Self-Evaluation, Monitoring & Review Policy

May 2020

12 Self-Evaluation, Monitoring & Review

12.1 Purpose

The aim of this policy is to outline the procedures GBS utilises to ensure that it has a clear structure for the review of its administration, operations and management of education. In addition, this policy outlines the procedures used by GBS to review its provision of education programmes, both on an on-going basis and periodically.

Document Name: 12 Self-Evaluation, Monitoring & Review
Owner: Registrar
Approved by: Governing Body
Review frequency: Every 2 years

Version	Description of Amendments	Approval Date	Implementation Date
V1.0	Approval in full of the policy by the Governing Body	July 2019	September 2019

12.2 Scope

This policy covers the review of all validated GBS programmes and the associated quality assurance of the school.

12.3 Internal Self-Monitoring

Internal Self-Monitoring in GBS is a continuous process that evaluates relevant data that is incorporated into the formal GBS Annual Monitoring Report in order to inform the decision making within the school. The specific quality indicators that GBS uses for its internal self-monitoring are:

- Module Reports (including learner feedback and suggestions on module level, lecturer feedback and suggestions on module level, grade analysis on module level, attendance rates on module level, e-activities participation on module level)
- Programme Annual Reports (including learner feedback and suggestions on programme level, lecturer feedback and suggestions on programme level, grade analysis on programme level, attendance rates on programme level, e-activities participation on programme level, attrition and retention rates for each stage of the programme)
- External Examiner's Reports
- Graduate employability derived from a graduate survey
- Marketing Analysis (including assessment of marketing strategy in both national and international context)
- Programme Viability Report

Table 12.2 below assigns the individual responsibilities for compiling all reports outlined above:

Report	Personnel Responsible
Module Report	Registrar and Individual Lecturers
Programme Annual Reports	Programme Leaders
External Examiner's Report	External Examiner
Graduate employability Report	Academic Co-ordinator
Marketing Analysis	Marketing Director
Programme Viability Report	Managing Director
GBS Annual Monitoring Report	Registrar

The Registrar presents the Annual Monitoring Report to the Academic Council. The aim is to discuss various recommendations made by the relevant stakeholders involved in the programmes and draft an Improvement Plan.