



Self Evaluation & Monitoring Procedure

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1. REVISION HISTORY AND APPROVAL

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

2. INTRODUCTION

- 2.1. PCI College is committed to supporting quality enhancement through dynamic self-evaluation and monitoring including regular reporting of the College's activities and programmes.

3. SELF-EVALUATION AND MONITORING PROCEDURES

- 3.1. The procedures associated with internal and external evaluation and monitoring of new programmes can be found within the New Programme Design and Validation procedure and the Revalidation Procedure.
- 3.2. The procedures related to the internal and external ongoing monitoring of programmes, including the quality assurance of monitoring systems can be found within the Ongoing Programme Monitoring Policy and Procedures.

4. OUTPUT FROM MONITORING PROCEDURES

- 4.1. The regular and systematic self-evaluation and monitoring procedures in place offer valuable input and insight in relation to College operations, service provision and quality assurance.
- 4.2. The following reports are produced upon completion of monitoring procedures to enable a clear, transparent and actionable feedback system within PCI College:
 - 4.2.1. External Feedback
 - 4.2.1.1. Validating & Review Reports
 - 4.2.1.2. External Examiner Reports
 - 4.2.1.3. External Consultant Reports
 - 4.2.1.4. Blended Learning External Consultant Reports
 - 4.2.1.5. Annual Monitoring Reports – Validating and Accrediting Bodies
 - 4.2.1.6. End of module feedback data – Learner Perspective
 - 4.2.1.7. Placement feedback Form
 - 4.2.1.8. Student Voice Leader Reports
 - 4.2.1.9. Programme Voice Group action tables
 - 4.2.2. Internal Feedback
 - 4.2.2.1. Annual Monitoring Reports – College Team Report
 - 4.2.2.2. End of module feedback data – Lecturer Perspective
 - 4.2.2.3. Lecturer feedback at module review
 - 4.2.2.4. Peer observation
 - 4.2.2.5. Assessment Boards Data: Subject, Progression and Awards Reports
 - 4.2.2.6. Module Leader Reports
 - 4.2.2.7. Internal Reports required as per any of the above mentioned procedures within sections 4.1 and 4.2.
 - 4.2.3. Performance Indicator Reports
 - 4.2.3.1. Admissions Data including RPL/AP(c)L
 - 4.2.3.2. Learner Withdrawals
 - 4.2.3.3. Completion Rates
 - 4.2.3.4. Subject Board Grading Trends
 - 4.2.3.5. Progression Board Trends
 - 4.2.3.6. Supervision Report Form
 - 4.2.3.7. Annual Monitoring Reports
 - 4.2.3.8. Marketing Reports
- 4.3. Each relevant department has responsibility for the production of required reports and for overseeing the actions identified. Governance is provided by the Academic Committee and the College Board.

- 4.4. Actions identified must be completed by the Department Head, or their delegate, as part of an overall quality improvement plan.
- 4.5. Improvements identified/proposed are actioned where possible/feasible and where not, a rationale is provided for same and communicated to affected stakeholders.
- 4.6. Identified objectives are prioritised in order of importance not in order of ability to achieve.
- 4.7. All outcomes of internal and external reviews and follow up actions are taken into consideration when preparing for external reviews e.g. validation/revalidation events, audits, accrediting body reviews, etc, in addition to being considered internally on an ongoing basis as per the College's Ongoing Programme Monitoring Policy.
- 4.8. The Academic QA Coordinator has oversight of all self-evaluation and monitoring procedures and reports non-conformances to the Academic Council.

5. LINKED POLICIES AND PROCEDURES

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