Section 12 – Self Evaluation, Monitoring & Review

Subject:	Procedures associated with Provider owned internal monitoring.		
Date Approved by Academic Council:			August 2021
Policy Version	1/2021	Date due for Revision	February 2024
Parent Policy	Policy on Provider owned internal monitoring.		

INTRODUCTION

ICHAS supports an ongoing process of reflective and dynamic 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 Policies and Procedures Associated with the development, design and ongoing monitoring of programmes of Education & Training are set out in Section 4 of the QAE Manual. Additionally, the policies and procedure associated with documenting, monitoring and evaluating the Effectiveness of Quality Assurance are outlined in Section 3.

The Evaluative Processes undertaken by the College both in relation to programmes and its broader activities 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. The on-going self-evaluative processes as well as the reports which emanate from these processes provide invaluable data to support programme enhancement, services and quality assurance policies and procedures. Therefore, within the College, the focus of all Self Evaluative and monitoring processes is on:

- Ensuring the ongoing relevance of validated programmes.
- Ensuring that programmes continue to be current and fit for purpose.
- Monitoring the attainment of the original programme aims.
- Ensuring that the Minimum Intended Programme and Module Learning Objectives are met on an on-going basis or modified appropriately.

- Evaluating the impact of Teaching and Assessment strategies and providing opportunities to review same.
- Identify and recommend remedial action if or when necessary.
- Evaluating factors impacting on student attainment and progression.
- Monitoring the ongoing appropriateness of programmes to the needs of the labour market.

More broadly, such processes also contribute to;
- Ensuring that the appropriate expectations of learners can be met.
- Ensuring the requirements of Academic Awarding Bodies and/or relevant Professional Bodies are met within programme design and delivery strategies
- Ensuring a culture of quality and enhancement within the College's operations.
- An assurance (where appropriate) that:
  - Programmes are progressing satisfactorily both operationally and academically.
  - Teaching schemes are appropriate to facilitate the achievement of the learning outcomes of the module and programme.
  - Assessment methods are appropriate to determine the achievement of learning outcomes for the different modules and are used appropriately throughout the academic year and consistent with the approved Programme Schedules.
  - Academic staff remain current and relevant and engaged in scholarly activity and/or research as appropriate.
  - Academic procedures are being followed.
  - The suitability of existing programmes to meet the current and future needs of students is assessed.
  - Programmes remain fit for purpose.
  - Future requirements for programmes, and hence future programme development opportunities are identified.

RESPONSIBILITIES

ROLE/ PERSON	RESPONSIBILITY
Student	Engagement with processes to provide structure feedback on the learner experience.
Registrar	Co-ordination of the internal monitoring processes.
QAE Officer	To ensure compliance with QAE processes.
Vice President (Academic Affairs)	To oversee internal monitoring processes and report to Academic Council

PROCEDURES

ICHAS has established quality assurance procedures, systems and processes for

obtaining feedback from internal and external sources for the purposes of further improving and maintaining the quality of education and training which it provides, organises and/or procures. This system enables ICHAS to monitor, review, develop and verify the quality of current and proposed courses of study and to appreciate the need to phase-out/withdraw certain courses.

Data and feedback

Information around how the data pertaining to internal monitoring is collected and reviewed is outlined in Section 3. The Quality & Standards Committee is central to this process and its terms of reference are outlined in Section 2(b). The type of data contributing to internal quality monitoring includes (but is not limited to):

Structured Internal and External Feedback;

- Validation and programmatic review reports.
- Professional body reviews (if applicable).
- Placement Provider and employer feedback where applicable
- External Examiner Reports.
- Lecturer feedback – primarily achieved through Programme Board participation.
- Learner feedback – Learner involvement is considered an essential stakeholder perspective and the range of opportunities for collecting learner feedback are set out in the Policies and Procedures associated with Student Engagement in Section 8.
- Learning Analytics from LMS
- Feedback loop completion through the publication of Internal Review Documents

Performance Indicator Reports relating to such issues as;

- Admissions Data including RPL.
- Data pertaining to Transfer and Advanced Entry etc.
- Ongoing Student Engagement and Disengagement across all modes of Delivery
- Student Support Structures
- Student Attrition/ Withdrawals,
- Performance Analysis at a modular, stage and programme level (grades, award classifications etc).
- Programme progression statistics

These key internal monitoring mechanisms are outlined in the Policy and Procedure associated with Documenting the Effectiveness of Quality Assurance and are summarised in graphical format below.

The Review and Response of Programme Boards is presented to Academic Council

and it informs decisions relating to programme provision, design, redesign, resource adequacy and allocation etc. The findings of the Programme Board and the Academic Council are considered by the Board of Management and Governing Authority.
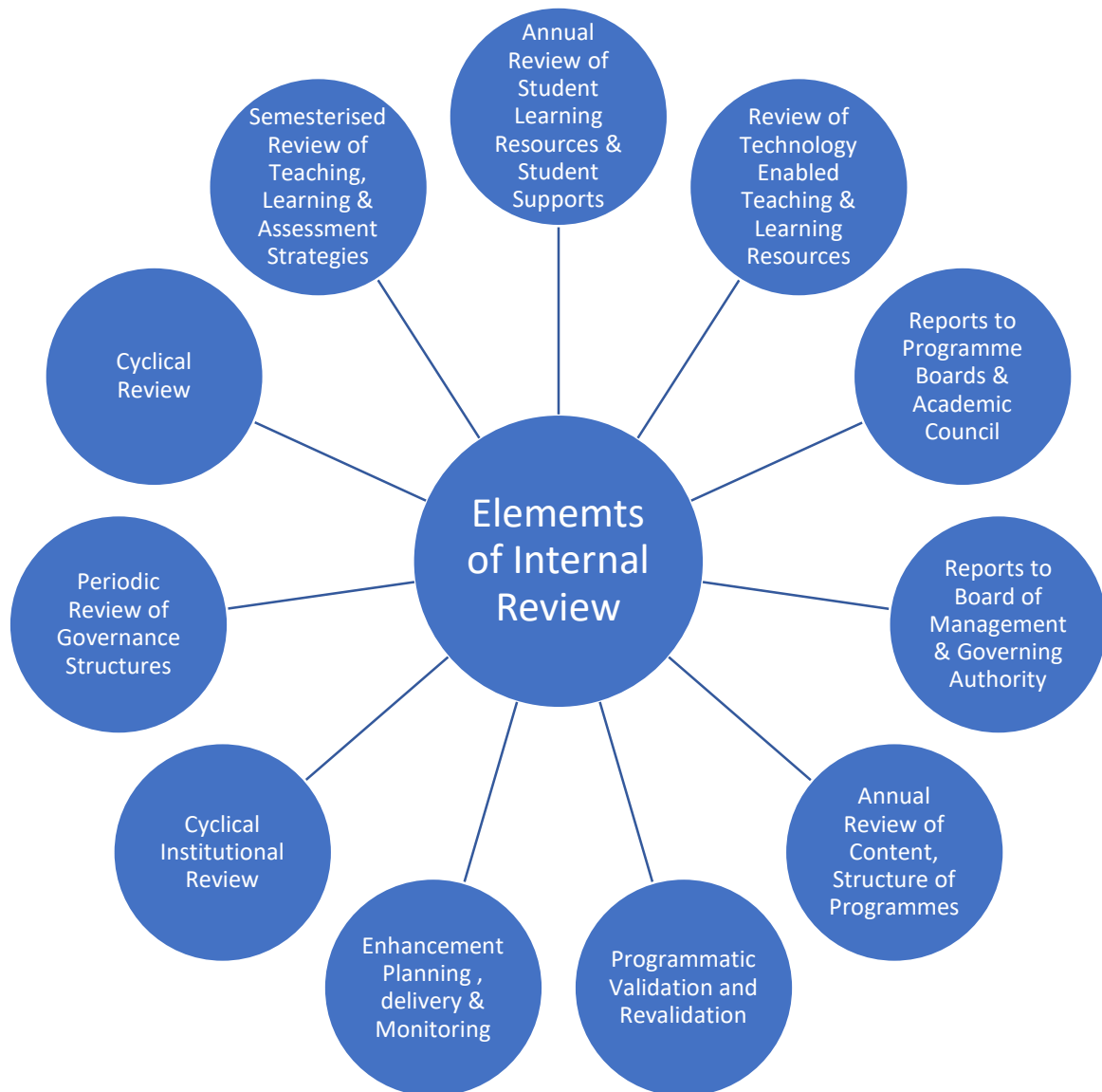
GRAPHICAL PRESENTATION OF PROCEDURE

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

Linked Policies and Procedures

Linked Policies	Policy on Provider owned internal monitoring
	Policy on Programme Review and Revalidation
	Policy on Provider owned QA engagement with External QA
	Policy on Documenting the Effectiveness of Quality Assurance
Linked Procedures	Procedures associated with Programme Review and Revalidation
	Procedures associated with Provider owned QA engagement with External QA
	Procedure associated with Documenting the Effectiveness of Quality Assurance