

# **Information Notes Series 3:**

## **Note 3.1**

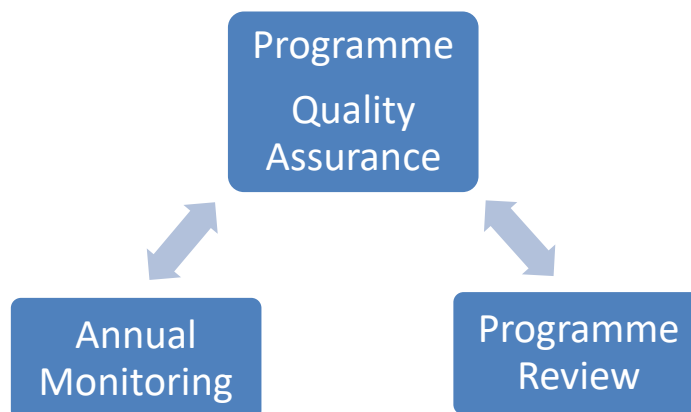
### **Annual Monitoring of Credit Rated Programmes**

#### **Internal and Third Party**

# Information Notes Series 3

## Annual Monitoring of Credit Rated Programmes Internal and Third Party

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 (note 3.1) and Programme Review (note 3.2).



**This note sets out to highlight aspects which CRBs would wish to ensure are included as part of their annual monitoring process, which allows reflection on the delivery and quality assurance of the programme during the last year together with a review of any changes to the programme in relation to the SCQF level and credit.**

In terms of the **annual monitoring** of an **internally credit rated programme**, for most CRBs this activity would normally sit within its existing mechanism for annual programme monitoring, and it is perhaps unlikely that it would be operated as a standalone process.

If you already operate an annual monitoring process for your programmes, and you are reviewing a credit rated programme there are a few other additional key questions, **in relation to credit rating, that you need to ensure are being incorporated within your standard process and paperwork.** This would include asking questions, such as:

- **Have there been any changes to the programme or would the programme owner like to make changes which have been identified as part of the preparing for this annual monitoring activity? These could affect either the SCQF level or credit points that were allocated at the time of credit rating –** examples of this would be changes to the learning outcomes or assessments of the programme. If the answer is yes these changes need to be considered by the appropriate person/team in your organisation to enable a decision to be made in terms of impact (if any) on the allocated SCQF level and credit points, and this could require re-credit rating work to be undertaken.

- **How are any minor amendments that are made to the programme recorded, and is there is an easy way to see what these have been?** Remember a number of small tweaks made by different people or from one delivery to the next has the

potential to impact on the SCQF level/SCQF credit points that were allocated to the original programme.

- **Mode of delivery** Has the delivery changed in a way that would impact on learning outcomes or assessment e.g. moving online?
- **How is the learner certificated?** Have there been any changes to the certification process or the certificate template? It is important to check that the certificate still has all the correct details included.

Depending on the outcome of the annual monitoring review it may or may not require re-credit rating work to be completed and this re-credit rating would require the final sign off by an approving manager or committee.

All decisions in relation to this annual monitoring work need to be recorded internally.

In terms of **Third Party Credit Rating**, where a CRB credit rates a programme that is owned by another organisation, Principle 16 in the SCQF Handbook clearly sets out the requirements for **annual review**:

### Principle 16

*Credit Rating Bodies must ensure that the Third Party organisation submits regular (e.g. annual) reports of progress in the delivery of any credit rated qualifications/learning programmes and is aware that they must inform the CRB if any significant changes to these are made which may affect the SCQF level or credit points.*

To ensure the smooth and timeous completion of the annual monitoring activity it would be expected that each CRB has a process and planned timeline in place for credit rated programmes and that this is issued to third parties in advance so they are aware of it.

Depending on what agreement you have in place with the third party regarding annual monitoring activity **in addition** to the bullet points noted on page 2 you may also need to ask if there have been any changes to:

- **Any of the assessment processes or quality assurance processes that were stated at the time the programme was credit rated.**

or ask for information in relation to

- **The number of learners enrolled on the programme in the last year.**
- **The number of learners certificated for the programme in the last year.**
- **Whether the organisation is working with any new centres or partners in delivering the programme.**
- **Any evidence that would demonstrate quality assurance/review work completed in the last year either internally or by an external body.**

If the answer is yes to the first point, then these changes must be reported back and considered by the appropriate person/team within your organisation and actioned accordingly.

Depending on the impact of these changes it may or may not require re-credit rating work to be completed and this re-credit rating would require the final sign off by an approving manager or committee.

Equally any evidence submitted in relation to the other bullet points needs to be considered and actioned accordingly.

All decisions in relation to the annual monitoring activity need to be recorded internally.

## **Guidance**

If as a CRB you wish to reflect on your existing mechanism for annual monitoring activity of programmes you may like to have a look at the exemplars we have provided via the CRB network. Please note these come from the college sector and as you will see include wider aspects such as

- Evidence of internal/external verification activity for this programme and completion of any associated action plans as a result.
- Gathering of learner feedback and corresponding action where appropriate.
- Future delivery plans and impact on number of delivery centres/assessors/iv/resource required.

If you work with Third Parties there is also a set of information notes which have been created, which you will find helpful to refer to. They cover aspects such as

- Renewing third party credit rating contracts;
- When a programme owner wishes to change CRB;
- Ceasing third party credit rating.

and are available via this link

<https://scqf.org.uk/support/support-for-credit-rating-bodies/support-for-existing-credit-rating-bodies/>