# PROCEDURES FOR COURSE REVIEW

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**Introduction**

Course Review & Revalidation (CRR) is the process through which the Care International Academy (CIA) assures itself of the maintenance of academic standards and quality of its higher education provision. It is an enhancement-focused review process that seeks to identify both current and future means to enhance the quality of the student learning experience. CRR is an opportunity for course teams to think holistically and strategically about their provision and develop longer term plans and objectives. To do this, the cumulative effect of change needs to be evaluated and account has to be taken of both internal and external environments that may have an impact on the provision, taking into account the current UK legislation in relation to equality and diversity. CRR occurs once within a fixed academic year cycle. It focuses on the competence and capacity of course teams to manage and develop course(s) of study and students' learning experiences.

**Risk Management**

Risk assessment entails a form of 'SWOT' analysis. In analysing the risks associated with Course Review & Revalidation it is helpful to make a distinction between risk potential (strengths and weaknesses) and risk factors (opportunities and threats). A SWOT-based risk assessment attempts to anticipate problems that might occur in the future. However, consideration must be given to any evidence that suggests that the course, or related provision, is already 'at risk'. This evidence might include:

- Annual monitoring reports;
- Previous validation and CRR reports;
- Collaborative arrangement and partnership review reports;
- Statistical data on student recruitment, progression, retention and achievement;
- External examiners' reports;
- National Student Survey (NSS) data;
- Professional body reports (where relevant)

**Key Features of Course Review and Revalidation**

CRR aims to:

- Support course teams in evaluating and improving their management of higher education (HE) provision, for the benefit of students;
- Evaluate and confirm the maintenance of academic standards and the enhancement of the quality of learning opportunities within the subject area taking account of: - engagement with the QAA UK Quality Code for Higher Education, other elements of the Academic Infrastructure and other external reference

points; developments in the discipline; developments in learning, teaching and assessment; outcomes of previous external audits and reviews, Course Review & Revalidation and Annual Monitoring; - equality and diversity legislation requiring an inclusive curriculum for all students, ensuring that those students with protected characteristics are not, directly or indirectly, disadvantaged.

- Provide opportunities for dialogue concerning current and future means of enhancing the student learning experience and an assessment of these enhancement developments and initiatives;
- Validate claims of good practice and innovation worthy of dissemination across the institution;
- Encourage improvements in the quality of education through the publication of review reports, and through the sharing of good practice.

## Quality Management and Enhancement

The course team's approach is to the quality assurance of its HE provision and the effectiveness of this approach for the course(s) under review. The use made of quantitative data and qualitative feedback from students, external examiners, employers and other stakeholders in a strategy of enhancement and continuous improvement. The arrangements to ensure consistency in the monitoring of academic standards and the quality of the student experience, across all levels, locations and delivery modes.

## Preparation for Course Review and Revalidation

CIA provides administrative support and a Reporting Officer to the CRR process via the management team Services who provide support, coordination and oversight to include:

- Advice, guidance and training on all aspects of the CRR process.
- Setting up of the CRR Panel.
- Making arrangements for the receipt of confirmed reports

## Informing to the awarding Organisation

Each CRR Panel member will have been allocated responsibility for drafting specific sections of the report but the CRR Panel Chair retains overall responsibility for its production. The Reporting Officer will support the CRR Panel Chair in this process.

**Version 2: Review Date: January, 2017; Next Review Date: January 2018**