QPS 60 Periodic Curriculum Review Process Note

1. Curriculum Review & Accreditation Manager (CRAM), Head of Department and Faculty Executive agree subject cluster area to be reviewed and timescale for activity. At this point, the programmes to be included in the review (including any collaborative provision), the Review Team Lead and a rough timescale are agreed.

2. CRAM appoints a Learning & Teaching Enhancement Team (LTET) Officer and Quality Administrator (QA).

3. QA sets up and populates an Event Space with the evidence base documentation.

4. LTET Officer reviews the evidence base to identify good practice and potential areas for enhancement highlighted through previous review and monitoring processes.

5. LTET Officer and QA meet with Review Team Lead to discuss the requirements of the review and the results of their initial review of the evidence base. They agree a firm date for the event and deadline for submission of the CED and any additional documentation required. LTET Officer sets out the roles and responsibilities and confirms these via e-mail.

6. The Review Team Lead identifies their Review Team, an External Reviewer, graduates and current students and employers and/or other stakeholders (as relevant) to participate in the Review.

7. The Review Team Lead completes the External Reviewer Nomination form and submits it to the LTET Officer.

8. LTET Officer submits the nomination form to the External Examining Team for scrutiny / approval and communication of outcome to Review Team and External Panel Member.

9. LTET Officer appoints a panel with the following constituency:
   - Chair (external to Faculty)
   - Internal Panel Member (external to Faculty)
   - Internal Panel Member (internal to Faculty but external to Department)
   - External Panel Member
   - Student Panel Member

Additional members may be required depending on the type of provision under review – see QMEF for information.

10. QA maintains the Event Space and makes the practical arrangements for the event under guidance from the LTET Officer.

11. Review Team prepares a presentation for the event, completes a CED and a draft Enhancement Plan and contributes any additional documentation required to the Event Space.

12. LTET Officer meets/communicates with the Review Team periodically to support the development of the CED and supporting documentation, as required.

13. LTET Officer makes the CED and evidence base available to the Review Panel, requests their comments and sets the deadline for their response.

14. Review Panel scrutinises the CED and supporting documentation and submits comments to the LTET Officer.

15. LTET Officer collates the comments and queries from the Panel and communicates the lines of enquiry to the Review Team.

16. Review Event is held with the Review Panel meeting with the Review Team, a group of students and graduates and, potentially, with employers and/or other stakeholders.

17. Review Panel makes a judgement on the provision and makes recommendations for enhancement.

18. LTET Officer takes minutes at the event, confirms the minutes and Notification of Outcome with the Panel and circulates them to relevant colleagues and committees as set out in the Notification form.

19. Review Team finalises the Enhancement Plan and the LTET Officer circulates it to relevant colleagues.

20. CRAM submits the Enhancement Plan along with the report of the Event to ASQC (via the Committee Officer) for consideration, action and monitoring.

21. ASQC asks its Student Reps to feedback on the review outcome to the wider student body.

22. CRAM submits the report of the Event and Enhancement Plan to CAP (via the Committee Officer) and asks the committee to endorse the recommendation of the Review Panel.

23. Any proposed changes arising from the PCR should be addressed through the standard approval processes.

24. Account Manager updates the programme and module specifications to reflect the review date, valid to date and version number and passes to QME Account Manager for noting at CAP.

25. CRAM logs the activity and next review date in the PCR Activity Schedule