# PRR Annex 3a: Generic Agenda for the Planning Meeting.

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| AGENDA |  |

**Procedure in advance of the meeting:**

* 1. Planning Meeting to be arranged by the SEO Officer, who invites
* Head of School/Centre
* the Programme Leader(s) for the programme(s),
* The Academic Coordinator (SELE) /Operational Lead for the School/Centre
* Senior SEO Representative to chair the meeting
* Chair of Panel
* Director of Apprenticeships (or nominee) where relevant

For OfCD programmes:

* relevant member(s) of Off Campus Division
  1. The SEO Officer to distribute the following **in advance** of the meeting:
* Generic Agenda for the Planning Meeting
* The Periodic Review and Re-approval Handbook
* **Chart 1** “Periodic Review and Re-approval process”
* Completed Annex 2 Confirmation of Scope: Periodic Review and Re-approval
* External Advisor/Panel Member Nomination Form (Only required if the EA has not already been approved by SEO via EA pool)

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| **Date of Meeting** |  |
| **Attendance** |  |
| **Proposed Programme(s)** | **Notes** |
| Title(s) of the programme(s), their CRS codes and award(s) |  |
| Awards: target and exit plus any CPD modules |  |
| Details of Mode(s) of study: full and/or part time |  |
| Name and details of any Professional Statutory and Regulatory Body(ies) |  |
| Name and location of any partner(s) |  |
| Nature of the partnership (franchise/ validation/ articulation/ flying faculty) |  |
| Delivery model |  |
| Any specific course assessment regulations |  |
| Any specific considerations |  |

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| **Timeline for the development:** | | |
| Target date for PRR Meeting/Event: | |  |
| This determines the due dates for completion of the prior steps, as follows: | | **Proposed Deadline** |
| * Step 2: Pre Planning Meeting to inform discussions - Programme Review, Re-design and Development Meeting with SEO Advisor +/- internal Panel Member - see Annex 4 documents on the PDR or SEO website <https://hub.bolton.ac.uk/Quality/RM/InternalSubjectReview/Home.aspx> | |  |
| * Step 3: Planning Meeting – submit annex 8ii for External Advisor/Panel Member | |  |
| * Step 4: Begin production of Critical Appraisal Document | |  |
| * Step 5: PRR-PDR set up and circulate link | |  |
| * Step 6: Consultation with stakeholders including Partner organisations | |  |
| * Step 6: Stakeholder consultation – Students/Employers | |  |
| * Step 7: Post Mid Point Gateway Meeting (if necessary) | |  |
| * Step 8: Further curriculum design meeting (if necessary) | |  |
| * Step 9: Document upload to PRR-PDR | |  |
| * Step 10: External Scrutiny takes place (meeting if necessary but normally via correspondence) | |  |
| * Step 11: Programme Team/School Sign Off | |  |
| * Step 12: PRR- PDR Completion Check and when confirmed as correct and complete make available to panel members | |  |
| * Step 13: Lines of Enquiry collated and sent to Chair and AC (SELE(s)) | |  |
| * Step 14: Periodic Review and Re-approval Meeting – including details of where and when meeting to take place | |  |
| **Personnel:** | | **Notes** |
| * Chair: | |  |
| * External Advisor/Panel Member(s) – ***Annex 8ii + CV to be sent to SEO Officer ahead of the meeting*** | |  |
| * Internal Panel Member (who also acts as Internal Advisor if input is required) | |  |
| * Student Panel member: | |  |
| * PSRB representative, as relevant: | |  |
| **Event Arrangements** | | **Notes** |
| * Virtual/Actual/Platform | |  |
| * Resources inspection requirement | |  |
| **Travel arrangements for events that take place at partner organisations – to confirm who will take what action** | **Notes** | |
| Road / rail travel |  | |
| Flights |  | |
| Hotel |  | |
| Visas |  | |
| Liaison with partner on programme for the event |  | |