

# Guidance CG(xiii)

## Validation documentary requirements

The table below illustrates the core documentary requirements for validation events.

	Faculty Level Validation*		University Level Validation**				
	In-house	With collaborative partner	In-house	With collaborative partner	Validation of new Foundation degrees	Validation of a 'top-up' degree	Fields delivered wholly or in part by FDL
<b>Brief Overview Paper</b>			Yes	Yes	Yes	Yes	Yes
<b>Programme Specification</b> in the standard University format (see template C6, guidance CG(vi) and exemplar CG(x))	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Module Template</b> in the standard University format (see template C7, guidance CG(vii) and exemplar CG(xi))	Yes, for <u>new</u> modules contributing to the field only	Yes, for <u>new</u> modules contributing to the field only	Yes, for <u>all</u> modules contributing to the field	Yes, for <u>all</u> modules contributing to the field	Yes, for <u>all</u> modules contributing to the field	Yes, for <u>all</u> modules contributing to the field	Yes, for <u>all</u> modules contributing to the field
<b>Table listing all modules in the field</b> , indicating which modules are new and which (if any) are already approved (see form C1)			Yes	Yes	Yes	Yes	Yes

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	In-house	With collaborative partner	In-house	With collaborative partner	Validation of new Foundation degrees	Validation of a 'top-up' degree	Fields delivered wholly or in part by FDL
<b>Resources Document</b> , relating to the human and physical resources available (see guidance CG(v))		Yes	Yes	Yes	Yes, with reference to the resources available at KU and the collaborative partner	Yes	Yes, with specific reference to the resources available to FDL students
<b>Mapping exercises/diagram</b> to illustrate: - when modules will be delivered and when students will undertake the main assessment tasks; - the types of assessment that will be used on each module (see guidance CG(v))		Yes	Yes	Yes	Yes	Yes	Yes
<b>Field Liaison Document</b> (see section B, guidance BG(ii))		Yes		Yes	Yes (if collaborative)	Yes (if collaborative)	Yes (if collaborative)

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	In-house	With collaborative partner	In-house	With collaborative partner	Validation of new Foundation degrees	Validation of a 'top-up' degree	Fields delivered wholly or in part by FDL
<b>Staff Development Plan</b> (see section B, guidance BG(ii))		Yes		Yes	Yes (if collaborative)	Yes (if collaborative)	Yes (if collaborative)
<b>Draft Student Handbook</b> (see guidance CG(v))		Yes		Yes	Yes (if collaborative)	Yes (if collaborative)	Yes
In advance of the event, the panel should have the opportunity to view a sample of the materials in the medium in which they will be delivered							Yes
<b>Marketing Material</b> (see section B, guidance BG(ii))		Yes		Yes	Yes (if collaborative)	Yes (if collaborative)	Yes (if collaborative)
<b>Programme specification</b> for the honours top-up degree					Yes		
<b>Module directory</b> for the honours top-up degree					Yes		

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	Faculty Level Validation*		University Level Validation**				
	In-house	With collaborative partner	In-house	With collaborative partner	Validation of new Foundation degrees where the linked top up already exists	Validation of a 'top-up' degree	Fields delivered wholly or in part by FDL
<b>Programme Specification</b> for the HND/Foundation on which it is based						Yes	
<b>Collaborative partner consideration of section 9 of the QAA Code of Practice</b>		Yes (if a new partner and offering placement learning)		Yes (if a new partner and offering placement learning)	Yes (if collaborative, a new partner and offering placement learning)	Yes (if collaborative, a new partner and offering placement learning)	Yes (if collaborative, a new partner and offering placement learning)

\* Faculty quality assurance committees should not normally request additional information from field proposers unless there are particular features of the field that require exposition (eg. an unusual pattern of delivery of the field, new and innovative assessment arrangements, meeting the needs of a particular group of potential students, etc). If the field team has sought external advice during the development of the field the committee could usefully ask to see it.

\*\* Additional documentation requirements may be necessary as agreed at the validation planning meeting.