



PROGRAMME REVIEW GUIDELINES

1 Introduction and background

Self-assessment, evaluation, and the relationships we maintain with our stakeholders are key to continuous improvement and to enabling our students, graduates, teachers, researchers, and professional staff to realise their potential to contribute to their communities.

Programme review is an important component of the wider self-assessment, evaluation, and improvement process.

Programme review at Unitec recognises that our stakeholders are critical to the success of our graduates and our programmes. The key aim of the programme review is to identify important and significant opportunities for improvement/development to ensure programmes best meet the needs of students, employers, industry, professional bodies, and the communities we serve.

2 Process overview



2.1 Programme analysis

The **Programme Review Lead** conducts an initial analysis of the programmes under review.

The focus of this analysis is identifying outstanding issues and opportunities for improvement/development that may be addressed during the review.

This involves reviewing the current *Programme Evaluation Plan report* (PEP) and through conducting conversations with key stakeholders. These include:

- the Head of Practice Pathway;
- teaching staff;
- students;
- programme Kaihautū; and
- other relevant professional groups (for example, Student Support or Te Korowai Kahurangi).

The *Programme Analysis Template* should be used to guide this process.

Action: The Programme Review Lead conducts an analysis of the programme.

Resources: the *Programme Analysis Template*

2.2 Review focus established

During this phase, the Programme Review Lead identifies potential programme-areas that may require or benefit from improvement/development and, subsequently, the focus of the review.

This focus is informed by:

1. NZQA key evaluative questions:
 - a. Q2: *What is the value of outcomes for key stakeholders, including learners?*
 - b. Q3: *How well do programmes and activities match stakeholders' needs?*
2. The review lead's initial programme analysis.

In identifying this focus, the Programme Review Lead is able to establish the focus of the *Stakeholder Engagement Event*.

Action: The Programme Review Lead establishes the review-focus.

Resources: programme analysis data

2.3 Stakeholder Engagement Event

The *Stakeholder Engagement Event*, which is led by the review lead, is at the heart of programme review.

The engagement event is intended not only to centrally-position stakeholder feedback and input, but to also to add value to on-going stakeholder interactions, both by fostering new and strengthening existing relationships.

The engagement event is based around a selection of specific activities designed to:

- foster collaboration;
- promote a variety of interactions between stakeholders; and
- elicit feedback and input.

A model stakeholder engagement event, a set of guidelines, and an activity bank is provided in the *Stakeholder Engagement Event Handbook*.

2.3.1 Identify and invite stakeholders and schedule the event

The Programme Review Lead works with the HoPP to identify potential stakeholders to invite to the engagement event.

Stakeholder-selection is an important part of the process. While the HoPP is expected to identify potential stakeholders in collaboration with Academic Leaders, it is the Programme Review Lead with responsibility for this part of the process.

As a minimum, event attendees should include:

- current students;
- programme alumni;
- employers;
- representatives from industry or professional bodies/groups;
- representatives from relevant community groups;
- teaching staff (internal) and discipline academics (external);

- Māori representatives (for example, members of local iwi); and
- representatives from other relevant cultural groups (for example, Pasifika or Asian communities).

While members of the programme's Advisory Group/Board may be invited, the majority of stakeholders invited should be independent of the programme. It is important to ensure you consider any potential conflicts of interest when selecting stakeholders.

In the event key stakeholders are not available for the event, you should follow-up with an alternative engagement.

The HoPP is responsible for maintaining the stakeholder event list and for inviting stakeholders.

The Programme Review Lead works with the HoPP to schedule the event, ensuring stakeholders are given enough notice to facilitate their attendance.

The HoPP is responsible for booking a space, organising catering, etc.

Actions: Identify potential stakeholders.
Schedule the event and organise event space, booking, and catering.
Invite selected stakeholders.

Resources: Stakeholder event list.
Invitation template.

2.3.2 Select engagement activities

The Programme Review Lead uses the *Stakeholder Engagement Event Handbook* to select the engagement activities and plan the engagement.

The focus of the stakeholder event is on collaboration, engagement, and identification of areas for improvement/development.

It is important to include activities that will enable a range of interactions and allow stakeholders to provide free and robust input and feedback.

Action: Identify and select engagement activities.

Resources: *Stakeholder Engagement Event Handbook*.

2.3.3 Facilitate engagement event

The Programme Review Lead facilitates the *Stakeholder Engagement Event*.

The event includes: welcoming stakeholders and opening the event; facilitating the selected engagement activities and the closing plenary discussion; distributing the stakeholder survey; closing the event; and conducting the post-event debrief.

Action: Facilitate the engagement event.

Resources: *Stakeholder Engagement Event Handbook*; the stakeholder survey.

2.4 Review Report

The Programme Review Lead analyses the feedback, input, and data collected from the *Stakeholder Engagement Event*.

The review Lead then develops a set of recommendations and produces a concise report; the report should include:

- a brief summary of the issues identified by the initial programme analysis;
- an explanation of focus of the engagement event;
- an overview of the event and the activities;
- a list of stakeholders present;
- a summary of stakeholders' input; and
- a set of recommendations.

While draft recommendations can be discussed with or sent to relevant internal stakeholders for feedback, it is the Programme Review Lead who is responsible for the final recommendations and the report.

The completed review report should be forwarded to the HoPP no later than 10 working days after the stakeholder event is held.

Action: Write the *Review Report*, which includes a set of recommendations.

Resources: *Review Report* template.

2.5 Review response and action plan

The Programme Action and Quality Committee (PAQC) is responsible for providing a response to the *Review Report*.

This response involves careful consideration of the *Review Report* and development of an action plan to address the review lead's recommendations.

The response should be sent to the Programme Review Lead no later than 10 working days after the *Review Report* is received by the PAQC.

Action: The PAQC develops a response to the *Review Report*; this includes an action plan.

Resources: Response to the *Review Report* template.

2.6 Feedback and action-tracking

The HoPP informs stakeholders of the outcome of the review; this includes a summary of review findings and a list of the actions to be taken by the PAQC/teaching staff.

Identified improvement/development actions are tracked by the relevant PAQC, and a summary of findings, improvement/development actions, and any outcomes is included in the relevant *Programme Evaluation Report (PER)*.

Action: Stakeholders are informed of the review outcomes; the PAQC tracks improvement/development actions and records outcomes in the PER.

Resources: Templates: stakeholder feedback; action-tracking; PER

3 Indicative review timeline

- Early/mid-June:
 - programme analysis conducted
 - review focus established
 - stakeholders identified
 - engagement event scheduled
- Late June:
 - stakeholders invited
- Early July:
 - engagement activities selected
 - engagement event planned
- Late July/early August:
 - engagement event held
- Mid-August:
 - review report completed
- Late August:
 - review response completed & accepted
 - stakeholders informed of findings

4 Document details

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