# **Annex 14: PRR Generic Agenda/Schedule for the PRR meeting**

*The schedule for the event is confirmed at the Planning Meeting. The following is an example.*

|  |  |
| --- | --- |
| 09.15 | When a venue event - SEO Officer arrives ahead of the rest of the Panel and checks room layout and housekeeping, making adjustments as needed |
| 09.20 | **Panel arrives at the venue/on Zoom**  Introductions: Chair welcomes members and invites Panel members to introduce themselves and explains the remit of the Panel |
| 09.30-09.45 | **Presentation:**  Presentation by the Programme/Subject Team (10 minutes) on outcomes of the critical appraisal, the rationale for any proposed changes/new programmes and key features of the programme(s), to cover the following criteria:   * Rationale for the programme, market demand and employment prospects for graduates – where appropriate Apprenticeship provision and relationship with employers * Aims and intended learning outcomes of the programme * Management and organisation * Adequacy of human and physical learning resources including confirmation of all necessary strategic and/or programme approval mechanisms ie SPRDC and/or Programme Committee approval |
| 09.45 - 10.30 | **Private Panel Meeting** to discuss the lines of enquiry, adequacy of any additional evidence and the agendas for individual meetings. Meeting to cover the following criteria:   * Outcomes of the Critical Appraisal * Rationale for the programme(s), market demand and employment prospects for graduates; * Benchmarking Academic Standards * Aims and intended learning outcomes of the programme(s); * Programme(s’) structure and curriculum content; * Learning, teaching and assessment; * Entry requirements; * Enabling student development, achievement and engagement; * Management and organisation; * Adequacy of human and physical learning resources; * Maintenance of academic standards and enhancement of quality at module and programme level * Validity, reliability, usefulness and accessibility of information about the provision |
| 10.45-11.30 | **Meeting with students/apprentices(learners):**  Members of staff **do not attend** meetings with students. Meeting to cover the following criteria   * Students invited to introduce themselves, identifying their   programme and level of study, and whether they are a student  representative   * Reasons for choice of HE Provider, their programme of study and source of information about their chosen programme * Completeness, accuracy and reliability of information accessed in advance of joining their programme, whether expectations have been met * Induction – nature and information provided to students after enrolment. Programme Handbook and ILOs * Involvement of students in design and development of the proposal * Students’ thoughts about the proposal:   + Rationale for the programme, market demand and employment prospects for graduates;   + Programme structure and curriculum content; * Students’ comments on the planned approaches to   + learning, teaching and assessment;   + Enabling student development, achievement and engagement;   + Management and organisation; * Adequacy of human and physical learning resources; * Students’ contribution to maintenance of academic standards and enhancement of quality at module and programme level * Provision’s strengths and areas for improvement |
| 11.30-11.45 | Private Panel meeting to summarise outcomes from the student meeting and confirm agenda for meeting with employers |
| 11.45-12.15 | View of physical learning resources (remotely or in person), as relevant (can be excluded / extended) to cover the following criteria   * Enabling student development, achievement and engagement; * Management and organisation; * Adequacy of human and physical learning resources * Validity, reliability, usefulness and accessibility of information about the provision |
| 12.15-12.45 | Meeting with employers to cover the following criteria   * Nature of relationship/apprenticeship arrangements * Involvement in University advisory board(s) * Involvement in development of proposal * Involvement in programme delivery/ provision live briefs * Placement provision * Suitability of graduates’ skills and competencies for employment |
| 12.45-13.15 | Break for lunch |
| 13.15-13.30 | Private Panel meeting to summarise outcomes from the meeting with employers and LR tour and to confirm agenda for staff meeting |
| 13.30-14.30 | Meeting with academic staff on outcomes of the critical appraisal, the rationale for any proposed changes and key features of the revised programme(s), to cover the following criteria:   * Outcomes of the Critical Appraisal and rationale for any changes * Rationale for the programme, market demand and employment prospects for graduates; * Benchmarking academic standards * Adherence to PSRB requirements including professional body/apprenticeship standards mapping and OfS B conditions – 6 C’s * Aims and intended learning outcomes of the programme; * Programme structure and curriculum content; * Learning, teaching and assessment; * Entry requirements; * Enabling student development, achievement and engagement; * Management and organisation; * Adequacy of human and physical learning resources; support for staff including development and scholarly activity * Maintenance of academic standards and enhancement of quality at module and programme level * Validity, reliability, usefulness and accessibility of information about the provision |
| 14.30-14.45 | Private Panel meeting to bullet outcomes from the meeting with staff and to confirm agenda for meeting with managers |
| 14.45-15.15 | Meeting with School/Division/Partner Organisation managers including Head of School/Division/Partner Organisation, as relevant, to cover the following criteria:   * Outcomes of the Critical Appraisal and rationale for any changes * Rationale for the programme, market demand and employment prospects for graduates; * Management and organisation; * Adequacy of human and physical learning resources; * Maintenance of academic standards and enhancement of quality at module and programme level * Validity, reliability, usefulness and accessibility of information about the provision |
| 15.15 – 16.30 | Private Panel meeting:   * Chair rehearses the responsibilities of the Panel and the decision to be made: * Panel summarises outcomes from the meeting with managers *&* confirm whether the Panel has sufficient evidence on which to reach a decision * Panel conclude and reach a decision on the outcomes of the event   The Panel is required to make a recommendation to the Senate on approval/ non-approval of the proposal.  The **decision** of the PRR Panel is one of the following:   1. Approval for a 5 year period or until the next Periodic Review 2. Approval for a designated period of time (less than 5 years) 3. Non-approval with detailed reasons   Additionally, the Panel may specify mandatory *Conditions* of approval and/or discretionary *Recommendations* for action. |