Sample Agenda for an Advisory Visit prior to Institutional [Re]Approval

Open University Validation Partnerships
Advisory Visit Agenda
[Organisation]
[Day Month Year]

All timings are indicative

09:00 – 09:15	Meeting with the relevant Senior Team – Introductions and a general discussion regarding the relationship and requirements from both sides.
09:15 – 11:00	Meeting with those responsible for preparing for the Institutional [Re]Approval The Administrative Audit To discuss: • Documentation required and guidelines for submission • Draft Agenda for the visit • Timelines and staff for this part of the process • Possible outcomes • [References (Approvals)] • [What's changed since the last Admin Audit (Reapprovals)]
11:00 – 11:15	Break
11:15 – 12:45	Meeting with those responsible for preparing for the Institutional [Re]Approval The [Re]Approval Visit To discuss: • Submission Documentation list • Regulations • Panel • Agenda for the visit • Possible outcomes
12:45 – 13:15	Lunch
13:15 – 14:45	Meeting with those who would be preparing for Programme Approval (If Advisory Visit prior to Institutional Approval) Programme Approval – The principles of programme approval • Documentation and templates available • Awards intended to offer (Exit Awards and RPL) • Requirements for programme documentation • Panel planning (process panel member and institutional process panel member) Preliminary validation event • Role of the Process Panel Member Final validation event • Agenda for the final meeting

| 14:45 – 15:00 | Final concluding meeting to discuss any issues arising and to agree the next steps. |

Please note, this is a sample agenda. The order and length of each meeting will be agreed between the institution and OUVP.