Validation Process and Procedure PRE -EVENT

POG Approval

QAE liaise with development team following POG approval. Signposting to University Templates and supporting guidance for completion.

Curriculum Design

Development team to Liaise with HOLTSE and CELT to review the inclusion of University Curriculum Principles.

Event Date

QAE liaise with development team to schedule the date of the validation event in accordance with the deadlines set out in the Quality Assurance Manual (page 20), QAE - book a room, arrange refreshments and notify academic team accordingly.

External Panellist

Development team to provide QAE with potential external panellist. Details. QAE contact potential panellist to complete a nomination form and confirm availability. Completed form sent to FQAC chair for approval. On approval QAE arrange panellist accommodation if required.

Validation Panel

At a minimum of eight weeks prior to the event, the QAE team establish a validation panel. Panel consists of Cahir (External from School), 2 internal Academic members (independent from validating school), 1 student member, at least 1 external member, 1 reporting executive from QAE and 1 reporting officer.

Submission of Documents

Academic team send QAE draft validation document for review at least six weeks prior to the event following sign off from Head of School.

Document Review

QAE review draft validation document and return this to academic team with feedback to amend as appropriate. QAE team arrange critical review in accordance with the Faculty requirement. FLSE obtain internal critical friend review and send this to academic team for action; FCES, FBS and FCI hold scrutiny meetings (Validation Support Events) attended by the, Deputy Dean, Head of School, HoLTSE and PQO; QAE to send document to all event panellists for review at least 4 weeks prior to event.

Panellist Comments

At least one week prior to the event, QAE team circulate initial feedback from validation panel and ensure this is provided to full panel and academic team prior to event.

Validation Process and Procedure DURING EVENT

Agenda to Include

Presentation by course team – including background and rationale for proposal, Private meeting of panel, Meeting with students (where applicable), Tour of resources (where applicable), Meeting with Senior Management from the Faculty, Meeting with Partner Representatives, Meeting with Course Team, Private meeting of panel to determine outcomes, Feedback to the Senior Management and Course team of panel decision.

Topics to be addressed

Academic Standards – Aims and Learning outcomes, Curricula, Assessment, engagement with internal and external reference points;

Quality of Learning Opportunities – Learning and Teaching, Student Progression and Learning Resources;

Maintenance and enhancement of Standards and Quality;

Cognisance of Curriculum Principles;

Collaborative arrangements (where applicable);

Current and future challenges and development.

Outcomes of the event	At the end of the event the panel will decide to:
	Approve for a maximum period of six years –
	with or without conditions (have to be met before approval to deliver the course is confirmed;
	with or without requirements (to be met by a certain date but do not prevent the course being delivered;
	with or without recommendations (do not need to be met for course delivery to commence, reviewed through the continuous monitoring process);
	With or without commendations (areas considered to be sector leading/examples of good practice).

Validation Process and Procedure POST EVENT

Response to Conditions	**If Approved**
	QAE team send approved conditions to academic team ensuring the deadline, a response to conditions document and the final version of the validation document is provided;
	Academic team submit tracked change validation document and response to conditions to Reporting Executive for review;
	Submitted tracked change validation document and response to conditions sent to Chair for approval by QAE (and rest of panel if applicable).
	If referred
	A new date for representation to the same Panel, to the extent to which this is possible will be arranged. This may be done by correspondence where judged sufficient by the Chair;
	The academic team update draft validation document and resubmit for scrutiny, and process will recommence.

Event Report

QAE team produce a validation event report and send to validation event Chair for approval;

Approved validation event report is sent to panel and academic team. This is also uploaded to Sharepoint.

Reporting of Outcomes

Event outcomes reported at FQAC and QAC;

Once approved QAE team notify academic team and relevant strategic leads accordingly;

QAE team update ICIS and Quercus with course information and send link to academic team to confirm accuracy of course information.