A meeting was held on 30 January 2008 in Darwin Conference Suite at the University.

**Present:**

From the University:
- Malcolm Dixon, Quality Assurance and Validation Manager (Chair)
- Jane Anderson, Partnership Development Officer
- Margaret Anderson, Humanities Faculty Office
- Anita Bampton, Student Records Office
- Dr Andrew MacGregor, STMS Faculty Officer
- Vanessa Nedderman, Partnership Development Officer
- Jon Pink, Academic Registrar
- Janet Reynolds, Quality Assurance and Validation
- Paul Sales, Student Records Office
- Suzie Taylor, Quality Assurance and Validation
- Ann Tull, STMS Faculty Office

Liaison Officers:
- Professor Don Gray, Kent School of Architecture
- Richard Jones, Computing Laboratory

Programme Adviser: John Hawthorn, Engineering

From Edexcel:
- Ian Fleming, HE Manager
- Bernadette Katchoff, Curriculum Development Manager

From Canterbury College:
- Danielle Banyai, Co-ordinator Social Sciences
- Karen Browne, Curriculum Development
- Rachel Mann, Operational Manager for HE
- Paul Mathew, Faculty Leader Creative Arts

From Mid-Kent College:
- Ray Fielder, Engineering
- Daphne Rowlands, HE Co-ordinator

From South Kent College:
- Liz Chandler, Engineering
- Christopher Hunt, Learning Manager

1. **Apologies for Absence**

   Apologies for absence were received from Paul Boast, Kay Foster, Linda Lough, Louise Naylor, Maureen Shaw and Wendy Sorrell.

2. **Welcome and Minutes**

   Malcolm Dixon welcomed everyone to the meeting. He introduced Ian Fleming (Edexcel HE Manager) and Bernadette Katchoff (Curriculum Development Manager). He also noted that the University had decided to change the name of the Forum to HE in FE Forum to more accurately reflect the nature of the meeting.
3.5 NQF Higher Nationals and the Licence Agreement
Malcolm Dixon noted that students successfully completing NQF Higher Nationals would receive a certificate from Edexcel and a certificate from the University of Kent.

The Minutes of the meeting held on 24 January 2007 were confirmed.

3. Edexcel Report

3.1 Overview of Higher National Provision
The attached handouts give an overview of HN provision. Ian Fleming noted that the figures for the South East showed growth from last year.

3.2 Implications of revised Licence Agreement
The Licence Agreement has been revised with the aim of simplifying procedures. The agreement is available on the Edexcel web site:

http://www.edexcel.org.uk/sfc/he/licence/

Ian Fleming apologised that, in some cases, the introduction of new protocols had been delayed. There is now a simpler process for validating new programmes.

3.3 Licence Conference
The Licence Conference will be held on 19 March 2008 at Aston University (Lakeside Centre). Ian Fleming noted that attendance at the Conference had gradually changed over the years with an increase in the numbers of University staff attending. Booking for the Conference can be made on line:

http://www1.edexcel.org.uk/Licence_Conference

There is no fee and expenses incurred by External Examiners will be reimbursed by Edexcel.

3.4 NQF Higher Nationals at the University of Kent
Ian Fleming noted that the University still needs to provide Edexcel with a list of External Examiners appointed for the NQF Higher Nationals.

4. Higher National Revision Process
A sheet is attached explaining the revision of the Higher National model. NQF is being replaced by QCF. QCA accreditation will be extended until 2009/10. It is proposed that the credit value of an HNC be reduced from 150 credits to 120 credits. It is also proposed that a new qualification of 60 credits – HNA – be introduced but the implications of funding for the new qualification are not yet known. Discussions are taking place regarding the level of the HNC.

Ray Fielder was concerned about the value of an HNC at 120 credits where Professional Bodies may insist on 150 credits. Jon Pink pointed out that a student could always undertake extra modules to make up the credit value to 150.

5. Future Funding of Higher Nationals
Rachel Mann asked for assurance that funding of HNs would continue. Ian Fleming said that there had been no indication of any change in the funding arrangements.
6. **Institutional Audit – Autumn 2008**

Malcolm Dixon informed the Forum that the University was due for Institutional Audit this year. The briefing visit had been confirmed as 7, 8, 9 October with the actual audit taking place during week commencing 10 November. The University had received a letter this week from the QAA recommending that collaborative provision be subject to a separate audit. The consequences of this have yet to be considered by the Institutional Audit Steering Group. However, it seemed likely that the audit of collaborative provision would take place a year or two after the full audit.

7. **Boards of Examiners 2008**

The Guidance for Examiners has now been revised for 2007/08 (attached). Malcolm Dixon noted changes for this academic year:

11 Deferral: A slight amendment (shaded) has been made to this paragraph which is still subject to the approval of Learning and Teaching Board. The intention of this amendment is to limit Boards of Examiners permitting students to retake passed modules.

Paragraphs 23 Representation and 24 Academic Discipline have been added to draw existing policy to the attention of Boards of Examiners.

Malcolm Dixon asked Colleges to let Vanessa Nedderman know, by the end of February, the dates of all Boards of Examiners for 2007/08 together with the membership of the Board.

8. **Non-Cognate PPRs**

Discussion documents are attached for the periodic review of non-cognate programmes. Non-cognate programmes are programmes where the subject does not fit within a University Department. Some of these programmes have never been subject to periodic review. This documentation has been sent to Alan Harrison at South Kent College, Caroline Hadlow at Canterbury College and Daphne Rowlands at Mid Kent College. Suzie Taylor asked that comments are received by 22 February 2008 so that the procedures can be approved at the meeting of Learning and Teaching Board on 12 March 2008.

A document is also attached for the periodic review of franchised programmes at Kent Business School. This provision was not reviewed when the PPR of Kent Business School took place in Spring 2005.

9. **Appointment of External Examiners/Liaison/Student Numbers**

A spreadsheet had been circulated showing franchised programmes where students are registered for this academic year with the appointment of Liaison Officers/Programme Advisers and External Examiners. Malcolm Dixon drew attention to a number of blanks on the spreadsheet. He stressed the importance of appointing external examiners to these programmes at the earliest opportunity and pointed out that students could not be certificated without the involvement of an external examiner.

An updated spreadsheet is attached to these minutes.

10. **Annual Reports 2006/07**

A spreadsheet had been circulated showing receipt of annual reports from Liaison Officers/Programme Advisers and External Examiners for academic year 2006/07. An updated spreadsheet is attached.

Rachel Mann expressed concern at the length of time it takes for reports to be sent to the College. Janet Reynolds said that a proposal for reports to be
requested within one month of the Board of Examiners would be considered at Learning and Teaching Board on 6 February. Copies of reports were sent to the College as soon as they were received by the QA&V Office.

11. Liaison Officers’ Reports

Malcolm Dixon noted that, while most Liaison Officers’ reports were quite detailed, there were examples of a more minimalist approach being taken and these were less useful. He noted that the template asked for comments on steps which might be taken to enhance the experience of students or the assessment process. It was important that the reports should have an enhancement value.

12. Staff Development

The Unit for the Enhancement of Learning and Teaching publishes a full programme of staff development on its web site:

http://www.kent.ac.uk/uelt/whats-on-month/index.html

These sessions are open to all Associate College staff.

Malcolm Dixon noted that Fran Beaton, from the Unit for the Enhancement of Learning and Teaching, would be willing to present elements of the HE in FE modules providing that there were enough people interested (double figures) and that she received reasonable notice (at least a term in advance).

Vanessa Nedderman said that Partnership Development Officers were willing to visit the Colleges to provide training if required.

13. Any Other Business

13.1 Malcolm Dixon noted that no feedback had been received on the Annual Institutional Review Report sent to Edexcel in June 2007.

13.2 Malcolm Dixon noted that Annex O had been amended in October 2007. Previously it had been a requirement that new NQF programmes should be channelled through Departments. It had now been agreed that new NQF programmes could be sent straight to the Faculty.

http://www.kent.ac.uk/registry/quality/code2001/annexo.html

13.3 Bernadette Katchoff drew attention to new GCE ‘A’ Levels – students would have followed different syllabi and the qualifications use new specifications. She would be happy to give training if required.

The meeting closed at 3.15 p.m.