**Background document and critical appraisal for**

**revalidation submissions**

*(This template should be completed electronically; boxes will expand as you type)*

|  |  |  |  |
| --- | --- | --- | --- |
| Programme title: |  | | |
| Teaching institution: |  | | |
| Site(s) where the programme is to be delivered |  | Start date |  |

|  |
| --- |
| 1. Background, history and philosophy of the programme (and its pathway where applicable). |
|  |

|  |
| --- |
| 2. Details of recruitment patterns since last validation, including statistics on student registration and progression. |
|  |

|  |
| --- |
| 3. Evaluation of the currency of the curriculum in light of:   * developments in the subject area * development of QAA subject benchmarks * development in professional practice. |
|  |

|  |
| --- |
| 4. Where there are employer links, please provide an analysis of employer feedback during the validation period, and details of employer consultation in the revalidation process. |
|  |

|  |
| --- |
| 5. Where applicable, comment on the extent to which the programme continues to meet the requirements of professional, statutory or regulatory bodies. |
|  |

|  |
| --- |
| 6. Summary of any proposed modifications to the programme. |
|  |

|  |
| --- |
| 7. Summary of the outcomes of the internal audit of physical resources to support the programme including an account of how financial resources have been secured to support expansion plans:   * library resources * multimedia resources * workshop space, laboratories and other specialist accommodation, as applicable. |
|  |

|  |
| --- |
| 8. Details of any proposals for dual accreditation or recognition |
|  |

|  |  |  |
| --- | --- | --- |
| 9. Staff List | | |
| Staff Name | Brief description of role (e.g., programme leader, module tutor) | FT/PT? |
| [Name of staff] | [area(s) of expertise/ any particular responsibilities] |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total FTE (full-time equivalent) = | | [SUM] |

|  |
| --- |
| 10. Where use will be made of external associate lectures or visiting speakers please indicate the extent of their contribution. |
|  |

|  |
| --- |
| 11. Details of how the research/professional activity of staff informs the curriculum *(Brief CVs of teaching staff must be attached)* |
|  |

|  |
| --- |
| 12. Evaluation by the programme team of the continuing effectiveness of the teaching methods and of the assessment strategy in enabling the achievement of learning outcomes. |
|  |

|  |
| --- |
| 13. An account on how student feedback has been obtained over the validation period, and how it has been used for enhancement of the programme. |
|  |

|  |
| --- |
| 14. If the proposed programme is replacing an existing programme, include details of consultations with registered students over the change |
|  |

|  |
| --- |
| 15. Evaluation of how feedback from external examiners has been taken into account in the running and development of the programme. |
|  |

|  |
| --- |
| 16. Details of other external input arising from any subject reviews undertaken by the QAA- or equivalent in other countries – and by professional, statutory and regulatory body in the last 5 years. |
|  |

|  |
| --- |
| 17. Other programme developments arising from interactions with academic reviewers |
|  |

|  |
| --- |
| 18. Evaluation of the effectiveness of opportunities for personal development planning within the programme. |
|  |

|  |
| --- |
| 19. Evaluation of the arrangements for student guidance, support and advice systems, including those related to work placements and study period abroad where applicable. |
|  |

|  |
| --- |
| 20. Details of the programme management arrangements, including any changes in the  composition and terms of reference of a programme committee. |
|  |

|  |
| --- |
| 21. An account of how the revalidation process was undertaken and agreed and the extent to which it has involved wider consultation across the institution. |
|  |

|  |
| --- |
| 22. Additional comments required from overseas institutions:  a) evidence that the requirements specified in **section B4** of the *Handbook for Validated Awards* can be met, including confirmation that the proposed programme will be delivered in English, or details of any other languages to be used for delivery of all or part of the programme.  b) comments on the recognition or acceptability of the OU validated award in the host country for government, employment or professional body purposes. |
|  |

23 Appendices

The following must be appended to the submission:

1. CVs of all teaching staff, including areas of research and scholarship, and indication of their commitment to other programmes.

2. Underpinning Subject Benchmark statement(s).

3. Report on the internal audit of physical learning resources.

4. Membership, mode of operation, and terms of reference of board of examiners, covering, where applicable, all tiered boards.