

Scheduling and Grouping Provision for Review

When? At the start of each six year cycle.

Who's involved? The scheduling process is co-ordinated by the **Quality Officer (Review and Improvement)**. The provisional schedule for each faculty is drawn up at a planning meeting with the Dean (or nominee) and faculty Head of Quality, Head of Studies and other senior staff. This is then reviewed regularly throughout the six year cycle.

What happens next? The overall schedule for the University is then presented to the Academic Quality and Standards Committee (AQSC) for endorsement.

Key Points: Planning

A flexible approach is taken to planning how provision is grouped for review and when each review takes place. This will take into account a number of factors as listed below:

- To reflect local considerations and the different characteristics of each faculty.
- As a general guide, the focus of review is the programme, these being clustered into a cognate group.
- FE, undergraduate and postgraduate provision should be considered within the same event, particularly where progression routes are a feature.
- Programmes which are offered in collaboration with other colleges or organisations should be included in periodic review. There is a separate process to quality assure collaborative partnerships and the focus within periodic review should be on strategic and curriculum issues.
- Normally joint programmes will be reviewed as individual courses within their subject group, rather than looked at holistically with other joints from other subject groups. Nevertheless reviewers may wish to look at the effectiveness of a course which has been designed to be taken by students in other subject areas.
- Scheduling needs to take account of cross faculty programmes and subjects.
- Where modules from other subject areas contribute to a course, these will not normally be looked at in detail during the review as they may not be within the field of the external peers, nor within the authority of the subject team. Nevertheless, in order to understand the whole context of the provision, and to enable the review panel to comment on the quality of service modules, templates for such modules should be available during the visit if requested. Multi- and cross-disciplinary courses may need to be treated differently, however.

Periodic review and PSRB activity

- Where a PSRB accredits a programme there is provision for a professional body representative on the review panel if appropriate or required.
- Wherever possible, relevant review events will be scheduled to take account of PSRB accreditation and compliment other external inspection. Joint accreditation and review events can be arranged if acceptable to all parties.
- The subject team will need to be comfortable that the protocols and outcomes of the PSRB accreditation are suitably aligned with the internal arrangements for periodic review to ensure the process is productive. Factors to be considered are whether the professional body wishes to make a separate report and whether the requirements (and consequent discussion) of the professional body will change the nature of the debate.