

PROGRAMME REVIEW

Taratahi Agricultural Training Centre QMS Component			
Category:	DEVELOPMENT & DELIVERY	Policy Number:	QMS 3
Title:	Programme Review	Date Approved:	21 Nov 2003
Prepared by:	Operations Manager	Date of Last Revision:	25 Mar 2009
Authorised by:	Taratahi Academic Committee	Next Review Date:	Mar 2011

1. PURPOSE

This policy establishes procedures for programme review, so that continuous improvement can occur for programmes delivered by Taratahi

2. ORGANISATIONAL SCOPE

Programme reviews are completed for all Certificate programmes leading to the issue of an award

3. DEFINITIONS

4. RESPONSIBILITIES

The Quality Manager is responsible for the implementation of this policy

5. THE PROCEDURE

Programme reviews are a quality improvement activity.

Programme reports, student evaluations, Advisory Committee meetings, staff feedback, industry comments, graduate information, and feedback from employers of graduates, all make a significant contribution to the review process for Taratahi programmes

5.1. Programme Review

5.1.1. Formal Programme Reviews are conducted on a three yearly basis for all Programmes leading to the issue of an award **OR** whenever a major change is required in a programme, because of industry changes, National Qualification changes, informal reviews, staff comments or student evaluations.

5.1.2. The Quality Manager is responsible for maintaining a timetable of triennial reviews for all Certificate programmes leading to the issue of an award

5.1.3. The formal three yearly Programme Review considers information provided by the Annual Programme Reports to improve the quality of the programmes and plan for future developments

5.1.4. The three yearly Programme Reviews are presented to the Academic Committee by the Course Coordinator. using the template provided in Appendix A

5.1.5. The Course Coordinator recommends changes to programmes in the Programme Review for the Academic Committee to consider and approve

5.1.6. Approved changes are managed by the Quality Manager in consultation with the Course Coordinator and the Education Delivery Manager.

5.2. Annual Programme Report Procedure

5.2.1. A programme Report is completed annually for each programme leading to the issue of an award. The Programme Report form, and Guidelines' (Appendix 2) is to be used for this report

5.2.2. Feedback is gathered from the following sources:

- Advisory Committee Meetings
- Students
- Graduates
- Employers
- Work Experience Placement farmers
- Tutors
- Administration staff
- Weekly Tutor Evaluations
- End of course Evaluations
- Moderation Reports and Action Plans

5.2.3. The Report with any resulting action plan is presented to the Academic Committee for discussion and approval

5.2.4. Programme Reports and resulting action plans and changes are considered and summarised in the three yearly Programme Review.

5.3. Changes to Programmes

Recommendations that are passed by the Academic Committee will be actioned by the Quality Manager, Course Coordinator, and the Education Deliver Manager

Changes to programmes can be classified as either Major or Minor.

- 5.3.1. Minor Changes to courses are submitted in summary to the Academic Committee prior to changes being made
- 5.3.2. Major changes to courses are required to have external approval. This application is handled by the Quality Manager.
- 5.3.3. Requests for changes to programmes are submitted through the Academic Committee prior to external approval being sought. .

Minor change	A change to a programme which does not require complete re-approval of the qualification eg changes to the title, content or course factors of existing courses which do not affect the EFTS value of the qualification. Minor changes must be notified to the Ministry of Education with evidence of NZQA approval where required.
Major change	Programmes that are changed significantly in terms of their content, or duration, and which require approval following the same process as has been outlined for new qualifications before submission to the Ministry of Education.

APPENDIX 1

PROGRAMME REPORT



1. Title of Programme:

Use the complete official name including the NQF Number

2 Programme outline

Summarise the course giving details of delivery method and organisation, enrolment patterns, locations, and background etc.

3. Length of programme

Course completion/year ending

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4. Summary Completion Statistics:

	Year 20		
	total	M	F
3.1 Number of students enrolled:			
3.2 Number of students formally withdrawn:			
3.3 Number of students retained: <i>(those still attending course at the end of the programme)</i>			
3.4 Number of students completing qualification <i>(those students who have completed course requirements)</i>			
3.5 Number of students still completing qualification			
3.6 Number of students not gaining highest credit value qualification, but gaining other qualifications nested within programme:			

3.7 Additional comments on student success rates:

3.8 Summary of graduate destination information:

4. Summary of student evaluations of programmes / modules

4.1 Number of responses:

4.2 Return rate (expressed as a percentage):

4.3 Commendations:

4.4 Concerns:

4.5 Date feedback on evaluations was given to students:

4.6 Location of collated evaluation forms:

5. Staff comments gathered from Tutor meetings, Performance and programme reviews.

5.1 Perceived strengths:

5.2 Perceived issues:

6. Stakeholder Advisory Committee involvement in the programme

6.1 Number of formal meetings held:

6.2 Outline nature of any other consultation:

6.3 Summary of key issues raised:

6.4 Location of Stakeholder Advisory Committee consultation records:

6.5 Summary of any other employer feedback concerning the programme or graduates of the programme.

7. Moderation

7.1 Provide a brief summary of key issues arising from internal moderation during the programme:

7.2 Provide a brief summary of key issues arising from external moderation during the programme:

7.3 Where delivery has occurred at more than one site, comment on effectiveness of moderation processes across delivery sites:

7.4 Location of moderation records for this programme:

10. Outcomes of actions undertaken

Action		Outcome

11 Further comment to clarify any information presented in this report or additional comment to existing information in this report

Report compiled by _____

Title _____

Date _____

Submitted to Academic Committee _____

Approval _____