

**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) |