

## THE ROLE OF THE HE CO-ORDINATOR ON THE COLLABORATIVE PARTNERSHIPS' FORUM

The Forum facilitates the development of consistent policy and practice across provision as well as the identification and dissemination of good practice. Membership of the Forum includes one representative from each of the University's partner institutions where validated provision is offered. This representative assumes the role of HE Coordinator for the partner institution on the Forum.

The role of the HE Coordinator is essentially to act as a **single point of contact** between the University and the Partner Institution. The HE Coordinator is the representative of the Partner Institution in the University.

The main aim of the role is to ensure **effective channels of communication** between the University, the College's leadership team, and the College's course directors and academic staff.

Responsibilities of the HE Coordinator on the Forum:

- To report to the CEO/ Principal on the outcomes of each meeting of the Forum.
- To report to the Heads of Department/ Course Directors on the outcomes of each meeting of the Forum.
- To report back to central departments such as Library, IT, and marketing, on the relevant outcomes from each meeting of the Forum.
- To collate data and provide reports on the provision, through proformas, or as requested.
- To act as a single point of contact to approve material at College level and then channel all material for University approval as published information to the Partnership Managers.
- To ensure completeness of Annual Course Review documentation by checking contents and then signing cover sheets for Self-Evaluation Reports.
- To collate and coordinate all documentation for the Institutional Approval/ Re-approval process.
- To forward all APEL submissions to the Partnership Managers for approval, once internal processes have been completed, and within the agreed timeframes.
- To have oversight of all CA3s submitted through the Faculties prior to submission.
- To ensure all Boards of Examiners are led by trained Chairs.
- To optimise College scheduling of Boards of Examiners, working with Course Directors and Partnership Managers to ensure best efficient use of time and resources.
- To participate in working groups which may arise through the work of the Forum.
- To bring forward papers for discussion in response to calls for papers before each Forum meeting.
- To nominate projects or speakers of interest for the annual conference.