[School name]

[Date]

[Attendees]

*This guide is intended to support the ILR preparatory meeting (held at least 12 months in advance of the ILR event), by prompting areas for discussion and capturing key discussion points. The meeting will be arranged by the Quality & Standards Manager in liaison with the SAL Quality and School Support Service ILR coordinator.*

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| **ILR methodology** | * Purpose of ILR (evidence-based, enhancement-led)
* Roles and responsibilities
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| **Scope of the review** | * Confirm scope of upcoming review (note all programmes, including mode/location/level and provide detail if not included in previous review)
* Review to include all taught provision (including CPD)
* Confirm if there will be new modules to be approved and agree timeframe for this.
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| **School Scrutiny** | * Primary purpose of scrutiny – to ensure programme specs and module descriptors are accurate, focusing on quality assurance
* Discuss whether scrutiny will also provide opportunity to offer peer feedback on the self-evaluation report, prior to it being signed off by the Head of Learning & Teaching
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| **PSRBs** | * Note any professional, statutory or regulatory bodies and the impact of these on the review, e.g. opportunity/requirement to hold joint event
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| **Date and duration of review** | * 1-2 days, dependent on provision to be considered
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| **Student engagement** | * Provide and discuss guidance leaflet ‘Involving students in ILR’ and discuss approaches (including if TNE or DL students) and timeframes
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| **Stakeholder engagement** | * Programme support staff and professional support teams (e.g. International support, Global Online), collaborative partners, alumni, representatives from industry/Professional, Statutory & Regulatory Bodies (as relevant)
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| **Appointment of external academic peers** | * Discuss required areas of expertise; appointment process (conflicts of interest), agree number of peers appropriate for provision under consideration
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| **Appointment of review panel members** | * Discuss areas of expertise on the panel
* Panel appointed by SAL Quality in consultation with Head of Quality & Enhancement
* Panel members to be briefed by Quality & Standards Manager (note online course)
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| **Self-evaluation report & supporting documentation** | * Single SER (team approach to drafting - consider how the programme teams will approach the coordination and production)
* Programme specifications; record of actions from School Scrutiny; meeting minute from original approval/last review; ILR guide
* Evidence base to be made available on Sharepoint, including data (consider use of Cognos)
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| **Timeframes & liaison** | * Touchpoint meetings (agree purpose, when these will occur, who should attend)
* Production of drafts (agree who is responsible)
* School scrutiny meeting (60 days in advance of review)
* SER submission (SER signed off by Head of Learning & Teaching, shared with review panel 20 days in advance of review)
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| **Review event** | * Members of Programme teams and likely time commitment
* Presentation
* Student/alumni involvement
* Observer
* Review outcome known at end
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| **Report and outcomes** | * Report produced by DLTE within 10 days of event
* Draft report signed off by Convenor and circulated to review panel and programme teams for feedback on factual accuracy
* Final report considered by School LTAC and University Quality & Standards Committee
* Follow up event c.12 months after review with notes reported to University Quality & Standards Committee
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| **Sources of support** | * Quality Framework Section 2b (and 1c for School Scrutiny)
* Moodle course: <https://moodlecommunity.napier.ac.uk/course/view.php?id=265#section-1>
* SAL Quality
* School Support Service
* Quality & Standards Manager
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