

# KING'S INNS

## Self-Evaluation, Monitoring and Review Policy

Lead staff member:	Dean
Date of first approval:	2/4/2025
Approval body:	Council of King's Inns
Frequency of review:	3 years
Next review date:	2028

Revision No.	Details of change/s	Date
01		
02		
03		

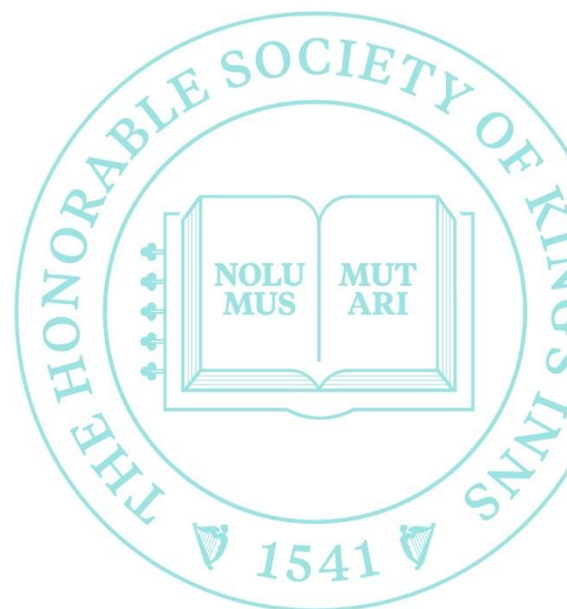
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## 1. Purpose of Policy

The Honorable Society of King's Inns (King's Inns) is committed to developing and embedding a quality culture across all of its activities – a culture that involves planning, defining, encouraging, assessing and improving practice. The purpose of this policy is to set out King's Inns commitment to self-evaluation, monitoring and external review in relation to the implementation and effectiveness of its quality assurance procedures in general, and in particular as they relate to the delivery of programmes.

King's Inns quality assurance policies are set out in the *King's Inns Quality Assurance Manual* and associated policies.

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## 2. Scope of Policy

This policy applies directly or indirectly to all members of the King's Inns community, inclusive of learners, and staff holding teaching, administrative, management or support roles. This policy and the associated procedures guide all staff and learners involved in the ongoing self-assessment and monitoring of quality, including monitoring and review of programmes.

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## 3. Principles

King's Inns School of Law is a dynamic community of learners, legal professional / academic and administrative staff committed to performing at the highest standards. King's Inns aims to provide a stimulating and innovative environment for teaching and learning. King's Inns strives to assure the highest standards in teaching and learning through a regular review and improvement process, learning from best practice both domestically and internationally.

Quality enhancement is a process of continuous improvement.

It is the policy of King's Inns to adhere to the following principles:

- 3.1 The provision of the highest standards in teaching and learning is a core value. King's Inns is committed to continuous improvement of our quality standards. Quality assurance and continuous improvement are the joint responsibility of staff, management, and the governance bodies of the Society
- 3.2 In monitoring and reviewing quality, King's Inns adopts an evidence-based approach. Feedback from stakeholders (including learners, staff, alumni and the community, as appropriate) will provide the basis for analyses and recommendations upon which improvements are planned. King's Inns is committed to widespread involvement of staff, learners and stakeholders in the quality assurance process
- 3.3 King's Inns aims to identify areas for improvement, to foster collaboration and exchanges of best practice and to encourage an ethos of critical self-evaluation
- 3.4 King's Inns will collect and analyse empirical evidence relating to quality assurance activities, including, as appropriate: learner surveys, assessment results,

benchmarking against external reference points, where applicable, and external assessment of programmes as appropriate (e.g. where a programme is accredited by another body)

- 3.5 King's Inns will publish impartial and objective reports of external quality reviews of programmes and of the institution.

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## 4. Policy Statement

### 4.1 Definitions

The policy differentiates between provider-owned internal self-monitoring and formal self-assessment. The distinction is typically in frequency and scale (*QQI, Core Statutory Quality Assurance Guidelines, 2016*). Provider-owned internal self-monitoring is carried out on an ongoing basis while formal self-evaluation has a broad systemic focus and is carried out at specified intervals. The findings of self-evaluations are analysed and available for, and connect to and support, the external review cycle.

### 4.2 Internal self-monitoring of the King's Inns Quality Assurance system

The Senior Management Team (SMT) is responsible for the development, monitoring and review of the King's Inns Quality Assurance system by ensuring the policies and procedures are compliant with relevant national and international standards and guidelines. The SMT ensures that the King's Inns Quality Assurance system is compliant with the *Qualifications and Quality Assurance (Education and Training) Act 2012 (as amended)* and the complementary guidelines developed by QQI, the *Core Statutory Quality Assurance Guidelines (2016)*, the *Core Policies and Criteria for Establishment of Listed Awarding Bodies (LABs) (2024)* and the *Core Policies and Criteria for the Inclusion of Awards within the Framework (2024)*. Further quality assurance requirements are anticipated under the auspices of the Legal Service Regulatory Authority (LSRA).

Within the *King's Inns Quality Assurance Manual* individual policies have a named lead role who is a member of the SMT. The approving body within King's Inns is identified for each policy or procedure and a schedule for internal review of each policy or procedure is set out.

To support the organisation and management of the maintenance of the *King's Inns Quality Assurance Manual* we maintain a *Master List of Policies and Procedures*.

### 4.3 Internal self-monitoring of education provision

Monitoring is an ongoing process that involves regular observation, assessment, and data collection. It focuses primarily on day-to-day operations within an education system, an institution, or programme. The main purpose of monitoring is to track progress, identify emerging issues, and ensure that standards and processes are consistently followed. Ongoing monitoring identifies areas for change and prompts incremental improvements to a programme over time.

Regular monitoring, review and revision of education and training programmes aims to ensure that the provision remains appropriate and to create a supportive and effective learning environment for learners.

Self-monitoring includes the evaluation of: -

- The content of the programme in the light of the latest research in the given discipline thus ensuring that the programme is up to date
- The changing needs of society
- Learner workload, progression and completion rates
- The effectiveness of procedures for the assessment of learning
- Learner expectations, needs and satisfaction in relation to the programme
- The learning environment and support services and their fitness for purpose for the programmes.

Programmes are monitored and updated annually. Mechanisms for internal monitoring include learner feedback, staff feedback, external examiner reports and Programme Team meetings. The information collected is analysed by the relevant Programme Team. An annual programme monitoring report, prepared by the Programme Team, is presented to the School of Law Faculty Board. This annual process allows for the adaptation of programme elements to ensure that the programme remains relevant and current. Revised programme specifications are published.

Full details of programme monitoring policy and procedures are set out in the Programme Monitoring and Review Policy.

#### 4.4 Internal programme review

Programme review involves a periodic, in-depth assessment of a programme and is conducted at specific intervals. It involves a comprehensive examination of various aspects, including teaching, learning, assessment, programme design, and overall quality. The primary purpose of review is to evaluate the effectiveness of a programme or a set of programmes.

The programme review involves the completion of a Self-Assessment Report (SAR). The internal programme review is a rigorous process involving external experts in the field. Reviews contribute to continuous improvement by identifying areas for enhancement. They also serve as a mechanism for external accountability, where appropriate.

It is the policy of King's Inns to carry out periodic programme reviews on a rolling basis. The Diploma in Legal Studies and the Barrister-at-Law Degree will undergo a review every five years. The schedule for this review process will be published. Advanced Diplomas will be reviewed on a rolling 5-year cycle. The process for reviewing the Advanced Diplomas will be a modified version of the process for the main programmes.

Full details of internal programme reviews are set out in the Programme Monitoring and Review Policy.

#### 4.5 Principles of self-evaluation of quality

- Self-evaluation includes feedback on the quality of the learner's experience, achievements and contributions
- Self-evaluation is evidence-based
- Self-evaluation should add value to the institution and minimise overhead
- Self-evaluation is an opportunity to engage in important dialogue with stakeholders including learners, members of King's Inns, collaborative partners and external experts
- Self-evaluation should have clear explicit objectives

- Self-evaluation can include a number of approaches including surveys, focus groups, interviewing key stakeholders, benchmarking similar providers at national and international level, review of literature, reports and good practice guidelines in area of practice under review
- Self-evaluation reviews should take no longer than 12 months from initiation to completion of the response from the Review Group
- Self-evaluation reviews should lead to continuous improvement of programmes
- Any action planned or taken as a result of a review should be communicated to all those concerned.

#### 4.6 Components of Self-Evaluation

- A Self-Evaluation Report (SER) including findings and recommendations for improvement
- An improvement or action plan detailing how, when and who will address the actions recommended. Actions agreed should be implemented and have their desired effect.

#### 4.7 External Quality Assurance

The quality assurance system is connected to any external quality assurance obligations including QQI reviews under the Qualifications and Quality Assurance (Education and Training Act) Act, 2012, as amended, and any other national and international accreditation systems both statutory and voluntary.

Internal quality assurance work is directly relevant to any external quality assurance that a provider undergoes. External quality assurance should act as a catalyst for improvement and offer the institution new perspectives. It also provides information to assure the institution and the public of the quality of the institution's activities.

External quality assurance may take different forms and focus on different organisational levels, such as programmes or institutional level.

External quality assurance processes will usually involve:

- a self-evaluation or equivalent including supporting evidence
- an external assessment that normally includes a site visit
- a report resulting from the external assessment.

The report provides clear guidance for institutional action which will have a follow-up process for considering the action taken by the institution. The reports of external agencies including any formal decision based on the reports will be published together with the report.

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## 5. Roles and Responsibilities

The Dean of the School of Law is the owner of this policy, and will, with the SMT and Education Committee, oversee the implementation of this policy.

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## 6. Monitoring and Review of Policy

The policy owner is responsible for monitoring implementation of the policy, ensuring that all associated documents are updated and current, and that the policy is reviewed as required.

The policy will be reviewed every three years from the date of first approval unless changes are required owing to legal, statutory and/or organisational change.

All policies and policy changes are approved by Council on the recommendation of Standing Committee. Policies relating to the School of Law will be reviewed in the first instance by the Education Committee before being recommended to Standing Committee

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## 7. Associated Documents

- SER Self-Evaluation Report Template

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## 8. Related Policies

- [Programme Monitoring and Review Policy](#)