

# Quality Review Visit: Responsibilities checklist for providers without degree awarding powers

One copy of this checklist should be completed for each partnership with an awarding body and awarding organisation and sent to QAA as part of the evidence base for the submission.

To assist providers with this exercise, QAA and Pearson have jointly produced a standard responsibilities checklist for providers delivering Higher National Certificates (HNCs) and Higher National Diplomas (HNDs) awarded by Pearson. QAA reviewers will use this standard checklist in respect of all such programmes. The standard checklist appears below.

|  |  |
| --- | --- |
| Provider | Click here to enter text. |
| Awarding body/organisation | Ulster University |

Please identify management responsibilities (or responsibilities for implementation within partnership agreements) using the checklist below. Where the provider is fully responsible (implementation is fully devolved) please mark the **provider** column; where the awarding body/organisation has full responsibility, mark the **awarding body/organisation** column; where responsibility is shared or the provider implements under awarding body/organisation direction, mark the **shared** column. Where responsibility is devolved to the provider or shared please give **documentary references** that show how this is managed or implemented.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area** | **Provider** | **Awarding body/ organisation** | **Shared** | **Documentary reference(s)** |
| Programme development  and approval |  |  |  | Click here to enter text. |
| Modifications to programmes |  |  |  | Click here to enter text. |
| Setting assessments |  |  |  | Click here to enter text. |
| First marking of student work |  |  |  | Click here to enter text. |
| Moderation or second marking of student work |  |  |  | Click here to enter text. |
| Giving feedback to students  on their work |  |  |  | Click here to enter text. |
| Student recruitment |  |  |  | Click here to enter text. |
| Student admissions |  |  |  | Click here to enter text. |
| Selection or approval of teaching staff |  |  |  | Click here to enter text. |
| Learning resources  (including library resources) |  |  |  | Click here to enter text. |
| Student engagement |  |  |  | Click here to enter text. |
| Responding to external examiner reports |  |  |  | Click here to enter text. |
| Annual monitoring |  |  |  | Click here to enter text. |
| Periodic review |  |  |  | Click here to enter text. |
| Student complaints**\*** |  |  |  | Click here to enter text. |
| Student appeals**\*** |  |  |  | Click here to enter text. |
| Managing relationships with other partner organisations (such as placement providers) |  |  |  | Click here to enter text. |
| Production of definitive programme information (such as programme specifications) |  |  |  | Click here to enter text. |
| Enhancement |  |  |  | Click here to enter text. |

**\*** As the awarding provider cannot delegate responsibility for academic standards to its delivering partner, the awarding provider must retain ultimate responsibility for academic appeals and complaints about academic standards.

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