Validation Panel
Terms of Reference

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Amendment History

Version	Revision Summary	Date Approved	Author
052/21	Added Paras 2,12,13; Amended membership (para 9) & quorum (para 15)	18/11/21	JB

Validation Panel Terms of Reference

Objectives

1. The Validation Panel is responsible for scrutinising programme, pathway and unit proposals and changes. It makes recommendations regarding approval, validation, and revalidation to the College's Academic Board.

2. Each Validation Panel is independent of the Programme Approval, Revalidation and Review Committee (PARRC) and any working groups.

Responsibilities

3. The Panel's responsibilities are:

   a. To receive proposals from the PARRC for the validation of new Higher Education programmes or pathways.

   b. To receive proposals from the PARRC for major changes to existing programmes or pathways.

   c. To receive proposals from the PARRC for new units on existing programmes or pathways.

   d. To ensure the effective scrutiny of any proposals by a process which facilitates peer review and uses methods deemed appropriate to the validation status and subject matter of the programmes concerned.

   e. To assess any proposals to ensure that they satisfy quality criteria and threshold academic standards appropriate to the type and level of award.

   f. To assess any proposals to ensure that they meet the external regulatory demands of the UK education sector and professional bodies.

   g. To provide summary reports to the Academic Board of all activity undertaken and to make recommendations based on the outcome of any assessment of proposals received from the PARRC.

   h. To report to the Academic Quality Assurance Committee (AQAC) any

issues identified with existing programmes which require action.

Reporting

4. Each Validation Panel will provide reports to the Academic Board of its activities, including any recommendations for validation, revalidation, and approval.

5. As appropriate each Validation Panel will seek further information from the PARRC.

6. Each Validation Panel will notify AQAC of any issues identified with existing programmes which require a response.

Membership

7. The membership of each Validation Panel will be independent of the PARRC and any working groups. This will avoid conflicts of interest and enable fully independent scrutiny of any proposals to take place.

8. Each instance of a Validation Panel is convened by the Academic Board through the office of the Academic Director.

9. Membership of the Panel will be made up as follows:
   - At least one external member of the AQAC who will act as Chair
   - Other members of the AQAC may be included as required
   - At least one appropriately qualified external member from another higher education institution who does not currently serve on any other College body
   - Suitably experienced members from employment or professional bodies, as relevant
   - At least one student representative.

10. The Chair may consult others as appropriate e.g., sector experts, the College librarian etc. These individuals will not form part of the Validation Panel.

11. Others may be invited to the panel meeting as observers, in order to answer any questions the panel members may have. These may include, but are not limited to, the Academic Director, programme proposer, Programme Director, and other members of the PARRC.

12. The Secretary of the PARRC will act as Secretary to the Validation Panel.

Meetings

13. Each Validation Panel will meet as required. The minutes and reports of each Validation Panel will constitute a formal record of its meetings and decisions.

Quorum

14. Four members will constitute a quorum and include the Chair, a student representative, and an external member.

Sub-committees

15. There are no sub-committees of the Validation Panel.