

Apprenticeship Program Review (QIPR)	
Policy: Program Quality Assurance	
Category: Academic	Approval Date: January 9, 2020
Procedure Owner: Academic Policy Committee	Effective Date: January 1, 2020
Procedure Administrator: Quality Improvement of Programs Committee	Review Period: 5 Years
Associated Procedures and Documents: <ul style="list-style-type: none"> • Curriculum Development, Redevelopment, and Documentation Procedure • Apprenticeship QIPR Timeline/Checklist • Apprenticeship QIPR Report Outline • Quality Improvement of Programs Committee Terms of Reference 	

PURPOSE

To outline the process by which RDC monitors and continuously improves the delivery of Apprenticeship and Industry Training Programs. The School uses this process to inform continuous program improvement, and operational and budget plans.

PROCEDURE

1. Quality Improvement Program Reviews (QIPR) are carried out at minimum every seven (7) years for Apprenticeship Programs.
2. The Quality Improvement of Programs Committee (QIPC) maintains the schedule for QIPR in consultation with the Associate Deans of the School of Trades and Technologies.
3. The Associate Dean establishes and leads a Steering Committee to participate in the QIPR process. The Steering Committee includes the Apprenticeship Programs Administration Coordinator, Program Faculty, a Faculty member who teaches in another program, a Learning Designer from the Centre for Teaching and Learning and a representative from Business Intelligence and Research.
4. The QIPR review process includes collecting and reviewing data (which may include broad stakeholder input and feedback from students, alumni, faculty, administration, employers, the community, and other key groups) and collaborative feedback sessions with the Steering Committee with a focus on improving the delivery of learning outcomes and supports for students in the program. The process allows for flexibility to accommodate specific program circumstances.

5. The Apprenticeship Programs Administration Coordinator, in consultation with the Steering Committee, writes the Quality Improvement Program Review summary report that will summarize the process, information collected, and recommended next steps.
6. Using the QIPR summary report, the Associate Dean develops an Action Plan in consultation with the Dean and Steering Committee.
7. The Associate Dean presents the Action Plan to QIPC.
8. After the presentation, QIPC sends a memo to the Vice President Academic indicating that the review is completed and posts the action plan to the Loop.

RELATED POLICIES

[Credit Program Suspension, Cancellation, and Reinstatement Policy](#)

[Non-Credit Programming Policy](#)