

Applicable to:	Staff
Date:	2019
Page:	1 of 2

PROGRAMME REVIEW PROCEDURE

1. Purpose of the Procedure

The purpose of this procedure is to ensure that programmes are reviewed at regular intervals to ensure their continued relevance. The regular reviews of existing programmes enable improvements and weaknesses to be implemented and weaknesses identified. Information gained advises the Course Teams on developments required. In addition, action plans, which focus on continuous improvement, are created. This procedure acknowledges review as a fundamental requirement in the design and on going delivery of programmes to ensure quality.

2. Scope/to whom it applies

This procedure applies to all college academic staff, Principal, Deputy Principals, Course Co-ordinators and Teachers. The process applies to full-time and part-time programmes delivered in St. John's Central College.

3. Procedure Details

3.1. Each course co-ordinators holds Course review Meetings as outlined in procedure B55 Programme Delivery.

3.2. The Course Review priority issues will include:

- Student feedback
- Curriculum Developments
 - New Modules and course structure
- Staffing and Staff Development
- Accommodations and Resources
- Marketing
 - Plans
 - Target Areas
 - Events
- Student Support Issues
- Course Performance
 - Retention and Attendance
 - Outcomes
 - Progression

Applicable to:	Staff
Date:	2019
Page:	1 of 2

- Achievements

- External Factors
 - Employment trends
 - Progression opportunities
 - Trends in technology
 - Cogniscent of the needs of the economy nationally and internationally.

3.4 Course Co-Ordinators/Class Teachers will correspond annually with Industry/employers, to ensure continuing industrial relevance within vocational areas

3.4. A Course Action Plan will be agreed at the Course Review meeting ensuring continuous development.

4. Monitoring Process

This procedure is monitored on an on-going basis by the Course Co-Ordinators who produce annual report for Senior Management.

5. Associated Documents

- Course Report
- Programme Delivery Procedure
- Course Review Procedure