



Revalidation 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. INITIATING REVALIDATION

- 2.1. In the second semester of the third year of a five-year cycle, the Programme Leader adds an Academic Council agenda item to schedule a rigorous programme evaluation phase.
- 2.2. Notification to validating bodies will be provided by the Link Tutor and the planning stage of a programmatic review will begin. This includes agreeing Terms of Reference (or APAC) with that validating/accrediting body prior to initiating formal programme evaluation.
- 2.3. The Academic Council appoints a Steering Committee, to include the PCI College Link Tutor, Head of Counselling and Psychotherapy, Academic Quality Assurance Co-Ordinator and Chaired by the relevant Programme Leader, to oversee and quality assure the tasks involved and begin the internal review via self-evaluation.
- 2.4. The PCI College Link Tutor sets out the timeline and tasks leading to revalidation events in conjunction with the validating body, including the production of the Internal Evaluation Report, and submission of documentation which demonstrate that all validating body revalidation criteria have been met.
- 2.5. The Academic Quality Assurance Co-Ordinator creates a project management tool, e.g. GAANT Chart, to manage the timeline for both internal review and external review stages of evaluation and revalidation.
- 2.6. The QA Co-Ordinator sets a schedule of Steering Committee meetings in line with the tasks due and the associated timeline.
- 2.7. The Steering Committee Chair is responsible for allocating the tasks associated with the internal and external review stages.
- 2.8. The members of the steering committee, internal and external review tasks, responsibilities and timeline will be presented to the College Board

3. PROCESS FOR THE INTERNAL PHASE OF REVALIDATION

- 3.1. The Academic QA Co-Ordinator, or their delegate, will collate a number of departmental reports to inform the evaluation process:
 - 3.1.1. A review of the Annual Monitoring Reports of the three previous years to identify areas which may require improvement
 - 3.1.2. A report from Student Voice Leaders of each cohort
 - 3.1.3. A report from Programme Leaders, with feedback from their lecturing teams
 - 3.1.4. A report from the Year Head (or equivalent), with feedback from the team of Student Development and Progression Officers (where these roles apply to a programme).
 - 3.1.5. A library report provided by the Programmes Office
 - 3.1.6. A marketing report provided by the Marketing Manager, to include input from collaboration with employers
 - 3.1.7. A report from the Student Services Manager
 - 3.1.8. A Professional Development report provided by the Programme Leader
 - 3.1.9. A clinical elements report from the Clinical Manager
- 3.2. Each of the above reports will contain:
 - 3.2.1. Aspects of the work that have been successful
 - 3.2.2. Changes that have occurred that were either positive or negative
 - 3.2.3. Aspects that have not been successful and appropriate corrective actions
 - 3.2.4. Proposals for change/improvements in the next cycle
- 3.3. The Academic QA Co-Ordinator will store the reports as centrally accessible by all relevant stakeholders.
- 3.4. The Academic QA Co-Ordinator will summarise the findings from each report on to one master document.
- 3.5. The Academic QA Co-Ordinator will inform the Steering Committee of the reports' completion for review and following an examination of all aspects of College provision, the

Steering Committee will begin an Internal Evaluation Report (IER) addressing the following categories as appropriate to the programme undergoing evaluation:

- 3.5.1. Entry requirements
- 3.5.2. Interview criteria
- 3.5.3. Fees
- 3.5.4. Orientation of students
- 3.5.5. Programme aims
- 3.5.6. Content of modules
- 3.5.7. Delivery of modules
- 3.5.8. Programme assessment strategy
- 3.5.9. Library Services
- 3.5.10. Venues
- 3.5.11. Student Services
- 3.5.12. Student Care
- 3.5.13. Progression
- 3.5.14. Placements
- 3.5.15. Supervision
- 3.5.16. Personal Therapy
- 3.5.17. Client work
- 3.5.18. Requirements of any relevant validating bodies (e.g. Middlesex University, QQI)
- 3.5.19. Requirements of any relevant accrediting bodies (e.g. IACP, BACP, etc.)
- 3.6. The steering committee will produce a proposed programme outline, detailing all proposed changes, for the revalidated version of the programme and include this with the IER.
- 3.7. Following the production of the Steering Committee's Internal Evaluation Report, the Chair of the Steering Committee will inform the Academic Council of the need to appoint an Internal Evaluation Committee consisting of a member of the Academic Council and several senior lecturers, to review the reports listed above.
- 3.8. Having reviewed the reports the Evaluation Committee conduct, where necessary, meetings with report authors to clarify, elucidate, and challenge the contents of the reports with their authors. The Evaluation Committee examines all aspects of College provision as outlined in sections 3.5 above.
- 3.9. The Evaluation Committee issues a draft Report on the Internal Evaluation of Programmes (RIEP), including a proposed structure for the revalidated version of the programme, and presents it to the Academic Council and to the College Board via the Head of Counselling & Psychotherapy.
- 3.10. The College Board examines the draft RIEP considering the implications of the report on resource planning for the next cycle. The Board compiles a response to the draft RIEP and Head of Counselling & Psychotherapy presents this response to the next meeting of the Academic Council.
- 3.11. The Academic Council considers the draft RIEP and the response of the College Board to the draft. When the Academic Council, the Steering Committee, the Evaluation Committee and the College Board are satisfied that the draft meets the College's requirements and the requirements of any relevant validating bodies (e.g. Middlesex University, QQI) the report is then adopted by the Academic Council as the final Report on the Internal Evaluation of Programmes. The completion of an RIEP is the culmination of the self-evaluation process.
- 3.12. A terms of reference will be produced for the External Consultant(s) in order to direct the work and satisfy validating/accrediting body requirements and criteria.
- 3.13. The Academic Council hands over to the next phase of the by appointing an External Consultant(s) to examine the RIEP and make appropriate recommendations.

4. THE EXTERNAL EVALUATION PROCESS

- 4.1. The Academic Council sends the RIEP along with a Terms of reference for the external evaluation process to the PCI College External Consultant for review and recommendations.
- 4.2. The PCI College External Consultant will review the RIEP by considering a Terms of Reference which will contain:
 - 4.2.1. The programme aims and their relevance to the profession
 - 4.2.2. The programme assessment strategy and it's alignment to academic and professional benchmarks
 - 4.2.3. The clinical elements and their suitability for progression
 - 4.2.4. Delivery modes and the application of the Universal Design for Learning principles
 - 4.2.5. Required learner supports
- 4.3. The PCI External Consultant updates the RIEP with their recommendations for revalidation and issues their updated report to the Steering Committee.
- 4.4. The Steering Committee evaluate the recommendations of the External Consultant and revise the penultimate draft of the RIEP to the Academic Council with revisions to the programme or a rationale for rejecting the stated recommendations.
- 4.5. The Head of Counselling & Psychotherapy sends the ultimate draft to the College Board for approval.
- 4.6. Upon approval, the revalidation RIEP will be prepared for the independent evaluation phase involving the relevant validating body.
- 4.7. All documentation required for the validating body phase of independent evaluation will be prepared and submitted by the PCI College Link Tutor.

5. INDEPENDENT EVALUATION: MIDDLESEX UNIVERSITY REVALIDATION

- 5.1. All programmes proposed for Middlesex revalidation undergo external independent review.
- 5.2. Once the RIEP (and associated Academic Provision Approval Committee documentation), including the revalidated programme proposal, have been successfully approved for a revalidation event by Middlesex University, a revalidation date is set, and an external revalidation panel is convened. The Panel is appointed by Middlesex University and usually comprises the following members:
 - 5.2.1. Officer (In the case of an enhanced validated partner event, the Officer may be a member of staff of the partner institution)
 - 5.2.2. Chair and a University representative
 - 5.2.3. Professional statutory and/or regulatory body representative(s) Co-Chair as appropriate
 - 5.2.4. One/two External Assessors using the criteria in Guidance 3v:
 - 5.2.5. Learner representative
- 5.3. In addition the following attend the Validation or Review event for meetings with the panel:
 - 5.3.1. Senior Faculty staff – the Dean of Faculty and/or the relevant Deputy Dean (and other(s), such as the Head of Department, as relevant). If the proposal is heavily cross-curricular, senior staff from the other Faculties are also involved
 - 5.3.2. Programme Team – the team usually includes: the Director of Programmes, Programme Leader and members of team. If relevant: the Liaison Manager from Library and Student Services, key technicians, administrators, English Language Learning Support and Centre for Academic Practice Enhancement staff, careers manager and external institutions/businesses or other University staff
 - 5.3.3. For Review Events, the panel will also meet with learners, who should represent a cross-section of the current cohorts including overseas campuses and where possible, graduates of the programme.
 - 5.3.4. For collaborative events, senior staff and the Principal (or representative) of the institution (as appropriate), programme team, including the University and Institution Link Tutors

- 5.4. The Panel is chaired by Middlesex University who liaise with the college via the PCI College Link Tutor.
 - 5.5. The PCI College link Tutor is delegated with arranging the site visit as part of the revalidation event and convening all PCI College staff, to include, senior management, programme team, programme staff, learners, assessors.
 - 5.6. All documentation required by the event will be organised by the PCI College Link Tutor, or their delegate.
 - 5.7. The Middlesex Revalidation panel examines the RIEP with respect to; College policies and procedures; validating body requirements and procedures in relation to access, transfer and progression, all quality assurance policies and procedures.
 - 5.8. During the revalidation event, all attendees will be interviewed as per the agenda set by Middlesex University.
 - 5.9. The content for a Programme Evaluation, outlined in section 7 of the Revalidation Policy, states the criteria against which the Middlesex External Evaluators measure the RIEP and conduct their own assessment.
 - 5.10. Following the validation event, the Revalidation Panel will provide a verbal report and inform PCI College of the provisional revalidation outcome:
 - a) Approved with no conditions or recommendations
 - b) Approved with no conditions but possibly recommendations*
 - c) Approved with conditions **and possibly with** recommendations*
 - d) Rejected and referred back for further work.*b & c can be approved for less than the standard six year
 - 5.11. A written revalidation report with the final decision will be provided by Middlesex University following the revalidation event. Recommendations are split into a) matters for consideration at course level and b) matters for consideration at College level.
 - 5.12. The College Board considers any recommendations/conditions from the Revalidating Panel that have College wide implications and communicates these to the Steering Committee. The Steering Committee considers all other recommendations/conditions from the validating body and communicates these to the Academic Council.
 - 5.13. The PCI College Link Tutor liaises with the Chairperson of the Middlesex Revalidation Panel, on behalf of the Steering Committee, to ensure that the issues raised by the Panel have been satisfactorily addressed.
 - 5.14. Upon approval of programme revalidation by Middlesex University, the Academic Council monitors adherence to the conditions of course approval up to the completion of the revalidated programme by the first cohort of learners.
 - 5.15. PCI College may initiate Middlesex University procedures for appealing a revalidation outcome.
 - 5.16. The Academic Council will consult and adjudicate on issues arising relating to conditions of approval to ensure adherence to requirements set by the validating body
 - 5.17. Certificates of Programme Validation are placed on the agenda of the College Board. The Programme Leader, following consultation with senior staff members addresses any resource issues (resulting from programme revisions) for the attention of the College Board.
- 6. INDEPENDENT EVALUATION: QQI REVALIDATION**
- 6.1. All programmes proposed for QQI revalidation undergo external independent review.
 - 6.2. The PCI College Link Tutor arranges the RIEP in relation to the programmes to be presented for revalidation. This will include the proposed programme structure for the programme under review including how the revalidated programme will address the QQI Core Validation Criteria. (See New Programme Design and Validation Policy and Procedure).
 - 6.3. As per the Terms of Reference as agreed by QQI, the PCI College Link Tutor will convene the External Review Panel.

- 6.4. Membership of the External Review Panel includes external peers familiar with current practice and developments in the areas of quality assurance in higher education and the academic programme area. It should include at a minimum:
 - 6.4.1. a suitably qualified Chairperson,
 - 6.4.2. a minimum of two academic experts in the field of learning
 - 6.4.3. a student representative and
 - 6.4.4. a representative of the industry or profession.
- 6.5. Where acceptable to the Chairperson, the Academic QA Co-Ordinator acts as secretary to the External Review Panel. Where preferred by the Chairperson, he/she appoints a secretary to the Group.
- 6.6. The panel is selected on the basis of its composite ability to form a balanced opinion and arrive at a set of relevant recommendations, based on their combined understanding of the programme review process, developments in higher education and quality assurance, experience of the industry/professional sector, expertise in relation to teaching and assessment, and national and international trends relevant to the programme.
- 6.7. The External Review Panel normally visit the College to review the relevant documentation and meet with College representatives. A detailed agenda for the visit is agreed between the Chairperson and the PCI College Link Tutor in advance, and usually allows for meetings with faculty, support staff, students, graduates and employers.
- 6.8. It also facilitates private discussions of the panel and the review of further documentation and evidence not included in the RIEP.
- 6.9. The Chairperson of the Panel, provides verbal feedback to College representatives at the end of the visit, indicating overall conclusions, whether the Group recommends the programme(s) for revalidation, and any conditions and recommendations associated with same.
- 6.10. The formal report (referred to as Independent Programme Review Report of the External Review Panel) is compiled by the Chairperson of the Panel and is based on their combined review and evaluation of the Self Evaluation Report and the Panel Visit. In it recommendation(s) in respect of the status of revalidation of the programme will be made.
- 6.11. The report includes proposed programme schedules and any conditions for the continuing validation of the programme. It provides full details of all panel members, their qualifications, experience and any potential conflicts of interest. The Report also includes feedback on:
 - 6.11.1. Fitness for purpose of the programme
 - 6.11.2. Comprehensive data on the existing programme
 - 6.11.3. How the programme continues to address the stated learning objectives
 - 6.11.4. Learner profiling and suitability of the programme to learner needs
 - 6.11.5. Learner performance/attainment (grades, attrition, completion, benchmarking)
 - 6.11.6. Appropriateness and sustainability of module and programme workload
 - 6.11.7. Learner assessment strategy
 - 6.11.8. QA arrangements for the programme
 - 6.11.9. Proposed modifications/recommendations/suggestions
 - 6.11.10. Links to required QQI validation criteria
- 6.12. The Link Tutor receives a copy of the Panel Report and evaluates the report for accuracy before being finalised by the Chairperson.
- 6.13. The Final Report is considered by the College Board, Academic Council and Steering Committee.
- 6.14. The Academic Council decides whether to request revalidation from QQI for the programme.
- 6.15. A formal response to the report is then prepared and this must include an implementation plan which addresses the internal findings and the report of the External Review Panel (including accountability and timelines).

- 6.16. The Report of the External Review Panel and the Provider Response is submitted to QQI for consideration by the PEAC, accompanied by a formal request for revalidation or withdrawal of validation.
- 6.17. QQI is responsible for informing the College of the decision of the QQI Academic Committee. Reports submitted to QQI are published on the Learning management system following the decision of the Programme Evaluation Academic Committee.

7. CHANGES TO A REVALIDATED PROGRAMME

- 7.1. 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 apply.
- 7.2. Any changes will be communicated to all affected stakeholders and published via the appropriate platform.

8. 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 Revalidation 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 Recognition of Prior Learning Procedure Transfer and Progression Procedure