	New Links Training Solutions	Policy Document
	Section 1 D - Programme Review Committee	Version 2 –July 2019

1. Programme Review Committee - Introduction:

The Programme Review Committee is concerned with the quality, standards and monitoring of QQI courses delivered by New Links Training Solutions. Once a programme has been validated by QQI NLTS develops the programme to the required standard as approved. In order to maintain standards and ensure that courses remain compliant and fit for purpose the Programme Review Committee will periodically review programmes of learning and make recommendations for future enhancement. The Programme Review Committee will carry out scheduled reviews on QQI programmes to ensure full compliance with current QQI requirements and to enable maximum learner benefit.

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2. Role of the Programme Review Committee:

2.1 The Programme Review Committee is responsible for the strategic development and oversight of all QQI programmes delivered by New Links Training Solutions Ltd. This committee is a sub-committee of the Quality Committee. It also provides advisory support and guidance to management, tutors, and staff on the development and delivery of programmes.

3. Terms of Reference for the Programme Review Committee

3.1 Membership: The programme review panel will comprise of: Course Leaders, Quality Manager, and external education consultants. A minimum of 3 professionals will sit on this committee – two of whom are quality/education experts to ensure the assessment decisions are valid. The chair of this committee should be an independent education expert who is not a member of the Quality Committee. Where possible committee members will serve on this committee for a period of three years with the option of a second term of service.

3.1 The Chair is responsible for appointing members to the Programme Review Committee and will ensure that the committee membership is properly compiled to ensure impartial decision making to avoid any conflicts of interest.

3.2 Programme Review Committee members will be directed to carry out their duties without bias and will make their decisions based on the documented information provided to the committee. External members will act as advisors and ensure that the decisions made are ethical and fair. Their role is to confirm that all activities of the Programme Review Committee are conducted in compliance with QQI core guidelines. The External Authenticator is not eligible for membership of a Programme Review Committee.

3.3 A Course Leader/Programme Manager will be assigned to each programme of learning.

4. Decision Making

4.1 Minutes of Programme Review Committee will be produced outlining the issues discussed and decisions reached including recommendations. The meeting minutes will form part of the official record and must be retained by the centre for the statutory minimum period of five (5) years and must be made available for auditing and monitoring purposes.


4.2 The contents of the minutes are confidential and must not be circulated to unauthorised personnel.

4.3 The chair of the Programme Review Committee will prepare a report for the Quality Committee. Items for review or items that require further consideration will be flagged as agenda items for the next Quality Committee meeting.

5. Frequency of meetings

5.1 Meetings of the Programme Review Committee will be held at least twice a year in advance of Quality Committee meetings.

5.2 Members are permitted to communicate via teleconference if necessary, but only as a last resort with face-to-face meetings being the preferred norm.

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5.3 In compliance with the GDPR all documents provided to committee members during the Programme Review Committee meeting must be returned to the Chair at the end of the meeting and will be disposed of as stipulated by that Regulation.

5.3 **Notice of Meetings:** meetings will be scheduled annually in advance. Meetings will be scheduled at least 6 weeks ahead of Quality Committee meetings to allow for reporting to that committee. The date of the next meeting will be confirmed at each meeting. Additional meetings may be organised if required.

6. Programme Review Process:

6.1 A full self-assessment of programmes and services is scheduled by NLTS every two years. Within this period programmes are reviewed/monitored from a variety of perspectives using the data gathered during a typical course delivery schedule. Data used to review programmes will typically include:

- Learner Experience via course evaluation forms and tutor feedback.
- Scheme of work for the programme.
- Attendance records.
- Daily reports.
- Retention rates.
- Completion rates.
- Certification rates.
- Grade distribution.
- QQI analytics.
- Course meeting records.
- IV Panel reports.
- EA Panel reports.
- Comments and feedback from the External Authenticator.

6.2 During the normal running of business any recommendations/action items arising in relation to course enhancement will be raised by the Quality Panel and logged in the QA tracker for the attention of the appropriate committee or subcommittee. The Programme Review Committee will examine all actioned items and either make decisions on minor items or recommend specific items for discussion at the next meeting of the Quality Panel.

6.3 Formal Programme reviews for QQI programmes will occur on a scheduled basis and will be carried out as part of the self-assessment process.

7.Duties:

7.1 The duties of the Programme Review Committee are as follows:

- To ensure that all QQI programmes are delivered in line with organisational strategy, policy and governance standards as set out in the QQI core guidelines April 2016.
- To advise the Quality Committee on the development and implementation of new programmes
- To advise the Quality Committee on the review of existing programmes
- To make recommendations regarding programme enhancement/recommendations to the Quality Committee
- Report to the Quality Committee on the quality of programme planning, assessment, and delivery
- Provide expert advice to the Quality Committee in key programme areas
- Recommend innovations and comment on the vocational appropriateness of programmes being delivered

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- Participate in scheduled major programme reviews, and identify self-assessment cycles - A programme review schedule NLTS 109 will be used as a planning tool to guide the process (**See section 11C**).
- Identify and highlight any key risks identified in programme design, implementation, and assessment – these items should be reported to the operations manager for inclusion on the company’s risk register.
- The Programme Review Committee will ensure that an effective programmes approval process is in place and applied.
- Monitor and evaluate the programme from a variety of perspectives including client, learner, tutor, management, administration and external monitors.
- Review recommendations to Senior Management and the Quality Committee and ensure that responses from programme evaluations are applied systematically across the business.
- Review and report/make recommendations on thematic programme policy papers received from QQI as required.
- The committee will schedule its work and plan its programme review activities on an annual basis to ensure that all of its responsibilities (as outlined above) are addressed in a realistic and consistent manner.

8. Reporting

8.1 The chairperson (or notetaker) will distribute the minutes of meetings of the Programme Review Committee. A summary report will be prepared for the monthly management meeting. A report from the chairperson of the Programme Review Committee must be included as an agenda item for the Quality Committee meeting. The chairperson may delegate reporting responsibilities to another member of the Committee if required.

8.2 A meeting template is provided to ensure consistent reporting and follow through of agreed actions.

Please see section 1 G for a visual overview of the relationships between committees and subcommittees.