Programme development and validation checklist for programme leaders

This checklist refers to guidance set out in the DAQ Guide to Validations, and should be read alongside this document.

Stage/timescale	Action to be taken	✓
Programme approval		
6 – 12 months prior to date of first intake (shorter timescales for fast-track)	Approval in principle by the PMB	
	Faculty approval (DARC or equivalent)	
	Authorisation by TPMC	
Programme development/preparing for validation		
Immediately following TPMC approval	In consultation with faculty Associate Professor (Quality) or equivalent/DAQ identify level of risk and related validation process (see guide to validation).	
	Identify an individual to act as external panel member and complete nomination form (a) for PVC/Dean's approval (b) for approval by Head of DAQ (on behalf of AQC)	
	Identify a validation date (which fits within the faculty schedule and is convenient for the approved external panel member if required to be in attendance – see 'level of external input' in guide to validation.	
	Request faculty Associate Professor (Quality) or equivalent to identify panel chair and remaining panel members on date agreed (see 'panel composition' table in guide to validation).	
	Confirm with Associate Professor (Quality) or equivalent and validation servicing officer the validation event programme, referring to guidance.	
	Confirm date and appropriate meeting to programme team and where necessary Faculty Executive and/or students	
	Draw up series of planning meetings in preparation for validation	
At Validation		
	Ensure that programme team has been briefed in advance about the panel's comments on the proposal, and ensure that any additional documentation requested by the panel is available	
After Validation		
	On receipt of draft document detailing outcomes of the validation, progress action to meet/respond to conditions and/or required actions and/or recommendations.	
	On receipt of draft validation report, consider it in terms of factual accuracy and submit comments to validation servicing officer within a week.	
	Arrange programme team meetings as appropriate to respond to conditions, required actions and also to prepare a response to recommendations. • Use tracked changes or equivalent to show where changes have been made.	
	Complete checklist/equivalent to show how the conditions have been met	
	Submit all responses to conditions to validation servicing officer together with checklist for transmission to the panel as appropriate.	
	Ensure final, approved validation report is presented to the PMB or SAC, for monitoring purposes	