

**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) |