

Enhancement-led Institutional Review (ELIR) 4 Operational Guidance: Planning Visit

Purpose

1 The main purpose and focus of the Planning Visit is to agree the scope of the review, specifically to determine whether the reviewers think it necessary to explore any matters that the institution has not included in its contextualised Reflective Analysis (RA) or in the Advanced Information Set (AIS). A QAA Scotland (QAAS) officer will accompany the ELIR team throughout the Planning Visit. The Planning Visit involves the whole ELIR team attending the institution for a single day of meetings with agreed groups of staff and student representatives.

Meetings

2 The Planning Visit will involve three meetings with colleagues from the institution. There will be a working meeting with the main contact from the institution, who is likely to be the senior member of academic staff with responsibility for leading the institution's preparations for ELIR, plus the senior administrative contact. The ELIR team will meet with a group of student representatives, a key aim of which will be to establish the students' views of the contextualisation decisions and therefore the topics that should be explored during the Review Visit. There will be a further meeting with a group of staff involved at the discipline level. Please see sample agenda and programme below. Timings are indicative, and will be agreed between the institution and the QAA officer in advance.

3 When providing names of staff and students to meet the ELIR team, it is helpful if institutions can supply brief information about each individual, for example year and programme of study, role, committee membership, and so on.

Documentation

4 Given the purpose of the Planning Visit - to evaluate the contextualised decisions set out in the institution's RA and to agree the focus of the Review - it is likely that the ELIR team will seek some additional information from the institution. Additional information might be necessary to:

- confirm the contextualisation decisions, especially ensuring that no matters have been excluded from the focus of the Review that might affect the threshold judgement
- support recommendation or commendations.

5 Where the ELIR team requests additional documentation, the usual protocol is that any documents explicitly referred to in the institution's RA or in the AIS should be readily available. Institutions are asked to make other items requested available to the ELIR team two to three weeks prior to the Review Visit. The precise arrangements can be negotiated between the QAAS officer, the coordinating reviewer and the institutional contact.

6 One week after the Planning Visit, the QAAS officer, on behalf of the ELIR team, will provide the institution with a note of the themes to be explored during the Review Visit, together with a draft programme for that visit and a note of any further information the team would like to access. This is a change from ELIR 3 due to the Planning Visit being shorter; there isn't time for the ELIR team to share these items before the end of the Visit.

Agenda for the Planning Visit

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| 08.30-09.00 | The ELIR team and QAAS officer arrive at the institution. It is useful if the institutional contact is available to explain the facilities and IT equipment provided. |
| 09.15-10.30 | Working meeting with the main institutional contact (normally the senior member of academic staff with responsibility for leading the institution's preparations for ELIR, plus the senior administrative contact) to explore and evaluate the contextualised decisions set out in the institution's RA and discuss early questions arising from the RA and AIS. |
| 10.30-11.15 | Team meeting. |
| 11.15-12.30 | Meeting with a group of student representatives, including sabbatical officers and students who have been involved with ELIR preparations. A key aim of this meeting will be to establish the students' views of the topics that should be explored during the Review Visit. The team will also explore the extent to which students have been engaged in the contextualisation decisions and in the wider preparations for the ELIR. The composition of this group will be agreed in advance through discussion between the QAAS officer and the institution. It is good practice for the institution to involve the students' association in the selection of students who meet the team. |
| 12.30-14.00 | Working lunch and team meeting. |
| 14.00-15.30 | Meeting with subject-level staff who have experience of the institution's regular quality processes, including Institution-led Review, and who are aware of the institution's contextualisation decisions. A key aim of this meeting will be to establish staff views of the topics that should be explored during the Review Visit. The composition of this group will be agreed in advance through discussion between the QAAS officer and the institution. |
| 15.30-17.00 | Team meeting. Due to travel arrangements, it may be necessary for some members of the ELIR team to depart by 17.00. |
| 17.00-17.15 | QAAS officer and coordinating reviewer meet with the main institutional contact to agree arrangements for sharing the key themes and programme for the Review Visit, plus any additional documentation. The key themes and programme will be provided electronically one week after the Planning Visit. |