

Programme site/ campus of delivery visit resource checklist

QAA The revised UK Quality Code for Higher Education:

Advice and Guidance - Learning and Teaching;

The Learning and Teaching - Advice and Guidance outlines Core Practices that should be demonstrated by providers in relation to Learning, Teaching, Support and Resources.

Extract:

“The provider must have sufficient and appropriate facilities, learning resources and student support services to deliver a high-quality academic experience.

In practice, this means that providers plan for, invest in and maintain an appropriate environment for delivery of their learning and teaching. Learning facilities and resources are accessible and relevant to students’ development of their knowledge and skills”

Where learning and teaching is being delivered wholly or partly through a delivery organisation, support provider or partner – the degree awarding body has to consider the arrangements for learning and teaching, support and learning resources provided by those organisations.

When considering the appropriateness of physical learning resources and the learning environment provided by a delivery organisation, support provider or partner, an evaluation is made of whether these are relevant to, and adequate for, the type, level and volume of the learning to be undertaken and whether they are appropriate to secure the achievement of the relevant learning outcomes, rather than whether they are identical to the resources available at the degree-awarding body.

This form serves two purposes. As part of the planning and development stage of any new collaborative partnership or in the event that an existing partner wishes to change or add another campus of delivery, the DMU faculty lead (in the case of new partnership proposals) or the faculty Link Tutor, together with the UKVS/GPU Account Manager are required to consider the appropriateness of resources available to support the student experience.

In the case of new partner approval proposals, the information provided in this resource checklist will be used to inform Faculty level approval and the Executive Board application for approval to proceed. Information will also serve to assist the Approval Panel during the partner approval visit when a further independent assessment will be undertaken as part of their wider deliberations (utilising the expertise of the External Panel Member). See Section 1, Phase 1, in the [“Guide to Managing Collaborative Provision”](#).

For site visits with existing partners the form should be completed by the UKVS/ GPU Account Manager with input from the Link Tutor, if applicable. It is assumed that the partner has already submitted the rationale for change or addition to the campus of delivery and that UKVS/ GPU has accepted the rationale. The form will be presented to the relevant Faculty Collaborative Provision Committee (FCPC) or Validation Service Board (for VS) for discussion and the University Collaborative Provision Committee (UCPC) for endorsement before the contract is altered to reflect the partner’s new campus of delivery. Please refer to Section 3 in the [“Guide to Managing Collaborative Provision”](#).

Full name of (prospective or existing) partner:

Full Address (current AND proposed new address in the case of an existing partner):

Name of DMU staff member(s) making the report:

Date of visit:

Overview of resources and facilities viewed:

- ☐ Library and study facilities
- ☐ IT Facilities
- ☐ Subject specific resources/academic support
- ☐ Placements/work based delivery
- ☐ Student services

Location of site: accessibility
Library and study facilities <i>Comment on general environment for HE study, availability of subject specific texts and journals (electronic/hard copy)</i>
IT Facilities Comment on level of IT resource available to students, technical support/training, VLE usage
Subject specific resources/academic support Comment on teaching facilities/specialist resources, arrangements for academic support (e.g. personal tutor system), study skills support
Placements/work based delivery Comments on work environment, suitability for meeting learning outcomes, staff (mentors/supervisors)
Student services Comment on services available to students (e.g. welfare/disability/money/careers advice)
Other comments

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(Include photographs as appropriate)

In the case of new partner approval proposals completed forms should be submitted to UKVS/ GPU asap after the visit

In the case of site visits with existing partners, the UKVS/ GPU Account Manager should complete the form for onward submission to the FCPC by the Link Tutor or nominee or the Validation Service Board (VSB) by Educational Partnerships, for discussion or note and UCPC for endorsement.