

**Programme Endorsement**

**Periodic Review**



**For Scotland**

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**s learners, with Scotland**

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**s educators**

**August 2019**

## Contents

1. Introduction
2. The Periodic Review Cycle
   1. Impact Evaluation Report
   2. The Periodic Review Process
   3. The Outcome of a Periodic Review
3. A Risk Based Approach to Sampling
4. Requests for a Periodic Review
5. Annex 1: Periodic Review Form

## 1. Introduction

This guidance document outlines the process for the periodic review of endorsed programmes of professional learning. Endorsement is normally applied for a maximum period of 5 years.

A programme that has been endorsed by Education Scotland demonstrates that it is informed by the national model of professional learning and links effectively to the relevant professional standards and current policy context. Endorsement provides those who commission programmes, as well as those engaging in professional learning, assurance that endorsed programmes offer relevant, significant and sustained quality learning. Such experiences develop depth of professional learning, knowledge, skills and understanding which ultimately impacts on the quality of learning of children and young people.

All endorsed programmes will be reviewed to ensure consistency of standards within the process. Learning Providers can expect the endorsed programme to be reviewed at least once within the five-year period.

Sampling and review may involve Education Scotland requesting evaluation data, other programme information from the provider or feedback meetings with or reports from the delivery team and \ or participants. We will ensure that any changes to a programme continue to reflect the national model of professional learning.

Learning Providers may request support from the Lead Specialist team during the period of endorsement, should guidance or advice be required. This is offered out-with the Periodic Review.

## 2. The Periodic Review Cycle

Figure 1 illustrates the periodic review cycle that underpins the continuous improvement and quality assurance of endorsed programmes. It forms part of the Annual Monitoring and Reporting (AMR) cycle for the Framework, supporting professional learning and leadership across Scotland.

Figure 1: Illustration of the Period Review Cycle

**Impact Evaluation Report**

All Learning Providers must return an impact evaluation report 12 months after endorsement is awarded. There is no specific template or reporting requirement, however Providers need to send us evidence to illustrate the following:

1. Alignment to the national model of professional learning (in the case there has been a change to the programme design as illustrated upon application for endorsement;
2. Evaluation data based on participant feedback
3. Evidence of impact on the professional learning of teachers and on the learning of children and young people

It is the responsibility of the Learning Provider to return the report to us.

**The Periodic Review Process**

When selected for review, we will notify the Learning Provider and request information related to the programme. The periodic review form is attached at Annex 1. This must be completed and returned to Education Scotland by the stated date.

Learning Providers are able to select one of four options:

* The programme has been discontinued
* There have been no changes to the programme
* There have been minor alterations to the programme
* There have been major alterations to the programme

Where a programme has **been discontinued**, we will remove the listing from our website. The programme will remain eligible for future endorsement through a new application. The is no need for any further review.

If a programme **continues with no changes**, we may request that the Learning Provider sends to us, any evidence in the form of an impact evaluation report. If we have identified a risk or a potential issue e.g. a complaint from a programme participant, we will ask for additional information.

Where **minor changes** have been made to a programme, the detail of the change must be communicated to us. Minor changes include:

* Changes to nomenclature and the name of the programme
* Changes to the Learning Provider contact details / information
* Changes to the staffing profile delivering the programme

Where **major changes** have been made to a programme, the detail of the change must be communicated to us. Major changes include:

* Changes to the programme design and method of delivery
* Changes to the learning outcomes
* Changes to funding models (where participants pay for programme participation)
* An increase in capacity and scope e.g. where the number of participants has increased beyond the original expectations as outlined upon application

Once we have received the Periodic Review form, we will determine the outcome of the review.

**The Outcome of a Periodic Review**

An internal [Education Scotland] panel of Lead Specialists will assess the Periodic Review form and determine the outcome. This will be one of three outcomes:

* The review is complete and we recommend continued endorsement
* The review is complete and we recommend continued endorsement subject to conditions
* More information is required in order to complete the review
* The review is complete and we recommend that endorsement be discontinued

Where **continued endorsement** is recommended, the review is complete and the Learning Provider does not need to take any further action/s.

If a **condition of endorsement** is made, the detail of the condition will be communicated to the Learning Provider and this must be met within the stated time frame. Once met, the programme may continue with endorsed status. If the condition is not met, we will discontinue endorsement and remove the programme from our website.

On occasion, our review panel may **need additional information**. If this is the case, we will ask the Learning Provider to send us the requested information. This may include a meeting or follow-up discussion, or the electronic submission of supporting documents.

Where the review is complete and the recommendation is to **discontinue endorsement**, we will write to the Learning Provider and explain the rationale for this decision. There is no appeal process, however the programme may be eligible for re-endorsement through a new application at a future date.

## 3. A Risk Based Approach to Sampling

Endorsed programmes will be sampled on a risk based approach, using the following criteria:

* cost/funding model
* scale, capacity and capability
* compliance with conditions and quality assurance arrangements
* date of endorsement
* known or arising issues and evaluation / impact data

Table 1 illustrates the risk criteria used to determine priority sampling. To note that it is expected that all programmes will be subject to at least one periodic review within the 5 year period.

Table 1: Risk matrix criteria

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Low Risk** | **Medium Risk** | **High Risk** |
| Cost of programme | Free | < or = £1000 | > £1000 |
| Scale | < 50 Participants | 51-100 Participants | > 100 Participants |
| Capacity and capability | Delivery Model Flag | Delivery Model Flag | Delivery Model Flag |
| Conditions of endorsement | Compliant | Monitoring Flag | Non-Compliant |
| Date of endorsement | < 3 years | 3 years | 4-5 years |
| Arising issues | None | Monitoring Flag | Action Required |

Table 2: Point award per risk

|  |  |
| --- | --- |
| **Low Risk** | 1 point |
| **Medium Risk** | 2 points |
| **High Risk** | 3 points |

Table 3: Additional point award

|  |  |
| --- | --- |
| Non-compliant | 5 points |
| 4-5 years | 5 points |
| Action required | 5 points |

Table 4: Point Scoring and Mitigating Action

|  |  |
| --- | --- |
| **Score** | **Mitigating Action** |
| 6 | No action required – continue to monitor programme endorsement |
| 7 | Programme requires to be reviewed and must be included in the next review cycle |
| > 8 | Programme requires a review with possibility of immediate action to remove from the Framework |

Points are awarded automatically e.g. based on the endorsement date, however Education Scotland reserves the right to manually allocate points where a programme is deemed to be non-compliant with our conditions and terms of endorsement.

## 4. Requests for a Periodic Review

Learning Providers may request a Periodic Review. Typically, this will occur when a programme undergoes a major change. Requests must be made to Education Scotland in writing. Minor changes may be communicated to us without the need for a review.

## 5. Annex 1: Periodic Review Form

Periodic review forms and any supporting documents should be handled in line with the [Education Scotland Privacy Policy.](https://education.gov.scot/privacy-and-cookies) Completed forms should be emailed to [edspll@educationscotland.gov.scot](mailto:edspll@educationscotland.gov.scot).

|  |  |
| --- | --- |
| 1. **1. Professional learning provider details** | |
| Name of the learning provider / organisation |  |
| Lead contact name |  |
| Job title |  |
| Address |  |
| Postcode |  |
| Email |  |
| Phone number |  |
| Website |  |
| We will display your organisation name, website, email address and phone number on our website. If you wish to provide alternative details, such as a shared mailbox address, please state them here. |  |

|  |  |
| --- | --- |
| **2. Professional learning programme subject to Periodic Review** | |
| **a) Programme title** |  |
| **b) Have there been any changes to the programme?** | The programme has been discontinued  There have been no changes  Yes, there have been major changes  Yes, there have been minor changes |
| **c) Changes to the Programme**  Provide a brief overview of the programme and any changes that have been made. You may attach supporting documents to this form if appropriate and relevant. These should be clearly referenced in this section. | |
|  | |

|  |
| --- |
| **3. Declaration**  The person named as the Lead Contact in section 1 should complete the declaration below.  Before submitting this application, please ensure that you have:   * Completed all relevant sections * Provided any supporting evidence (please reference any documents within this application form) * Read the Education Scotland Privacy Notice (<https://education.gov.scot/privacy-and-cookies>). |
| I certify that all information provided is accurate and could, upon request, provide additional clarification to the endorsement panel if required.  I agree to keep Education Scotland updated with any changes to programme delivery in writing.  **Printed name:**  **Signature:**  **Date:**  Education Scotland takes your privacy seriously and is committed to responsible handling of personal information in accordance with our Information Charter. By signing this declaration, you confirm that you have read the Education Scotland Privacy Notice and that you are happy for us to process the data submitted within this application. |

**Document Control**

**V**

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Email:

edspll@educationscotland.gov.scot

Professional Learning and Leadership Directorate

Education Scotland

The Optima, 48 Robertson Street,

Glasgow, G3 6NH

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