

PROGRAMME REVIEW POLICY

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1. POLICY PURPOSE

This policy outlines the framework for reviewing learning programmes at iQ Academy. Its purpose is to ensure that all programmes maintain high standards of quality, relevance, and effectiveness in meeting the needs of students and industry stakeholders.

2. POLICY SCOPE

This policy applies to the review of all higher education learning programmes offered by iQ Academy. It encompasses the processes of programme evaluation, reporting and improvement to ensure alignment with regulatory requirements, industry standards and institutional goals.

3. TERMINOLOGY

The following terminology is defined:

- **Programme Review:** A systematic evaluation of a learning programme to assess its quality, relevance, and effectiveness in achieving intended learning outcomes and meeting student and industry needs.
- **Programme Accreditation:** The formal recognition by the Council on Higher Education that a programme meets the required standards of quality and relevance for higher education.
- **Programme Review Cycle:** The scheduled interval for reviewing learning programmes, typically every three years for higher education programmes.

4. PROGRAMME REVIEW CYCLE

Higher education programmes are reviewed every three years or as mandated by the regulators, while short learning programmes are reviewed every five years.

5. OBJECTIVES OF THE PROGRAMME REVIEW

The following are the objectives of a programme review:

- To assess the quality and effectiveness of the curriculum in delivering intended learning outcomes.
- To ensure alignment with current industry trends and regulatory requirements.
- To evaluate student satisfaction and employability through feedback and performance metrics.
- To identify areas for improvement and innovation in curriculum delivery and content.

6. REVIEW PROCESS

The review process begins with the preparation phase, where a review schedule is prepared, and relevant stakeholders are notified. Data on programme performance, including student feedback, enrolment trends, and student performance metrics, is collected and analysed.

The evaluation criteria focus on the Council on Higher Education Criteria for Programme Accreditation considering the following areas:

- Programme design
- Student recruitment, admission and selection
- Staffing
- Teaching and learning strategy
- Student assessment policies and procedures
- Infrastructure and library resources
- Programme administrative services
- Programme coordination
- Academic development for student success
- Student assessment practices
- Coordination of work-based learning

7. REPORTING AND ACTION PLAN

The findings are compiled into a detailed review report, summarising strengths, weaknesses, and recommendations for the programme. An action plan is developed to address identified areas for improvement with clear objectives, timelines, and responsibilities. The review report and action plan are submitted to the Faculty Management Committee for approval. Once approved, the recommended changes are implemented, and their progress is monitored to ensure continuous improvement and alignment with institutional goals.

8. EXTERNAL REVIEW PANEL

An external review panel is assembled, comprising academics from both public and private higher education institutions. Following their evaluation of the review report and action plan, the panel conducts a site visit. They provide the institution with valuable suggestions and insights. The panel must write a report on their findings.

9. SUBMISSION TO THE COUNCIL ON HIGHER EDUCATION

Finally, iQ Academy must submit the review report, action plan and the report from the external review panel to the Council on Higher Education.

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10. SHORT LEARNING PROGRAMMES

The Council on Higher Education does not regulate short learning programmes, which have a less comprehensive review process. Areas for improvement are placed in a project plan executed within the allocated timeframe.