

Report on the Periodic Review of

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

which took place on --/--/--

Chair of the Review Panel --------------

APVC Education ---------------

Faculty of -------

**Part One: General information on the review**

This section should provide

1. A list of all the programmes included in review

2. Name and work location of all members of the review Panel

3. Schedule of meetings held during periodic review

4. Comments on the level of student engagement in preparation for the review generally, the preparation of the SED, attendance at and contributions to the meeting with students

Part Two: Generic Comments as a result of the meeting with students

This section should be written in a way that ensures that no individual student or member of staff could be identified.

Part Three: Comments as a result of the meeting with staff

This section should cover the Panel’s evaluation of the practice/provision of the subject area highlighting strengths and weaknesses and making appropriate recommendations in respect of the learning environment, support for students, support for staff and staff development and programme management.

**Part Four: The Curricula**

This section should provide:

1. The judgement of the external reviewer(s) on the quality and standards of the provision and its relationship to the relevant subject benchmark statement(s) and the Framework for Higher Education Qualifications
2. Verification that the programmes align with Liverpool Curriculum Framework (pending any conditions of revalidation), remain up to date with developments in the sector and in the discipline and remain fit for purpose
3. The panel’s judgement on the extent to which the curricula meets the requirements of the Office for Students (OfS) conditions, B1 and B4.
4. The detailed programme revalidation report as Appendix 1

**Part Five OfS Condition B3: Student Outcomes**

This section should report on the metrics provided in the OfS dashboard for the relevant subject area and whether results are above, at or below the thresholds.

**Part Six: Conclusion**

This section should provide:

1. A list of areas for commendation and examples of good and/or innovative practice within the department/school that has been identified during the review.
2. The external reviewer(s) comments on the periodic review process itself

**Part Seven: Recommendations**

1. The report should briefly outline the recommendations for action, excluding the conditions of programme revalidation, as agreed with the subject staff. Recommendations should be identified at Departmental, School, Faculty and University level. This should include timescales by which action should be completed.
2. Where the OfS dashboard shows student outcomes data that is below the threshold, there should be specific recommendations to address this.
3. Where the review panel considered that student engagement was not satisfactory, in terms of engagement with the SED and/or attendance at the event, there should be a recommendation for the Head of the review area to provide an explanation of how the student communication and engagement plan was implemented and an evaluation of how or where it was successful and how or where it failed. This statement must be submitted with the Action Plan to the Faculty AQSC and subsequently to the University AQSC.

REVIEW REPORT APPENDIX 1

**Repeat this table for each programme:**

|  |  |  |
| --- | --- | --- |
| **Programme** | **Revalidation decision**  Re-validated (no action)  Re-validated with conditions (mandatory)  Re-validated with recommendations (non-mandatory)  Not re-validated (with conditions)  Not re-validated |  |
| **PROGRAMME 1** | **Re-validation decision** |  |
| **Conditions** | **Action required** including deadlines | **How has the condition been met** |
|  |  |  |
|  |  |  |
|  |  |  |
| The SSP (or Chair) should confirm to the Chair of the IPR, via the IPR Minute Secretary in AQSD, that the conditions have been met. | *Deadline for SSP confirmation = standard time would be three working weeks from the date the report and this appendix released to HoD* |  |

|  |  |  |
| --- | --- | --- |
| **PROGRAMME 2** | **Re-validation decision** |  |
| **Conditions** | **Action required** including deadlines | **How has the condition been met** |
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|  |  |  |
| The amendments should be subject to external review *(current programme external examiner and one other (the IPR external adviser has agreed to undertake this)),* and to further CB and SSP endorsement. | *Deadline for submission of revalidation documents to UAP =* |  |