TITLE		REF	VERSION
Periodic Review of Higher National Programmes Procedure		HEPRO005	2.0

DEPARTMENT	Higher Education		
DATE	September 2021	REVIEW DATE	August 2022

PERIODIC REVIEW OF HIGHER NATIONAL PROGRAMMES PROCEDURE

Procedure Statement

Activate Learning is committed to ensuring that the academic standards of the Higher National programmes it delivers are maintained and that the quality of learning opportunities provided for students on these programmes is enhanced through regular monitoring and periodic review.

Background

All Higher Education programmes are required to undergo a Periodic Review in line with the Quality Assurance Agency's UK Quality Code (Monitoring and Evaluation).. For Higher National Qualifications Activate Learning has established this procedure to review and assess the continuing validity of these programmes in light of:

- The effects of changes, including those which are cumulative and those made over time, to the design and operation of the programme.
- The continuing availability of staff and physical resources
- Current research and practice in the application of knowledge in the relevant discipline, technological advances and developments in teaching and learning
- Changes to external points of reference, such as subject benchmark statements or professional body requirements
- Changes in student demand, employer needs and expectations, and employment opportunities
- Data relating to student access, success, attainment, and progression.
- Student feedback, including results from the National Student Survey

Aims

The Periodic Review process also aims to:

- Encourage staff to reflect on the academic currency of the programme under review
- Assess the effectiveness of the programme in enabling students to achieve the intended learning outcomes and their overall potential
- Assess the effectiveness of the programme in delivering industry standard learning
- Identify and disseminate good practice
- Identify areas for enhancement

Definitions

Staff – everyone employed by Activate Learning who has a key role in the delivery, management and/or administration of a Higher National programme.

Students – All students enrolled on a Higher National programme with Activate Learning, including full and part time students and those studying as part of a Higher Apprenticeship.

Higher National programme – includes all Higher National Diplomas and Certificates (awarded by Edexcel) and delivered by Activate Learning, including those delivered as part of a Higher Apprenticeship.

Quality Assurance Agency (QAA) - Body responsible for safeguarding the quality and standards of higher education in UK.

Office for Students – the single authority with responsibility for regulating higher education in the UK.

UK Quality Code – Sets out the Expectations, Core practices and Guiding principles that all providers of UK Higher Education are expected to meet.

Scope

This procedure covers all Higher National programmes delivered within Activate Learning, including those that form part of a Higher Apprenticeship.

Timing and schedule of Periodic Reviews

A Periodic Review will normally be undertaken for each Higher National programme every four years. A schedule will be published which identifies when each programme is due to be reviewed. A date and timetable for the review will be negotiated with the relevant Director of Curriculum at the start of the academic year within which the review is to take place.

A schedule for periodic reviews is set out in Appendix 2.

Periodic Review Panel

The Periodic Review panel should be constituted as follows:

- Chair – Independent of the Faculty which manages the programme under review
- Internal panel member from another curriculum area which manages Higher Education provision
- Director of Curriuculm
- Head of Quality Assurance (HE)
- Higher Education Academic Registrar (secretary)

Agenda for Periodic Review events

The Periodic Review panel will take input from a range of stakeholders and through a number of methods which may include but will not be restricted to, formal meetings. Stakeholders engaged should normally include:

- teaching staff, including the Programme Coordinator and Faculty Manager.
- current students, ideally representing all years of the programme, and no less than six in total

The Periodic Review panel will provide a formal report and opportunity will be given for the relevant delivery team to meet with the Periodic Review Panel to receive feedback including details of commendations and any recommendations that have been identified.

Documentation

The key document providing the basis for the review is the Self-evaluation Document (SED)

This document should be focused, evidence-based and evaluative, enabling the review panel to develop a good understanding of the programme under review. Accountability for ensuring that the SED is completed

rests with the Director of Curriculum who will be supported in that activity by the relevant HE Programme Coordinator.

Guidance on the format of the SED will be provided by the Head of Quality Assurance (HE) and will also be published on the Higher Education share-point site.

The evidence underpinning the SED should also be provided and contain as a minimum, the following:

- Data on student enrolments, success, attainment, progression, and destinations for the previous three years
- Data on access and participation
- Programme Handbook
- Programme Specification
- Staff CVs for all staff teaching on the programme
- External Examiner reports for the previous three years
- Summary of student survey results for the previous three years
- Summary of any feedback received from employers
- Programme Committee minutes for the previous three years

Reporting

The review panel secretary will prepare a report of the event. Once the review report has been approved by the review panel chair, it will be circulated to the programme team. This process should be completed within one month of the review panel meeting.

Any conditions and/or recommendations should be addressed within the Programme Improvement Plan (PIP) and included in the next annual monitoring review.

Appendix 1

Higher National Periodic Review

Self-Evaluation Document – template

Course Title	
Course Code	
Faculty	
Campus	
HE Programme Coordinator	
Teaching Team	

Introduction – this should provide an outline of the course including modules covered, recruitment over at least the past three years

Curriculum Design – please provide a review of the curriculum and how it meets the needs of current and prospective students as well as employers and appropriate professional bodies. Any proposed changes to the curriculum should be outlined with a rationale for the changes.

Assessment – provide an evaluation of the assessment strategy along with details of any proposed changes supported by the rationale for making the changes.

Student Achievement and Employability – this section should review achievement over the past 3 years

Quality of Teaching – review the teaching strategy including the balance between on campus and remote learning and asynchronous and synchronous delivery

Access and Participation – outline and evaluation of the access and participation performance of the course over the past three years including but not limited to the number of mature, disabled and BAME students along with those from a POLAR 1 and EIMD 1 area

Learning Environment and Resources – provide an evaluation of the learning environment and resources utilised and available to the course

Student Experience – provide an evaluation of the student experience including any enhancement activity and the feedback received through student voice and surveys.

Appendix 2

Schedule for Periodic Reviews

Year	Programme
2021/22	HNC/HND Mechanical Engineering
	HNC/HND Electrical/Electronic Engineering
	HNC Manufacturing Operations
2022/23	HNC Construction

	HNC Civil Engineering
	HNC Construction and the Built Environment
	HNC Sport and Exercise Science (VLUK)
	HND Sport and Exercise Science (VLUK)
2023/24	HNC Business
	HND Art and Design