



Validation Panel Terms of Reference

1. Objectives

- 1.1. Each Validation Panel is independent of the Programme Design and Revalidation Review Committee (PDRRC). It is responsible to the Academic Board for scrutinising programme, pathway and unit proposals and changes. It makes recommendations regarding approval and validation to the College's Academic Board.

2. Responsibilities

- 2.1. The Panel's responsibilities are:

- a. To receive proposals from the PDRRC for the validation of new Higher Education programmes or pathways.
- b. To receive proposals from the PDRRC for major changes to existing programmes or pathways.
- c. To ensure appropriate periodic review processes have taken place.
- d. To receive proposals from the PDRRC for new units on existing programmes or pathways.
- e. 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.
- f. To assess any proposals to ensure that they satisfy quality criteria and threshold academic standards appropriate to the type and level of award.
- g. To assess any proposals to ensure that they meet the external regulatory demands of the UK education sector and professional bodies.
- h. 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 PDRRC.
- i. To report to the Academic Quality Assurance Committee (AQAC) any issues identified with existing programmes which require action.

3. Reporting

- 3.1. Each Validation Panel will provide reports to the Academic Board of its activities, including any recommendations for validation, revalidation and approval.
- 3.2. As appropriate each Validation Panel will seek further information from the PDDRC.
- 3.3. Each Validation Panel will notify AQAC of any issues identified with existing programmes which require a response.

4. Membership

- 4.1. The membership of each Validation Panel will be independent of the Programme Design and Revalidation Review Committee and any Working Groups. This will avoid conflicts of interest and enable fully independent scrutiny of any proposals to take place.
- 4.2. Each instance of each Validation Panel is convened by the Academic Board through the Vice Principal – Academic Director.
- 4.3. Membership of the Panel shall be made up as follows:
 - At least one member of AQAC including an external member who will act as Chair
 - Vice Principal – Academic Director or their nominee (chair)
 - At least one appropriately qualified external member from another higher education institution who does not currently serve on any other college body
 - At least one student representative
 - The Senior Registrar (to advise on the College's academic regulations and act as secretary).
- 4.4. The Academic Director may consult others as appropriate e.g. sector experts, the College librarian etc. These individuals will not form part of each Validation Panel.

5. Meetings

- 5.1. Each Validation Panel is a standing committee which shall meet as required. The minutes of each Validation Panel shall constitute a formal record of its meetings and decisions.

5.2. Quorum

- a. Five members shall constitute a quorum which will consist of the chair, a student representative, the Academic Director or their nominee, an external member and the Senior Registrar.

5.3. Sub-committees

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

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Member of staff responsible		Academic Director	