

**Partner Name:**

**Periodic Course Review 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 Periodic Course Review Event

## Outcome of the Periodic Course Review event

## Point of contact

**Periodic Course Review Agenda – Collaborative Franchise Course**

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

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** |
|  | Welcome from the Chair of the panel.  Introductions and apologies. |
|  | Evaluation of the partnership and course   * Overview of the Partnership with London Met * Overview of course performance * Teaching and Learning Resources * Staff Development * 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/ Revalidation   * Rationale and context of the course * Market research and demand * Learning, Teaching and Assessment Strategy * Articulation with QAA Subject Benchmark Statements, FHEQ * Course specific regulations (where appropriate) * Embedding of ESJF Framework and Digital Literacy * Assessment approach including formative summative load and timings. * Course Structure and Design * Course Specifications * Module Specifications * PSRB Accreditation (where applicable) * financial sustainability * future developments/ enhancement strategy * sustainable learning   Proposed changes (if applicable) |
|  | 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** |

## Periodic Course Review 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 Self Evaluation Documents | * Background and rationale for course(s) * Evolution of course (s) including course and module title changes * Current trends in recruitment, continuation and outcomes * Evaluation of course and module data (including quantitative and qualitative feedback- inc NSS, External Examiners) * Learning, Teaching and Assessment Strategy * Graduate opportunities/ employability support. * Looking forward – financial sustainability, future developments/enhancement strategy, sustainable learning | Panel,  Head of School,  Subject Leader(s),  Course Leader(s) |
|  | Lunch and meeting with students and/or employers | | Panel’s private meeting with students and/or employers |
|  | Course Revalidation | * 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. * Areas of good practice | 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) |