

Irish Colleges Training Centre		
Procedural Manual		
Title Evaluation of Programmes At Regular Intervals Updated 19/01/2025	Section Issue Page	QAP 06 1 1 of 3

1.0 Purpose of Policy

It is the policy of the College to describe the steps undertaken to ensure that quality improvements are made to programmes and that programmes remain relevant to learners' needs by periodic self-evaluation and external evaluation.

2.0 Scope

This applies to management, lecturers, learners and external interests.

3.0 Responsibilities

The College Director, programme review board and all academic staff.

4.0 Related Documentation

- (a) Self-Evaluation Report
- (b) External Evaluation Report
- (c) Academic Council Reports
- (d) Management Review Reports

5.0 Procedure

5.1 A periodic programme evaluation can be carried out on an individual programme or on a group of related programmes. Each evaluation will have two component parts – an internal phase and an external phase.

5.2 A Programme Review Board will be established by the College Director to carry out a critical self-study on a five yearly cycle or more frequently if required. This would take direction from ABE, other validating bodies or as a result of recommendations from the management review meetings.

5.3 The Programme Review Board will consist of:

- College Director
- College Manager
- Academic Registrar
- Lecturer Representatives
- Learner Representatives
- Graduates of Irish Colleges Training Centre
- Other appropriate external appointees

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5.4 The following areas will be covered in the self-evaluation:

- Aims and objectives of the programme and its relevance to the aims of the College
- Admission requirements and standards of those admitted
- Programme structure and content:
 - Programme delivery
 - Staff profiles on programmes
 - Teaching techniques
 - Optional subjects and elements
- Teaching and other facilities available
- Review of appropriate outside research connected to programme
- Learner assessment methods and review of student results
- Student handbook and other information channels to students (feedback and evaluations)
- Staff professional development
- Technical and administrative support

5.5 From this in-depth self-critical evaluation the outcome will be a self-evaluation report that will recommend the details of any major modifications and clearly indicating the rationale for introducing such. It will also highlight the programme's strengths, weaknesses, opportunities and threats.

5.6 This report is presented at the Management Review Meeting who consider its recommendations and act where appropriate. A copy will also be sent to ABE and/or other validating bodies.

5.7 Having considered the self-evaluation report the College Director will set-up an external evaluation panel consisting of:

- External Academic Peers
- Industry Consultants
- Professional Persons
- Other Appropriate Competent Persons

This panel will be assembled to ensure those participating have previous experience in the field and the competency to carry out a fair, impartial and balanced review.

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- 5.8 The role and responsibilities of the external evaluation panel will be clearly laid out and be in accordance with recommendations received from ABE and/or other validating bodies in line with international standards.
- 5.9 This panel will carry out their own evaluation of the report based on the same criteria mentioned in 5.4 and other areas it considers appropriate. It will consult with the programme review board and work with it to review its recommendations and findings.
- 5.10 The external evaluation will culminate in an external evaluation report setting out the findings of the external review group. This will be presented to the programme review board for comment. Once its comments have been added it will be formally submitted for consideration to the College Director.
- 5.11 The College Director will then present this to the management review meeting who will take appropriate action. This will be minuted by the College Director and followed up at the next management review meeting to ensure sanctioned recommendations are carried out. A copy of the report is also forwarded to ABE and/or other validating bodies. Any recommendations made by ABE and/or other validating bodies will be presented at the management review meeting and acted upon in the same manner.

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