



## External Consultant Policy

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**1. REVISION HISTORY AND APPROVAL**

<b>Revision</b>	<b>Nature of change</b>	<b>Approval</b>	<b>Date</b>
1.0	First Issue	JL	27/07/21

## **2. POLICY OVERVIEW**

- 2.1. PCI College recognise the need for, and the value of, external quality assurance oversight and impartial external expert knowledge in relation to programme delivery, assessment and learner experience.
- 2.2. PCI College acknowledges that the provision of quality education is essential and continually strives to monitor, improve and implement innovation and change through engaging with a professional external consultant with specialised expertise within the profession and academia.
- 2.3. The PCI College External Consultant forms part of a panel of external quality assessors, which also include External Examiners and the Middlesex University Link Tutor.
- 2.4. The PCI College External Consultant is nominated and appointed through the Academic Council.
- 2.5. The PCI College External Consultant is expected to comply with all ethical obligations of the role of an assessor during their tenure.

## **3. EXTERNAL CONSULTANT ROLES AND RESPONSIBILITIES**

- 3.1. The PCI College External Consultant is independent from the college and is available to advise and consult on any programme related issues, including:
  - 3.1.1. Staff training and development
  - 3.1.2. Learner Support
  - 3.1.3. Learner / staff relationships
  - 3.1.4. Learner matters
  - 3.1.5. Course management, content, design, development and assessment
  - 3.1.6. Factors in the profession which may need consideration in programme design or evaluation (e.g. re-validation considerations)
  - 3.1.7. The External Consultant will adopt a role on governance committees, for example, Annual College Strategy Meeting, Academic Council, Assessment Boards.
- 3.2. An appointed External Consultant may stay in-role indefinitely.

## **4. FUNCTIONAL SCOPE OF THE ROLE**

- 4.1. The PCI College External Consultant will provide quality assurance oversight, guidance and feedback specifically in relation to course management, content, design, development and assessment by:
- 4.2. Contributing to the design and development of programme and module assessment strategies.
- 4.3. Reviewing draft summative assessment tasks and measures, contributing to the approval of assessment procedures.
- 4.4. Providing recommendations to ensure that assessment measures are fit for purpose, fair, reliable and consistent and align with current professional standards
- 4.5. Provides input to programmes on emerging trends in the profession which may need to be considered in programme design or re-validation.
- 4.6. Collegially, (e.g. through attending and participating at assessment and awards boards) maintaining and monitoring the effectiveness of the programme assessment strategies and the module assessment strategies to ensure fairness, consistency and compliance with the intended learning outcomes.
- 4.7. The scope of the role equally applies to all programme modes; taught provision, blended delivery, online delivery.

## **5. APPOINTMENT OF AN EXTERNAL CONSULTANT**

- 5.1. External Consultant recommendations will be actioned through the Academic Council.

## 6. LINKED POLICIES AND PROCEDURES

Linked Policies	<p>Assessment of Learners Policy  Completion Rates Policy  Ethical Guidelines for Assessors Policy  External Consultant Policy  External Examiner Policy  New Programme Design, Development and Validation Policy  Ongoing Programme Monitoring Policy  Revalidation Policy  Programme Assessment Strategy Policy  Programme Level Management of Assessments Policy  Retention of Assessments Policy  Transfer and Progression Policy  Recognition of Prior Learning Policy  Learner Support Policy  QA Management Policy</p>
Linked Procedures	<p>Assessment of Learners Procedure  Administrative Quality Assurance Procedure  Annual Comparative Study Procedure  Classifications of Awards (MU) Procedure  Classifications of Awards (QQI) Procedure  Ethical Guidelines for Assessors Procedure  External Consultant Procedure  External Examiner Policy  External Examiner Nomination Criteria  New Programme Design, Development and Validation Procedure  Ongoing Programme Monitoring Procedure  Revalidation Procedure  Academic Misconduct Procedure  Retention of Assessments Procedure  Transfer and Progression Procedure  Recognition of Prior Learning Procedure  Learner Support Procedure</p>