



## Self Evaluation & Monitoring 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. OVERVIEW**

- 2.1. PCI College is committed to self-evaluation, monitoring and external review in relation to the quality of its programmes, the implementation and effectiveness of its quality assurance procedures and to seek feedback with a view to improving systems and services.
- 2.2. The purpose of self-evaluation and monitoring procedures is to encourage a culture of quality assurance and continuous improvement of learner experience, to include:
  - 2.2.1. Ensuring programmes are kept current, relevant and fit for purpose
  - 2.2.2. Programme aims and learning outcomes are being achieved or modified appropriately
  - 2.2.3. Ongoing review of teaching and assessment strategies
  - 2.2.4. Identifying factors that may impact learner progression
  - 2.2.5. Monitoring the appropriateness of accredited programmes to the requirements of the accreditation body and employment sector

## **3. SCOPE**

- 3.1. There are a number of procedures in place to augment the process of internal and external self-evaluation and monitoring and these can be summarised as follows:
  - 3.1.1. Programme Annual Reviews
  - 3.1.2. Annual Module Reviews
  - 3.1.3. Validating Body Annual Monitoring Report
  - 3.1.4. Accrediting Body Annual Monitoring Report
  - 3.1.5. Assessment Boards
  - 3.1.6. External Examiner Input
  - 3.1.7. External Consultant Input
  - 3.1.8. Blended Learning External Consultant Input
  - 3.1.9. Placement feedback
  - 3.1.10. Programme Voice Groups
  - 3.1.11. Student Voice Leader Reports
  - 3.1.12. Learner Surveys
  - 3.1.13. Lecturer Peer Observation
  - 3.1.14. Lecturer Input
- 3.2. Self-evaluation and monitoring procedures assure:
  - 3.2.1. The smooth running of programmes both operationally and academically
  - 3.2.2. That assessment methods are appropriate to met learning outcomes
  - 3.2.3. Academic staff meet accredited/validated programme requirements
  - 3.2.4. Academic procedures are being adhered to
  - 3.2.5. Programmes are suitable to the needs of current and future learners and are fit for purpose
  - 3.2.6. Future programme developments/requirements can be identified
- 3.3. All outcomes of internal and external reviews and follow up actions are overseen by the Academic Council and taken into consideration when preparing for external reviews e.g. validation/revalidation events, audits, accrediting body reviews, etc., in addition to being reviewed internally on an ongoing basis as per the College's Ongoing Programme Monitoring Policy.

## **4. QUALITY ASSURANCE MONITORING AND EVALUATION**

- 4.1. The College has primary responsibility for developing and maintaining systematic process for the monitoring, evaluation, and continuous enhancement of it's programmes.
- 4.2. Overall sponsorship of the Quality Management System lies with the College Board.

- 4.3. The Academic Council oversees the monitoring and review of the Quality Management System on a day-to-day basis.
- 4.4. The College, through its QA policies and procedures, establishes a coherent framework for the provision of a top-quality system of education and training.
- 4.5. It also aims to ensure that high standards, once attained, are safeguarded.
- 4.6. The Academic QA Coordinator plays an integral role in the internal monitoring and review of QA policies and procedures. These responsibilities are outlined in the relevant stand alone procedures, such as Ongoing Programme Monitoring.
- 4.7. Internal monitoring and review includes regular internal audits of policies and procedures and these are the responsibility of the Academic QA Co-ordinator.
- 4.8. Internal monitoring and review is supplemented by routine monitoring by QQI/QAA which is designed to assist the College demonstrating effective implementation of QA procedures and supporting public confidence.
- 4.9. An Annual Quality Report (AQR) will be produced in accordance with Quality and Qualifications Ireland's (QQI) quality assurance (QA) framework of engagement with Higher Education Institutions (HEIs).
- 4.10. This is further supplemented by external monitoring from the relevant professional accrediting bodies.

## 5. LINKED POLICIES AND PROCEDURES

Ongoing Programme Monitoring Policy
Annual Comparative Study Report
Annual Module Review Procedure
Annual Programme Review Procedure
Ongoing Programme Monitoring Procedure
Self Evaluation and Monitoring Procedure