EdExcel Forum – Minutes of the Meeting held on 18 January 2006

A meeting was held on 18 January 2006 in Darwin Lecture Theatre 3 at the University.

Present:
From the University: Dr Louise Naylor, Head of Quality Assurance and Validation (Chair)
Margaret Anderson, Humanities Faculty Office
Anita Bampton, Student Records Office
Ian Davidson, Partnership Development Office
Malcolm Dixon, Assistant Registrar, Quality Assurance and Validation
Gary Edwards, Student Records Office
Jayne Hornsby, Head of Student Records Office
Vanessa Nedderman, Partnership Development Office
Jon Pink, Academic Registrar
Janet Reynolds, Quality Assurance and Validation
Ann Tull, STMS Faculty Office
Liaison Officers: Robert Oven, Electronics
Sian Stevenson, SDFVA
Yong Yan, Electronics
External Adviser: Prim Dufton, Early Childhood Studies
Michael Smith, Engineering
From Edexcel: Ian Fleming, HE Manager
From Canterbury College: Danielle Banyai, Co-ordinator Public Sector
Nick Baser, Faculty Leader HE Business and Social Sciences
Andrew Baxter, Faculty Leader Science and Technology
Caroline Hadlow, Assistant Principal HE
Paul Mathew, Faculty Leader, Creative Arts
Rachel Mann, Operational Manager for HE
From Mid-Kent College: Ray Fielder, Building and Civil Engineering
Chris Harrison, Quality Manager
Lindsey Morgan, Tourism
Tony Pope, Engineering
From South Kent College: Grant Gover, Construction
Ray Harris, Construction
Jan Meyer, HE Manager

1. Apologies for Absence
Apologies for absence were received from Francesco Cerminara, Karl Davies, Sarah Davies, Dr Jonathan Friday, Dr Darren Griffin, Dr Richard Guest, Mark Hampton, Gary Hargreaves, Su Holmes, Christopher Hunt, Rosie James,
Welcome and Minutes

Dr Louise Naylor welcomed everyone to the meeting and apologised for the change in venue. She introduced Ian Fleming (Edexcel HE Manager) and noted that Bernadette Katchoff (Edexcel Regional Development Manager) was unwell and unable to attend.

The Minutes of the meeting held on 18 January 2005 were confirmed.

Matters Arising on the Minutes

4: Clarification of Continuation of Funding for Higher Nationals

Ian Fleming reported that HEFCE had confirmed that there were no issues with further funding of HNs under the Edexcel Licence Agreement.

5: Transfer of Legacy Programmes to University Format

Jon Pink reported that a meeting had taken place with Bernadette Katchoff and Helen France to explore ways of licensing the curriculum so that the University could offer NQF programmes alongside non-NQF programmes with only one set of QA procedures. Possibilities discussed were:

a) to pay per licence fee per student; or
b) to pay a one-off fee to buy the curriculum

A recent meeting of the Associate Colleges Board had agreed that this would be a useful way forward. However, Ian Fleming said that Edexcel were concerned about the possible response from QCA as the NQF accrediting body and this could not be pursued at present. The matter will be discussed in the Edexcel HE Strategy Group at the end of January and Edexcel will respond formally to the University following this meeting.

6: Procedures under Licence

The requirement to send assignments to External Examiners was being taken forward to the Working Group on Regulations and Conventions.

Dr Naylor reported that a useful booklet ‘HE in FE’ had been produced by UELT which summarised the key quality assurance processes for the Associate Colleges. Vanessa Nedderman was in the process of updating the guidance on Boards of Examiners and this would be published soon.

9: Staff Development

A training session on Boards of Examiners had taken place on 22 June 2005 which, although late, had proved helpful. A Staff Development Day had been held on 13 September 2005 focussing on QA procedures and Annex O.

Edexcel Report

Handouts attached.

Ian Fleming reported that there were currently 37,500 registrations for HNs with more expected. The NQF Higher Nationals were becoming established although in some areas, for example Health and Social Care, the impact from Foundation Degrees had been considerable. Apparently HEFCE had not realised how many legacy programmes were still running in FE Colleges and Edexcel has taken steps to update them, through statistics and regular meetings.

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The new QA process requires Licensed Centres to produce an annual Institutional Review report by the end of March each year. This can either be produced using a proforma or the institution can use existing documentation.

Ian Fleming reported that the Licensed Centres Conference for 2006 would be held at Aston University Business School on 22 March 2006. Edexcel would pay expenses of External Examiners contracted by Licensed Centres to review Higher Nationals and also encouraged University administrative staff to attend.

5. **Boards of Examiners**

Dr Naylor noted that qualification boards would be held for the first time this year. She recognised that there had been teething problems in 2004/05, particularly with processing students’ marks. She stressed the importance of establishing Boards of Examiners as soon as possible – i.e. appointing an External Examiner, Deputy Chair, Chair and Secretary and especially arranging a date convenient to all. She stated further training would be arranged by the University.

Staff from the Colleges were concerned at the tight time schedule. Dr Naylor confirmed that marks must be available at the time of the meeting of the Board of Examiners, and that meetings should be scheduled accordingly.

Jon Pink reported that the University was currently investigating ways of dealing with marks – i.e. how to enter marks onto the student record system so that composite mark sheets, transcripts and certificates can be produced. The University will investigate possible models internally which will then be put to the Colleges for discussion. For University programmes marks are entered directly onto the system and it was hoped that it could be arranged for College staff to do the same for franchised programmes. Jon Pink thought that representatives from each College should attend the University for training in inputting marks. An advantage of this system is that students are able to log on to the student record system and check their marks.

Dr Naylor noted that a preliminary meeting should be held to agree marks internally, but that this would not preclude the External Examiner from changing marks, if necessary.

Jayne Hornsby noted that the Student Records Office would be requesting module information from the Colleges within the next week.

Ann Tull queried the role of PDOs in setting up Boards of Examiners. It was agreed that, although this was a Faculty responsibility, it should be carried out in liaison with the PDOs so that the Colleges were only dealing with one person.

6. **Award Classification Rules**

Malcolm Dixon noted that there are a few HNC/HND students being admitted via the APEL route. The University’s Learning and Teaching Board had agreed APEL procedures in November 2005, which are to be implemented by September 2006 and the Associate Colleges will be subject to these procedures. At present the University’s classification conventions for HNC/HNDs make no allowance for credit awarded via APEL or credit transfer. A simple rule must therefore be agreed for HNC/HND programmes to accommodate credit awarded in this way, and this will be discussed at the next meeting of the Working Group for Regulations and Conventions. The University of Kent can only accept APEL for a whole module. Ian Fleming noted that institutions should be alert to currency issues regarding the use of APEL towards HN programmes.
7. **Procedures under the Licence Agreement**
   Procedures notes are available on the web at:
   http://www.kent.ac.uk/registry/quality/collaboration/franchise/procnotes/index.htm

   Malcolm Dixon noted that Annex O had been clarified and now states that all new programmes must be approved by the Department Learning and Teaching Committee.

8. **Appointment of External Examiners/Liaison/Student Numbers**
   A spreadsheet had been circulated showing franchised programmes where students are registered for this academic year. Dr Naylor asked that Associate Colleges/Departments inform the Office for Quality Assurance and Validation of names where there are gaps or where information is incorrect. An updated spreadsheet is attached to these minutes. External Examiners have not yet been appointed for:

   **Canterbury College**
   - HNC/HND Computer Aided Design and 3D Animation
   - HNC/HND Product Design
   - Foundation Degree in Retail Management
   - BA Visual Arts & Communications

   **South Kent College**
   - BA/DipHE Modern Business Applications

   Rachel Mann asked whether the College or the University was responsible for the appointment of External Examiners. Dr Naylor said that Colleges should put forward nominations in the first instance but that they should liaise with the University. She suggested using Google to find institutions delivering similar programmes as a route to identifying initial contacts. Ian Fleming said that the HE Network Academy and Foundation Degrees Forward were also useful web sites.

9. **Staff Development**
   Further training had been arranged for South Kent College on 10 February 2006. College staff are sent the University’s Staff Development Programme and are eligible to attend these sessions. However, UELT can set up bespoke sessions at the Colleges to address particular needs.

10. **Annual Reports**
    The Faculties reported that the following Annual Reports are outstanding:

    **Science, Technology and Medical Studies – Mid-Kent College**
    - HNC Building Services Engineering (W8727)

    **Science, Technology and Medical Studies – South Kent College**
    - HNC Building Studies (S7522)
    - HNC Construction (V1649)
    - Beng Electronics with Manufacturing Engineering

    **Humanities – South Kent College**
    - HNC Fashion and Textiles (F7895)

    **Humanities – Mid-Kent College**
    - HND Music Performance (S7625)
Social Sciences – Mid-Kent College
HNC/HND Business

Social Sciences – South Kent College
HNC Care Practice
HNC Early Childhood Studies

11. Any Other Business
Grant Gover queried whether common skills are still required on the legacy programmes. College staff were under the impression that common skills had been discontinued for all programmes. It was confirmed that common skills were still on the programme definitions of unamended legacy programmes. New programmes approved by the University contain key skills. However, the University confirmed that, although students would still achieve the learning outcomes associated with common skills on legacy programmes, the University Board of Examiners would not be required to record a separate mark for these.

Ian Fleming promised to investigate further ways in which the University might offer NQF programmes.

The meeting closed at 4.00 p.m.