

**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 Design  Learning, 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 procedures  Internal 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) |