



TYPE: Policy

SUBJECT: Design and Approval of Programmes

REFERENCE: LWP16

DATE: 15<sup>th</sup> February 2021

LAST REVIEWED: 22<sup>nd</sup> October 2021

APPROVED BY: The Board of Directors

### **The Approval Process**

The decision whether a programme is approved is a two-step process:

1. Developing a business case approved by the CEO/Head of Institution of Learning Works and the Board of Directors after consultation with industry stakeholders.
2. Developing an academic case approved by the IQA and the Head of Institution prior to onward transmission to the Malta Further and Higher Education (MFHEA).

Learning Works determines whether a proposal for a programme meets its requirements of feasibility, quality and provision of a high quality of educational experience through an approval process carried out by the Internal Quality Assurers (IQA). 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, and external peers.

### **Documentary Requirements**

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

**A proposal for a programme should include:**

- Subject area
- Title proposed
- MQF Level proposed
- Target candidates
- Total amount of ECTSs proposed:
- Mode of delivery of programme: face-to-face, online, blended or work-based learning
- Programme duration
- Mode of attendance
- Language/s of instruction of programme
- Overall Course Objectives
- General description of course programme
- Total Learning Hours
- Total Contact Hours
- Total Assessment Hours
- Total Self-Study Hours
- Total Practice Hours
- Contact hours delivered fully online and contact hours delivered fully face-to face in blended learning
- Entry requirements
- Mode and ratio of assessment per module

The decision whether a programme is developed, once the business case has been approved by the Head of Institution, is normally based on the quality of the proposal submitted and 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:

- Occupations for which the course/programme prepare the students
- Overall knowledge, skills and competences acquired by the learner at the end of the course
- General pedagogical methods and procedures for this course
- The main qualification that will enable the lecturer/tutor to deliver this course

- Tutors for this programme who would need to be identified together with their updated *curriculum vitae* (CV)
- Detailed general assessment procedures including a ratio of assessment types
- Exit awards/qualifications
- Breakdown of each module with a detailed module description, competences, skills, knowledge and understanding expected to be achieved.
- Learning outcomes and credits for school-based and work-based learning, defining the knowledge, skills behaviours and attitudes to be gained.
- Judgement skills, critical abilities for the module and other 21<sup>st</sup> Century skills.
- 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-study hours, assessment hours
- Percentage of total contact hours delivered online (if applicable)
- Total number of ECTSs for the module
- Description of how this module will be taught
- Explanation how this particular module will be assessed
- Core Reading and Supplementary Reading Lists
- 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 on to the programme application form. In the case of courses/programmes developed in-house the application form to be used is that supplied by the MFHEA.

The final approval 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 IQA who will decide whether action is needed.

An 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 to improve the teaching process.

Charlo Bonnici  
CEO