



External Consultant Procedure

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1. REVISION HISTORY AND APPROVAL

Revision	Nature of change	Approval	Date
1.0a	Working document for QQI		

2. APPOINTMENT AND INDUCTION

- 2.1. Nominees for the role of PCI College External Consultant are reviewed by the Academic Council.
- 2.2. Interviews for the role are scheduled through the Academic Quality Assurance Co-Ordinator.
- 2.3. Once appointed, the Academic Quality Assurance Co-Ordinator, or their delegate, will arrange an induction into the role.

3. ROLES AND RESPONSIBILITIES

- 3.1. External Oversight on Governance Committees: The External Consultant will be invited to join the following committees and meetings:
 - 3.1.1.1. Annual Strategy Meeting (Senior Management/Board Level)
 - 3.1.1.2. Academic Council
 - 3.1.1.3. Assessment Boards
 - 3.1.1.4. Programme Voice Groups
 - 3.1.1.5. Annual Programme Reviews
 - 3.1.1.6. All Lecturer's Meetings
- 3.2. Course management, content, design, development and assessment
- 3.3. Programme Design, Review and Validation
 - 3.3.1. During the design phase of a new programme, the appointed Steering Group will engage the External Consultant for feedback in relation to proposed programme design, programme and module assessment strategies. Please refer to New Programme Design and Validation Procedure and New Programme Evaluation Procedure.
 - 3.3.2. Annually, the Programme Leader will engage the External Consultant for feedback as part of the ongoing monitoring of programmes. Please refer to the Ongoing Programme Monitoring Procedure.
 - 3.3.3. Upon completion of annual module reviews, the relevant Programme Leader, or their delegate, will provide the External Consultant with an overview of the proposed lesson plans for the next academic year for feedback and recommendations/approval.
- 3.4. Assessment
 - 3.4.1. Upon completion of annual module reviews, the relevant Programme Leader, or their delegate, will provide the External Consultant with an overview of the assessment tasks and measures proposed for the next academic year for feedback and recommendations/approval.
- 3.5. At the beginning of each academic year, Programmes Office will invite the External Consultant to all scheduled Assessment Boards.
- 3.6. Should the External Consultant have any recommendations in relation to course assessment, these will be sent to the relevant Programme Leader.
- 3.7. External Consultant recommendations will be actioned through the Academic Council.
- 3.8. Staff Training and Development
 - 3.8.1. At the beginning of the academic year, the Head of Counselling and Psychotherapy will provide the External Consultant a copy of the Staff Development Plan for their oversight and recommendations.
 - 3.8.2. At the beginning of the academic year, the Programmes Office will invite the External Consultant to attend the All Lecturer's Meetings.
 - 3.8.3. Should the External Consultant have any recommendations in relation to staff training and development, these will be sent to the Head of Counselling and Psychotherapy.
 - 3.8.4. External Consultant recommendations will be actioned through the Academic Council.

3.9. Learner Support

- 3.9.1. Where matters pertaining to learner support arise, e.g. consultation required in relation to progression issues, learner/assessor dynamics, fitness to practice concerns, etc., the relevant Programme Leader, or their nominee, will contact the External Consultant to arrange a consultation.
- 3.9.2. External Consultant recommendations will be actioned through the Academic Council.

4. LINKED POLICIES AND PROCEDURES

Linked Policies	Assessment of Learners Policy Completion Rates Policy Ethical Guidelines for Assessors Policy External Consultant Policy New Programme Design, Development and Validation Policy Ongoing Programme Monitoring Policy Revalidation Policy Programme Assessment Strategy Policy Support for Learners Policy QA Management Policy
Linked Procedures	Assessment of Learners Procedure Ethical Guidelines for Assessors Procedure New Programme Design, Development and Validation Procedure Ongoing Programme Monitoring Procedure Programme Assessment Strategy Procedure Revalidation Procedure Support for Learners Procedure