



Programme Revalidation and Review Working Group Terms of Reference

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Staff member responsible for update	Chair of PARRC

Amendment History

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Programme Revalidation and Review Working Group

Terms of Reference

Objectives

1. The Programme Revalidation and Review Working Group (PRRWG) carries out the detailed work involved in the revalidation and review of existing academic programmes.

Responsibilities

2. To gather evidence for the Programme Approval Revalidation and Review Committee (PARRC) to facilitate the revalidation process in accordance with its responsibilities in the College's Validation and Revalidation Procedure. This will include evidence of consultation with students and other stakeholders, changes to the curriculum or external standards, and any other documentation as required.
3. To co-ordinate and collate the documentation to enable the formal review of existing programmes (both higher and non-higher education courses), in accordance with its responsibilities in the Periodic Review Procedure.
4. To submit draft documentation to the PARRC for consideration so that the PARRC can review it and progress it through each stage of the relevant procedure.
5. To follow the latest version of the relevant procedures under which it has responsibilities, that is the Validation and Revalidation Procedure and the Periodic Review Procedure.
6. To ensure that decisions of the Group are formally recorded and maintained through the minuting of key decisions and the referencing of key documentation.

Reporting

7. The PRRWG is responsible to the PARRC and will report to the PARRC as required by relevant procedures.
8. The PRRWG will send all draft documentation to the PARRC.

9. The PRRWG will report its activities to PARRC through the formal record contained within its minutes.

Membership

10. The membership of each PRRWG will vary depending on the programme being revalidated or reviewed and will be determined by the PARRC (with reference to the SMT for workflow capacity). The PRRWG usually consists of a maximum of four members that will include:
 - The relevant Programme Director
 - The relevant Head of Department (or Chair of the relevant Programme Committee if not on the PARRC)
 - Two other relevant members of academic or professional staff
11. The PARRC may also nominate a member of the Senior Management Team (SMT) to a specific PRRWG if necessary.
12. The Chair will be nominated by the PARRC once the membership of each PRRWG has been confirmed.
13. Additional members of staff will be involved in the development of the documentation for the programme revalidation or review but will not be members of the PRRWG.
14. The PRRWG will be serviced by the Chair or a nominated member of the group.
15. Additional members of each PRRWG who are not required to ensure a quorum, may not be required to attend every meeting. Attendance will vary according to the agenda for each meeting.
16. The membership of the PRRWG will be independent of the Validation Panel. This will avoid conflicts of interest and enable fully independent scrutiny of any proposals.

Meetings

17. The PRRWG is an ad hoc committee convened by the PARRC. The minutes of the PRRWG will constitute a formal record of its meetings and decisions.
18. The group will meet as and when required to carry out its terms of reference.

Quorum

19. Three members will constitute a quorum, including the Programme Director, Head of Department/Programme Committee Chair and one other member.

Subcommittees/Working Groups

20. There are no subcommittees of the PRRWG