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Document Number	013	Document Revision	E	Date Issued
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**GENERAL INFORMATION**

1	<b>Document category</b>	Policy and Procedure
2	<b>Document approver</b>	Col
3	<b>Minimum list of document users to be notified upon release of document update</b>	Corporate and Academic Staff

**Document change history**

D	Document Change Tracking Number	Date released	Change originator
	056/2020	6/11/20	Dalmas Pierre
<b>Change history (Section/change details)</b>			
Major review of the curriculum design, development and approval process flow: a) Transformation of the 3-stage curriculum development process to a 2-stage process b) Replacement of 'Programme Approval Board' (PAB) with in-process quality checks and delegation of interim approvals to EMT (Stage 1) and Institute Director / Curriculum Director (Stage 2). c) Introduction of responsibility for Curriculum Dept. for the regular monitoring, measurement and reporting of curriculum development progress to EMT and Institute Directors via (a) Monthly Progress Reports (programme level) and (b) 'Curriculum Progress Status Report' for each programme development at individual unit level via colour code tracking.			

**Document change history**

E	Document Change Tracking Number	Date released	Change originator
	16/2021	25.02.2021	Dalmas Pierre
<b>Change history (Section/change details)</b>			
Updated 3.1.3. (3), 3.1.6, 3.1.7 and 3.1.9 and Appendix 1 to explain that: a) Proposals for new programmes at Masters Level are to be submitted for endorsement by the Masters Degree Committee prior to EMT approval; b) In the case of courses being requested by MG2i, the hosting Institute is exempted from the need to conduct internal and external stakeholder feedback. It is thus the responsibility of MG2i to conduct the feedback and retain appropriate records. c) An approval by EMT of a course intended for marketing by MG2i does not (approval) necessarily imply that the course can be delivered to courses for non-paying students (MCAST offering).			

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## 1 PURPOSE AND SCOPE OF DOCUMENT

1.1 The design, development and approval of:

- a) New accredited courses/programmes and;
- b) The structural changes to existing accredited courses/programmes (arising out of cyclical reviews).

Is a key process at MCAST.

As a self-accrediting institution, MCAST is required to follow:

- a) Accreditation rules as stipulated in the National Quality Assurance Framework for Further and Higher Education and,
- b) The NCFHE Internal Quality Assurance Standard 3 'Design and Development of programmes.

Within this context, the aim of this procedure is to describe the design, development and approval procedure.

1.2 This procedure applies to design, development and approval of MCAST and MG2i:

- (a) new accredited / non-accredited courses / programmes / courses / units of study;
- (b) structural changes in existing accredited / non-accredited courses/programmes/units of study arising from cyclical reviews.

## 2 POLICY

2.1 It is the policy of MCAST that design and development process of an accredited programme:

- a) identifies the expected student workload in terms of ECTS or ECVET learning credits;
- b) indicates the target audience and the minimum eligibility and selection criteria, where applicable;
- c) is learning outcome-based and distinguishes between knowledge, skills and competences;
- d) identifies appropriate learning dynamics and a measure of tutor-learner interaction as is appropriate for the course level and content;
- e) identifies appropriate resources and forms of assessment;
- f) identifies the minimum requirements in terms of qualifications and competences for teaching staff;
- g) is designed so that programmes enable smooth student progression;
- h) 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;



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- 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;
- the Curriculum Office and the Office of the Registrar are consulted as necessary throughout the process.
- Monitoring, measurement and progress reporting are ongoing during the curriculum design and development process.

### **3 PROPOSAL FOR THE DESIGN, DEVELOPMENT AND APPROVAL OF NEW ACCREDITED PROGRAMME / STRUCTURAL CHANGE TO ACCREDITED PROGRAMME**

**(Refer also to Appendix 1, Stage 1.1)**

#### **3.1 Approval Process (Refer to Appendix 1, Stage 1.1)**

3.1.1 A Programme Leader reporting to the Institute Director of the hosting Institute is to be identified in order to coordinate the submission of a proposal for

(a) a newly accredited programme or

(b) a structural change to an existing programme (arising from a cyclical review process).

3.1.2 The 'Proposal Form for Approval by EMT of Accredited Qualification / Structural Change of Existing Qualification' (Doc 341) is to be filled by the Programme Leader.

3.1.3 The Form (Doc 341) indicates the (minimum) information that is required to be submitted in the proposal, namely:

- a) Overall rationale, objectives and course outline of qualification being proposed
- b) Overall Learning Outcomes of Qualification
- c) Minimum entry requirements for qualification
- d) Programme structure of Qualification (List of vocational, key, transversal units, MQF Level, number of credits per unit, the academic year during programme unit will be delivered, mode of delivery (face to face, online, blended, practical, WBL etc.).
- e) Internal and external stakeholder feedback (feasibility study), e.g. from students, alumni, industry, employers, NGOs etc. Note: In the case of courses being requested by MG2i, the hosting Institute is exempt from the need to conduct internal and external stakeholder (feasibility study) feedback. It is thus the responsibility of MG2i to conduct the feedback and retain appropriate records.
- f) Details of external expertise (competences, qualifications) required to develop and deliver the qualification.
- g) Whether the course/programme requires regulatory approval.
- h) List of physical resources (and approximate cost) that need to be procured specifically for the teaching, learning and assessment of the units of the qualification
- i) Whether the course is being requested by MCAST or MG2i
- j) Scheduled launch date of the qualification.



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- 3.1.4 The completed Form is to be submitted by the Programme Leader to the Institute Director and subsequently to the Deputy Principal VPET for approval.
- 3.1.5 Upon approval by the DP VPET, the Form is forwarded to the Education and Training (E&T) Director and subsequently to the Registrar for approval.
- 3.1.6 Upon approval by the Education and Training (E&T) Director and the Registrar, in the case of Masters programmes only, the Programme Leader submits the Form for review by the Masters Degree Committee.
- 3.1.7 Upon approval by the E&T Director and the Registrar (and the Masters Degree Committee in the case of Masters programmes only), the Form is submitted to EMT approval via the DP VPET.
- 3.1.8 The Principal & CEO and DP VPET are required to sign the Form (Doc 34) on behalf of EMT, indicating whether the proposal is:
- Either Approved and proceed to full development (Stage 2 of 2)
  - Rejected
  - More information required.
- 3.1.9 Approval by EMT of a course intended for marketing by MG2i does not necessarily imply that the course is suitable for delivery as a course for non-paying students.

### **3.2 Full Development (Refer to Appendix 1, Stage 1.2)**

- 3.2.1 Following the approval by EMT, the Programme leader of the hosting Institute will identify unit writers to compile the units as per standard 'Unit Specification Template' (Doc 338) and in compliance with the 'Manual of Standards for Writing of Unit Specifications' (Doc 339).
- 3.2.2 The Programme Leader is required to coordinate the compilation of a document that includes a brief description of the units and the overall learning outcomes of all the individual units comprising the new programme. This 'Course Outline' document is required by the Curriculum Office to ensure that the internal accreditation process of the individual units is conducted uniformly and holistically.
- 3.2.2 The 1<sup>st</sup> draft of the unit is forwarded by the Unit Writer to the Institute Director for endorsement.
- 3.2.3 Subject to endorsement by the Institute Director, the 1<sup>st</sup> draft of the unit is submitted to the Curriculum Manager for internal accreditation.
- 3.2.4 Subject to the availability of the 'Course Outline' document at the Curriculum Office and subsequent to the necessary iterations (between the Curriculum Office and the Unit writer), the units are individually internally accredited by the Curriculum Manager.
- 3.2.5 In the case of a new course/programme, the Curriculum Office requests from the Registrar's Office a new course code. The curriculum office then assigns the new unit code(s) for each new unit specification. The new unit codes are forwarded to the Registrar's office and the hosting Institute via an email with a header 'New Unit Code Alert'. (Note: This mail is required to ensure the timely uploading of the new units on Classter by the Registrar's Office).



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3.2.6 In the case of a structural change to an existing programme, the Curriculum Office retains the same course code but includes a reference (in the existing course code) that describes to which new academic year intake the modified programme structure will apply.

3.2.7 The Course Outline is compiled/updated and forwarded to the Registrar's office for uploading on the MCAST website.

#### **4 PROPOSAL FOR DESIGN, DEVELOPMENT AND APPROVAL OF A NEW NON-ACCREDITED COURSES / UNIT OF STUDY**

**(Refer also to Appendix 1, Stage 2.1)**

##### **4.1 Approval by Deputy Principal VPET (Refer to Appendix 1, Stage 2.1)**

4.1.1 A Programme Leader reporting to the Deputy Principal (VPET) is to be identified in order to coordinate the submission of a proposal for a new non-Accredited course/unit of study.

4.1.2 The 'Proposal Form for Approval by DPVET of non-Accredited Course / Unit of Study on' (Doc 346) is to be filled by the Programme / Course Leader and submitted to the DP for endorsement.

4.1.3 The Form (Doc 346) indicates the (minimum) information that is required to be submitted in the proposal, namely:

- a) Overall rationale and objectives of Course / Unit of Study
- b) Overall Learning Outcomes
- c) Minimum / suggested entry requirements (if applicable)
- d) Course structure – if applicable (List of units, mode of delivery (face to face, online, blended, practical, WBL etc).
- e) Internal and external stakeholder feedback (students/student. industry, employers, NGOs etc) (Note: It is understood that, in the case of courses/units of study being advertised by MG2I, the due diligence and market research has been conducted and is available on file at MG2I. It is, therefore, the prerogative of the DP approving the course/unit of study to decide on whether the information is also to be requested from MG2I).
- f) Details of external expertise (competences, qualifications) required to develop and deliver the qualification.
- g) List of physical resources (and approximate cost) that need to be procured specifically for the teaching, learning and assessment of the units of this qualification.
- h) Marketing by MCAST or MG2I
- i) The launch date of the Course / Unit of Study

##### **4.2 Full Development (Refer to Appendix 1, Stage 2.2)**

4.2.1 Following the approval by the DPVET, the hosting Institute will identify unit writer(s) to compile the unit(s) as per standard 'Unit Specification Template' (Doc 342) and in compliance with the embedded requirements for unit writing.



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- 4.2.2 The 1<sup>st</sup> draft of the Unit Specification is forwarded by the Unit Writer to the Institute Director for endorsement.
- 4.2.3 Subject to endorsement by the Institute Director, the 1st draft of the unit is submitted to the Curriculum Manager for internal accreditation.
- 4.2.4 Subject to the availability of the 'Course Outline' document at the Curriculum Office and subsequent to the necessary iterations (between the Curriculum Office and Unit writer) and, the units are individually internally accredited by the Curriculum Manager.
- 4.2.5 In the case of a new course/programme, the Curriculum Office requests from the Registrar's Office a new course code. The curriculum office then assigns a new unit code(s) for each new unit specification. The new unit codes are forwarded to the Registrar's office and the hosting Institute (and MG2i, where applicable) via an email with a header title 'New Unit Code Alert'. (Note: This mail is required to ensure the timely uploading of the new units on Classter by the Registrar's Office.

## 5 MONITORING AND REPORTING OF PROGRESS

- 5.1 The Curriculum Department is responsible for ensuring the monitoring and reporting of all new programmes and programmes requiring structural change via the 'Curriculum Progress Status Report' (CPSR) throughout the project cycle, that is the EMT approval stage (Stage 1) and the full development stage (Stage 2).
- 5.2 The CPSR makes it possible to track via a colour code the progress of every programme at the unit level. The colour code essentially indicates as follows;
- Red: No information received at the Curriculum Office from Unit writer  
Amber: A Unit Writer has been assigned by the hosting Institute  
Green: Unit Specification has been internally verified
- 5.3 The Curriculum Office is expected to issue regular updates of the CPSR to the Programme Coordinator, who is also responsible for checking and confirming the status of the programme and the individual units.
- 5.4 A sample of the CPSR is provided in Appendix 2.
- 5.5 The Curriculum Office is also required to issue monthly (or as required) programme status reports to ensure timely approval and release of new MCAST programmes.

## 6 PROGRAMME REVIEW

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

### **Reference Document**

Doc 028: Programme Review Procedure

Doc 338: Accredited Unit Specification Template

Doc 339: Manual of Standards for Writing of Unit Specifications

Doc 341: Proposal Form for Approval by EMT of Accredited Qualification / Structural Change of Existing Qualification'

Doc 342: Non-Accredited Unit Specification Template

Doc 346: Proposal Form for Approval by DPVET of a new non-Accredited Course / Unit of



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Study

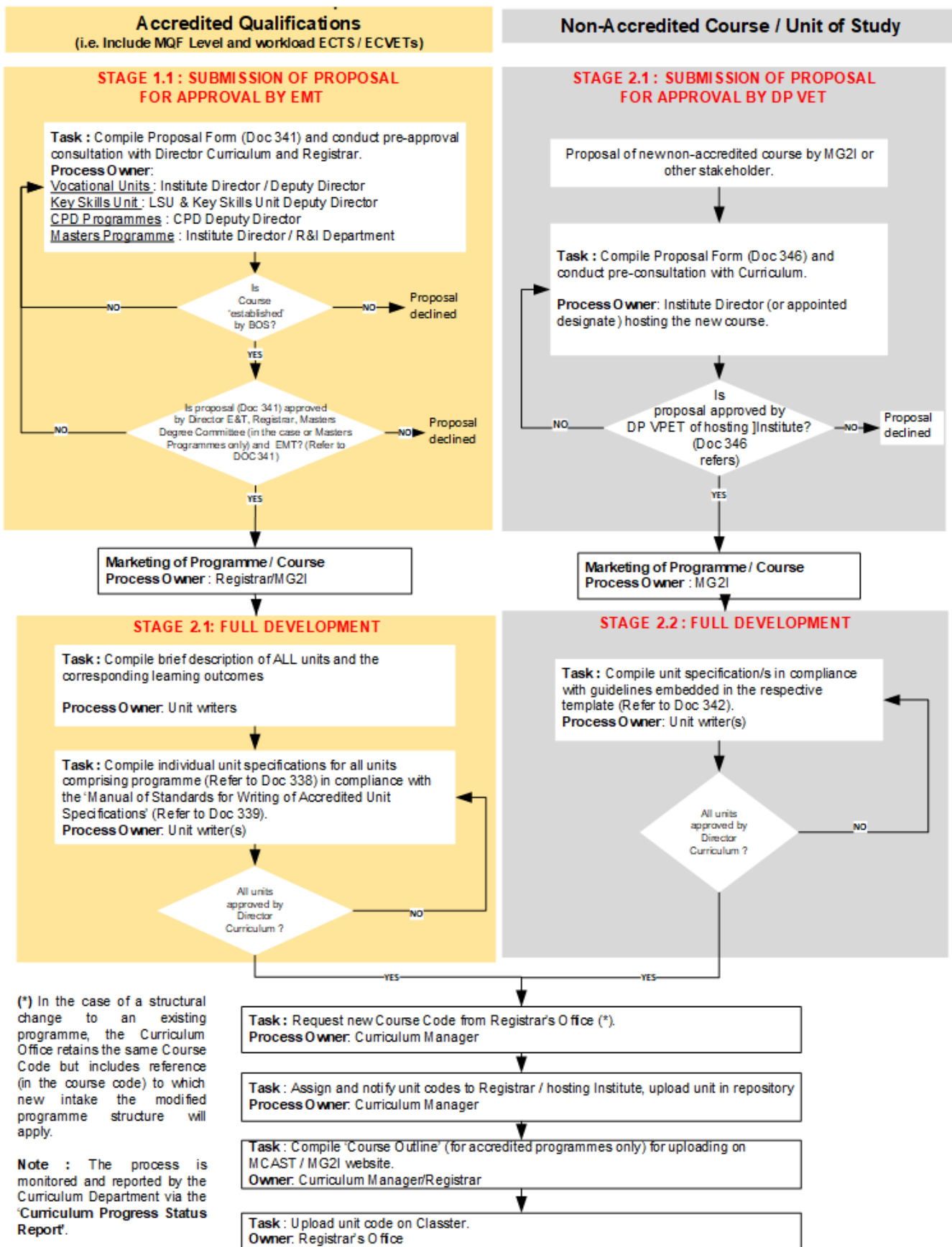


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### Appendix 1 : Process Flow for the Design, Development and Approval of Qualifications

This procedure applies to design, development and approval of MCA ST and MG2i:

- (a) New accredited / non-accredited courses / programmes / units of study,
- (b) Structural changes in existing accredited / non-accredited courses/programmes/units of study arising from cyclical reviews.







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**CURRICULUM PROGRESS STATUS REPORT**

CODE	Sample	MQF Level	Sample	Programme Title	Sample
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Institute	Sample	Course Owner	Sample	New programme	Existing programme undergoing structural changes

<b>LEGEND</b>	Task completed	Approved by EMT on	27/09/2020	Date CPSR Issued	
	Proceed with payment to Lecturer	Task completed. Proceed with payment to Lecturer	Tentative date of launch of programme	Feb-20	Date
	Lecturer accepted curriculum task			Name	
	No progress			Curriculum Officer 1	27/09/2020
	Waived			Curriculum Officer 2	22/10/2020
	TBD	To Be Defined		Curriculum Officer 1	27/10/2020
	N	New Unit			
E	Existing Unit				

STAGE 1		
Task	Comments	Status
1. Overall rationale and objectives of Qualification being proposed	Nil	
2. Overall Learning Outcomes of Qualification	Nil	
3. Minimum entry requirements for Qualification	Nil	
4. Programme structure of Qualification (List of vocational, key, transversal units, MQF Level, number of credits per unit, academic year during programme unit will be delivered, mode of delivery (face to face, online, blended, practical, WBL etc).	Nil	
5. Internal and external stakeholder feedback (students/student. industry, employers, NGOs etc)	Nil	
6. Details of external expertise (competences, qualifications) required to develop and deliver Qualification.	Nil	
7. List of physical resources (and approximate cost) that need to be procured specifically for the teaching, learning and assessment of the units of the Qualification.	Nil	
8. Launch date of the Qualification	Nil	

STAGE 2									
Date 1st draft received Curriculum	Unit Code	New or Existing Unit	Year of Delivery	ECTS / ECVETs	Unit Title	Unit writer	Unit Reviewer	Comments	Status [Colour code]
10/10/2020	CDICT-101-2004	N	1	6	The Fundamentals of Online Learning Tools	Anon	MA	unit finalised.	Proceed with payment to Lecturer
10/10/2020	CDICT-101-2005	N	1	6	Video Communication	Anon	MA	unit finalised.	Proceed with payment to Lecturer
20/10/2020	CDICT-101-2003	N	2	6	Online Productivity Tools	Anon	CM	unit finalised.	
20/10/2020	CDICT-101-2002	N	2	6	VLE and Cloud Storage	Anon	CM	unit finalised.	Proceed with payment to Lecturer
TBD	CDICT-101-2006	N	3	6	Online Collaboration and Discussion Tools	Anon	TBD	unit to be written	
TBD	CDICT-101-2007	N	3	6	Keeping in Touch	Anon	TBD	unit to be written	
<b>Total workload</b>				<b>36</b>					

**General Comments:**

Sample