

Qualification and Programme Review Policy and Procedure

Introduction

All learners have the right to receive qualification/programme content that is relevant and continually revised, and to have access to a wide range of contemporary resources. This policy outlines our strategy for reviewing and updating qualification and programme content to ensure its continuing relevance and fitness for purpose from commencement of delivery. We uphold the values and practices of constructive feedback, self-evaluation, peer review and ethical professional conduct. This applies to all aspects of academic work, including curriculum design and delivery and learner experience.

Purpose

The purpose of this policy is to:

- Maintain and improve the standards, currency, and overall quality of all programmes and qualifications
- Receive and respond to peer, expert and learner feedback on the quality of programmes and qualifications
- Assure Crossfields Institute and other interested parties (such as regulators) of the high standards, currency, and overall quality and soundness of Crossfields Learning's programmes and qualifications

Qualification and Programme Review

All qualifications and programmes will be formally reviewed every year.

Programme and qualification evaluations will be conducted by a panel chaired by the programme coordinator or a member of Crossfields Institute staff, and will include at least two academic staff, appointed by the person responsible for the delivery of the programme. There will be at least one learner representative. The review will include:

- Qualification/Programme content
- Standards and currency
- Quality and soundness of provision
- Staff induction
- Learner induction
- Learner experience
- Policies and procedures
- Resources

The panel will produce a written programme evaluation report. The Programme Director/Head of Centre will be responsible for taking the findings of the review and creating a Quality Improvement Plan (QIP) which will result in actions for improvement.

The evaluation report and the QIP will be made available to Crossfields Institute each year.

The Programme Director will be responsible to Crossfields Institute for implementation of the Director's decisions in relation to the review report and its recommendations.

This policy will be reviewed every 12 months by Crossfields Learning's Director and/or Head of Centre