

Open University Validation Partnerships

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<https://university.open.ac.uk/validation-partnerships>

Guidelines on Provision of Electronic Submission Documents for Validation

Submission documents should be forwarded via ZendTo. This is a secure transfer system where institutions “drop off” their documents. This is to ensure that our inboxes do not fill up with large documents. This system allows you to drop off documents by using the OUVP-events@open.ac.uk email address, and it has a two-week window period – meaning that after two weeks everything will be automatically removed.

If you go to <http://zend.to/> and click on ‘web-based system’ it demonstrates how the system works. If you have any problems, please email OUVP-events@open.ac.uk for guidance.

Submission documents should be forwarded no later than 3 **weeks** prior to the event. They should be uploaded onto ZendTo as compressed (zip) folders, comprising the following clearly annotated files. **All documents within the submission should be clearly titled and the table/s below included as a contents list. Where relevant, those documents that must be submitted on an Open University (OU) template are identified below and each template can be accessed at** [**https://university.open.ac.uk/validation-partnerships/supporting-information/partners/programme-validation-and-revalidation**](https://university.open.ac.uk/validation-partnerships/supporting-information/partners/programme-validation-and-revalidation)**.**

**Please indicate below which documents satisfy each criteria.**

**If submissions are not received as required below, they may be returned and further guidance given.**

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|  | **Contents** | **Programme Documentation Provided** |
|  | **Background Document. (OU template)***This should include the following appendices*:* 1. CVs of all teaching staff that should include areas of research and scholarship and an indication of their commitment to teaching on other programmes.
	2. Subject benchmark statements.
	3. Report on the internal audit of physical learning resources.

*Where the programme will be taught as part of a degree apprenticeship:** 1. The approved apprenticeship standard.
	2. An assessment plan for the apprenticeship and an explanation of how the academic award fits within this plan.

*Where the programme will have an element of practice:** 1. Fitness to Practice Policy
 | 1.01.11.21.31.41.51.6 |  |
|  | **Programme specification. (OU template)** | 2.0 |  |
|  | **Specification for each module. (OU template)** | 3.0 |  |
|  | **Student Handbook***OUVP provides guidance on the content of student handbooks that is available on the OUVP website.*  | 4.0 |  |
|  | **Notes from the preliminary validation meeting** | 5.0 |  |

**During the Validation event, the Panel should have access to the following documents within the base room:**

|  |  |
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| 6 | **Programme Documents** |
|  | * 1. Examples of student assessed work.
	2. External examiner reports.
	3. Regulations for Open University Validated Awards
	4. Staff development policy
	5. Placement learning policy that should include study abroad, where relevant.
	6. Equality and diversity policy.
	7. Assessment briefs.
	8. Marking guides.
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