

TRINITY LABAN

Appendix D.1 Revalidation Process

1. Revalidation submission

1.1 The main submission will follow the standard template, with an up-to-date version of the programme specification and module specifications. The submission document provides an opportunity for self-evaluation, demonstrating how the programme team has reflected on the development of the programme during the previous period of validation. It is important that the report is evaluative as opposed to descriptive, providing context for any changes that have occurred or that are envisaged.

1.1.1 Where any programme amendments are proposed as part of the revalidation process, they should be included and highlighted for the Panel's attention.

1.1.2 The report will be informed by Annual Programme Evaluations, how issues have been addressed arising from previous validations/revalidations, the market for the programme, changes in staffing, alignment with the Institution's Strategic Plan, national developments in HE, developments within the profession etc. When a programme is due for revalidation, it is possible to subsume the requirements for Annual Programme Evaluation for that year into the overall evaluation report for revalidation.

1.1.3 Additional documentation

- In addition to the main submission and evaluation report, the following supplementary documentation is required:
 - data on student admission, progression, award and employment (last 5 years)
 - current Programme Handbook for students
 - the previous validation or revalidation report

- Panel members should also be provided with links to relevant institutional documents including:
 - Equal Opportunities Policy

- TL Strategic Plan
- Academic Quality Handbook
- Academic Regulations

2. Areas for Consideration at Revalidation

In conjunction with any specific issues arising from the overall revalidation submission and meetings with staff and students, the Panel will consider the following areas during the revalidation event:

2.1 Academic standards

The Panel will wish to satisfy itself that the programme seeking revalidation offers a high-quality educational experience to students and is commensurate with HE requirements including the level at which it is offered within the National Qualifications Framework. The Panel will consider the procedures in place for the maintenance and enhancement of the quality of the student learning experience and for securing academic standards. The Panel will wish to consider any identifiable outcomes that have resulted from enhancements made and will also review how the programme has complied with institutional procedures during the current period of validation. The Panel will also wish to see and consider statistical data relating to student progression and achievement and to consider the reasons for any significant changes over the past five years.

2.2 Aims and learning outcomes

The Panel will wish to see evidence that programme aims and learning outcomes remain clear (to staff, students and the Panel) and relevant to HE requirements.

2.3 Content and assessment

The Panel will wish to see evidence that any programme changes, changes outside of the programme (including within the associated profession/s), new technology, research findings and new aspects of professional practice have been incorporated into the programme and are working well. It will also wish to see that assessment methods are appropriate to learning outcomes, and to assure itself that curriculum and assessment design are inclusive and do not create barriers to learning for students with particular needs or backgrounds.

2.4 Learning and teaching

The Panel will wish to see that learning and teaching strategies are appropriate to the HE level of the programme and the nature of the discipline. The Panel will wish to assure itself as to the appropriate level of learning resources available to students to assist them in achieving the intended learning outcomes of the programme.

Consideration will be given as to how students' transition into, through and out of the programme is supported, and to the learning support strategies in place

2.5 Student voice

The Panel will have an opportunity to meet with students to gain some insight into students' experience of the programme and their input into the review process. Evidence of the effectiveness of student evaluation and the impact of the student voice on the delivery and development of the programme will be considered. The panel will wish to see evidence that appropriate action has been taken on feedback given by students and that there is appropriate and effective student representation on committees.

2.6 Institutional matters

The Panel will consider any Institutional matters that may affect the validated programme and should assure itself that no conflict exists between the aims and objectives of the Institution and the programme for which validation is sought. Any concerns of this nature should be referred to Academic Board for further discussion.

2.7 Staff development

The Panel will wish to see evidence of training and development for those staff involved in the teaching of the programme. The Panel may seek to identify evidence of any staff development that has enhanced the content and delivery of the programme.

2.8 Response to issues and problems

The Panel will wish to see evidence that consideration has been given and appropriate action has been taken (or is planned) on any problems or issues raised during the period of validation, for example through institutional monitoring and evaluation processes.