# **Roles and Responsibilities of all Participants in Validation/Periodic Programme Review – Internal Programmes**

## Programme Leader

* In conjunction with the Director of School and Associate Academic Registrar, ensure Faculty Management Team and Academic Planning and Fees Panel approval of the Programme Proposal Proforma is obtained (for validation).
* To engage with the validation/review planning process (either by correspondence or by participating in a meeting according to guidance provided by the Event Officer).
* If applicable, ensure that an application for variance to the Academic Framework is submitted for approval by the PSRB Oversight Panel (in consultation with the Associate Academic Registrar). This activity **must** normallybe completed in advance of School-approved validation/review documentation being submitted for consideration by the event panel, and the approved variance application **must** be submitted as part of the School-approved validation/review documentation.
* If applicable, ensure that arrangements for entry with Advanced Standing are approved by the University Recognition Group. This will involve completion of the required Curriculum Mapping. This activity **must** normally be completed in advance of the School-approved validation/review documentation being submitted for consideration by the event panel, and evidence that the University Recognition Group have formally approved the arrangement **must** be submitted as part of the School-approved submission.
* In conjunction with the Event Officer, to identify a suitable date/timeline for the validation/review event/activity, and ensure members of the programme team engage in the process.
* To identify an external panel member/advisor and request a copy of their CV.
* To complete the external panel member/advisor nomination form and ensure the nomination is forwarded to the Director of School andEvent Officer for approval in a timely manner.
* To ensure the design/review phase of the process is managed and proceeding to the timescales identified through the planning phase.
* To ensure lines of communication with all those involved in the process.
* To fully engage with those involved in the process.
* To oversee the student engagement process and, for event-based validations/reviews, invite a small group of students to meet with the validation/review panel and confirm their attendance with the Event Officer.
* For event-based validations/reviews, to brief students in advance of the event on the proposal and process of validation/review.
* To alert the Associate Academic Registrar and Event Officer to any potential problems.
* In conjunction with the programme team, to write/review programme documentation (liaising with relevant internal and external colleagues for advice as required).
* In conjunction with the programme team, to set up and populate/review module proformas and the programme specification(s) on Courseloop.
* To provide documentation within the agreed timescale for the approval of the Director of School or nominee.
* To address any issues and amendments identified by the Director of School or nominee following their review of the documentation.
* To submit through Courseloop the final validation/review documentation, including, as applicable, evidence of the appropriate completion of any convergent activities (i.e. an application for variance from the Academic Framework, approval of arrangements for entry with Advanced Standing, and/or, for Joint/Dual Awards, the approved Operational Framework) by the agreed deadline.
* For event-based validations/reviews, in conjunction with the programme team, to prepare an introductory presentation outlining the key points about the proposal for the first meeting with the panel.
* If relevant, to accompany the panel on a tour of resources or nominate an alternate.
* To address any conditions and recommendations identified by the validation/review panel.
* To ensure appropriate updating of Courseloop, using the agreed processes.
* In conjunction with Module Leaders and the Associate Academic Registrar, to ensure module proformas are submitted for approval on Courseloop (post validation/review event/activity). Module proformas should **only** be submitted for approval once the panel have confirmed that, as applicable, any conditions of approval/re-approval have been addressed appropriately.
* To ensure the programme specification(s) is submitted for approval on Courseloop (post validation/review event/activity). The programme specification(s) should **only** be submitted for approval once the panel have confirmed that, as applicable, any conditions of approval/re-approval have been addressed appropriately.
* To complete the validation/review process evaluation form.

**Director of School**

* For validations, in conjunction with the Programme Leader and the Associate Academic Registrar, to ensure that Faculty Management Team and Academic Planning and Fees Panel approval of the Programme Proposal Proforma is obtained.
* To engage with the validation/review planning process.
* To consider the nomination for an external panel member/advisor, provided by the Programme Leader, authorise the nomination form and return to the Programme Leader.
* To agree arrangements and dates for the endorsement and review of draft validation/review documentation, at School-level, and communicate to the Programme Leader and Associate Academic Registrar.
* To engage the Associate Academic Registrar in the School-level consideration of draft validation/review documentation.
* To review and endorse the documentation to proceed to the validation/review panel, with a particular focus upon: the programme’s alignment with principles set out within the approved Programme Proposal Proforma (for validations); alignment with the university’s Academic Framework Regulations; completeness of the submission; and, as applicable, that any convergent activities (i.e. an application for variance from the Academic Framework, arrangements for entry with Advanced Standing, and, for Joint/Dual Awards, an Operational Framework) have been fully approved, and that appropriate evidence of approval is included within the submission.
* To attend/engage with the validation/review event/activity.

**Associate Academic Registrar**

* For validations, in conjunction with the Programme Leader and Director of School, ensure Faculty Management Team and Academic Planning and Fees Panel approval of the Programme Proposal Proforma is obtained.
* To engage with the validation/review planning process.
* During the programme development/review and/or School-sign off phase, upon request, to provide advice and guidance to the Programme Leader/team and/or Director of School in relation to the Academic Framework, and Academic Policies.
* Where relevant, to provide guidance and oversee the submission, and approval, of a variance to the Academic Framework. Required variances from the Academic Framework **must** normally be completed in advance of the School-approved validation/review documentation being submitted for consideration by the event panel.
* As applicable, advise, guide and facilitate the approval, through University Recognition Group, of arrangements for entry with Advanced Standing. Approval of arrangements for entry with Advanced Standing **must** normally be approved in advance of the School-approved validation/review documentation being submitted for consideration by the event panel.
* For Joint/Dual Awards, in conjunction with the Head of Academic Quality and Standards, to co-author the Operational Framework. The Operational Framework **must** normally be approved in advance of the School-approved validation/review documentation being submitted for consideration by the event panel.
* Provide advice and guidance to the Programme Leader/team in the use of Courseloop.
* To refer the programme team to other colleagues within the university for specialist advice, where relevant.
* To review the final validation/review submission submitted by the Programme Team and signed off by the Director of School, and report back to the Event Officer any issues or questions regarding the programme’(s) provision with the Academic Framework Regulations and/or Academic Policies.
* Provide guidance and support in respect of any actions identified as a result of university scrutiny.

**Event Officer**

The Event Officer’s main responsibility is to manage the overall validation/review process, facilitate on-going communication with all involved in the process and contribute to ensuring that all appropriate milestones and deadlines, including those relating to convergent activities, are met by the programme team. Specifically, this will entail the following key responsibilities:

* In conjunction with the Curriculum Development and Review Administrator, identify the Chair and university panel representative and record details in WebHub.
* In conjunction with the Curriculum Development and Review Administrator, set up the working area on the university’s validation/review SharePoint site.
* In conjunction with the Curriculum Development and Review Administrator, manage the planning phase via correspondence with the Programme Leader.
* As applicable, ensure that the agreed timescales/milestones for validation/review include the timescales for the completion of convergent activities, i.e. approval of an application for variance from the Academic Framework, approval of arrangements for entry with Advanced Standing, and, for Joint/Dual Awards, approval of an Operational Framework. The Event Officer **must** ensure that the timescales for these convergent activities enable them to be approved in advance of the validation/review documentation being submitted to the event panel.

* Distribute agreed outcomes and deadlines arising from the planning phase.
* Review the nominated external panel member, and if suitable to act on the panel, work in conjunction with the Curriculum Development and Review Administrator to carry out a right to work check for the external panel member/advisor and, once this check has been completed, send the external panel member/advisor an appointment letter and relevant supporting information.
* In conjunction with the Curriculum Development and Review Administrator, ensure the logistical arrangements for the validation/review event/activity have been made and communicated to all participants (to include, as applicable, room bookings, refreshments and outlook meeting requests to panel members, the Programme Leader and Director of School).
* Maintain contact with the Programme Leader and identify, if necessary, follow-up meetings to discuss progress and ensure agreed deadlines are met, including, as applicable, those relating to any convergent activities.
* In conjunction with the Associate Academic Registrar, monitor that the proposal is in line with applicable external requirements, the university’s Academic Framework Regulations, university policies, and Degree Apprenticeship/PSRB requirements (where these apply).
* To receive a final version of the validation/review documentation via CourseLoop, including, as applicable, evidence of the approval of any convergent activities.
* To share the validation/review documentation with panel members.
* To co-ordinate written responses from panel members.
* To gather a written response from a relevant Careers and Employability Consultant, Start-Up and Enterprise Consultant or Senior Leadership Team member within Student Future: Liverpool John Moores university’s Careers, Employability and Enterprise Service.
* To act as a full panel member and Secretary to the event panel (provide advice, assist with conduct of meeting, draft agenda, be prepared to intervene to clarify matters, keep track of emerging issues and ensure an accurate record of decisions is kept).
* As applicable, to ensure that the panel’s decisions are cognisant of the outputs of any convergent activities as well as the validation/review documentation and engagement with stakeholders.
* To document the validation/review outcomes for approval by the Chair.
* To co-ordinate the receipt of the programme’s team responses to the conditions.
* To manage the consideration and approval of conditions in conjunction with the Chair and full panel as necessary.
* As applicable, to ensure that no programmes are approved/re-approved if the required convergent activities have not been fully approved.
* To write the final event report, manage its approval by the validation/review panel, and circulate the final version to the relevant university colleagues.
* In conjunction with the Curriculum Development and Review Administrator, process the fee and expenses claim for the external panel member/external advisor.
* In conjunction with the Curriculum Development and Review Administrator, file the approved event report and update the university’s validation/review WebHub tool and CourseLoop.
* To notify the Secretary of VROP of agenda items.

**Chair of a validation/review panel**

**Before the event:**

* To study the programme proposal in detail and supply written comments to the Event Officer by the deadline.
* To inform the Event Officer, in advance, if they have any issues or concerns and resolve any problems or queries regarding the proposal or the event before the event date.

**During the event:**

* To organise the panel and planning in advance, on the basis of the written comments received, who will take certain issues.
* To clarify and enable the role of any PSRB representative(s).
* To ensure that the external panel member(s) understands the process.
* To ensure that the event runs smoothly and to time.
* To set a constructive dialogue with the programme team from the outset.
* To encourage everyone to participate, but not allowing individual panel members to dominate.
* To be prepared to cut short contributions which are unproductive.
* To ensure that all key areas of concern are explored by the panel.
* To ensure that any thin or misleading responses to questions are probed.
* To ensure adherence to university policies.
* To ensure that the panel’s decisions are cognisant of any convergent activities (i.e. variance from the Academic Framework, arrangements for entry with Advanced Standing, and, for Joint/Dual Awards, the Operational Framework).
* To elicit and evaluate panel members’ conclusions.
* To highlight positive elements/good practice.
* In conjunction with the Event Officer, to compose the panel’s conclusions and ensure that conditions/recommendations and commendations are clear and achievable.
* To feedback outcomes to the team at the conclusion of the event.
* To thank all participants for attending the event and for their preparation and contribution to the event.

**After the event:**

* To agree with the Event Officer the wording of the outcomes (if not finalised at the event).
* To provide feedback to the Event Officer.
* To agree the report of the event with the Event Officer.
* To consider the programme team’s response to any conditions.
* To ‘sign-off’ the approval following resolution of any issues on conditions.
* As applicable, to ensure that the programme is not approved/re-approved if the required convergent activities have not been fully approved.
* To complete a post-event evaluation form provided by the Event Officer.

**External panel members:**

Before the event:

* Read the documentation in good time.
* Provide written comments to the Event Officer by the deadline.

During the event:

* As subject experts, to examine the proposal’s aims, outcomes, content and assessment in the context of the QAA Subject Benchmarks and PSRB standards and the FHEQ, to ensure that the proposal has taken these into account and focuses on academic standards.
* To bring a national perspective to the proposal and judge the quality of the provision.
* To test that the programme enhances students’ employability and equips them to secure meaningful, high skilled employment or self-employment upon graduating.
* To make comparisons with similar provision at other HEIs.
* To ensure that standards are such that they prepare students for subsequent career success.
* To assist in identifying excellence in provision.
* To seek evidence of coherent and consistent development of academic/intellectual skill.
* To scrutinise for each module, the outcomes, syllabus and indicative references in detail, to be able to confirm approval of these.
* As industrial/professional advisers, to seek evidence that students are receiving the tuition and support required to develop the relevant and appropriate industry skills.
* As industrial/professional advisors, to consider whether the proposal meets the need of the profession, is concerned with current issues in the profession and is forward looking in relation to the way the profession is developing.
* For recognition/articulation agreements and Foundation Degrees/Degree Apprenticeships, to scrutinise the mapping document to provide feedback on the equivalence of the subject content with each award.

After the event:

* Where required, to assist the Chair in considering and signing-off the programme team’s response to any conditions.
* To complete a post-event evaluation form provided by the Event Officer.

**University representatives:**

Before the event:

* Read the documentation in good time.
* Provide written comments to the Event Officer by the deadline.

During the event:

* As an academic member of staff from a different School, provide generic advice and guidance on the principles of curriculum development, university policies and procedures and external reference points.
* Support the programme team to accurately reflect university and external requirements, develop good practice and advise on any essential documentation updates.
* Whilst not a subject specialist, provide advice about other possible ways of doing things.
* Engage in discussion regarding the design of the curriculum.
* To assist in identifying excellence in the provision.
* To seek evidence of coherent and consistent development of academic, intellectual and employability skills.

After the event:

* Where required, to assist the Chair in considering and signing-off the programme team’s response to any conditions.
* To complete a post-event evaluation form provided by the Event Officer.

**Qualities needed for staff panel members:**

* Well-developed interpersonal and communication skills.
* Awareness of programme proposal and an awareness of overall standards of the award proposed (e.g. FHEQ).
* General awareness of university and external policies and procedures including:
* University admission requirements.
* Student Employability, Enterprise and Employment Strategy.
* Academic Framework Regulations.
* Curriculum Design Guide.
* RP(E)L policies.
* Placement Learning Code of Practice.
* Programme Specifications.
* FHEQ and Subject Benchmark Statements.
* PSRB involvement.

For **Foundation Degree** programmes only, panels should ensure that:

* Authentic and innovative work-based learning is an integral part of the programme.
* Consideration has been given to the ways in which the work-based learning is appropriate to the particular needs of the relevant employment sector or type of employer, and how the programme helps to provide the knowledge and transferable skills needed for employment.
* There are clear routes that facilitate opportunities for successful progression from Foundation Degrees towards another qualification. Therefore, at the time the Foundation Degree is validated, at least one bachelors degree with honours (the ‘articulated progression route’) should also be identified and confirmed in the documentation.
* Useful links:
* Foundation degree qualification benchmark.
* Foundation degree prospectus (HEFCE 00/27).
* National Occupational standards.
* Sector Skills Council frameworks, if applicable.

For **Degree Apprenticeship** programmes only, panels are responsible for:

* Ensuring that the programme, including the training provision, constitutes an appropriate preparation to enable apprentices to meet the nationally approved Apprenticeship Standard of occupational competence.
* Ensuring the ‘behaviours’ required as an outcome of an apprenticeship are reflected in the programme and module learning outcomes.
* Ensuring that there are clear arrangements for how the apprentice will be supported in the workplace to develop the duties, knowledge, skills and behaviours specified in the Apprenticeship Standard.
* Considering how the university will work with employers to ensure that the working environment within which apprentices are operating is appropriate to enable them to develop the required duties, knowledge, skills and behaviours for the relevant Apprenticeship Standard.
* Ensuring there are opportunities to assess apprentices’ progress against the required Knowledge, Skills and Behaviours.
* Ensuring that the programme meets the requirements of the relevant Assessment Plan and, where appropriate, the university demonstrates independence of the process for EPA (if it is an integrated Degree Apprenticeship).
* Ensuring that an End-Point Assessment Organisation has been appointed in a timely manner (where applicable).
* Useful links:
* [Institute for Apprenticeships](https://www.instituteforapprenticeships.org/).

**Student panel members:**

Validation/review is the quality assurance process by which the university assures itself that a proposed programme will meet/continue to meet both the university’s and external expectations regarding quality and standards.

An impartial panel, made up of internal and external panel members and a student member will consider the programme proposal to confirm whether it meets the required quality and standards.

Student panel members will be asked to read a number of documents – e.g. programme documents, programme specifications and module proformas, and, normally, take part in a series of meetings (normally over one day or half day) to consider the proposal.

The student panel member should read the roles and responsibilities of validation/review panel members in this document. In particular they will be asked to give a student perspective on the programme being validated/reviewed, including their thoughts on the student experience, curriculum design, learning, teaching and assessment methods, access to learning resources (e.g. library and IT), student support mechanisms, information provided to students and opportunities for students to provide feedback on their learning experience.

**Before the event:**

* Read the documentation in good time and identify any particular questions/ issues/ concerns or commendations you might like to make.
* Seek clarification on any points of ambiguity/anything you do not understand via the Event Officer well before the event.
* Provide written comments to the Event Officer by the deadline.

**During the event:**

* Don’t keep your thoughts to yourself – you were invited on to the panel because you have an important contribution to make, so do make sure your voice is heard.
* Engage in discussion regarding the student experience.
* Help to identify excellence in the provision.
* Make your contributions clear and to the point and allow the programme team time to respond.
* Be transparent about what you are going to say – the process should have no ‘hidden agendas’ or surprises.
* Take part in the resources tour (where applicable) to view the resources that will be available to students.

**After the event:**

* To confirm the written outcomes of the event and any conditions set have been met. This should be done in good time so the programme can be formally and finally approved for delivery.
* To complete a post-event evaluation form provided by the Event Officer.

**Questions/issues to consider as a student panel member:**

Quality of the Student Experience:

* What is the curriculum like?
* What does the timetable of study and assessment look like?
* What teaching and learning methods are used?
* How is the careers, employability and enterprise development of students supported?

Student Feedback:

* What are the mechanisms for getting student feedback and how is this acted upon?
* How has student feedback informed course design and development?

Assessment:

* What types of assessment are used and why?
* How do students get feedback on their work?

Learning Resources:

* What learning resources, e.g. library and IT are available to students?

Guidance and Support:

* Where do students go for help and support?
* What academic guidance is there, e.g. is there a personal tutoring system?
* What access is there to academic study skills?
* What opportunities are provided for careers advice and guidance, employability skills development and work-based/placement learning?
* What support is there for students with disabilities or individual learning needs?

Accessibility of information:

* Do students have an induction? What does this cover?
* How are students informed about processes which may particularly affect them, e.g. appeals, academic misconduct?

**Questions/issues to consider as a student panel member:**

**Areas the validation/review panel can’t influence:**

* National Context, for example:
* The Framework for Higher Education Qualifications (FHEQ).
* Subject benchmark statements.
* Institutional Context, for example:
* The Academic Framework Regulations (e.g. credit size, assessment rules).
* Finances / fees.
* Institutional Policies.
* Contractual arrangements.

Areas the validation/review panel can consider/influence:

* Programme entry arrangements.
* Curriculum and coherence of the programme.
* Delivery of the programme – how/when.
* Communication channels.
* Student experience and support.

**Employer Panel Member – for Degree Apprenticeship Provision**

Validation/review is the quality assurance process by which the university assures itself that a proposed apprenticeship programme will meet/continue to meet both the university’s and external expectations regarding quality and standards.

An impartial panel, made up of internal and external panel members, normally an apprentice panel member and normally an employer panel member will consider the programme proposal to confirm whether it meets the required quality and standards.

Employer panel members will be asked to read a number of documents – e.g. programme documents, programme specifications and module proformas, and take part in a series of meetings (normally over one day or half day) to consider the proposal.

The employer panel member should read the roles and responsibilities of validation/review panel members in this document. In particular they will be asked to give an employer’s perspective on the programme being validated/reviewed.

**Before the Event**

* Read the documentation in good time and identify any questions/issues/ concerns or commendations you might like to make.
* Seek clarification on any points of ambiguity/anything you do not understand via the Event Officer well before the event.
* Provide written comments to the Event Officer by the deadline.

**During the Event**

* Engage in discussions regarding the employer perspective.
* Explore how the design of the apprenticeship meets the needs to employers.
* Explore the appropriateness of arrangements for how apprentices will be/are supported in the workplace to develop the duties, knowledge, skills and behaviours specified in the Apprenticeship Standard.
* Provide informed input into discussions on employer involvement in the delivery and quality monitoring of the apprenticeship.
* Provide informed input into discussions relating to the operation of workplace mentoring.
* For integrated apprenticeships, engage in discussions about how the End Point Assessment meets the needs of employers.
* Comment on how the university works/will work with employers to ensure that the working environment within which apprentices are operating is appropriate to enable them to develop the required duties, knowledge, skills and behaviours for the relevant Apprenticeship Standard.
* Explore the effectiveness of arrangements to ensure that employers are aware of their responsibilities for supporting apprentices to prepare for End Point Assessment.
* Engage in discussions about the integration between on and off the job learning and how the apprenticeships’ design aligns with apprentices’ day-to-day work activities.
* Comment on the appropriateness of employer input into the development/review of the apprenticeship.
* Take part in the resources tour (where applicable) to view the resources that will be available to apprentices.
* Provide informed input into discussions around the input of employers into the pre-entry assessment of apprentices’ existing knowledge, skills and behaviours and the ongoing monitoring of apprentices’ progress.

**After the Event**

* To confirm the written outcomes of the event and any conditions set have been met. This should be done in good time so the programme can be formally and finally approved for delivery.
* To complete a post-event evaluation form provided by the Event Officer.