TYPE: Policy
SUBJECT: Design and Approval of Programmes   REFERENCE: LWP16
DATE: 15th February, 2021
LAST REVIEWED:
APPROVED BY: Board of Directors

The Approval Process

The approval process is the means by which Learning Works determines whether a proposal for a programme meets its requirements and ensures that this programme is feasible, of the required quality and is deemed to provide candidates with a high quality educational experience. It assesses the quality and standards of proposed schemes and their awards and stimulates curriculum development through a process of critical evaluation by the teaching staff, internal and external peers.

Documentary Requirements

The precise format of documentation is a matter for curriculum development team within the institution to decide. However, there are a number of general principles governing the relevant documentation.

Documents should be:

A proposal for a programme should include:

- Subject/Area:
- Title proposed:
- MQF Level proposed:
- Target candidates
- Total amount of ECTS proposed:
- Whether programme is to be delivered face-to-face, online, blended or e-learning

- Overall Course Objectives
- Outline of course
- Total Learning Hours
- Total Contact Hours
- Total Assessment Hours
- Total Self-Study Hours
- Total Practice Hours if required
- Entry requirements
- Mode of Assessment per module
- Approximate duration of development

The decision whether a programme is developed is normally based on the quality of the proposal submitted, on an analysis of the quality and quantity of resources available to support the programme including the prospective availability of qualified tutors.

Once a decision is taken to proceed with the development of a programme the curriculum development team would need to identify the:

- Overall knowledge, skills and competences acquired by the learner at the end of the course.
- Learning Outcomes for Communication Skills for the whole course
- Learning Outcomes for Learning to Learn Skills for the whole course
- General Pedagogical Guidelines and Procedures for this course
- General description of minimum qualifications for tutors / lecturers for this course.
- Tutors for this programme who would need to be asked for an updated cv
- Detailed General assessment procedures.
- Whether there will be exit awards/qualifications
- Break down of each module with a detailed module description, competences, knowledge and skills expected to be achieved.
- Judgment Skills and Critical Abilities for the module
- Module-Specific Communication Skills
- Module-Specific Learner Skills
- Module-Specific Digital Skills and Competences
- Hours of Total Learning for the module broken down into total contact hours, hours for supervised placement (if required), self -tudy hours, assessment hours
- Percentage of Total Contact Hours delivered online (if applicable)
- Total Number of ECTS for the module
- Explanation how this module will be taught
- Explanation how this particular module will be assessed i
- Core Reading List and Supplementary Reading List
- Description of minimum formal qualifications and experience required to teach each module.

The last stage of the programme development process will be to transfer all the information onto the programme application form. For homegrown programmes the application form to be used is that supplied by the Malta Further and Higher Education Institution (MFHEA)

The final approval for a for a programme to be sent to the MFHEA is given by the Head of Institution who is to ensure that the updated details pertaining to the institution are included.

MONITORING & EVALUATION REPORT

Learning Works carries out an Internal Quality Assurance Review on the completion of a programme which considers assessment evidence, learner feedback and tutor/assessor feedback and evaluation.

This review along with other reports and feedback go together to provide Learning Works with an overall evaluation report on the programme.

CANDIDATE EVALUATION OF COURSES

The evaluation questionnaires (included as an annex to the IQA Manual), are analysed by the Head of Institution and the IQA who will decide whether action is needed ;

Analysis of candidate evaluation forms will be included in the Course Monitoring Report and will be used as input to the teaching staff appraisal process:

Charlo Bonnici
CEO