Centre programme and provision Review

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| Centre:Year: |



As outlined in the Self-evaluation, Monitoring and Review Policy, centres review and evaluate all their programmes annually (at a minimum) by completing the tables below. Not all sections may be relevant to your centre and these can be N/A’d.

| Area: | Consider the following:  | Findings from review in this area: |
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| Learner access | Were all of the courses structured as advertised?  | Yes [ ]  No [ ]  N/A [ ] Details: |
| Were there any barriers for applicants accessing the course? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Were there any barriers for learners during the course? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have the learners been made aware of the following: |  |
| * + Learner portal
 | Yes [ ]  No [ ]  N/A [ ] Details: |
| * + Reasonable accommodation arrangements
 | Yes [ ]  No [ ]  N/A [ ] Details: |
| * + Compassionate consideration arrangements
 | Yes [ ]  No [ ]  N/A [ ] Details: |
| * + Academic integrity
 | Yes [ ]  No [ ]  N/A [ ] Details: |
| * + Assessment process
 | Yes [ ]  No [ ]  N/A [ ] Details: |
| * + Recognition of Prior Learning opportunities
 | Yes [ ]  No [ ]  N/A [ ] Details: |
| Learner welfare and support | Were supports available for learners that required them? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Were there learners enrolled who were not suited to the course? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have transfer and progression opportunities within KCETB been explained to the learners? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have transfer and progression opportunities outside of KCETB been explained to the learners? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have learners been made aware of availability of guidance counsellors?  | Yes [ ]  No [ ]  N/A [ ] Details: |
| Staff involved in delivery of course  | Are there systems in place for communicating with staff? (Please list systems under ‘Details’) | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have professional development opportunities been identified for staff? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have staff been involved in a Community of Practice for their subject area? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Course / programme content | Is the content of the course suitable for the learner cohort? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Is the content of the course meeting the needs of employers or other stakeholders?  | Yes [ ]  No [ ]  N/A [ ] Details: |
| Are there any recommended course content changes? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Are learners obtaining work placements that are suitable for the course?  | Yes [ ]  No [ ]  N/A [ ] Details: |
| Assessment | Is there an assessment calendar available for the course? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have the key elements of the assessment process been explained to the learners? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have the outcomes from IV and EA reports for the course been reviewed and implemented where agreed? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have the assessment outcomes from previous courses been reviewed? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have there been any opportunities for integration of assessment identified? | Yes [ ]  No [ ]  N/A [ ] Details: |

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| Area: | Consider the following:  | Findings from review in this area: |
| Academic Integrity  | Has academic integrity been explained to the learners? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Were there any assessment malpractice incidences that need to be reported? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Were there any contracted cheating opportunities identified that need to be reported? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Learner Achievement – Other than certification | Were there outcomes for learners not linked with certification? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Were external bodies involved (eg. Money Advise and Budgeting Service (MABS), sporting bodies, support groups)? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Retention and Attrition – Factors  | Have the completion rates been reviewed for previous iterations of the course? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have the certification rates been reviewed for previous iterations of the course? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have the enrolled learner numbers been compared to previous iterations of the course? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have the centre data management reports been reviewed and observations or actions noted? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Resources  | Are there adequate and suitable resources for delivery of the course?  | Yes [ ]  No [ ]  N/A [ ] Details: |
| Timetabling and Scheduling | Is there a course calendar available? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have work placement requirements been highlighted and timetabled?  | Yes [ ]  No [ ]  N/A [ ] Details: |

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| Area: | Consider the following:  | Findings from review in this area: |
| New courses | Were any newly validated awards delivered in your centre? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Were there any issues with new awards in your centre? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Have you identified any new awards that you wish to have validated for your centre? | Yes [ ]  No [ ]  N/A [ ] Details: |
| Were there any changes made to validated awards?(eg. Alternative assessments or CAS modifications) | Yes [ ]  No [ ]  N/A [ ] Details: |

| Specific focus area: |  |
| --- | --- |
| Policy implementation | Please detail if the following policies are implemented and in use in your centre: |
|  | Assessment Policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Blended Learning Policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Recognition of Prior Learning Policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Programme and Awards Approval and Review | Yes [ ]  No [ ]  N/A [ ] Details: |
| Repeats Policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Integrated Literacy and Numeracy Policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Work Placement Policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Self Evaluation Monitoring and Review Policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Academic Integrity policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Data Management Policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| PLSS Learner Management Information System Policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Research Integrity policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Teaching and Learning Policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Collaborative Provision policy | Yes [ ]  No [ ]  N/A [ ] Details: |
| Listed / Other Awarding Bodies  | Please detail below all listed or Other Awarding Bodies (other than QQI) used by your centre: |
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| Summary Conclusion: |  |
| Please outline any outcomes or actions identified from this review  | 1. |
| 2. |
| 3. |
| 4. |
| 5. |

*Signed copies to be filed at centre and findings reviewed at QA support visit or the Quality FET forum*

Signed: Centre Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_