VALIDATION FORUM

There will be a meeting of the Validation Forum between 11.00 am and 14.30 pm (approx) on Thursday 17th February 2011 in the Darwin Conference Suite at the University of Kent Canterbury Campus. A location map can be accessed by clicking on the following link: http://www.kent.ac.uk/maps/canterbury/02maps.pdf and the Darwin Building is marked as E5.

AGENDA

10.45 – 11.00 Arrival and Registration – refreshments available

11.00 – 12.45 Morning Session

1 Welcome and introductions from the Chair

1.1 Welcome and introductions from Malcolm Dixon (Quality Assurance and Validation Office Manager)

1.2 To receive any apologies for absence.

2 Minutes of the meeting of the Validation Forum held on 10 February 2010

2.1 To confirm the minutes of the last meeting of the Forum and to consider any matters arising from the minutes (Paper VF/1/2011).

3 Developments and updates from partner institutions since the last Forum

3.1 To note the following list of the University’s current validated partners, managed by the OQA&V:

Bermuda College; Chaucer College; The Circus Space; Central School of Ballet; Durrell Wildlife Conservation Trust; Faculty of General Dental Practice (part of the Royal College of Surgeons); ifs School of Finance; London Academy of Music and Dramatic Art (LAMDA); London Contemporary Dance School (LCDS); Universidad Antonio de Nebrija; North East Surrey College of Technology (NESCOT); Northern School of Contemporary Dance (NSCD); Rambert; GlaxoSmithKline (GSK); Canterbury Christ Church University (CCCU) and University for the Creative Arts (UCA).

3.2 To receive oral updates from each partner institution representative on activities in the past year.
4 QAA Collaborative Provision Audit – Dr Louise Naylor (Head of the Unit for the Enhancement of Learning and Teaching)

4.1 Update from the University of Kent regarding the outcomes from the recent Collaborative Provision Audit

Questions and Answer session regarding actions from the Collaborative Provision Audit

5. Amplification of Section 2 of the QAA Code of Practice (Collaborative Provision and Flexible and Distributed Learning) – Malcolm Dixon (Quality Assurance and Validation Manager)

5.1 To consider the amplified version of Section 2 of the Code of Practice which the QAA published in October 2010

6 To consider the following issues for discussion and ongoing improvement.

6.1 Updates to Kent’s Code of Practice
6.2 Annual Monitoring Report process
6.3 Appeals and Complaints Procedures
6.4 Publicity and promotion material and programme/student handbooks for validated programmes
6.5 Validation Handbook
6.6 Congregation dates and cut-off dates for receipt of results
6.7 Transcript Production

12.45 – 13.30 – Lunch

7 Running Effective Boards of Examiner – Malcolm Dixon (Quality Assurance and Validation Manager)

Training and development for staff at validated institutions and Chair of Boards of Examiners: The session aims to prepare staff for conducting effective Boards of Examiners. Participants will be given up-to-date guidance about the Credit Framework and related examination conventions for the classification of awards (in accordance with Annexes J and K of the Code of Practice)

8 Any Other Business

8.1 To consider any other items of business not already covered on the agenda.

14.30 – Departure