

# Programme Review Flow Chart

## 1. Programme Review Planning

**Who:** School/Programme Leadership, Te Korowai Kahurangi [TKK] & Te Puna Ako [TPA] meet

**Action:** Establish a timeline for the review and confirm 'who does what' for each step of the process

**Next Steps:** Communicate timeline and responsibilities to internal and external stakeholders

## 2. PROGRAMME SELF-EVALUATION

**Who:** Programme Leadership and Staff, TKK & TPA.

**Action:** TKK & TPA will oversee and facilitate an Āta-kōrero: Evaluative Conversations workshop attended by all Programme Staff, which analyses the programme to identify issues and opportunities for improvement/development with a specific focus on NZQA **Programme Approval** criteria:

- 1: *The qualification to which the programme leads*
- 2: *Its title, aims, graduate and learning outcomes and coherence*
- 3: *Delivery methods*
- 5: *Regulations*
- 6: *Assessment and moderation*
- 7: *Assessment and review*
- 8: *Research required for degrees and post-graduate qualifications*

**Action:** Programme Leadership completes a self-evaluation which reports on the continued capability and capacity to meet NZQA **Accreditation** criteria:

- 1: *Assessment and moderation*
- 2: *Resources*
- 3: *Support for delivery*
- 4: *Assessment and review*
- 5: *Research activity required to deliver degrees and post-graduate qualifications*

**Next Steps:** The results identify any further analysis that may be required for any specific criteria, as well as establishing a focus for the stakeholder event.

## 4. STAKEHOLDER ENGAGEMENT

**Who:** Programme Team, TKK & TPA.

**Action:** The Programme Team, with support from TKK & TPA, will host a stakeholder engagement event which centrally-positions stakeholder feedback and input in the review of the self-evaluation and explores the extent to which the programme and the qualification to which it leads remains relevant and current, and continues to meet stakeholders' needs. The event checks current perceptions of the programme against NZQA **Programme Approval** criteria

4: *Ongoing acceptability of the programme and consultation.*

**Next Steps:** The results will contribute to a deeper understanding of the perception of the programme from an outside perspective. The event adds value to on-going stakeholder interactions by fostering new and strengthening existing relationships.

## 5. REVIEW REPORT

**Who:** Programme Leadership

**Action:** Programme Leadership will create a review report which analyses the feedback, input and data collected from both the *Self-evaluation* and the *Stakeholder Engagement* phases of the review. The report includes:

- a summary of the issues identified by the self-evaluation;
- an overview of the stakeholder event, including a list of participants;
- a summary of stakeholders' input; and
- a set of recommendations, including whether the programme needs to go through a change process and whether a business case is required in support.

**Next Steps:** The finished report is provided to the Programme Academic Quality Committee [PAQC] for a response and action plan.

## 6. REVIEW RESPONSE AND ACTION PLAN

**Who:** The Programme PAQC

**Action:** The PAQC will develop a response to the *Review Report*; that includes an action plan with S.M.A.R.T goals.

**Next Steps:** The finalised Review Report and PAQC Response will be shared as required both internally and externally with NZQA. Actions will be tracked through PAQC with ongoing progress reported in PEP.

## 3. FURTHER ANALYSIS

**Action:** The results of the Self-evaluation may require that a specific focus area or identified issue requires further analysis. A further Āta-kōrero: Evaluative Conversations workshop or other focused activity may be arranged, if required. This will be designed to analyse the identified issue in depth with a specific identified group of participants.

**Next Steps:** The results from further analysis will be added to the initial self-evaluation. If completed prior to the Stakeholder Engagement event, the results may be incorporated into the focus for that event.