



## Programme Revalidation Policy

Revision: 1.0  
Issued: 27<sup>th</sup> July 2021

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**1. REVISION HISTORY AND APPROVAL**

<b>Revision</b>	<b>Nature of change</b>	<b>Approval</b>	<b>Date</b>
1.0a	Working document for QQI		

## **2. POLICY OVERVIEW**

- 2.1. All programmes are subject to ongoing programme monitoring and review.
- 2.2. Learners may not be enrolled outside of the validation cycle
- 2.3. Programmes at the end of validation cycle (5 years) are subject to a programatic review as set out in our revalidation procedures.
- 2.4. A programatic review is a major critical evaluation of a programme for the purposes of continuous improvement (manor and or minor changes).
- 2.5. Revalidation Procedures ensures that each revalidation effort:
  - 2.5.1. Improves the quality of the programme
  - 2.5.2. Ensures a programme remain current and continues to offer a valuable educational experience to the learner
  - 2.5.3. Ensures that both the academic and external market needs of the learner are satisfied
  - 2.5.4. Is cognisant of the National Framework of Qualifications (Ireland & UK)
  - 2.5.5. Complies with all the requirements of the relevant external validating bodies
  - 2.5.6. Contributes to the development of a quality culture in which all stakeholders are aware of their respective roles and that actions are taken to address observed areas of improvement for in-flight programmes

## **3. SCOPE**

- 3.1. Revalidation is defined by QQI as “validation by QQI of a programme that has evolved from a programme that had been previously validated by QQI. Revalidation is required for any programme that is to continue to enrol learners following expiry of the duration of enrolment.” (Government of Ireland, 2012).
- 3.2. Revalidation is defined by QAA/MU as “the process by which Middlesex University ensures that any programme (or group of programmes and associated modules) is academically sound and may be offered to students.”
- 3.3. The policy set out within this document equally apply to all types of programme provision, including taught programmes, online programmes, blended learning programmes, collaborative, transnational and joint award provision.

## **4. AIMS AND OBJECTIVES OF REVALIDATION**

- 4.1. To review the continuing validity of a programme’s aims and the stated learning outcomes.
- 4.2. Revalidation is undertaken in two stages – an internal phase and an external phase – to evaluate the effectiveness of the curriculum and assessment in relation to the intended learning outcomes.
- 4.3. Revalidation reviews the delivery of a programme over the previous five-year cycle, with particular emphasis on evaluating whether or not the programme has met its educational objectives.
- 4.4. Feedback is solicited from all stakeholder participants in programme delivery in that time period with emphasis placed on feedback from lecturers and learners.
- 4.5. Through Revalidation an updated programme document is developed, detailing revised aims and learning outcomes, revised course schedules revised syllabi and a revised programme assessment strategy.
- 4.6. Proposed new courses will be evaluated separately in accordance with the College’s New Programme Design and Validation Policies and Procedures.
- 4.7. The overall objectives of Revalidation are as follows;
  - 4.7.1. To analyse the effectiveness and efficiency of each of the validated programmes in delivering programme and module learning outcomes to meet the educational needs of learners.
  - 4.7.2. Review the development of programmes being provided, with due regard to the

views of education stakeholders, professional bodies, market demand etc.

- 4.7.3. To evaluate the physical resources and facilities provided by the College for the delivery of programmes.
- 4.7.4. To evaluate the quantitative data accumulated on the programme including details of learner numbers, retention, attrition and success rates
- 4.7.5. To evaluate the feedback mechanisms for learners and the processes for acting on this feedback
- 4.7.6. To evaluate the College's flexibility in responding to market requirements and educational developments, including researching activities in the field of learning under review and their impact on teaching and learning.
- 4.7.7. To evaluate the formal links the College has established with professions, state and semi-state organisations, and the wider community to maintain the relevance of its courses and to professional and statutory standards.
- 4.7.8. To gather stakeholder feedback with reference to the reputation of the programme and College as a provider of the programme.
- 4.7.9. To consider the continued justification of the programme based on the relevant validated criteria including a justification of any proposed modifications.
- 4.7.10. The implications of any modifications for any related policies, procedures or criteria including QA implications
- 4.7.11. To evaluate the College's forecasts and plans for the coming five-year cycle.
- 4.7.12. To detail how identified opportunities for improvement in the programme will be addressed.

## **5. REGULAR PROGRAMME EVALUATION**

- 5.1. Ongoing quality assurance of programmes is a core tenet of PCI College.
- 5.2. This can result in ongoing minor programme changes or major programmes changes which could initiate a re-validation or review while in a 5 year validation cycle, or, at the end of a of 5 year cycle.
- 5.3. There are two distinct elements to Programme Evaluation; an internal element and an external element. The internal element of a Programme Evaluation comprises a self-evaluation of the programme(s); a plan for the subsequent five years and a revised programme document. The external element of a Programme Evaluation entails external experts considering the evidence of the self-evaluation and conducting their own evaluation of the revised programme documents, content, aims and delivery plans.
- 5.4. In evaluating a programme the focus is on the effectiveness of the programme in meeting its stated aims, and assessing learning outcomes and methods for to achieve those outcomes for learners. The accumulation of the data from the annual monitoring process, detailed in the Ongoing Monitoring of Programmes Procedures, is fundamental to self-evaluation. Feedback from learners is a pivotal component of this process.
- 5.5. Assessment of Learners Policies and Procedures are important for both the self-evaluation stage and in the development of a revised programme document for revalidation.

## **6. APPLYING FOR REVALIDATION**

- 6.1. Notice of a revalidation milestone will be served to validating/accrediting bodies in the second semester of the third year of a five year cycle.
- 6.2. An application for revalidation will include:
  - Documentation outlining the pre-requisites for revalidation
  - Updated programme information and supporting documentation
  - Programme Evaluation Report
  - Terms of reference for Independent Evaluation Report

- 6.3. PCI College will request notice of any quality assurance changes from the validating/accrediting body (policies or criteria) which may materially affect revalidation.

## **7. CONTENT OF A REVALIDATION**

- 7.1. An Internal Evaluation of Programmes Report (IEPR) will be produced. It provides information under the following headings in respect of the programmes being reviewed.
- 7.1.1. Internal College Academic Processes: This section sets out the mechanisms whereby changes in proposed programmes are processed through the internal College's academic structure including the Academic Council. The process by which the self-evaluation was conducted and the programme revisions arrived at must be detailed in the documentation.
- 7.1.2. Student turnover: Enrolment and assessment statistics for the previous five years will be provided per course by Student Services or the Programmes Office (as appropriate). These statistics describe learner withdrawals, retention and assessment performance in appropriate detail.
- 7.1.3. Review of Course Design: A brief description of the development of each course, highlighting any changes implemented or proposed, is provided. In addition, this section includes the course schedule in operation at the time of the previous review together with course schedules being proposed as part of the current Programme Evaluation.
- 7.1.4. Assessment: The procedures in place for the assessment of learners are documented. The assessment of learners is examined in terms of whether they:
- 7.1.4.1. Are fair and consistent and comply with standards determined by the College and validating bodies.
- 7.1.4.2. Are in keeping with the National Framework of Qualifications
- 7.1.4.3. Are effective in measuring the learners' attainment of the intended learning outcomes
- 7.1.4.4. Contribute to learner's total learning experience, and
- 7.1.4.5. Encourage creativity and originality in demonstrating achievement of the intended learning outcomes, taking into consideration the Universal Design for Learning Principles.
- 7.1.5. Transfers: PCI College facilitates, where possible, the transfer of learners from other colleges whose programmes are sufficiently similar those offered by PCI College. This is determined via formal application by the prospective learner and accompanying course comparison documentation. Details of arrangements can be found in the Access, Transfer and Progression Policies and Procedures.
- 7.1.6. Review of Facilities: A description of the most significant developments is provided. This indicates any facilities that have been phased out or updated and any new facilities that have been installed in terms of physical space and equipment since the previous Programme Evaluation. Any proposed enhancement of facilities over the succeeding five years is outlined.
- 7.1.7. Deployment and Development of Academic Staff: Details of staff appointments over the previous three years, of plans for the succeeding five years and of staff deployment within the College are provided. Curricula vitae of staff appointed since the previous review is provided in addition to any developments in existing staff curricula vitae.
- 7.1.8. Links with the Wider Community: The purpose of this section is to establish the extent to which the College is actively engaged in monitoring developments in the world of work and the wider community to maintain a high degree of relevance in its courses. The College also examines its programmes against the relevant offerings of other higher education institutions.

- 7.1.9. Course Delivery Methodologies: Information in relation to teaching strategies and methodologies as well as the use of technology is provided.
- 7.1.10. Development Plan: A plan for the College's programme for the succeeding five years is included.
- 7.1.11. Programme Document: The revised aims and general learning outcomes, revised course schedule, revised syllabi, and a revised programme assessment strategy is presented for each programme being revalidated.
- 7.1.12. Course Accreditation: Revisions due to external accrediting body requirements are presented.
- 7.1.13. Revised Programme Titles and Award Titles: Any revised award title is to be consistent with the named awards determined by the College, and by any relevant validating body (e.g. Middlesex University, QQI). The programme title should be clear, accurate, and succinct to accurately portray the programme to prospective learners and other stakeholders.
- 7.1.14. Access, Transfer and Progression: Revised programmes incorporate the procedures for access, transfer and progression. Consistent with College policy, and accepting validating body guidelines, several access and entry points are accommodated.
- 7.2. For collaborative, transnational and joint award provision, all of the above will be evaluated in accordance with the existing programme agreements.
- 7.3. Where there is a proposed change to an existing validated programme consisting of a conversion to a transnational programme a revalidation is required.

## **8. INTERNAL PHASE OF REVALIDATION**

- 8.1. The Internal Evaluation of Programmes is managed by the Programme Leader who will seek input from all relevant supporting departments and stakeholders.
- 8.2. The Academic Council and the College Board will be involved in the decision making processes during the internal evaluation phase.

## **9. EXTERNAL PHASE OF REVALIDATION**

- 9.1. The external phase of revalidation will consist of input from the PCI College External Consultant(s) who must provide input on the proposed structure for programme revalidation.
- 9.2. Validating body requirements with respect to revalidation will be adhered to as directed by the relevant validating body's policies and procedures.

## **10. REVALIDATION APPROVAL**

- 10.1. Approval of revalidated programmes is at the discretion of the relevant validating body.
- 10.2. PCI College are committed to adhering to validating body recommendations and feedback.

## **11. CHANGES TO A REVALIDATED PROGRAMME**

- 11.1. Following the approval of a revalidated programme, the policies and procedures for Changes to Validated Programmes within the New Programme Design and Validation Policy and Procedure will come into effect.
- 11.2. All affected stakeholders, validating/accrediting bodies will be notified following revalidation of a summary of changes through a variety of communication channels (e.g. direct email, at lecturer meetings, on the website etc.)
- 11.3. Where additional training is required as a result of revalidation, these needs will be tracked in the lecturer training and development plans.
- 11.4. Where changes are required, notice will be served to validating/accrediting bodies to that effect.

## 12. LINKED POLICIES AND PROCEDURES

Linked Policies	Access Applications and Admissions Policy Blended Learning Policy Collaborative Programmes, Transnational Programmes and Joint Awards Policy New Programme Design, Development and Validation Policy Ongoing Programme Monitoring Policy Recognition of Prior Learning Policy QA Management Policy Transfer and Progression Policy
Linked Procedures	Access Applications and Admissions Procedure Blended Learning Procedure Collaborative Programmes, Transnational Programmes and Joint Awards Procedure New Programme Design, Development and Validation Procedure Ongoing Programme Monitoring Procedure Revalidation Procedure Recognition of Prior Learning Procedure Transfer and Progression Procedure