

AIDE-MÉMOIRE FOR MEETINGS WITH STAFF

The provider's self-evaluation, the students' comments and the supporting documentation may all raise issues particular to the provision under review.

Under the headings below there are suggested topics for reviewers to explore:

Student Support

- recruitment of students
- effective induction arrangements that are generally understood by students and staff
- identification of and action on any special learning needs
- pastoral support for students
- feedback to students on their progress
- overall academic guidance and supervision
- tutorial support
- the progression and completion rates for the programmes, with particular reference to the numerical threshold requirements of the OfS condition, B3, relating to student outcomes.

The Learning Environment

- expertise of the academic staff in relation to effective delivery of the curricula
- appropriate technical and administrative support for staff and students
- effective deployment of learning resources
- suitable teaching and learning accommodation
- library resources appropriate and accessible
- suitable equipment and appropriate IT facilities available to learners

Staff Support and Development

- appropriate staff development opportunities available to enable learning, teaching and assessment strategies that accord with Liverpool Curriculum Framework and with innovations in the discipline
- induction, support and mentoring for new staff
- development of a community of teaching staff e.g. through integration of part-time staff and visiting staff, effective team teaching
- peer review of teaching to ensure the maintenance of teaching quality
- sharing of good practice

Programme Management

- arrangements for regular meetings of the programme team(s) for the consideration of programme delivery, the currency of programme content and ensuring it is educationally challenging, coherent and develops appropriate skills, and plans for programme development and enhancement
- how the department/school monitors the programme teams' engagement with existing University policies and procedures relating to learning, teaching and assessment
- how the department/school enhances the quality of learning opportunities by systematically building upon information or feedback that may come from:
 - external examiners;
 - external bodies, such as professional, statutory or regulatory bodies;
 - students and graduates;
 - employers;
 - the annual subject action planning process;
 - the University's Strategic Plan;
 - University policies