

**Validation Event Agenda**

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| **Time** | **General Item** | **Indicative Discussion Topics** | **Attendees** |
| 9.45 | Arrival | Panel (Chair, Internal Representative, AQD Officer, External Advisors, Student Panel Member) |
| 10.00-10.45 | Pre-meeting of the panel to finalise agenda |
| 10.45-12.30 | 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) |
| 12.30-1.15 | Lunch and meeting with potential students and/or employers | Panel’s private meeting with potential students and/or employers |
| 1.15-3.00 | 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 |
| 3.00-3.45 | Identification of outcomes (private meeting of the panel) | Panel (Chair, Internal Representative, AQD Officer, External Advisors, Student Panel Member) |
| 3.45-4.00 | Panel reports outcomes to course team | Panel, Head of School, Subject Lead(s), Course Leader(s) |