

Guidance for Periodic Review Secretaries

Scope

This guidance is for both new and experienced secretaries supporting Periodic Review events. It covers the roles and responsibilities of the lead/co-secretary and information about key documentation and timelines.

To be read in conjunction with Section 8 of the Quality Manual.

October 2019

Updated

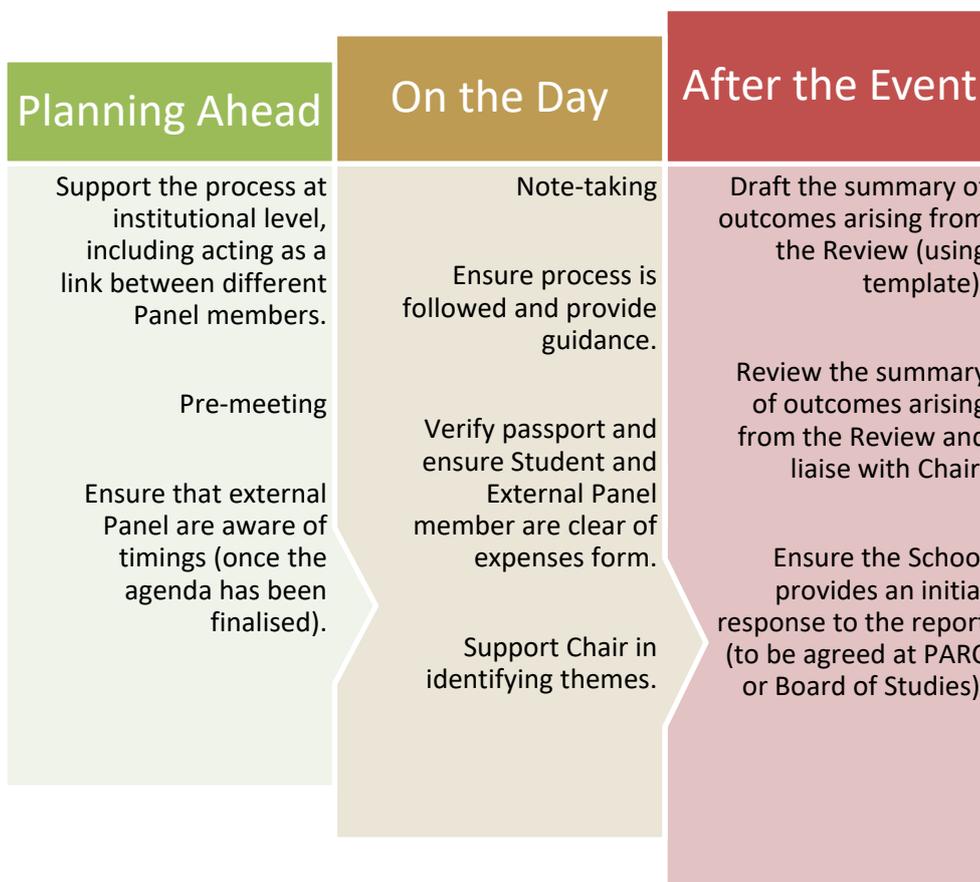
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Periodic Review is both an opportunity to reflect on provision within a programme/department and to support its future development. The Periodic Review Policy (see Section 8 of the Quality Manual) outlines the purpose and principles behind Periodic Review. The role of the secretary is essential in supporting this process.

The Panel’s activity is centred on the Periodic Review day, but engagement from secretaries supporting a review will begin well in advance of the day itself, and continue after the event resulting in detailed reporting and further actions.

In broad terms, the distinction between the role of the secretary and the School contact are outlined below:

PPR Coordinator (Quality & Standards Officer, QUAD) is available for guidance and support throughout the process.



Responsibilities at a glance – What do I need to do?

Co-Secretary Role (where applicable)	Lead Secretary Role	Key School Contact Role
Planning Ahead		
	Support the process at institutional level, including acting as a link between different Panel members.	Ensure that external Panel members/programme & senior team/ students are in place and are aware of timings (once the agenda has been finalised).
	Support the Chair and Review Panel in preparation for the event including identifying potential areas of discussion arising from the documentation. Send documentation to Panel (including external members). Send expenses forms to Student and External Panel member.	Organisation of room bookings, catering and documentation in preparation for the event. Send relevant documentation to School staff/students and the Review Secretary. All documentation should be complete and approved by the School PARC before it is circulated.
On the Day		
Note-taking	Note-taking. Ensure process is followed and provide guidance. Verify passport and ensure Student and External Panel member are clear of expenses form. Support Chair in identifying themes.	
After the Event		
Draft the summary of outcomes arising from the Review (using template).	Review the summary of outcomes arising from the Review and liaise with Chair	Ensure the School provides an initial response to the report (to be agreed at PARC or Board of Studies).
	Receive updated/amended documentation and ensure conditions arising from the Periodic Review Day have been met and are subsequently signed off by the Chair.	Provide updated/amended documentation to the Secretary for final approval.

Co-Secretary Role (where applicable)	Lead Secretary Role	Key School Contact Role
	Ensure the approved review report and the programme team's response to the report are saved in the shared drive in order for themes to be reported to Educational Quality Committee.	Liaise with Student and Academic Services to ensure that actions arising from the PPR are reflected in the APE Development Plan.

Lead/co-secretaries

In some instances, a co-secretary will be assigned to support a Periodic Review when:

- Significant provision is undertaking review;
- There is an agreed development opportunity for a new/less experienced secretary to support the Periodic Review process.

Where co-secretaries have been assigned to support a Periodic Review as a development opportunity, full engagement in the entire process is expected in order to ensure a meaningful and constructive experience. Further detail on the roles of lead and co-secretary, where one is assigned, can be found below. If a co-secretary is not assigned, the lead secretary will undertake all co-secretary tasks set out below.

What to expect

Before the Periodic Review – Planning Ahead

Pre Periodic Review Day

Identify areas of focus

Lead and co-secretaries will send email to the Panel members who will be participating in the Periodic Review identifying particular areas of focus. Suggested areas of focus are available.

Responsibility: Lead Secretary

Preliminary Meeting and a Development Day

Prior to the event, Schools are expected to hold a **Preliminary Meeting** and a **Development Day**

Preliminary Meeting; Should be held around 6 months prior to the Periodic Review Day. This is an opportunity for the School to discuss the scope and coverage of Periodic Review, documentation and roles and responsibilities. It is good practice for Secretaries to attend the Preliminary meeting.

Development Day; Should be held around 4 months prior to the Periodic Review Day. This provides an opportunity for reflection and action-planning by all members of the programme team(s) including staff from partner institutions. The development day would also be used to discuss how the Reflective Review and Action Plan will be drafted and reviewed. Secretaries should attend the Development day.

Responsibility: Key School contact to arrange meeting and communicate date to the PPR Coordinator (S&AS). Lead and co-secretary to attend where possible.

Agenda

Draft an agenda for the Periodic Review Day.

Responsibility: Lead Secretary & Key School Contact to jointly develop agenda

PPR Documentation (Evidence and Reflective Review Document)

Receive full documentation 1 month prior to the Periodic Review event (communication between lead secretary and key School contact is vital at this stage).

Responsibility: PPR Coordinator to receive from Key School Contact and share with Lead Secretary

Ensure that the documentation is complete and of an appropriate standard.

Responsibility: PPR Coordinator, Lead and Co-secretary

Secretaries should expect to receive:

Reflective Review Document; The Periodic Review day centres around the Reflective Review Document. The Reflective Review should be evidence based and will include evaluation and action planning based around Annual Programme Evaluations for the past 2-3 years, Student Surveys (e.g. NSS, Your Voice, Postgraduate Taught Experience Survey (PTES), Postgraduate Research Experience Survey (PRES)) for the past 2-3 years, External Examiner reports for the past 2-3 years and student destination data following graduation for the past 2-3 years. The Reflective Review should have already have been considered and approved by the School's Programme Approval and Review Committee (PARC), which is responsible for ensuring the quality of information provided to the Panel, and will be accompanied by supporting documentation.

Supporting Documents; The supporting documents accompany the Reflective Review Document, and may vary slightly depending on what is being covered by the Review. In addition to the documents outlined above the supporting documents should include all programme and module specifications. Where there are proposed amendments/updates to specifications, these should be highlighted. This may apply to reading lists only if there is no proposed change to the content.

Supporting documents may be provided online via Moodle, SharePoint or OneDrive however a hard copy of the agenda and reflective review document is required.

Send complete documentation to Panel members (both electronically and hard copy). Template email is available. Appropriate guidance/expenses forms should also be included and can be found here: <http://www.city.ac.uk/about/education/quality-manual/8-programme-evaluation-and-review#tab=1>

Responsibility: PPR Coordinator, Lead and Co-secretary to agree

Before the Day

Pre-meeting

Consider holding a meeting with the Chair of the Panel and Programme Director(s) in advance of the event to identify key areas it would be useful to focus on. The Academic Partnership Coordinator may also be involved in this meeting if it is determined that the size and type of partnership provision would make their attendance useful. A list of suggested topics is available below and should be amended to suit the needs of the individual review. This should enable the Panel to make full use of the day to discuss and reflect on key areas for consideration.

Responsibility: Co-secretary to arrange. Lead and co-secretary to attend.

Areas of discussion

Following these meetings, a list of potential areas of discussion should be circulated to Panel members for their input prior to the Review Day.

Responsibility: Lead Secretary

Arrangements

Check all arrangements are in place for the Periodic Review Day including room bookings and catering.

NOTE: It has proved useful for Schools to book an additional room for groups to meet in prior to their slot on the agenda.

Responsibility: Key School Contact (Lead Secretary to confirm)

Periodic Review Day

On the Periodic Review Day the Panel will meet with different groups as set out in the agenda including students (and sometimes alumni), the programme team and the senior staff team.

- ❖ Take notes in order to produce the Periodic Review Report.
Responsibility: Co-secretary to provide first draft of the report

- ❖ Provide advice to the Panel on University regulations and policy as and when required, and support the Chair in ensuring that key areas are covered during the Review.
Responsibility: Lead Secretary/PPR Coordinator

- ❖ Verbally agree conditions/recommendations/commendations and deadlines for a response from the School.
Responsibility: Lead Secretary to ensure that potential outcomes are noted as they arise during the Review Day for agreement by the Panel at the end of the review. Panel to agree outcomes.

After Periodic Review

Post Periodic Review

- ❖ Send list of conditions/recommendations/commendations to the Chair for sign-off (to confirm alignment with what was verbally agreed by the Panel) and send to the School within 2 weeks of the Review Day.
Responsibility: Lead Secretary

- ❖ Draft Summary of Outcomes and get approval from the Chair.
Responsibility: Co-secretary to draft Summary of outcomes and liaise with Lead Secretary to produce a final draft. Lead Secretary to send report to Chair for approval.
 - ❖ Draft Periodic Review Report and get approval from the Chair.
Responsibility: Co-secretary to draft report and liaise with Lead Secretary to produce a final draft. Lead secretary to send report to Chair for approval.

- ❖ Send report to the School within 8 weeks of the Periodic Review Day.
Responsibility: Lead Secretary

- ❖ Receive initial response from the School by the set deadline. Consider the responses to conditions by checking updated/amended documentation before sending to the Chair for final approval.
Responsibility: Co-secretary to consider responses and check documentation. Lead Secretary to do a final check before sending to the Chair for approval.

- ❖ Ensure that all documentation, including the report and School responses, are saved on the shared drive order for progress to be reported at Educational Quality Committee.
Responsibility: Lead Secretary and PPR Coordinator

**Version updated
12.11.19**