



Ongoing Programme Monitoring Procedure

Revision: 1.0
Issued: 27th July 2021

TABLE OF CONTENTS

1.	REVISION HISTORY AND APPROVAL	3
2.	OVERVIEW	4
3.	ASSESSMENT	4
4.	LEARNER EXPERIENCE	4
5.	PROGRAMME AND MODULE REVIEWS	4
6.	CLINICAL REQUIREMENTS	4
7.	LINKED POLICIES AND PROCEDURES	5

1. REVISION HISTORY AND APPROVAL

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

2. OVERVIEW

- 2.1. There are robust and systematic procedures in place enabling ongoing monitoring and review of:
 - 2.1.1. Assessment
 - 2.1.2. Learner experience
 - 2.1.3. Lecturer experience
 - 2.1.4. Programme aims
 - 2.1.5. Module aims, delivery and resources
 - 2.1.6. Clinical requirements

3. ASSESSMENT

- 3.1. Ongoing monitoring of assessment is outlined within the Assessment of Learner Policy and Procedure.
- 3.2. Further information related to the ongoing monitoring of assessment can be found within:
 - 3.2.1. Programme Level Management of Assessments Policy
 - 3.2.2. Programme Assessment Strategy Policy
 - 3.2.3. Annual Programme Review Procedure
 - 3.2.4. Completion Rates Policy
 - 3.2.5. Administrative Quality Assurance of Esubmissions Procedure
 - 3.2.6. External Examiner and External Consultant policy and procedures.
 - 3.2.7. Annual Comparative Study Report
 - 3.2.8. Annual Monitoring Reports (Validating and Accrediting Bodies)

4. LEARNER EXPERIENCE

- 4.1. Ongoing monitoring of the learner experience is monitored through the following procedures:
 - 4.1.1. Programme Voice Group Procedure
 - 4.1.2. End of Module Feedback Procedure
 - 4.1.3. Progress Review Meetings
 - 4.1.4. Student Consultation Forums
 - 4.1.5. Learner representation on internal committees, e.g. Academic Council, Subject Boards.

5. PROGRAMME AND MODULE REVIEWS

- 5.1. The procedures for reviews at a programmatic level can be found under Section 1.2 above.
- 5.2. Programmatic reviews are also evident within the Revalidation Policy and Procedure.
- 5.3. The procedures for ongoing monitoring at a modular level, including delivery and resources required, are:
 - 5.3.1. End of Module Review Procedure
 - 5.3.2. Peer Observation
 - 5.3.3. End of Module Feedback Process
 - 5.3.4. All Lecturer's Meetings
 - 5.3.5. External Consultant Policy and Procedure

6. CLINICAL REQUIREMENTS

- 6.1. The Clinical Manager is responsible for the ongoing monitoring of clinical requirements. This is achieved via the Programme Review Meeting Procedure.
- 6.2. At a programme level, Fitness to Practice procedure can be invoked via the programme team.

7. LINKED POLICIES AND PROCEDURES

All linked policies and procedures are above named within this document.