

**External Advisor Annual Report for the HEA RISES CPD Scheme**

City, University of London would like to thank you for taking the time to complete this form, which seeks comments on the following areas:

Section A: Undertaking Your Role

Section B: Scheme recognition claim and panel processes.

The purpose of the form is to obtain feedback from you to confirm or otherwise the standards and processes of the HEA RISES CPD scheme and to receive further comment on potential ways in which we can further develop this. We would be grateful if you could provide reflective comments where sections require this.

You may, should you consider it appropriate, send a separate, additional report confidential to the Vice-President (Education), concerning matters of significance and/ or sensitivity.

Please note you are able to print your completed form after you click on the Submit button, and before you click on the Confirm button.

Please submit your completed annual report within two weeks of the final panel in the summer.

**Academic session 2018/19**

**General Information**

HEA RISES CPD SCHEME

Department for Learning Enhancement and Development

Name of External Advisor

Year of appointment

Please specify what year

Email

Phone

Address for correspondence

Number of recognition claims assessed

|  |  |  |  |
| --- | --- | --- | --- |
| Principal Fellow | Senior Fellow | Fellow | Associate Fellow |
|  |  |  |  |

**Section A - Undertaking your Role**

1. External Advisor Role: Please provide information about your role with this scheme over the last year including the panel meetings attended; your role in assessment and other aspects of the quality process.

1. Are the range and volume of work supplied adequate for you to carry out your role?

Yes [ ]  If you wish to elaborate please provide further detail.

No [ ]  Please provide further detail

**3.** Are communication, documentation and administrative arrangements appropriate?

Yes [ ]  If you wish to elaborate please provide further detail.

No [ ]  Please provide further detail

**4.** If you have examined this scheme before have your previous comments been received, considered and responded to appropriately by the scheme panel members?

Yes [ ]  If you wish to elaborate please provide further detail.

No [ ]  Please provide further detail

N/A [ ]

**Section B - Scheme recognition claim and panel processes**

**5.** Were the standards of staff performance in this scheme appropriate and comparable with those of similar schemes in other UK institutions with which you are familiar?

Yes [ ]  If you wish to elaborate please provide further detail.

No [ ]  Please provide further detail

**6.** Are the requirements for the claim submission appropriate?

Yes [ ]  If you wish to elaborate please provide further detail.

No [ ]  Please provide further detail

*Please evaluate the following aspects:*

**7.** The processes for the assessment of claims, including the soundness and fairness of the conduct of the panels

**8.** Good Practice and strengths - Please provide examples of good practice or strengths that you have observed.

**9.** Areas for further development - Please provide clarification if there are any areas that you think require development both in the short and longer term.

**10.** Additional observations (not covered elsewhere in the report)

When you are ready to submit your form, please click on the Submit button at the bottom of the form, and then the Confirm button on the following page.

You are able to print your completed form after you click on the Submit button, and before you click on the Confirm button.