

Job Title	Curriculum Manager
Department / Institute	Curriculum Department
Reporting to	Director - Education and Training Programmes and Learning Support
Main Objective	To conduct internal accreditation of and sustain all full-time and part-time IVET and CVET courses and programmes at MCAST

Job Description

DUTIES AND RESPONSIBILITIES:

1. Develop and maintain a programme database of all IVET [MQF Level Intro A – MQF Level 7] programmes at MCAST.
2. Develop and maintain a programme database of all CVET [MQF Intro A – MQF Level 7] programmes at MCAST.
3. Engage with respective college stakeholders in the development and management of curricular programmes at MCAST.
4. Keep track, monitor and report of all changes conducted in curricular programmes and update all associated documentation.
5. Conduct curricular evaluations as often as required in line with internal quality assurance standards.
6. Assist in the curricular co-ordination of Key Skill subjects in terms of curricular development, review and management.
7. Keep updated with European and National policy, legislation and key reference reports related to curriculum and quality assurance.
8. Liaise with Registrar and Institutes' Administration and staff to assist in the development and/or review of Programmes of Study.
9. Liaise with MG2I Administration and staff to assist in the development and/or review of Programmes of Study.
10. Provide training to staff embarking on the writing or reviewing of programmes/units of study through.
11. Maintain a Manual of Standards for Writing of Accredited and non-Accredited Units.
11. Participate in National/European Projects as required by the department and the College.
12. The list of duties can change according to the exigencies and demands of MCAST within the same grade of the post.