EDEXCEL FORUM

Minutes of the Meeting held on 16 January 2004

A meeting was held on 16 January 2004 in Keynes Seminar Room 16 at the University.

Present:
From the University: Dr Louise Naylor, Head of Quality Assurance and Validation (Chair)
Georgina Barretta, Partnership Development Office
Dave Cummings, Academic Support Co-ordinator
Malcolm Dixon, Assistant Registrar, Quality Assurance and Validation
Vanessa Nedderman, Partnership Development Office
Janet Reynolds, Quality Assurance and Validation
Ann Tull, Student Records Office

Liaison Officers: Rodney Buckland, Electronics
Richard Guest, Electronics
Bill Jenkins, SSPSSR
Richard Jones, Computing
Bob Oven, Electronics
Fred Ryder, Business
Ian Utting, Computing
Lucy Williams, Tizard Centre
Aylish Wood, Drama, Film & Visual Arts

External Adviser: Michael Smith, Engineering

From Edexcel: Bernadette Katchoff, HE Regional Development Manager,

From Canterbury College: Danielle Banyai, Co-ordinator Public Sector
George Barnett, Building
Simon Bigrigg, Media Production
Karen Browne, HE Curriculum Development Officer
Karl Davies, Computing
Tom Evershed, Faculty Leader, HE Social Sciences
Caroline Hadlow, HE Manager
Barry Hawkes, Engineering
Rachel Mann, Co-ordinator Performing Arts
Paul Mathew, Faculty Leader, Creative Arts
Guy Metcalfe, Co-ordinator
Anna Webber, Fine Arts

From Mid-Kent College: Philip Clarke, Computing & Business HE
Wilf Fenton, Engineering
Ray Fielder, Building and Civil Engineering
Chris Harrison, Quality Manager
Lindsey Morgan, Travel and Tourism
Tracey Parker, Travel & Tourism
Gareth Sandell, Music Production
1. **Apologies for Absence**

Len Evans (Edexcel), Mike Fuller, Prim Dufton, Gary Hargreaves, Paul Allain

2. **Minutes**

The Minutes of the last meeting held on 2 April 2003 were confirmed.

3. **Institutional Audit**

Dr Louise Naylor highlighted the key dates for the briefing visit and the audit visit (paper attached). Dr Naylor confirmed that the only programme offered by Associate Colleges to be subject to a Discipline Audit Trail was the Diploma in Management Studies offered by South Kent College. She also confirmed that the Office for Quality Assurance and Validation had sent the Self Evaluation Documents for the Discipline Audit Trails to the QAA on Thursday 15 January 2004.

Dr Naylor thanked the members of the Working Party on Institutional Audit for their input to the Institutional Self Evaluation Document.

4. **Edexcel Licence Agreement**

Dr Naylor confirmed that the University had signed the Edexcel Licence Agreement to take effect from September 2004. Paper LTB68/2003 had been approved by Learning and Teaching Board on 26 November 2003. Dr Naylor stated that all HNC/HND programmes would be subject to Annex N of the University’s Code of Practice for Quality Assurance ([http://www.kent.ac.uk/registry/quality/code2001/annexn.html](http://www.kent.ac.uk/registry/quality/code2001/annexn.html)) for the academic year 2003/04. With effect from 1 September 2004 all programmes offered under franchise to Associate Colleges would become subject to a revised Annex O.

Programme specifications will need to be written by Associate Colleges and approved by the University for all programmes to run under the Edexcel Licence Agreement with effect from September 2004. The University had agreed that it would accept existing module specifications as approved by Edexcel. However, specifications would need to be developed for any new or revised modules or when a programme review takes place.

Dr Naylor noted that the University would be responsible for issuing transcripts to students who register under the Licence Agreement and for the production of degree certificates. The University would also be responsible for the appointment and payment of external examiners.
A Working Group had been established as per Recommendation 8 of Paper LTB68/2003 and the first meeting was scheduled to take place on 5 February 2004.

Implications of the Licence Agreement on admissions procedures would be considered by the Working Group. Malcolm Dixon said that an audit of Admissions Procedures had recently been carried out and that the report would be considered by Learning and Teaching Board on Wednesday 21 January 2004.

5. **Programme Specifications**

Malcolm Dixon noted that the newly established Working Group would produce an Action Plan for the process of approving programme specifications and for staff training.

He gave a brief history of why the University’s programme specification template is in its current format. In 1997 the Dearing Report recommended that all universities should produce programme specifications aimed to help students make choices regarding their courses. In 1999 the QAA issued guidance which has meant that programme specifications have now become primarily a tool for QA purposes.

Guidance for the production of programme specifications is available on the Quality Assurance web site: [http://www.kent.ac.uk/registry/quality/progspec/index.html](http://www.kent.ac.uk/registry/quality/progspec/index.html). Programme specifications and module specifications must be reapproved if there is a change in title.

Under the Licence Agreement HNC/HND programmes will become subject to the University’s Credit Framework for Taught Programmes: [http://www.kent.ac.uk/registry/quality/credit/index.html](http://www.kent.ac.uk/registry/quality/credit/index.html)

Programme specifications must define the level of a module – either C or I. It was noted that programmes must also adhere to the Edexcel design principles (Annex One to the Licence Agreement – attached). The Working Group will make a decision on how and whether to include common skills in programme specifications.

HNC/HND programmes are Level I – Intermediate Awards:
- HND – 240 credits with at least 90 at Level I
- HNC – 150 credits with at least 30 at Level I*

*For example, in cases where modules were delivered as prerequisites for others (professional learning), it was agreed that the former could be expressed at Level C.

The University will arrange training sessions on the Credit Framework and on Boards of Examiners – **Action: Dave Cummings UELT.**

6. **External Examiners**

Bernadette Katchoff gave apologies for Len Evans (University Lead Examiner). She noted that University of Kent programmes would be subject to Edexcel
QA procedures in 2003/04 and to University QA procedures with effect from September 2004. Under the new Edexcel procedures External Examiners for 2003/04 would be appointed at the end of February 2004 and visits would start in March. The format would be for each external to visit each cohort once per year and to ‘touch’ every student. The new external examiner’s report was circulated to the meeting. Malcolm Dixon noted that the external examiner procedures from September 2004 would be influenced by the requirements for Teaching Quality Information (TQI – HEFCE 03/51).

Registration of students under the Licence Agreement would be simplified in that Edexcel would only be notified of the total number of male and female students registered on a programme. Students recruited in 2003/04 but who do not graduate until summer 2005 would be able to choose whether they would be transferred to Licence Centre status for the academic year 2004/05.

7. Foundation Degrees

Bernadette Katchoff stated that Edexcel were developing two types of Pathfinder Foundation Degrees (FDs). Off-shelf FDs tailored to local circumstances validated through local arrangements used by direct funded FE colleges and FDs validated through Edexcel’s arrangement with regional HEIs.

8. Annual Reports

A paper was circulated showing annual programme reports received to date from Associate Colleges and annual reports received from University Liaison Officers or University External Advisers.

Associate Colleges should send any outstanding reports to Faculty Officers as soon as possible. Outstanding Liaison Officer reports should be sent to the Office for Quality Assurance and Validation.

9. Liaison with University Departments

Colleges and Departments were asked to let the Office for Quality Assurance and Validation know of any changes in liaison arrangements. An updated paper is attached.

10. Numbers of Students Enrolled on HNC/HND Programmes 2003/04

A paper showing numbers of students registered for 2003/04 was circulated with the agenda.

11. Any Other Business

The Office for Quality Assurance and Validation confirmed that an annual report from Len Evans had been received and responded to. The Office agreed to send a copy of the response to Ian Fleming and Bernadette Katchoff.