

Key Validation Activities for PSRBs

PRE-EVENT Tasks	Support	PRE-EVENT Notes
Contact Professional Body/School re preliminary discussions including documentation deadlines and event date. Validation event, the lead-up to it and resulting outcomes to be run as 'project'.	School/LTS	School raises with LTS re when event required by, LTS then liaises with PSRB and sets date in consultation with Course Director
First meeting would be of Project Board – to include Course Director, LTS Hub Manager, School FM and Project Team to scope requirements. Project Team to be led by LTS Coordinator (Project Manager), overseen by LTS Manager, working closely with Local Support School Manager.	LTS/School	Scoping meeting to cover commissioning and coordination of documentation (e.g. SSLC notes, external examiners' reports, statistics)
Confirm date and book venue	LTS/Local Support	LTS Lead liaises with Academic Lead re date and preferred venue, Local Support books venue
On confirmation of date and professional body deadlines, provide schedule of deadlines to Academic Lead and/or relevant TD/Course Director	LTS	LTS Lead, in consultation with Academic Lead, TD/Course Director etc.
Approach external panel member(s) and confirm appointment	LTS/Local Support	Academic Lead to nominate and make informal approach, LTS then contact on his/her behalf with details and School send out any confirmation of appointment letter. Responses confirming attendance to be returned to LTS Lead.
Approach internal panel members	LTS/Local Support	LTS Lead with secretarial support, if required, from Local Support
Appoint LTQC critical readers and set deadlines for critical read	LTS/local Support	As above
Produce Validation/Curriculum documentation for critical read in School	LTS/School /Local Support	LTS Lead works with Academic Lead to ensure PSRB requirements met; production of documentation the responsibility of Academic Lead. Local Support collates and copies documentation with guidance from LTS Lead and sends out as requested.
Format Validation/Curriculum documentation from critical read in School	LTS/Local Support	Local Support make any changes to documentation following School critical read with guidance from LTS Lead

PRE-EVENT Tasks cont/.	Support	PRE-EVENT Notes
Submit validation documentation to LTQC for critical read (allow at least 2 weeks for critical read) (electronic and/or paper copy)	Local Support/ LTS	LTS Lead with secretarial support from Local Support i.e. production of documentation
Draft Timetable for event	LTS	LTS Lead in consultation with Academic Lead
Confirm professional body representation	LTS	As above
Confirm no conflicts of interest with professional body representation	LTS	As above
Panel membership approval from LTQC/Panel Chair	LTS	As above
Arrange travel/accommodation for external panel members	LTS/Local Support	LTS lead forwards requests. Local Support arranges, budget in School.
Book refreshments/catering	LTS/Local Support	LTS lead forwards requests. Local Support arranges, budget in School.
Respond to issues raised at critical read	Academic Lead/LTS	Academic Lead responds, liaising with LTS re UEA regulations. LTS Lead coordinates responses and then sends these to Academic Lead to pull together re documentation. Once done Academic Lead returns documentation to LTS Lead
Revisions to documentation following above	LTS/Local Support	LTS Lead checks documentation and then passes to Local Support to make revisions
Sign off final documentation by LTQC	LTS	LTS Lead sends to LTQC (copy to School Manager for information)
Prepare final documentation for printing/binding; copies for PSRB/School etc	LTS/Local Support	Following sign off by LTQC LTS Lead lets Local Support know when documentation required for.
Send documentation to PSRB 8 or 6 weeks in advance of the event (depending on PSRB requirements)	LTS/Local Support	LTS prompts and checks packs, produced and sent out by Local Support.
Send documentation to Panel for programme review 8 weeks in advance of the event (for PSRB event)	LTS/Local Support	LTS prompts and checks packs, produced and sent out by School Local Support. Send out at same time as send to PSRB.
Send documentation to Panel for UEA programme review 4 weeks in advance of the event	LTS/Local Support	LTS prompts and checks packs, produced and sent out by School Local Support

PRE-EVENT Tasks cont/.	Support	PRE-EVENT Notes
Invite attendees for the event - current and former students, mentors, key stakeholders, course team, etc	LTS/local Support	LTS Lead in liaison with Academic Lead produces lists of attendees and drafts invitation, Local Support send out invitations. Responses to LTS Lead.
Arrange briefing meeting for UEA programme review 2 weeks prior to event	LTS	LTS Lead arranges and attends, if catering required booked via Local support.
Confirm attendees for the event - current and former students, mentors, key stakeholders, course team, etc	LTS	LTS Lead sends Academic Lead and Local Support a list of attendees. Local Support require for 2 tasks outlined below.
Arrange car parking permits	Local Support	
Produce final list attendees for the event for the Panel and Secretary	Local Support	Secretary will be LTS Lead

POST- EVENT Tasks	Support	POST-EVENT Notes
Send agreed conditions and/or recommendations to PSRB within 3 days of the event (usually next day)	LTS/Academic Lead	LTS Lead in liaison with Academic Lead
Thank-you letters to Panel - internal and external	LTS/Local Support	LTS Lead drafts, Local Support sends out
Pay External Expenses and fee	Local Support	Expenses claims sent to LTS Lead as Panel Secretary and then passed to Local Support for processing - School budget codes, signed off by School Manager.
Produce UEA draft report within 2 weeks of event	Academic Lead/ LTS/Local Support	Academic Lead drafts, with input from LTS Lead re regulations etc. where required. Local Support produces documentation for School – copy cc'd to LTS Lead. Local Support holds documentation
Circulate UEA draft report for comment/approval to Panel members	LTS/Local Support	LTS lead drafts email/letter to send out with draft report – Local Support sends out.
Respond to conditions/action plan within agreed PSRB timeline (usually 1 month), and obtain approval from Panel to action plan	Academic Lead /LTS	Academic Lead responds, LTS Lead coordinates responses – Action Plan written by Academic Lead.
Signed off conditions sent to PSRB	LTS	cc'd to Academic Lead
Circulate Final report	LTS/Local Support	LTS lead drafts email/letter to send out with draft report – Local Support sends out.
Report to LTQC	Academic Lead/ LTS	