

Open University Validation Partnerships (OUVP)

Role description for Process Panel Members

- 1 Process Panel Members (PPMs) are nominated by the University to take part in both the preliminary (internal) validation meeting organised by the institution and in the final validation meeting organised by the University.
- 2 PPMs are expected to be involved in the consideration of draft programme documentation and engage in an interactive way with the programme team in the run-up to internal validation. The details of this will vary depending on the requirements of the programme and the staff team, but PPMs should expect to be involved in one to three such interactions, including attendance at the preliminary validation event. A planning meeting with the institution and the OUVP Senior Quality and Partnerships Manager will agree the number and nature of these interactions, wherever possible.
- 3 It should be stressed that the role of the PPM is that of a peer reviewer, not that of a consultant for course or programme design. The rationale behind the role is to attempt to anticipate issues of importance for the validation of the programme at an early stage of the validation process, when they are likely to be easier to correct than if they are left until later.
- 4 PPMs are expected to attend the preliminary validation meeting at which the institution decides whether the proposal is mature enough to go forward for final validation by the University. Attendance at this meeting will usually be in person, although teleconferences facilities may be used if physical attendance is not possible.
- 5 Following the preliminary validation meeting, PPMs will be asked, as far as possible, to confirm with the OUVP Senior Quality and Partnerships Manager that:
 - the programme documentation contains all specified requirements, including a complete and appropriate programme specification;
 - the appropriate learning resources to support the programme have been properly evaluated and that a strategy and plan to meet the needs of the programme are in place and have full institutional support;

- the proposal demonstrates how the programme is aligned with the UK Quality Code and the requirements of any relevant professional, statutory or regulatory bodies where appropriate;
- the proposal should proceed to a final validation meeting.
- they have had an opportunity to comment on the proposals and are content that they should proceed to consideration at a final validation event.

PPMs may also be asked to consider the adequacy of response to any conditions of approval set at the preliminary validation meeting.

- 6 PPMs will be expected also to take part in the final validation event organised by the University as a full member of the panel.
- 7 Institutions are also invited to identify one external panel member for the preliminary validation panel, known as IPPM, who can also be a full member of the final validation panel. The aim of this provision is to give an opportunity for institution to have a nominee who can link between the preliminary and final validation meetings in addition to the PPM. Approval of nominees from institutions to join final validation panels will be subject to agreement by the University.