

QA 3.2 UPDATING PROGRAMMES AND COURSE MATERIAL

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1 UPDATING PROGRAMMES AND COURSE MATERIAL

1.1 Introduction

Cenit College is fully committed to the overall quality of all its programmes along with the content. To this extent content should be current, applicable and appropriate for the intended audience. The process in which programmes are updated and the course material updated and reviewed needs to be constant. Cenit College has adopted the Universal Design for Learning framework. At all times content should reflect this framework. See policy QA 5.1 Teaching and Learning for further details.

1.2 Policy Ownership

The policy owner is the Head of Training and the Head of Quality

1.3 Purpose

This document sets out Cenit Colleges policies and procedures for updating programmes and creating, reviewing and updating course materials.

1.4 Policy Scope

This policy applies to both accredited and non-accredited courses. However, it does not apply to programme which are special on-demand skills training requests.

1.5 Responsibilities

Programme Tutors are responsible for providing timely and ongoing feedback via formal and informal means. Tutors must also ensure that the content of the programmes which they deliver are current and they embrace a process of continuous improvement for this content. They should through this process be able to identify programme modifications where applicable.

The programme Lead conducts ongoing reviews and updates the programme where necessary. The Programme Lead will work with the tutors to ensure all programmes are kept up to date.

Post Programme Review Panel is chaired by the Head of Training is responsible for approving any proposed programme changes.

Head of Quality is responsible for the quality oversight of the programme.

Subject Matter Expert (SME) is responsible for the update of programme content were relevant and approved. This SME may be the tutor, who can be an internal or external employee or an external SME who has written the programme content on behalf of Cenit College.

1.6 Policy Statement

Cenit College recognises that programmes and associated course materials require periodic review and updating to ensure they remain current, relevant, and aligned with sector developments and stakeholder feedback. Updates are informed by learner feedback, staff review, external examiner input (where applicable), and continuous quality improvement processes.

While routine updates are expected, particular care must be taken where proposed changes are considered extensive or substantial. Such changes may have implications for academic integrity and regulatory compliance and may therefore require formal approval, revalidation, or validation through the College's quality assurance processes. In the case of accredited programmes, extensive

and substantial changes may trigger a revalidation process, while for non-accredited programmes they may necessitate validation as a new programme.

The following guidelines in section 1.7 outline the types of changes (modifications) that may be considered minor modifications and major modifications, and those that would not normally require formal validation or revalidation (QA11.2 Programme Review and Revalidation policy).

1.7 Modifications

There are two types of modifications;

1. Minor modifications
2. Major modifications

Minor Modifications

These are verified by the programme lead and approved at the post programme review meeting and implemented by the Programme Lead. These are (but not limited to) the following;

- Changes to the content that does not impact any changes to the module/programme (for example; updating reading lists or examples to reflect current practice)
- Changes to delivery schedules or timetabling
- Minor changes that do not affect the programme aims, objectives or learning outcomes
- Changes to the assessment methods of a particular module (for example changes to an assessment tool for a specific module of a programme) as long as this change is consistent with the programme aims, objectives, outcomes and schedules.

Major Modifications

These are verified by the programme lead and approved by the Academic Committee and require revalidation. These are (but not limited to) the following;

- Changes to the NFQ Level+
- Changes to minimum entry requirements or progression routes that alter the target learner profile.
- Changes to the credit weighting or sequencing of modules across the programme
- New modules to the programme
- New minor awards to the programme
- Changes to the programme schedule
- Changes to the programme title
- Fundamental changes to assessment methodology (e.g. replacing continuous assessment with examinations, or vice versa).
- Significant changes to assessment weighting that affect the programme learning outcomes

1.8 Update to course materials and review

Cenit College recognises the importance of good academic governance over any changes to assessment and programme materials, so as to avoid a situation where tutors could potentially update content randomly at the risk of jeopardising programme quality. To this extent Cenit College prepares a variety of materials for each module offered on any programme. The process for development and approval of training materials is as follows:

1. An SME is approved by Senior Leadership to write material for each module. This SME can be internal or external to Cenit College. See policy 10.1 regarding the due diligence process for external SME's.
2. The SME will be given a copy of the QQI (or other awarding body) validation document and asked to prepare the material in accordance with the validation document criteria
3. Once completed the SME will send the material to the Head of Training, who will arrange for the material to be quality assured. The quality assurance team will consist of; Head of Training, Head of Quality, Quality coordinator and the Programme Lead. Cenit College has adopted the UDL framework. Material for any module must reflect this framework.
4. Once the quality team are happy with the training material it will be marked as approved.
5. Only approved training material can be used by tutors delivering modules.
6. Tutors may supply their own supplementary materials, such as exercises or examples, case studies or supplementary materials for reference purposes

In order to maintain currency and relevance of the content of the training material, requests for updates must be submitted to the Programme Lead. A clear rationale as to why the update is necessary. The potential impact on other modules, existing learners and the learner experience must also be considered.

1. The Programme lead if satisfied with the update proposal, will submit the request to the Programme Board to be considered during the reviews held at the end of every quarter.
2. The Programme Board, (which will include the Head of Quality) will review the request and consider its implications. Where necessary they can consult a Subject Matter Expert or QQI for an opinion. Past modifications to the programme may also be reviewed.
3. Where modifications are deemed substantial further discussion may be required with the Programme Lead and this may lead to a revalidation of the programme.
4. Where these changes are deemed to be minor they will be approved by the Programme Review Board and an SME will be required to update the training material. This update will be subject to the same quality assurance check as with the writing of the original manual. A revision log must be kept.
5. The Programme Lead will update the Programme Improvement Plan (And Quality Improvement Plan where relevant) and will oversee their implementation.

For Online/Blended learning, all content is written by the SME as above. However, the instructional designer will work with the SME to all instructional design and content layout conforms to the *Cenit College Guidelines for Developing Blended Learning Programmes*. QA 3.6 Blended Learning contains details of the content creation process for Blended Learning.

1.9 Monitoring

Cenit College will monitor its policy on the update of programmes and course materials through the following mechanisms:

The Head of Quality, in accordance with the QA audit schedule will monitor this policy through the procedures set out QA 11.1 Self Evaluation, Monitoring & Review Policy.

The Head of Training will conduct an ongoing review and update of programmes and relevant programme material taking into account the following:

- Minutes of the programme committee meetings
- Programme Improvement Plan
- Tutor programme content revision log

- The College Quality Improvement Plan

1.10 Version Control

Version	Date	Description	Originator	Approved by
Version 1	20/01/2022 28/03/2024	Policy Approval QQI Approval	Perrri Williams (QA)	Academic Committee QQI
Version 2	22/04/2026	Role titles updates made throughout the policy to reflect new organisation structure 1.6 update to policy statement and cross reference to QA11.2 Programme Review and Revalidation policy. 1.7 more detail added to major/minor modifications 1.9 cross reference to Policy QA11.1 Self Evaluation, Monitoring & Review Policy. 1.9 QIP added to bullet point list	HoQ	Academic Committee