

Periodic Reviews - Secretary Tasks

IMPORTANT – please first read the Guidelines for Periodic Review of Courses

Identify review panel members/review date/review programme:

- Identify and liaise with Course Management team (e.g. course director, programme support co-ordinator and key members of the teaching team) to find a range of dates and preferred location (i.e. HH or CT). If the course includes collaborative provision, ensure that external management/teaching individuals are also invited. If the course includes any placements or work-based learning, invite relevant individuals as appropriate.
- TQC to appoint two internal academic members of staff for panel (one to act as Chair). If the course is large (eg BVetMed), more than two Internal Examiners may be appointed.
- Course Management team to identify two external members for the panel. If the course is large (eg BVetMed), more than two External Examiners may be appointed. Chair of review panel approves them – invite and find suitable date for external panel members based upon availability of the above people.
- Ask External Panel Members to forward a photocopy/scan of their passport to the Secretary in advance of the Periodic Review. On day of Periodic Review, Secretary is to conduct a UKVI Right to Work check (RTW check involves confirming their ID, secretary signs, dates and files a copy).
- Draft a programme for the review (duration one day usually, two days for BVetMed with a dinner on first night, refer to previous programmes). Discuss with Course Management team whether the review will include a tour of any teaching facilities, accommodation etc?
- Inform External Relations (Samantha Benson) of date of the review and the need to provide the relevant alumni with a survey monkey link, for the student personal statements. Will also need to invite some alumni to lunch/dinner with the panel on the day of the review.

NB: Try to ensure that the panel has a good gender balance. The Chair of the Panel should confirm that they are happy with the list of individuals they are to meet with in the courses management team meeting (just in case anyone has been omitted from the list).

Logistics: (usually organised by the Academic Quality Administrator upon instruction from the Secretary)

- Book room(s) to hold the review and for catering (if a separate room is necessary) and do EOSS request (might need to use VC but avoid if possible). Will need a pc and projector (e.g. if you need to display any documentation, websites, VLE etc). Request a key for the room in case Panel wish to leave the room unattended.
- Book holding room(s) for Course Management/ Teaching Teams for pre/post review meetings with the Panel.
- Catering for the Panel – morning/afternoon refreshments and lunch (with students/graduates/employers)
- Book in visitors – how will they travel? If by car, give vehicle registration to security and ask them to hold a parking space(s).
- Accommodation – do you need to book external panel members accommodation?
- Wi-Fi code – to give to Panel members on the day for checking their emails.
- Table name plates - for the Panel, Course Management team and Teaching team.
- Name badges - if felt necessary, e.g. for students/graduates and panel.
- LEARN access – to be arranged for Panel.

Documentation:

- Self Evaluation Document (SED) – template to be completed by Course Director and to have been approved by the Chair and Secretary of the review panel and relevant Course Management Committee prior to sending to the members of the review Panel.
- Supporting documentation - to be collected and saved to password encrypted USB flash drive along with the SED. Supporting documentation must include written student/graduate personal statements. Print one hardcopy of supporting documentation (if reasonable to do so) and any other material that needs to be available on the day.
- A hardcopy of SED to be printed and bound for each Panel member. SED (hardcopy) and USB flash drive to be sent to the panel members at least 4 weeks prior to review date. Also send them a covering letter along with any other necessary documentation (e.g. Quality Assurance and Enhancement procedural chapter 'Guidance for Periodic Review of Courses', FHEQ, QAA, Review Programme, expense claim form, directions, etc).
- Ensure that the Course Management/Teaching Teams have access to a copy of the SED and the confidential supporting documentation eg via a shared drive.
- The Course Director should be prompted to consider how they will ensure that staff due to meet the Panel are ready to do so and have read the SED.
- Ensure that the Course Management/Teaching Teams are aware that they will be asked to respond to the initial comments of the Panel one week prior to the review and that their comments are to be fed back to the Panel in advance.

Panel:

- Ensure that the panel know their role (e.g. terms of reference, process, payment etc).
- Request key topics/themes from the panel members one week prior to the review. Collate their responses and circulate them to all panel members and the Course Management Team
- Request any specific questions for students/graduates from the panel members one week prior to the review. Collate their responses and share them with the student/graduates attending the review.

Report and Payments:

- Write a report (including required/recommended actions for the course team with deadlines for responses)
- Ensure that all outstanding required/recommended actions are transferred into the action plan by the Course Director in the next Annual Quality Improvement Report.
- Pay the external panel members and student panel member their attendance and report fee – the expense claim goes to finance in Camden and the fee is processed by Payroll, Hawkshead. Details of the fee can be found here: G:\acDev\Quality\Periodic Reviews of courses.
- Pay students/graduates for their attendance and expenses incurred. Fee form to payroll and expenses form to finance.

Further guidance on who to invite.....

Course Management Team:

Course Director(s) (& Year Leaders)

To assist staff who are about to undergo Periodic Review, we should invite Course Directors to be observers in the preceding year

Programme Support Co-ordinator

Chair of Exam Board

Chair of Course Management Committee

Collaborative Partners (if applicable)
Head of Academic Department
Vice Principal for Learning & the Student Experience
Associate Deans

Teaching Team:

Module/Strand Leaders (core) elective module leaders if necessary
Collaborative Teaching Staff (if applicable/appropriate)

Students/Graduates: (approximately 8 to include those enrolled/graduated since last periodic review)