



Introducing QAA Workshop series: For new colleges undergoing QAA review

15 December 2011

- Workshop 1: QAA review - preparing for the self-evaluation
- Workshop 2: QAA review - preparing for the review visit

10 January 2012

- Workshop 1: QAA review - preparing for the self-evaluation
- Workshop 2: QAA review - preparing for the review visit

11 January 2012

- Workshop 1: QAA review - preparing for the self-evaluation
- Workshop 2: QAA review - preparing for the review visit
- Workshop 3: Student engagement in quality assurance

Venue: Canary Wharf Campus, EThames Graduate School, London Docklands

Registration and payment

All conference bookings are to be made via the [online registration form](#).

Cost

£179 per person per workshop

£129 per person per workshop if your institution is a QAA subscriber or an applicant for educational oversight

£99 per person per workshop if your institution is a QAA subscriber or an applicant for educational oversight, and a Study UK member

A 10 per cent overall discount applies if you book all three workshops

Payment can be made via cheque. You will receive confirmation of payment by email from the Quality Assurance Agency for Higher Education (QAA).

Partners in Quality is not VAT registered and therefore will not be issuing VAT invoices. The conference fee is non-refundable. You may nominate a substitute delegate if you are unable to attend.

The workshops have restricted numbers so early booking is recommended.

Initial booking is **restricted to a maximum of two delegates per institution.**

Further places may be available after 7 December 2011 upon enquiry.

Please complete a separate form for each delegate.

If you would like any more information please call 01452 557017 or email c.leyland@qaa.ac.uk.

QAA Quality Assurance and Developmental Workshops

Partners in Quality Ltd, the trading subsidiary of the Quality Assurance Agency in Higher Education (QAA) will be running a series of workshops, in association with Study UK, aimed at helping colleges and universities who want to develop their quality processes and/or are likely to be undergoing a QAA review in the next 12 months.

Initially, we are offering three workshops. Delegates might wish to choose one or a combination of the workshops:

- Workshop 1: QAA review - preparing for the self-evaluation
- Workshop 2: QAA review - preparing for the review visit
- Workshop 3: Student engagement in quality assurance

The workshops will be largely practical, developmental, hands-on sessions. They will be case study based and feature good practice. They will concentrate on the core elements and hints and tips that delegates need to be aware of if their college is to undergo a QAA review and/or they wish to embed quality assurance in their institution more effectively. There will also be the opportunity for delegates to share good practice and learn from each other.

The workshops will be led by a QAA staff member, Contract Reviewer, or an Associate of QAA, and supported by college practitioners who are familiar with the Integrated quality and enhancement review (IQER) Summative review method.

Initially all workshops will be held at the EThames Graduate School (Canary Wharf Campus), London Docklands.

Each delegate will be provided with the tools and notes from the meeting to cascade to staff in their own college or university. A pack of materials containing case studies and examples will be provided to all delegates together with references to material on the QAA website for their information and guidance.

Workshop 1: QAA review - preparing for the self-evaluation

The self-evaluation (SE) is a key component of the QAA review. It does not have to be lengthy but it is the only document which needs to be prepared especially for the review. A comprehensive, succinct and accurate SE can be an early indicator of the institution's capacity for critical self-evaluation and self-regulation which is an important aspect of quality.

As far as possible the SE should **describe** and **evaluate** all aspects of the management of higher education provision within the institution. There should not be a need for new documents as the SE should be based on a portfolio of existing information that can be supplied for examination with the self-evaluation or on request at the review.

This workshop will give guidance on the structure and content of the SE as well as hints and tips as to how best to go about preparing one. Delegates will be able to share examples of good (and bad) practice and should leave at the end of the day with a much clearer idea of what should be included in a SE and what the QAA reviewers will be looking for.

This workshop will focus on the following topics.

- Examination of a range of example self-evaluation documents.
- Contextual information - what needs to be included and how to present it.
- Working with awarding bodies and their relationship with the SE.
- Examples of potential sources of evidence and documents that should be included and how these should relate to:
 - academic standards
 - quality of learning opportunities
 - public information.
- The value and importance of staff and student surveys and how to use them.
- The part played by students.
- How to present the SE with proper evidence and references.
- Precepts, principles, policies and procedures (the 4 Ps).
- Identification of good practice, areas for development and action planning.
- The relationship between the SE and the review visit.
- Opportunity for discussion with other delegates on the challenges presented by the SE and how they are being dealt with in their institution.
- Questions and answers.

The workshop will be led by a QAA staff member, Contract Reviewer or an Associate of the QAA, and supported by college practitioners who are familiar with the IQER Summative review method and may have recently submitted a SE. The practitioners will be able to give first hand advice on the practical steps required to submit a meaningful and comprehensive self-evaluation document.

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Workshop 2: QAA review - preparing for the review visit

A review visit is the most important part of a QAA review whether it is part of a larger institutional review (Institutional review - England and Northern Ireland) or a Review for educational oversight. While there are variations according to the type of review, they all contain the same core features.

This workshop will give guidance on the structure and content of the site visit as well as hints and tips as to how best to approach it. Delegates will be able to share examples of good (and bad) practice and leave at the end of the day with a much clearer idea of what a site visit will entail and what the QAA reviewers will be looking for.

This workshop will focus on what will happen before, during and after the review visit and the expectations of the review team.

This workshop will focus on the following topics.

- The role of the facilitator.
- A typical review meeting.
- The timetable for a site visit.
- Making the most of the preparatory meeting.
- Samples of documentation that might be required at the site visit.
- What does 'good practice' look like?
- Programme design.
- Interpreting and evidencing the 'Code of practice'.
- Responding to the draft report.
- Action planning - what it means and how to do it.
- Involving the awarding body or bodies
- The role of the student.
- Things to watch out for in a review.
- Further information.
- Opportunity for discussion with other delegates on the challenges presented by the SE and how they are being dealt with in their institution.
- Questions and answers.

The workshop will be led by a QAA staff member, Contract Reviewer or an Associate of the QAA, and supported by college practitioners who are familiar with the IQER Summative review method. The practitioners may have recently experienced a review visit and will be able to give first hand advice on the practical steps required to have a successful site visit.

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Workshop 3: Student engagement in quality assurance

In the future, students, when they graduate, are likely to have to pay more towards the costs of their degrees. In return, the Government proposed in their Higher Education White Paper *Students at the heart of the system* that there should be more measures to improve the student experience, that they provide them with better information, expand their choices and ensure that universities and colleges are more accountable to students than ever before.

Students have played an important part in the QAA's review procedures for several years now. A student submission is a key part of the self-evaluation process and the involvement of students is a standard part of the review visit.

The views of students are particularly important when it comes to reviewing the quality of learning opportunities and public information that is provided by the colleges.

What are the most effective ways of engaging with students and how can colleges ensure that they obtain genuine, considered and representative views?

This workshop will focus on the following topics.

- How are the current developments in higher education impacting on students - potential and actual - and their behaviour?
- What are the implications for colleges in terms of student expectations and their relationship with them?
- The growth of student reps and the implications of this.
- What expectations does QAA have in terms of student involvement in quality assurance processes?
- What measures should colleges be putting in place to support, and engage with, students in the most effective way?
- What are the most effective ways of communicating with students?
- How should colleges involve students in course/programme design?
- How can colleges best collect evidence from students in order to include student views in their own submissions?
- What practical steps need to be taken to involve students in the review process in the most constructive way?
- What will be the implications for students and colleges as a result of QAA's new Quality Code?
- What is meant by public information? An overview of the sorts of information that students will consult - National Student Survey (NSS) the Universities and Colleges Admissions Service (UCAS), and the Key Information Sets (KIS).

The workshop will be led by a sector-wide student engagement specialist, and supported by either a QAA staff member, Contract Reviewer or an Associate of the QAA, and college practitioners who are familiar with student engagement in quality assurance.

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