

Malta Institute of Professional Photography (MIPP) – Follow-up report

STANDARD 1: STANDARDS FOR INTERNAL QUALITY ASSURANCE	
JUDGEMENT:	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>R1. Key recommendation - Include policy and procedure for 'ensuring against the intolerance of any kind or discrimination against the students or staff' (Standard 1, parameter f1) as part of quality documentation.</p>	<p><i>IMPLEMENTED:</i> The document is downloadable from the MIPP website: https://mipp-malta.com/principles-against-intolerance/</p>
<p>R2. Incorporate the need to involve and obtain formal feedback from internal and external stakeholders in the discussion and development of the Institute's</p>	<p><i>IMPLEMENTED:</i> As from February 2010, formal feedback from internal stakeholders has regularly been obtained, recorded and examined through the regular meetings under the auspices of the MIPP COURSES REVIEW BOARD (MRCB) and the Committee. Due to the minimal amount and nature of the courses being run by MIPP, involving external stakeholders is not directly feasible, yet the MRCB will be able to call in such external stakeholders in the photographic Industry, if they feel that it can be beneficial for the improvement of the courses. However regular feedback is taken from experienced professional MIPP members and tutors who are in the industry.</p>

<p>strategy, quality objectives and policy formulation and their updating.</p> <p>R3. Define terms of reference for the Student Course Review Board and also ensure that appropriate guidelines are in place to ensure proper functioning of the Board and hence consistency in decisions taken.</p>	<p><i>Note:</i> as the MIPP accredited courses were not held in 2021, the MCRB did not meet on this point, but will naturally convene and review as soon as courses commence again and are in progress during 2022.</p> <p><i>IMPLEMENTED:</i> Vide document having Terms of Reference for the independent MIPP Courses Review Board that has been issued and is freely available on the MIPP website: http://mipp-malta.com/wp-content/uploads/Docs/TERMS%20OF%20REFERENCE%20MRCB%20v3.pdf</p>
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STANDARD 2: INSTITUTIONAL PROBITY	
JUDGEMENT:	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation

<p>R1. MIPP should develop selection criteria for the person occupying the Headship position.</p>	<p><i>IMPLEMENTED:</i> MIPP criteria for the person occupying the Headship position have been laid out as follows:</p> <p>a) The person needs to be of at least 1st Degree BA Level in Photography (higher degrees relevant to Photography/art would be preferable).</p> <p>b) Have a minimum of 5 years professional experience in photography.</p> <p>c) Have clean police conduct and good moral judgment.</p> <p>d) Managerial & administrative skills & experience is necessary. GCE certificates in English and Maltese language are essential and a working knowledge of Word, Excel, Windows.</p> <p>e) All these criteria are to be reviewed and assessed by the MIPP Executive committee and approved by the MRCB whenever a person is chosen for the Headship position.</p>
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STANDARD 3: DESIGN AND APPROVAL OF PROGRAMMES	
JUDGEMENT:	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>R1. Document policy and procedure that describes the process of design,</p>	<p><i>IMPLEMENTED:</i> The process of design, development and approval of accredited</p>

development and approval of accredited courses (that also provides for a student feedback process).

R2. Give due consideration to the feedback from students and external stakeholders both at the proposal and approval stages.

courses is now being discussed in a yearly meeting of the MRCB, the Executive Committee and guest students. Feedback from the Questionnaires will be reviewed and, when found beneficial, taken on board during forthcoming courses. Starting in 2019, such meetings (which are officially recorded) will be done at least once a year or before a new course is being prepared to launch.

Note: as the MIPP accredited courses were not held in 2021, the MCRB did not meet on this point, but will naturally convene and review as soon as courses commence again in 2022.

IMPLEMENTED: As of 2018, the Independent MIPP Courses Review Board has been entrusted to give feedback and suggestions on the improvement of courses. Student Questionnaires are now sent out to all students attending MIPP accredited courses, evaluated and implemented when found possible and feasible.

Note: as the MIPP accredited courses were not held in 2011, the MCRB did not meet on this point, but will naturally convene and review as soon as courses commence again in 2012.

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STANDARD 4: STUDENT-CENTRED LEARNING, TEACHING AND ASSESSMENT

JUDGEMENT:

Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>R1. Key recommendation - All assessment briefs must be documented when issued to the students. The briefs need to provide a cross-reference to the learning outcomes and assessment criteria being addressed.</p>	<p><i>IMPLEMENTED:</i> all accredited courses have clear rules and regulations outlining the way grading is done as well as the task work required by the participants: https://mipp-malta.com/wp-content/uploads/Docs/MIPP%20SIA%20Rules%202019.pdf</p>
<p>R2. Key recommendation - Documented evidence of the decisions by the Internal Verifier (signature, date etc.) is required both for the IV of the assignment brief (tasks) and assessment decisions.</p>	<p><i>IMPLEMENTED:</i> As of 2018, the report is being regularly compiled and recorded - both for the assignment brief (tasks) and assessment decisions - by the Internal Verifier for each course finalized and assessed. This report is sent to all the course participants together with their final result.</p>
<p>R3. Develop student feedback instruments to measure essential quality</p>	<p><i>IMPLEMENTED:</i> two questionnaires have been developed in order to meet this recommendation. Questionnaires to</p>

<p>aspects of teaching, learning, assessment and student support.</p> <p>R4. To consider revising downwards the amount of the appeal fee and whether the appeal fee should be refundable when the Course Review Board upholds the appeal by the student.</p> <p>R5. The MIPP Executive Committee should consider empowering the Head of Institute to consider requests for extension of assignment deadlines due to extenuating circumstances and also extending the remit of the Student Review Board to review and decide upon any eventual student appeals independently.</p>	<p>both students and tutors are now being regularly sent within one month of the course completion.</p> <p><i>IMPLEMENTED:</i> New rates and information are now being issued to all participants. see https://mipp-malta.com/wp-content/uploads/SIA_Rules_Ver57.pdf; clauses 12, 13, 14.</p> <p><i>IMPLEMENTED:</i> New rates and information are Issued and freely available to all participants. see https://mipp-malta.com/wp-content/uploads/Docs/MIPP%20SIA%20Rules%202019.pdf (clauses 12, 13, 14).</p>
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STANDARD 5: STUDENT ADMISSION, PROGRESSION, RECOGNITION AND CERTIFICATION

JUDGEMENT:	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
R1. Refunds policy should include specific reference to refunds following course cancellation.	<i>IMPLEMENTED:</i> New rates and information on refund policies now include specific reference to refunds following course cancellation are issued to all participants: https://mipp-malta.com/wp-content/uploads/Docs/MIPP%20SIA%20Rules%202019.pdf

STANDARD 6: TEACHING STAFF	
JUDGEMENT:	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
R1. Encourage tutors for continuous professional development to up-skill their pedagogical competences. Such CPD would ideally involve training in areas of pedagogy but also in those QA elements necessary to implement sound assessment and verification procedures.	<i>IMPLEMENTED:</i> To encourage tutors for continuous professional development they will be given the opportunity to attend courses such as the “Train the Trainer” and regular instructional meetings to gauge tutor problems and to find solutions will be convened. Furthermore, we are registered and regularly in touch with governmental departments that at times provide training. These opportunities are closely monitored and tutors are made aware and encouraged to attend. <i>Note:</i> Several MIPP Initiatives were taken In order to groom further tutors and Increase the knowledge of current ones. This was done through In-house meetings and workshops with all tutors concerned as well

	<p>as those Interested. Subjects tackled revolved around verification and assessment procedures as well as ways of Improving the tutor - student experience. Such In house meetings shall take place periodically especially when new tutors come on board.</p>
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STANDARD 7: LEARNING RESOURCES AND STUDENT SUPPORT	
JUDGEMENT:	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>R1. The panel recommends that the Institute makes its policy regarding special student needs and extenuating circumstances available to the public.</p>	<p>Regretfully, this cannot really be implemented by the MIPP as it cannot financially bear the costs and organisational skills needed. Prospective students are always interviewed prior to their enlistment in order to gauge their ability to follow the course and will thus be guided and informed accordingly.</p> <p>Currently MIPP is not in a position to organise courses for student with special needs because supporting technologies relating to camera equipment for such students are not available at affordable prices. Any further feedback on the applicability of this matter to MIPP would be welcome.</p>

STANDARD 8: INFORMATION MANAGEMENT

JUDGEMENT:	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>R1. To ensure appropriate document traceability, the Institute needs to identify and adopt a practical policy for revision control of official academic and administrative documents under the scope of the quality management system.</p>	<p><i>IMPLEMENTED:</i> all documents are now being named and labeled accordingly. This has been adopted and relevant documents are now including the acronym of the course (e.g. SIA or ACPA; document title; year; version number.</p>
<p>R2. The panel recommends that MIPP need to revise the way it collects and analyses student satisfaction in a way that ensures that the information obtained from these studies informs the decision-making process thus resulting in the enhancement of the student experience.</p>	<p><i>IMPLEMENTED:</i> through the course Questionnaires and their findings – these are being made available to all stakeholders in order to better formulate and improve future courses.</p>

STANDARD 9: PUBLIC INFORMATION	
JUDGEMENT:	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>R1. MIPP needs to upload on its website the policy and procedure against intolerance of any kind of discrimination against staff or students as well as the special student needs and extenuating</p>	<p><i>IMPLEMENTED:</i> This has been prepared and uploaded on the MIPP website. Intolerance of any kind has never been permitted at MIPP and the Committee will continue to be vigilant on such issues. See: https://mipp-</p>

circumstances 'Reasonable adjustment policy' (Refer also to S1, R1 and S7, R1).	malta.com/principles-against-intolerance/
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STANDARD 10: ON-GOING MONITORING AND PERIODIC REVIEW OF PROGRAMMES	
JUDGEMENT:	
Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
<p>R1. Key recommendation - Establish a structured process for monitoring and cyclical review of locally accredited courses that also describes the resources necessary and also involves internal and external stakeholders.</p>	<p>Monitoring and cyclical review of locally accredited courses falls under the responsibility of the MRCB. As the MIPP accredited courses were not held in 2021, due to the disruption caused by the Covid pandemic, the MCRB did not meet on this point, but will convene and review this BEFORE courses commence again in 2022.</p>
<p>R2. Key recommendation - MIPP needs to establish and implement a structure and schedule for institutional review and ensure that the output of these reviews informs the MIPP Main Committee's decisions.</p>	<p>One of the tasks of the MRCB is to perform the institutional review, which is conducted regularly and the output of these reviews is passed to inform the MIPP Main Committee's decisions.</p>

STANDARD 11: Cyclical External Quality Assurance
JUDGEMENT:

Recommendation (as per EQA Report)	Take-up and Implementation of Recommendation
No Recommendations	