# Self-Evaluation Document for the Periodic Course Review and Revalidation of:

***Insert Course Title(s) here in list format***

**On**

***Insert event date here***

**Collaborative Academic Partner Name: *Insert Name***

**Course Leader: *Insert Course Leader(s) name(s) here***

**London Metropolitan University School: *Insert name of School***

**Dean/ Head of School: *Insert Dean/ Head of School name here***

*This document has been designed to support staff involved in a collaborative academic partnership with London Metropolitan University, through a successful periodic review, and address comments or queries in advance of the event. The areas have been developed based on feedback from course teams and panel members.*

*This document acts as a template and guidance document for course teams within a collaborative academic partnership undergoing a periodic review. Text in black should remain and be followed throughout the template. Any text in blue is guidance or requirements that should be considered and included when completing the document. All blue text should be updated and/or removed, along with this text box before submission to the Quality Manager (Partnerships) in the AQD Office – r.kailla@londonmet.ac.uk or aqdpartnerships@londonmet.ac.uk.*

*When completing, please number paragraphs i.e. 1.1, 1.2 to allow for panel members to reference during the event. You should also update the contents when completed.*

*For further support and guidance, please contact your Academic Liaison Tutor and refer to the AQD development pages.*

**Contents**

[Self-Evaluation Document for the Periodic Course Review and Revalidation of: 1](#_Toc79767003)

[Part A – Course Details 3](#_Toc79767004)

[Part B – Review of Course 5](#_Toc79767005)

[1. Course Background and Rationale 5](#_Toc79767006)

[2. Course Evolution 5](#_Toc79767007)

[3. Analysis of Course Data 5](#_Toc79767008)

[4. Analysis of Learning, Teaching and Assessment 6](#_Toc79767009)

[Part C – Resources and Sustainability 7](#_Toc79767010)

[5. Previous Performance 7](#_Toc79767011)

[6. Requirements Going Forward 7](#_Toc79767012)

[Part D – Revalidation 7](#_Toc79767013)

[7. Proposed Changes 7](#_Toc79767014)

[8. Course Structure and Organization 8](#_Toc79767015)

[9. Learning, Teaching and Assessment Strategy 8](#_Toc79767016)

[10. Employability and Placement Activity 9](#_Toc79767017)

[11. PSRB requirements (if applicable) 9](#_Toc79767018)

[12. Transitional Arrangements 9](#_Toc79767019)

[13. Summary of Changes 10](#_Toc79767020)

[Appendices 10](#_Toc79767021)

## Part A – Course Details

|  |  |
| --- | --- |
| **Course Title:** | *Enter course title and credit value* |
| **Entry Awards:** | *List all entry awards – including Foundation Years (please refer to your articulation agreement if applicable)* |
| **Exit Awards:** | *List all exit awards and credit value* |
| **Type of partnership that the course is delivered in:** | *Please enter validated or franchise*  |
| **Professional Statutory Regulatory Bodies:** | *Please enter the name of any PSRBs that the course currently has awarded accreditation.* |
| **Campus/ Teaching sites:** | *List all campuses where the course is currently delivered* |
| **Language(s) that the course is delivered in:** | *Enter language(s) that the course is delivered in e.g. English, German, French* |
| **Mode of study:** | *List modes of study i.e. full time, part time, distance, mixed mode.* |
| **University School that the course is delivered in partnership with:** | *Insert name of School within London Metropolitan University e.g. Guildhall School of Business and Law* |
| **Information about other Schools contributing to the Course:** | *Provide details of other Schools that are contributing to the course if applicable* |
| **Course leader (at time of review):** | *Insert the name of the Course Leader(s)* |
| **Module leader(s) (at time of the review):** | *Insert the name of the Module Leader(s) and the module code and title that they deliver* |
| **Academic Liaison Tutor (at time of the review):** | *Insert the name of the Academic Liaison Tutor* |
| **Initial validation/last periodic review date:** | *Insert details of the Initial validation/last periodic review date*  |
| **Proposed start date:** | *Insert details of the proposed start date for next cohort after the review is completed* |
| **Proposed other intake:**  | *Insert details of any other proposed intake months. Note: other proposed intakes would require approval from the University* |

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| Module Chart detailing the following (please use additional pages if necessary): * Course(s) to which each module belongs
* Multivalence to be highlighted
* Total numbers on each module per year for the last 5 years (student numbers on the module per year)
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Module Code and Title | Course(s) to which the module belongs (indicate whether core or designate) | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Multivalent ? |
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## Part B – Review of Course

*This section requires the course team to review the course since validation or the last review and reflect on the areas listed below. Some of the questions will require the course team to liaise with the Academic Liaison Tutor. The discussion should be data driven and evaluated, and the discussion should form the basis for changes and the revalidation.*

## Course Background and Rationale

*In this section you should reflect and comment on the following;*

* *How does the course fit within your Institution’s portfolio of courses?*
* *How does the course support your Institution’s Strategic Plan and objectives?*
* *How does the course fit within the London Met School portfolio and meet the Portfolio Strategy’s principles?*
* *How does the course support the University’s Strategic Plan and objectives?*
* *What is the market for this course and how has that developed or changed since the last review or approval? Has your recruitment strategy changed to adapt to any changes in your target market?*

## Course Evolution

*In this section you should discuss how the course has evolved since validation/ or the last periodic review, incorporating sector and industry changes and student feedback. You should consider and answer the following;*

* *How has the course developed over the last three/ five years? How has it continued to remain relevant and fit for purpose?*
* *What course changes have been made, and what impact have these had on the outcomes and student experience (refer to modification spreadsheet available from AQD)?*
* *What impact has incremental change to the course had on the coherence of the course as a whole, for example, cumulative modifications and changes to meet PSRB requirements?*
* *What impact has student and employer feedback had on the course and changes made?*

## Analysis of Course Data

*This section focuses on the performance of the course since validation/ or the last periodic review. Course Teams should review the Course and Module Action Plans and other supporting annual reports and documentation from the validation/ periodic review period. Course Teams should consider and discuss the following;*

* *What is the trend in recruitment, as a whole and across the student profile? (for instance, a breakdown showing figures for Home/EU/international students, broken down by FT/ PT mode, and gender etc.*
* *Does the trend in recruitment suggest that the course is sustainable?*
* *What are the trends in retention, progression and achievement (RPA)?*
* *Where issues have been identified in RPA data, what actions have been taken to address them and what areas of concern remain (at both course and module level)?*
* *What are the trends in the employment data (e.g. Graduate Outcomes and former DLHE survey) and do these reflect employment-related initiatives within the course?*
* *How has data been used to monitor and review assessment practice?*
* *If applicable, how has the course performed in the National Student Survey (NSS)? What are the trends in performance? What areas of weakness or good practice have been identified by the NSS? What actions have been taken to address developmental issues?*
* *What feedback has been received from student voice mechanisms (course committees and surveys), and how has this impacted on the course?*
* *What external feedback has been received (i.e. PSRB/employer)? How has this been acted upon?*
* *If the course has a module that involves work based learning, detail how many students went on a placement. Have they been successful? Have there been any common issues and how have they been addressed?*

*NB: Course Teams are encouraged to use tables and graphs to help visualize the data. Course level data can be obtained from Business Objects via the Quality Manager (Partnerships) or the Academic Liaison Tutor.*

## Analysis of Learning, Teaching and Assessment

*This section is an analysis of the Learning, Teaching and Assessment Strategies in place. Course Teams should consider and briefly discuss the following;*

* *The teaching, learning and assessment strategy for the course, including e-learning, and how it fits into the wider strategy for the institution.*
* *What impact have these strategies had on student progression and outcomes?*
* *Details on how students have engaged with formative and summative assessments, and the feedback on this.*
* *The volume and nature of assessment including how assessment is appropriate for each level, shows a clear academic gradient with increasing complexity per level, and is clearly and coherently linked to the achievement of specific learning outcomes.*
* *Where the course is predominantly delivered through an online platform, what methods of support (academic and pastoral) have been employed to ensure a positive and comparative student experience?*
* *Detail where and how Academic Skills Induction and Development is embedded in the course at Level 3 (where appropriate) and Level 4.*
* *Detail clearly how the course develops the digital literacy of students and where students develop their e-portfolio at Level 3 (where appropriate) and Level 4.*
* *How does the course provide opportunities for group work and student collaboration?*

## Part C – Resources and Sustainability

*This section of the report discusses the performance of the course in terms of financial sustainability and resources.*

## Previous Performance

*Course teams should consider and comment on the following;*

* *Whether the course has met predicted student numbers, has this been higher or lower and what has been the impact?*
* *What strategies have been employed in ensuring financial viability? i.e. common first year, alternative modes of delivery? What has been the impact of this?*

## Requirements Going Forward

*This section discusses expected performance and required resources going forward. Course teams should discuss the following and use the table provided;*

* *Expected student numbers for the course going forward over the next few years.*
* *What is the possible impact on the course team and resources available?*
* *Will any additional resources be needed to support the viability of the course? Has this been agreed? What are the contingencies in place?*
* *What impact will this have on other areas? i.e. library, IT. Have they been consulted?*

**Indicative Student Number Projections – next 4 years**

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| --- | --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| **Course Title** |  |  |  |  |

## Part D – Revalidation

*This section will discuss the proposal for changes and how the updated course will continue to meet threshold standards, university regulations and external requirements.*

## Proposed Changes

*In this section course teams should briefly comment on the following;*

* *The rationale for any proposed amendments which are to be considered and approved;*
* *How the proposed changes aim to improve student outcomes (in retention, progression, achievement and/or employability) and the student experience;*
* *Where modules have been retained that have previously had a negative impact on progression (Level 3/4) or achievement (Level 5/6) explain how this is to be otherwise addressed;*
* *Where changes are suggested for modules that are shared with other courses, detail how the impact of this has been considered and discussed with relevant teams;*
* *Detail how current research and practice in the discipline has influenced the course re-design;*
* *Employer and student input in the proposed changes.*

## Course Structure and Organization

*In this section you should outline the underpinning principles of the course design and discuss the following, and where available evidence should be included in the appendices;*

* *The underlying course philosophy;*
* *New modules being developed;*
* *Existing modules used and how they were reviewed to ensure that they were appropriate;*
* *Whether and how staff in other areas where included in the course design;*
* *How external reference points were considered including QAA subject benchmark statements, PSRB requirements and any other relevant reference points;*
* *How the learning outcomes both modular and course are level appropriate (refer to the FHEQ, Blooms Taxonomy, and the Master’s degree characteristic statements here);*
* *How employers and students were involved in the course design.*

## Learning, Teaching and Assessment Strategy

*In this section you should detail your learning, teaching and assessment strategies for the course. This section should also refer to the assessment mapping document (AQD008) which should be included as part of the paperwork in the appendices. In this section you should briefly discuss the following;*

*Learning and Teaching*

* *The underpinning learning and teaching strategy;*
* *Learning and teaching methods to be used and why;*
* *How existing modules will compliment/be incorporated;*
* *How the inclusive curriculum checklist was considered and incorporated into the approaches to be used;*
* *How the digital literacy checklist was considered and incorporated into the approaches to be used.*

*Assessment*

* *The underpinning assessment strategy;*
* *The assessments to be used and why;*
* *The use of formative and summative assessment;*
* *How assessment in existing modules has been considered and factored into course design;*
* *Student Feedback strategies;*
* *Strategies for monitoring progression and achievement.*

*NB: You should refer to the assessment framework and Assessment Map when completing this section.*

## Employability and Placement Activity

*In this section you should detail any employer engagement, work based learning and placement activity that is included in the course. You should consider and outline the following;*

* *How employers were engaged in the course design;*
* *How employability has been embedded into the modules;*
* *Details of any placement activity.*

## PSRB requirements (if applicable)

*In this section you should detail any PSRB accreditation available to students, including the following;*

* *Details of the professional body;*
* *Type of accreditation;*
* *Benefits to the students;*
* *How the requirements have been included in course design;*
* *Any specific course requirements due to the PSRB i.e. competency outcomes or naming conventions;*
* *Any exemptions (where applicable).*

## Transitional Arrangements

* *Describe how planned changes to the course will be implemented;*
* *What transitional arrangements will be required?*

***NB:*** *Consider the Competition and Markets Authority (CMA)[[1]](#footnote-1) guidance in relation to the requirement to inform students (current and potential) about course changes. AQD can advise if required.*

## Summary of Changes

**Course Specifications Changes**

|  |  |  |
| --- | --- | --- |
| Course title | Changes – please state the section and the nature of the change | Brief Rationale  |
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**Module Specification Changes**

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| --- | --- | --- |
| Module code and title | Changes – *please state the section and the nature of the change* | Brief Rationale  |
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## Appendices

* *Course and Module Action Plans for last three years*
* *Course committee minutes*
* *External Examiner Reports for last 3 years*
* *Student Survey Action Plans*
* *Summary of modifications*
* *Evidence of student and employer evidence of engagement*
* *Evaluation of course and module data from continuous monitoring processes*
* *Original and updated course specifications*
* *Original and updated module specifications*
* *Staff CVs*
* *Learning, teaching and assessment strategy*
* *Inclusivity checklist*
* *Digital literacy checklist*
* *Assessment map*

1. CMA Guidance for Providers of Higher Education: https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers [↑](#footnote-ref-1)