Procedures</b>	Procedures associated with Programme Review and Revalidation Procedures associated with Provider owned internal monitoring