<FACULTY NAME>

<department/school/partner name>

Agenda of approval panel meeting being convened to consider:

<**Award titles**>

to be held on <**date**> at <**time**> in <**location**> (if the meeting is to be held remotely, give the link to the online meeting)

Programme

|  |  |
| --- | --- |
| <Time\*> | Private panel meeting, to set the agenda for the meeting.  It is recommended that you allow about one hour for this meeting, to ensure you capture all the issues that panel members wish to explore during the day. |
| <Time\*> | Discussion with Programme Development Team to cover the following:  Give outline of areas to be covered in this meeting, depending on the nature of the proposed programme – you may find it helpful to structure the agenda around the criteria for programme approval as set out in the APQO [Guidance for the Conduct of Approval Panels](https://www.brookes.ac.uk/asa/apqo/quality-and-standards-handbook/programme-design-and-approval/forms/) (G2.3):   * Consultation * Curriculum design * Recruitment and admissions * Learning, teaching and assessment * Student support, inclusion and employability * Learning resources (including teaching and technical staff) * The online learning environment (for distance learning programmes)   The Panel may also wish to consider how the team plans to enhance the quality of the student experience on the programme, and explore any potentially innovative practice.  For Apprenticeship programmes, the panel needs to be satisfied that what is being validated conforms with ESFA funding regulations. It needs to be specifically looking at delivery of initial assessment, 20% off the job training, and end point assessment arrangements. They would also expect to see for every apprenticeship a detailed mapping of the curriculum to the Knowledge, Skills and Behaviours set out on the Apprenticeship standard. |
| <Time\*> | Lunch (if necessary) |
| <Time\*> | Discussion with <names> to cover the following: |
| <Time\*> | Private panel discussion, to draw conclusions.  Allow sufficient time for this meeting |
| <Time\*> | Feedback to the Programme Development Team. |
| <Time\*> | End of meeting |

*\*These timings are approximate.*

For online meetings, ensure you allow time for comfort breaks during the day.

Panel Membership

|  |  |
| --- | --- |
| **Chair:** | |
| Name | Job title and Faculty name |
| Internal panel members: | |
| Name | Job title and Faculty name |
| Name | Job title and Faculty name |
| External panel member: | |
| Name | Job title and institution |
| **Panel Officer:** | |
| Name | Quality Assurance Officer, APQO |
| **Panel Secretary:** | |
| Name | Job title and Faculty name |
| **In attendance:** | |
| Name | Job title\* |

\*Please tailor list as necessary – if other members of staff will be in attendance with the Panel, please ensure it is clear in what capacity they are attending the event.

Programme Team

|  |  |
| --- | --- |
| Name | Programme Lead |
| Name | Liaison Manager |
| Name |  |
| Name |  |
| Name |  |

Please tailor the list as necessary – only list those who will actually be attending the event to meet with the panel.

**Panel members should be provided with the following documentation at least two weeks before the approval meeting:**

* Submission document
* Programme handbook
* Programme specification
* Module descriptors
* Relevant subject benchmark statements, professional standards, and other important reference points used by the PDT
* Guidance note G2.3 on the Conduct of Approval Panels
* Link to relevant sections of the Quality & Standards Handbook