## VALIDATION FORUM
Wednesday 9 April 2008

### PRESENT

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Ainscough</td>
<td>Valerie</td>
<td>Chaucer College Canterbury</td>
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<tr>
<td>Ainley</td>
<td>Louise</td>
<td>Central School of Ballet (CSB)</td>
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<tr>
<td>Alexander</td>
<td>Kirsty</td>
<td>London Contemporary Dance School (LCDS)</td>
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<tr>
<td>Beesley</td>
<td>Faye</td>
<td>University of Kent (OQA&amp;V)</td>
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<tr>
<td>Bride</td>
<td>Ian</td>
<td>University of Kent Durrell Institute of Conservation and Ecology (DICE)</td>
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<tr>
<td>Brunger</td>
<td>Trixie</td>
<td>University of Kent (OQA&amp;V)</td>
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<tr>
<td>Foster</td>
<td>Mark</td>
<td>North East Surrey College of Technology (NESCOT)</td>
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<tr>
<td>Fuller</td>
<td>Rebecca</td>
<td>University of Kent (OQA&amp;V)</td>
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<tr>
<td>Glew</td>
<td>Jane</td>
<td>University of Kent (Centre for Sports Studies)</td>
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<tr>
<td>Godfrey</td>
<td>Rosemary</td>
<td>RARE</td>
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<tr>
<td>Harvey</td>
<td>Morag</td>
<td>Open University, Centre for Outcomes Based Education (COBE) Speaker</td>
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<tr>
<td>Lampard</td>
<td>Keith</td>
<td>University of Kent (Faculty Officer – Humanities)</td>
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<tr>
<td>Lough</td>
<td>Linda</td>
<td>University of Kent (Faculty Officer – Social Sciences)</td>
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<tr>
<td>MacPherson</td>
<td>Joanna</td>
<td>The Circus Space</td>
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<tr>
<td>Masters</td>
<td>Jo</td>
<td>University of Kent (School of Drama, Film and Visual Arts – SDFVA)</td>
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<tr>
<td>Naylor</td>
<td>Louise</td>
<td>University of Kent (Head of Unit for the Enhancement of Learning and Teaching – UELT)</td>
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<tr>
<td>Nolan</td>
<td>Mary</td>
<td>University of Kent (OQA&amp;V)</td>
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<tr>
<td>Parker</td>
<td>Simon</td>
<td>Conservatoire for Dance and Drama (CDD)</td>
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<tr>
<td>Roberts</td>
<td>Tim</td>
<td>The Circus Space</td>
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<tr>
<td>Rudd</td>
<td>Jane</td>
<td>University College for the Creative Arts (UCCA)</td>
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<tr>
<td>Siggs</td>
<td>Melanie</td>
<td>ifs School of Finance (ifs)</td>
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<td>Twomey</td>
<td>Denise</td>
<td>University of Kent (SDFVA)</td>
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<tr>
<td>White</td>
<td>Suellen</td>
<td>ifs School of Finance (ifs)</td>
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<tr>
<td>Williams</td>
<td>Nigel</td>
<td>University of Kent (Director of Learning and Teaching – Kent Business School)</td>
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### APOLOGIES FOR ABSENCE

<table>
<thead>
<tr>
<th>Surname</th>
<th>First Name</th>
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<tbody>
<tr>
<td>Britton</td>
<td>Amanda</td>
<td>Rambert School of Ballet and Contemporary Dance</td>
</tr>
<tr>
<td>Hyde</td>
<td>Sarah</td>
<td>University of Kent (Department of Politics and International Relations)</td>
</tr>
<tr>
<td>McKim</td>
<td>Ross</td>
<td>Rambert School of Ballet and Contemporary Dance</td>
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Welcome and Apologies for Absence: NOTED.

Introduction given by Louise Naylor (LN)

Minutes of the meeting of the Validation Forum held on 21 March 2007 Confirmed as correct record

Quality Assurance developments and updates – University of Kent (UoK)

Introduction to the University’s new website and the OQA&V’s section within it. Partners are requested to let us know if they experience any problems with the website e.g. with broken links. ACTION – all partner institutions and UoK staff

It was noted that the University will undergo QAA Institutional Audit this year. It has been decided that the University will undergo a separate Collaborative Provision Audit. No date has been scheduled for this, but the University has requested that there be a break of at least one year between the two audits.

Dr Simon Parker (SP) stated that the CDD Institutional Audit is scheduled for 2010 and that it may be a good idea to try to combine the Collaborative Provision Audit and the CDD audit. LN stated this should be raised with the relevant QAA Assistant Director. Mary Nolan (MN) stated that if the two cannot be combined the CDD Audit should be later. SP agreed as they would prefer 2012. LN stated that the current Kent QAA audit will not really involve the partners.
3.3 MN asked for two nominated contacts from each institution so that every institution will get UoK logins for the nominated staff in order to allow access to the website. OQA&V will be in contact regarding this shortly. **ACTION – OQA&V**

3.4 The QA Newsletter for March and April were viewed and key items discussed. Partners were advised to check the website at least monthly and preferably weekly to check for updates and to read the Newsletter. **FOR ACTION**

Partners asked that the Newsletter Alert be emailed on a regular basis when available. **AGREED** Trixie Brunger (TB) will email the Newsletter to the two nominated contacts at each institution. **ACTION – OQA&V**

3.5 The Search option on the OQA&V website was demonstrated. LN stated that minutes from meetings prior to September 2007 do not appear on the new website. Older information can be sought from the OQA&V.

3.6 The External Examiner’s section of the website was viewed. Partners were advised that all forms relevant to external examiners are on the website and are updated regularly; therefore they should be printed off when they are needed.

Partners were advised that this area of the website is an extremely useful resource when dealing with queries from External Examiners, especially as this part of the website is not local only and therefore anyone can access it.

3.7 Training/workshops offered by UELT were viewed and partners were advised that they are all open to validated partners and are free.

LN stated that as some of our partners would have a long way to travel it may be possible for UELT to run courses at the partner’s offices.

LN explained about Turnitin which is a plagiarism detection system. The UoK has a licence for this but thought it is unlikely that the licence would extend to the partner institutions. However UELT runs workshops on it which could be attended for partners to try out the software.

3.8 OQA&V website staff profiles still need to be completed. **ACTION – OQA&V**

4 Developments and updates from partner institutions since the last Forum

4.1 The following list of UoK’s current validated partners, managed by the OQA&V was noted:

Bermuda College; Canterbury Christ Church University; Chaucer College; The Circus Space; Central School of Ballet; Durrell; Faculty of General Dental Practice (FGDP)*; ifs School of Finance*; LAMDA; LCDS; Universidad Antonio de Nebrija*; NESCOT*; NSCD; Rambert; RARE; and University College for the Creative Arts (UCCA). (* = new partner institutions fully approved since the last Forum).
4.2 Reports from Validated Institutions

4.2.1 NESCOT

This is a directly funded institution with around 550 students which is linked with Guildford College. NESCOT works with The Universities of Surrey, Kingston and Kent. The institution has many students moving on to Kent (particularly the Medway Campus). The Institution is seeking to develop more foundation degrees with Kent.

4.2.2 Chaucer College

The College acts as a bridge to University for its students. It feeds students into stage 2 of Politics and Sociology at the UoK. At present they have numbers of students coming over from Japan, but would like to increase their numbers and send students to other UoK departments.

4.2.3 LCDS

The institution is having its periodic programme review next year; it is also looking at re-calibrating its 1 year certificate programme and will also be looking at its credit specification.

4.2.4 The Circus Space

The institution has 57 students of 17 different nationalities and offers the only BA in Circus Studies in the country, and is one of only five institutions offering such a degree in the world. It is part of the Federation of Circus Schools which it helped to found.

4.2.5 RARE

The institution is currently developing the RARE Planet website and networks between former students. They often feed their students onto the Masters Programme in the Anthropology Department.

4.2.6 UCCA

The Institution was formed by a merger between KIAD and SIAD. There are currently 8 postgraduate research students and small numbers under a previous accreditation agreement with UoK on the BA fine Art and BA Design in Rochester. The institution was audited in 2007 and was deemed satisfactory.

4.2.7 CSB

The institution currently has professional directors coming in to teach and six months of the third year students spend touring. In the last year the institution has been working to strengthen the students’ reflective practice. CSB is also piloting a project for students to create a journal when on tour.

4.2.8 Ifs School of Finance
The institution provides financial education for students aged 14 upwards. They run programmes on financial education with, for example, Wandsworth Prison, John Lewis and Liverpool Football Club. They offer a foundation degree with the UoK leading to an Honours Degree with Manchester University. Their courses are mostly part-time distance learning.

LN stated that UELT has run two bespoke courses with ifs in the last year.

4.2.9 Conservatoire for Dance and Drama

The CDD has eight affiliate institutions, six of which are validated by the UoK.

5 Developments and updates from QAA/HEFCE/HE

It was noted that the UoK receives regular updates (via email) concerning the activities of the higher education regulatory bodies. A demonstration was given for receiving the HEFCE newsletter direct by email by going to www.admin-hefce@iscmail.ac.uk. Information on receiving the QA newsletter was sent out with the agenda.

6 Access to UK NARIC for partner institutions via the UoK

It was noted that partner institutions may now access UK NARIC via the UoK login and password details. A short demonstration of how to access NARIC was given and any institution requiring further information on this should contact the OQA&V.

It was noted that the UoK only subscribes to the International Comparisons element of NARIC.

7 Issues for consideration and action

7.1 Student legal names

Partners were advised that once a student’s award has been conferred and the certificate printed the legal name on it cannot be changed. Therefore we must have accurate names on our student records. Addresses also need to be up to date to ensure that certificates get sent to the correct address. **ACTION – All partner institutions**

7.2 Publicity and promotion material and programme/student handbooks for validated programmes

This information needs to be sent to OQA&V yearly and in electronic format. The deadline each year is the end of August. **ACTION – all partner institutions**

This does not apply to the use of the logo only, although the logo used must be up to date. The logo can be downloaded from the UoK website by accessing the following link: [http://www.kent.ac.uk/cdo/publications/corporate/logo/downloads.html](http://www.kent.ac.uk/cdo/publications/corporate/logo/downloads.html)
7.3 Approval of examination boards –for 2007/08 and ongoing

Every year each Board of Examiners for validated programmes must be approved by the UoK. This involves approval of each member of the Board. The OQA&V will contact partners on what this will involve. Once approved, the information will be posted on the UoK website. ACTION – all partners and OQA&V

7.4 Links to and from partner institutions to UoK

7.4.1 ifs and FGDP do not have institutional profiles on our website. OQA&V will send an email requesting the relevant information. ACTION – OQA&V

7.4.2 Partners were asked to let the OQA&V know if there are any changes to be made to their profiles. ACTION – all partner institutions

7.4.3 The issue had been raised with the OQA&V about links on partner institution websites back to the UoK as not all partner institutions have a direct link back to the UoK, the awarding body. Partners were asked to make sure that there is a direct link. ACTION – all partner institutions.

7.4.4 Mark Foster (MF) asked whether there could be a mention of NESCOT/other partners in the UoK prospectuses, so that those students who cannot meet the entry requirements for certain programmes could be referred back to NESCOT. MF will email MN regarding this. ACTION – NESCOT, OQA&V and any other partner institutions

MN will contact the Communications and Development Office within UoK to see if this would be possible in the wider context and will contact all partners when there is information to share. ACTION – OQA&V

7.5 Congregation ceremonies and cut-off dates for receipt of results and re-sits as approved by external examiners

7.5.1 Partners were advised that for this year Friday 21st November 2008 is the date for graduation for all those partner institutions (except for Nebrija) that actually attend graduation ceremonies. All paperwork relating to this must be with the OQA&V by Friday 3rd October 2008, if this is not the case students will not graduate with their cohort. ACTION – all partner institutions

7.5.2 Tim Roberts (TR) asked whether it would be possible for all CDD students to graduate in the same time-slot. MN agreed to look into this. ACTION – OQA&V

7.5.3 Partners were informed that the OQA&V needs a list of current programmes, modules and their titles along with current programme specifications from all partner institutions this year and every year thereafter. Partners were asked to send this information electronically every year by the end of August. ACTION – all partners and OQA&V

7.5.4 Jane Glew (JG) asked whether the programme specifications on the QA website are the same as the ones on the Faculty website. It was stated that there can be
discrepancies and this needs to be monitored, but that the OQA&V website shows the definitive versions.

8 Presentation by Morag Harvey from the Open University (COBE). The title of the presentation was: ‘Practice-based learning across the Curriculum’ and covered the following themes:

The Open University – supported, open learning
Learning from practice – context and background
Generic approaches
Quality assurance
Learning support
Competencies versus HE learning outcomes

Please see attached for slides of PowerPoint presentation.

8.1 After the presentation there was a discussion on the themes and topics outlined in the presentation.

8.2 The UoK and the Validation Forum was grateful to Morag Harvey of the Open University for coming to speak on this interesting topic.

9 Feedback exercise

Participants were kindly requested to complete a short feedback exercise on the day’s programme and content in order to continue to make the Forum relevant and up to date for future years.