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Document Number	013	Document Revision	B	Date Issued	27/07/16

GENERAL INFORMATION

1	Document category	Procedure		
2	Document approver	Col		
3	Minimum list of document users to be notified upon release of document update	Corporate and Academic Staff		
4	Document change history			
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	Updated flowchart and corresponding text to reflect College transformation set-up.			

PLEASE READ BELOW BEFORE REFERRING TO THIS DOCUMENT

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1 PURPOSE AND SCOPE OF DOCUMENT

- 1.1 The design, development and approval of programme qualifications at MCAST is an important process within the organisation. As a self-accrediting entity, MCAST is required to follow accreditation rules for the design, development and approval of its programmes as stipulated in the National Quality Assurance Framework for Further and Higher Education.

Within this context, the aim of this procedure is to explain the design, development and approval procedure for all MCAST accredited programmes.

2 POLICY

- 2.1 The programme design, development and approval process shall mainly ensure that the final, approved programme:

- defines the expected student workload in terms of ECTS or ECVET learning credits;
- indicates the target audience and the minimum eligibility and selection criteria, where applicable;
- is learning outcome-based, distinguishing between knowledge, skills and competences;
- indicates appropriate learning dynamics and a measure of tutor-learner interaction as is appropriate for the course level and content;
- indicates appropriate resources and forms of assessment;
- indicates the minimum requirements in terms of qualifications and competences for teaching staff;
- is designed so that they enable smooth student progression;
- is in line with the National Quality Assurance Framework accreditation rules.

- 2.2 The process shall be conducted in a way that ensures that:

- the identification of training/programme needs involves the participation of external stakeholders who are likely to benefit from the outcomes of such provision;
- programmes that are employment-oriented involve stakeholders from the world of work;
- it involves students and student bodies;
- it is subject to a formal institutional approval process.

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3 PROPOSAL FOR A NEW PROGRAMME QUALIFICATION (Refer to flowchart - Stage 1)

3.1 Proposals for the development of new MCAST programmes may originate from different sources such as employee skill gaps, labour market analysis, training needs analysis, surveys etc and different external and internal stakeholders such as ministries, academic staff, students etc.

This proposal is to be discussed with the Head of College or directly with the other members of the Top Management Team (TMT).

The proposal shall include as a minimum:

- a) Programme Outline describing course rationale, programme LOs, Entry requirements, programme structure by year / semester for vocational and key skill units, list of units (including ECVETs / ECTS),).
- b) Review of industry demand;
- c) Stakeholder feedback (including students/student bodies).

Only the TMT can authorise the respective Head of College to proceed with a Programme Development Brief.

4 PROGRAMME DESIGN AND DEVELOPMENT BRIEF (Refer to flowchart - Stage 2)

4.1 The Head of College together in consultation with the Institute/s compiles a Programme Development Brief.

A Programme Leader reporting to the Head of College is to be identified in order to coordinate the project.

The brief is to be compliant with the National Quality Assurance Framework accreditation requirements and includes as a minimum:

- a) Milestone development plan;
- b) Resource plan identifying the physical resources needed for effective programme implementation and the human resources in terms of qualifications and competences for teaching staff;
- a) Identification of internal and/or external technical expert/s;
- b) Brief description of each unit and corresponding Learning Outcomes (per unit).

4.2 The Programme Development Brief is submitted to the Director for Curriculum for review and outline approval.

4.3 The Curriculum director may request external review of the programme objective and rationale to obtain:

- a) technical feedback on the programme
- b) recommendations for change / improvement

4.4 In consultation with the Vice Principal, the Curriculum Director (or appointed designate) will authorise the full development of the programme and unit specifications.

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5 DEVELOPMENT OF PROGRAMME AND UNIT SPECIFICATION (Refer to flowchart - Stage 3)

- 5.1 Once the programme outline is approved, the process of unit design and development is initiated. The programme leader in consultation with the Institute Director and academic staff will identify resources to develop the detailed unit specifications.
- 5.2 The completed programme specification (including unit specifications) is submitted to the Director of Curriculum for final approval.

The Curriculum Director will ensure as a minimum that:

- a) Programme outcomes are defined;
 - b) Learning outcomes are defined;
 - c) Knowledge, skills and competences for each learning outcome are stipulated;
 - d) Appropriate learning content which reflects learning outcomes stipulated are formalised;
 - e) Assessment criteria for each learning outcome are developed;
 - f) Assessment methodology is defined;
 - g) Suggested resources and learning activities / dynamics are presented.
- 5.3 Feedback is sent to the Unit developers until all the accreditation criteria are satisfied.

6 APPROVAL BY PROGRAMME APPROVAL BOARD (Refer to flowchart - Stage 4)

- 6.1 The QA approved version of the programme specification is presented to the Programme Approval Board.
- 6.2 The Programme Approval Board (PAB) is chaired by MCAST's Principal and CEO and also includes the Vice Principal, Registrar and Director for Curriculum as the secretary for the board.
- 6.3 Once the full programme is approved, it is assigned a code by the curriculum office in accordance with the Registrar, saved within the database and disseminated.
- 6.4 The Curriculum Administrator updates programme database, uploads programme specification in document repository and disseminates curriculum programme accordingly.

7 PROGRAMME REVIEW

- 7.1 All approved programmes are subject to process of periodic review as described in the document referenced below.

Reference Document

Doc 028 : Programme Review Procedure

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Appendix1: Flowchart for the Design, Development and Approval of a new Programme Qualification

