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GENERAL INFORMATION

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1	Document category		Procedure	
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1. Policy

It is the College policy that:

- Qualitative and Quantitative data, including statistical information, relevant to accredited programmes of study is collated, analysed and reported annually.
- Annual programme reviews are carried out and submitted at the start of the new academic year for the previous academic year
- Such annual programme reviews are to provide tangible information which feeds into decisions to be taken as part of the programme cyclical reviews
- The annual programme reviews are to be conducted in compliance with the requirements of the MFHEA QA Framework and Internal Quality Assurance Standards.

2. Introduction

The annual monitoring of programmes is a requirement of MCAST's quality assurance framework and MFHEA's Internal Quality Assurance standards.

The aim of the annual programme review is to create a system whereby relevant data related to programmes of study is collated, analysed and reported, thus enabling MCAST to triangulate data thus garnered in order to ensure that there is a high quality of provision and that vocational and academic standards are being met.

The annual review of programmes is an essential source of data for feeding into the cyclical review of programmes and for wider strategic planning within MCAST.

3. Scope

This procedure applies to the annual review of all MCAST accredited programmes.

4. Definitions

APR – Annual Programme Review
IC – Institute Coordinator
MFHEA – Malta Further and Higher Education Authority
BoS – Board of Studies
PAB – Programmes Approval Board

5. Responsibilities

- 5.1. Institute Coordinators shall be responsible for carrying out the APR for the Programmes of Study which fall under their responsibility.
- 5.2. Institute Directors and Deputy Directors shall be responsible for the review and endorsement of the APRs and submit same to the BoS.
- 5.3. The Institute BoS shall be responsible for taking any action required in relation to the findings identified as part of the APRs.
- 5.4. The E&TP Office will be responsible for
 - driving the APR in all institutes/centres/departments,



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- collecting and filing all APR Reports,
- following-up on any actions thereby required and
- bringing any relevant information to the attention of the PAB.

5.5. The QA Department shall be responsible for monitoring the process and sampling individual reports as part of the College's Corporate Internal Audit Protocols.

6. Procedure

6.1 Timeframes

6.1.1. At the start of September, each IC shall be responsible for collating all the necessary data and completing the APR report template (referenced below) as a review of the previous academic year. (Example: in September 2025, ICs will be reviewing the Academic Year 2024-2025).

Reference Document

DOC 448 Annual Programme Review Report

6.1.2. APR reports are to be completed in time for presentation during the October Institute Board of Studies.

6.1.3. Following endorsement by the BoS, a copy of the signed form is to be submitted to the E&TP Office, highlighting any required actions.

6.1.4. The recommended actions are to be bound by and enacted by the institute/centre/department concerned and the E&TP within a stipulated timeframe.

6.2 Completing the APR Template

6.2.1. The APR template is made up of the following sections:

Section	Description
1. Evaluation	The author is to summarise the action points addressed from the previous programme review, where available, and provide a status of each.
2. Executive Summary - of the programme for the academic year under review	The aim of the Executive Summary is to provide an overview of the programme over the past academic year by summarising the findings of the APR from the other sections.
3. Executive Summary – Main findings and Action Points	The author is to include the individual findings and actions providing a quick overview of the report and the related findings.
4. External Examiner Feedback (where applicable/available)	This is the first section requesting the analysis of specific data related to the programme. External Examiner feedback is an important source for continual improvement of a programme. Authors are encouraged to review external examiner reports but to also report any additional verbal feedback provided by examiners. Authors are to categorise feedback based on SWOT Analysis and to identify any Action Planned/Taken.



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5. Stakeholder Feedback	Section 5 requests the analysis of stakeholder feedback, identifying Students, Alumni and Staff. The requested data can be obtained from the official Surveys and Tracer Studies held by Corporate QA, but authors are also encouraged to seek out their own sources of feedback (such as surveys, focus groups, staff meetings, etc.) and to take initiative in this regard. Any source used for this purpose is to be attached to the final report as evidence.
6. Student Recruitment	Using reports available via the College CMIS, the author is requested to gather and analyse data pertaining to student recruitment. Drawing and monitoring recruitment distribution curves over a number of years will enable the Institute to make informed decisions with regards to the sustainability of the programme offer at cyclical review stage.
7. Student Retention and Successful Completion	Section 7 focuses on two main KPIs of the College, both of which can provide vital information with regards to the effectiveness of the teaching, learning and assessment process and hence the effectiveness (or otherwise) of the pedagogical process and curriculum. Through the APRs, Authors will have the opportunity to build information over a number of years, having information ready in time for the cyclical review. Data for this section can be obtained from the college CMIS.
8. Record of Student Attainment	Related to the previous section, student attainment will also provide vital information in view of cyclical review decisions. Data for this section can be obtained from the college CMIS.
9. Innovative / Good Practice and Enhancement	Authors are to outline any significant and demonstrable improvements taken by the institute/centre/department that positively affect the student experience on the programme. This section is meant to record good practice or enhancements made, which might also be transferable to other programmes.
10. Professional and statutory regulatory body (PSRB) feedback	Authors are to outline key points arising from PSRB feedback, where this is available. For example, authors can summarise actions taken or changes made to the programme in response to PSRB feedback and the impact of these. Authors are to make particularly clear any significant issues raised in PSRB feedback/reports/visits.
11. Industry and NGO Stakeholder Feedback	Authors are to report on key points arising from employer/stakeholder feedback. Stakeholder feedback features in all aspects related to programme design and it is therefore imperative that close relations with the industry are maintained. Recording and analysing stakeholder feedback and any actions taken in relation to it over a number of years will ease some of the burden that obtaining such feedback at the time of the Cyclical Review brings. This reporting will also serve as an ongoing yearly log of interactions with the external stakeholders.
12. Management of Collaborative Provision (where applicable)	This section specifically targets programmes devised by a joint delivery agreement. Commenting on the effectiveness of the Collaborative Arrangements and the joint delivery of the programme by the two institutions is imperative in this case.



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13. Action Plan	This may include actions identified in response to strategic developments, a response to issues raised via examiners' reports, collaborative provision, student/staff/PSRB/industry/NGO/employer feedback, planned curriculum developments, proposals for addressing resource issues, etc.
14. Programme Specification Amendments	Should any amendments be identified these are to be listed in this section. It is important to note that this does not replace the need for changes to be requested via the established forms and processes, i.e.,: Doc 341: PROPOSAL-FORM-FOR-THE-APPROVAL-OF-NEW-ACCREDITED-PROGRAMMES-BY-THE-VPC Doc 346: PROPOSAL-FORM-FOR-APPROVAL-OF-A-NEW-NON-ACCREDITED-COURSE-OR-A-CHANGE-IN-AN-EXISTING-NON-ACCREDITED-COURSE Doc 167: APPROVAL-FORM-FOR-THE-ACCREDITATION-OF-EXISTING-MCAST-UNIT-AS-STANDALONE-AWARD-OR-MICROCREDENTIAL Doc 168: CYCLICAL-REVIEW-REPORT-FORM Or the requirements as per procedures outlined in Doc 013 and 028. <i>Please note: ALL amendments affecting programme and unit structure/content should undergo appropriate consultation at programme and institute level as indicated above. In order for such changes to be implemented by the Education and Training Programmes Department for the next academic year plus one, such programme amendments need to have final approval by the VPC by July at the latest.</i>
15. Approval	Requesting the necessary Signatures
16. Appendices	List of appendices, including documents, such as independent surveys; student data (recruitment, retention, attainment, etc.); External Examiner reports; PSRB reports; End of Year/Semester Annual Unit/Module Reviews; Periodic Review report (where referenced), etc. In case of any identified changes to the programme, kindly attach the completed Doc 341 or the Cyclical Review Proposal Report.

6.3 Obtaining Data

- 6.3.1. The APR is to be built on the analysis of data relating to the specific programme of study.
- 6.3.2. Each section of the APR Report template form (DOC 448) includes a notes section which is meant to guide the author as to where they can obtain specific information/data and what is expected of them in that specific section.
- 6.3.3. The author shall be allowed to use own sources of data, e.g., focus groups, in addition to the ones shown in the Form. In such cases, any source of data is to be attached to the form as evidence.