Document Title	Updating Programmes and Course Material
Policy Area	Area 3: Programmes of Education and Training
Document Code (version #)	QAP3-2 (V2.0)
Applies to	☒ All ☐ Specific (Other Parties)
	☒ Staff only ☐ Learners only ☐ Staff and Learners

Document Owner	Director of Quality and Academic Affairs
Approved by	Academic Council

Approval date	1/3/19
Effective date	4/3/19

Related legislation, policies, procedures, guidelines and local protocols	This policy has been designed with due regard to the following: - Core Statutory Quality Assurance Guidelines (2016), QQI - Sector Specific Independent/Private Statutory Quality Assurance Guidelines (2016), QQI - Qualifications and Quality Assurance (Education and Training) Act 2012 - European Association for Quality Assurance in Higher Education (ENQA), et. al (2015), Standards and Guidelines for Quality Assurance in the European Higher Education Area (ESG)

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1. PURPOSE

This document seeks to provide clear protocols for:

- updating programmes and
- creating and reviewing course materials

2. SCOPE/APPLICATION

SQT programmes fall into 3 categories as follows:

- Category 1: Accredited Courses
- Category 2: Non-Accredited Courses which are not customised
- Category 3: Non-Accredited Courses which are unique and customised for an organisation on request.

This document applies to category 1 and 2 programmes.

3. RESPONSIBILITY

- The programme Tutors are responsible for the ongoing review of feedback and data generated through the monitoring instruments and methodologies set out in QAP11-1: Ongoing Monitoring of Programmes and QA Framework. They are also tasked with ensuring the currency of material, identifying areas for continuous improvement and proposals for programme modification, where necessary.
- The creation and / or ongoing review and update of programme material is led by the Programme Director. He/she works in conjunction with programme Tutors to ensure that all material associated with a programme is kept up to date.
- The Director of Quality and Academic Affairs has overall responsibility for the policy.

4. POLICY

SQT recognises that a validated programme is not a static entity. It is expected that programme teams may seek to make changes to aspects of a programme based on ongoing and periodic monitoring, the experience of delivery and in the context of an evolving environment. This is essential to ensure currency of the programme. There are limits, however, to what may be changed. Any extensive and substantial changes that essentially result in a new programme and award must be:

- revalidated by the awarding body (in the case of accredited programmes)
- considered as a new programme approval (in the case of non-accredited programmes)

The interpretation of what does or does not constitute an 'extensive and substantial' is set out below. Programme material is updated as a matter of course to ensure continuous improvement based on programme feedback.

Minor and Major Modifications

Minor modifications are verified by the Director of Quality and Academic Affairs and implemented by the Programme Director. Major modifications to QQI accredited programmes require revalidation.

Minor Modifications include but are not limited to:

- Changes to content that doesn't impact on the module / programme learning outcomes.
- A change in the assessment methods in a particular module, as long as these are consistent with the approved programme schedule, the overall stated programme aims, learning outcomes and assessment strategy, for example changes in the assessment tool utilised for the percentage of the module that is assessed by continuous assessment.
- Other minor amendments that do not affect the Aims, Objectives or Programme Outcomes.

Major modifications include but are not limited to:

- The addition of modules.
- Changes to the programme title.
- Changes to the approved programme schedule.
- The addition of a new minor award.
- Changes to module or programme learning outcomes.
- Changes to credit weightings of modules or programmes.
- Changes to NFQ level.

5. ONGOING REVIEW AND UPDATE OF COURSE MATERIALS

The creation and/or review of course manuals and related materials is led by the Programme Director. He/she works in conjunction with the programme Tutors to ensure that all material associated with a programme is kept up to date. A revision history of content updates is maintained using a materials revision log. Guidelines for the development of programme material and its submission to SQT are included in the Tutor Handbook.

6. POLICY MONITORING

Responsibility	Frequency	Methods
Director of Quality and Academic Affairs – Document Update	Per QA audit schedule	- Review of documentation as set out in QAP2-1: Ongoing Review and Update of QA Documents.

Programme Director	Ongoing	- Ongoing review and update of programmes and associated material taking into account:
		    o Minutes of Programme Boards.
		    o Review of feedback from all stakeholders (internal and external).

7. DOCUMENT CONTROL

Version No	Approval Date	Description of Revision	Originator	Approved By
2.0	1/3/19	Complete revision and new document format.	Director of Quality and Academic Affairs	Academic Council