



FACTSHEET: ANNUAL MONITORING AND PROGRAMME REVIEW ACTIVITY

WHY SHOULD I KNOW ABOUT THIS?

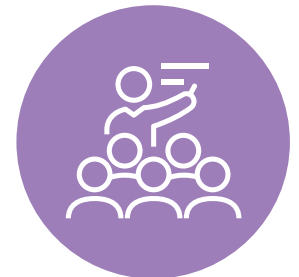
The ongoing monitoring and review of each credit rated programme is an integral part of a Credit Rating Body's (CRB) quality assurance responsibilities. There are two strands to this work – Annual Monitoring and Programme Review. So what is the difference between these two activities? Annual Monitoring is, as the name suggests, the annual activity which allows reflection on the delivery and quality assurance of the programme in the last year, alongside a review of any changes to the programme in relation to the SCQF level and credit. Programme Review is the process that would take place prior to the programme reaching the end of its credit rating lifecycle. The activity should enable the CRB to consider the programme's validity and relevance and if appropriate it may decide to extend that credit rating lifecycle.

TOP 5 TIPS

- 1 Process and Procedure**
Ensure you have a process and procedure in place for these activities – remember if you offer third party credit rating the mechanism for annual review and reporting along with programme review activity needs to be in place and communicated in advance to the third party (SCQF Principles 16 and 17).
- 2 Your process needs to check if any changes have been made to the programme delivery**
If so these have the potential to impact the SCQF level and SCQF credit points.
- 3 Your process should also capture if any minor amendments have been made to the programme**
Remember a number of small tweaks made by different people or from one delivery to the next also has the potential to impact on the SCQF level and SCQF credit points.
- 4 If as a result of annual monitoring or programme review activity re-credit rating work is required your procedure needs to set out how this would be managed.**
- 5 Your procedure needs to clearly state how the outcome of the programme review activity would be managed to include the final sign off of the credit rating decision and the updating of the SCQF database at the end of the process.**

YOUR RESPONSIBILITIES AS A CRB

- If you already operate a process for annual monitoring and programme review activity for other programmes then your credit rated programmes can follow this, but they may need to have some additional key points added to ensure the SCQF level and SCQF credit points of the programme have been considered and remain valid and that this is recorded.
- Changes to the learning outcomes or assessment of a credit rated programme can impact the SCQF level and SCQF credit points, so make sure your paperwork asks these questions. If there have been changes to either of these elements they need to be considered by an appropriate person to enable a decision to be made in terms of whether the programme needs to be re-credit rated.
- You should continue to check if the mode of delivery remains the same year on year and consider the impact if a different mode is introduced.
- It is also important that you continue to check the template used for learner certification to ensure it still contains all the correct details required for a SCQF credit rated programme. You should be able to advise SCQFP how many learners have been certificated each year for each credit rated programme.
- All decisions in relation to programme review, even where there have been no changes to the programme, need to be recorded internally and the timeline for the next review date of the programme's credit rating lifecycle needs to be agreed, signed off and the SCQF database updated accordingly.
- There are two detailed information notes on our website and if you would like any further information please contact us on info@scqf.org.uk



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