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Document Number	013	Document Revision	C	Date Issued
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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		
	B	Document Change Tracking Number	Date released
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	Change history (Section/change details)		
	Updated flowchart and corresponding text to reflect College transformation set-up.		
4	Document change history		
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	Updated Responsibilities: HOC → DPVET; DDPM → DD; Registrar → DP Registrar Updated Instructions for document users Reviewed and aligned process with current practice Updated process flowchart in appendix. Updated PAB composition		

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Continuous Improvement

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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 external and internal stakeholders including academic staff, students etc.

The proposer is to discuss the new programme with the respective Deputy Principal VPET and the DP Curriculum & Student Affairs.

The Stage 1 proposal shall include as a minimum:

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

The proposal is submitted jointly by the DP VPET and DP CSA to the EMT. Only the EMT can authorise the proposal to proceed to Stage 2 (refer below).

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

- 4.1 The Deputy Principal VPET, in consultation with the Institute/s and DP C&SA, compiles a Programme Development Brief (Stage 2).

A Programme Leader reporting to the Deputy Principal VPET is to be identified in order to coordinate the project.

The Programme Design and Development Brief is to be compliant with the NCFHE course accreditation requirements and include 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 stakeholders (technical expert/s);
- b) Brief description of each unit and corresponding Learning Outcomes (per unit).

- 4.2 The Programme Design and Development Brief is submitted to the Curriculum Director for approval.

- 4.3 In consultation with the DP C&SA, the Curriculum Director 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 (stage 3) is initiated. The programme leader, in consultation with the Institute Director and academic staff will identify resources needed to develop the detailed unit specifications.
- 5.2 The completed programme specification (including unit specifications) shall be submitted to the Curriculum Director for final approval.

The Curriculum Director (or appointed designate) 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 shall be 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 completed programme specification shall be presented by the DP VPET to the Programme Approval Board.
- 6.2 The Programme Approval Board (PAB) shall be chaired by the DP C&SA, Dp Registrar and Curriculum Director as Secretary to the Board.
- 6.3 Once the full programme is approved, it shall be assigned a code by the Curriculum office in liaison with the Office of the Registrar.
- 6.4 The Curriculum Administrator shall:
 - update the programme database,
 - upload the programme specification in document repository and
 - disseminate the newly developed curriculum programme accordingly.

7 PROGRAMME REVIEW

- 7.1 All approved programmes are subject to a 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

