

**Partner Name:**

**Course Validation Event Date:**

**School:**

**Course Title:**

**Type of arrangement:**

**School:**

**Course Title:**

**Type of arrangement:**

# Membership List

|  |  |
| --- | --- |
| **University Panel Members** |  |
|  | **Chair** |
|  | **Internal Panel Member** |
|  | **Secretary to Panel** |
|  | **Student Panel Member** |
|  | **External Advisor**  |
|  | **External Advisor**  |
| **Collaborative Partner Representatives** |  |
|  | **Course Leader**  |
|  | **Module Leader** |
|  |  |
|  |  |
| **London Metropolitan University Representatives** |  |
|  | **Academic Liaison Tutor**  |
|  | **Head of Subject** |
|  | **Head of School Collaborative Partnerships** |

# Course Validation Briefing Note

## Background Information – Collaborative Partner

## Purpose and Scope of Course Validation Event

## Outcome of the Course Validation event

## Point of contact

**Course Validation Agenda – Collaborative Franchise Course**

Please note that the agenda may slightly change on the day if required. Any changes will be communicated to all attendees.

|  |  |
| --- | --- |
| **Time GMT** | **Indicative Discussion Topics** |
|  | **Pre-meeting to finalise the agenda and agree questions (PANEL MEMBERS ONLY)** |
|  | **BREAK** |

|  |  |
| --- | --- |
| **Time GMT** | **Indicative Discussion Topics** |
|  | Welcome from the Chair of the panel.Introductions and apologies. |
|  | Overview of the Partnership Rationale and context of the course Market research and demand  |
|  | Teaching and Learning Resources Staff Development  |
|  | Course Structure and DesignLearning, Teaching and Assessment Strategy PSRB Accreditation (where applicable)  |
|  | Employability and Placements  |
|  | Student Admissions and Induction Student Feedback and Engagement Student Support  |
|  | Academic Misconduct, Appeals and Complaints  |
|  | Quality assurance and enhancement proceduresInternal and External Moderation and External Examining Continuous monitoring |
|  | Looking forward – financial sustainability, future developments/ enhancement strategy, sustainable learning |
|  | Student Panel Meeting **(PANEL MEMBERS ONLY)** |
|  | **BREAK** |
|  | **Identification of outcomes** **(PANEL MEMBERS ONLY)** |
|  | **OUTCOME OF VALIDATION EVENT**Panel reports outcomes to attendees.  |
|  | **END OF COURSE VALIDATION EVENT** |

## Validation Event Agenda – Collaborative Validated course

Please note that the agenda may slightly change on the day if required. Any changes will be communicated to all attendees.

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **General Item** | **Indicative Discussion Topics** | **Attendees** |
|  | Arrival | Panel (Chair, Internal Representative, AQD Officer, External Advisors, Student Panel Member) |
|  | Pre-meeting of the panel to finalise agenda |  |
|  | Discussion of background information | * Course(s) rationale and fit within the portfolio
* Anticipated demand for the course(s)
* The design principles underpinning the course(s) and the nature of learning opportunities offered
* Student, employer and PSRB input into course design
* The resources necessary to support the course(s) (staffing, facilities, and learning resources)
* Planned learning, teaching, and assessment strategy
* Graduate opportunities/ Employability support.
* The relationship between the course's curriculum and current research in the same area
 | Panel,Head of School,Subject Leader(s),Course Leader(s) |
|  | Lunch and meeting with potential students and/or employers | Panel’s private meeting with potential students and/or employers |
|  | Course validation | * Articulation with QAA Subject Benchmark Statements, FHEQ, Sector/ PSRB requirements – if appropriate
* Course specific regulations (where appropriate)
* Embedding of ESJF Framework and Digital Literacy
* Course Specifications
* Module Specifications
* Assessment approach including formative summative load and timings.
* Looking forward – financial sustainability, future developments/enhancement strategy, sustainable learning
 | Panel,Subject Leader(s),Course Leader(s),Module Leaders |
|  | Identification of outcomes (private meeting of the panel) | Panel (Chair, Internal Representative, AQD Officer, External Advisors, Student Panel Member) |
|  | Panel reports outcomes to course team | Panel, Head of School, Subject Lead(s), Course Leader(s) |