APPENDIX 5: PREPARATION FOR PERIODIC REVIEW – FLOW CHART

At least 15 months in advance

ADVANCE PLANNING

- Confirm the level of review and Identify potential dates
- Identify possible external panel member(s)
- Appoint and brief Chair and Secretary to the Panel
- Identify data sets to be used and analysed and commence P-SEQ
- Draft plan for engaging with and communicating to students

3-6 MONTHS BEFORE REVIEW

- Send formal invite to external(s)
- Make data sets available to review team
- Identify potential candidates for remaining Panel members
- Briefing of staff and students from review area
- Finalise and implement the student communication and engagement plan
- Start work on arrangements for students to comment on SED

2 MONTHS BEFORE REVIEW

- Confirm full panel membership
- Complete SED and send to students for comment

1-2 MONTHS BEFORE REVIEW

- Invite students to attend the student meeting
- Confirm student names to Chair and Secretary of Panel

1 MONTH BEFORE REVIEW

- Check and make available SED and supporting documents
- Finalise timetable for the event

ONE WEEK BEFORE REVIEW

- Guild can raise any additional issues notified by students
- Initial comments on documents sent to Minute Secretary five working days before event
- Preliminary meeting about arrangements (if required)

IPR event