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| **PROGRAMME APPROVAL PANEL: SCHEDULE** |

**The schedule is indicative only. Timings and the order of meeting will be determined at the Planning Meeting.**

**Pre- Meeting Action**

For in-person meetings the SEO Officer confirms the arrangements for the visit including travel and accommodation etc. For virtual meetings SEO Officer sends the Zoom meeting link, Meeting ID and Password to all participants.

Panel Members submit lines of enquiry to SEO Officer using the template for lines of enquiry.

The SEO Officer collates lines of enquiry, which are incorporated within the themes for discussion, and uploads to PDR.

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| **Meeting** | **Notes** |
| **Private Panel Meeting**  *Suggested duration: 15 minutes, according to complexity of the proposal.*  *To confirm the Agendas for the meeting with staff and the meeting with students.* | *Introductions and schedule* |
| **Meeting 1: Presentation**  *Suggested duration: 20-30 minutes incl. questions, according to complexity of the proposal*  *The Proposer presents the proposal to the Panel.* | Presentation includes: rationale, programme structure, contents, delivery, assessment strategy and career/employability considerations.  + any additional considerations outlined in Annex 2 for apprenticeship, online and off campus programmes. |
| **Private Panel Meeting**  *Duration: 45 minutes*  *To review the outcomes of the presentation and make any required adjustments to the Agenda.* | *To determines these for discussion based on Lines of Enquiry and the presentation.* |
| Comfort break as required. |  |
| **Meeting 2: Students**  *Suggested duration: 30 minutes*  *Panel meets a representative group of 5-10 prospective or current students.*  Members of staff do not attend meetings with students. | Students are invited to introduce themselves, identifying their programme and level of study, and if they are student representatives  Areas to explore:   * Involvement of students in design and development of the proposal * The extent to which programme contents are relevant to future careers and attractive. * The extent to which the proposed programme is seen to develop relevant skills, knowledge and expertise. * The extent to which the planned delivery and assessment strategy will meet their needs * The relevance and attractiveness of assessments * The sufficiency of work-based/work-related learning opportunities * The sufficiency of academic support and personal development planning opportunities * Any other comments |
| **Meeting 3: Employers**  *Suggested duration: 30 minutes*  *Panel meets a representative group of 2-4 employers.* | Employers are invited to introduce themselves, identifying their roles and if they are members of an IAB  Areas to explore:   * Involvement of students in design and development of the proposal * The extent to which the proposed programme contents are relevant (to the award title and employment) and are likely to satisfy a market demand/need. * The extent to which the proposed programme is likely to develop relevant skills and contemporary practice. * The extent to which the proposed programme will provide access to future employment. * Whether their organisation would be prepared to provide contributions to the programme, for example guest lectures, research project briefs. * Whether their organisation would seek to provide work-based learning (placements) for students to undertake during their studies. * Whether their organisation would be likely to offer employment to successful graduates of the proposed programme. * Any other comments |
| Comfort/ lunch break, as required. |  |
| **Private Panel Meeting** to record the outcomes of Meetings 2 and 3.  *Suggested duration: 30 minutes* | *Chair and Panel make any required adjustments to the themes for discussion for use during the meeting with staff.* |
| **Meeting 4: Management**  *Suggested duration: 20 minutes*  *Panel meets the senior managers* | To explore themes relating to  Rationale and demand  Staffing and learning resources  Student admissions and Student support |
| **Meeting 5: Staff**  *Suggest duration: 45 minutes*  *Panel meets the programme team (can be merged with meeting 4 if small team)* | To explore themes relating to  Programme contents, structure, delivery and assessment  Staffing and learning resources  Student engagement and academic support  Additional considerations for apprenticeships, PSRBs, online programmes and off-campus programmes where relevant. |
| **Private Panel Meeting** to record the outcomes of Meetings 4 and 5.  *Suggested duration: 30 minutes* | *To determine the outcome of the event: whether to recommend approval of the programme(s) to Senate* |
| Comfort break, as required |  |
| **Meeting 6: Conclusion**  *Suggested duration: 5-10 minutes*  *Chair to provide verbal report on outcomes to the Programme Proposer and available staff and managers.* | Outcome with any conditions and recommendations and deadline for response  Any good practice/commendations    See Terms of Reference and Membership document |