# **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.*

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| 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 studentrepresentative* 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
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| 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
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| 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. |