The final validation report (FVR) is the culmination of the validation visit and should be sent to the Head of the ALS no later than 6 months after the conclusion of the validation visit. The report should follow the format below:

**COVER PAGE**

REPORT OF THE VISITING SACAP VALIDATION BOARD TO THE [Name of ALS] THE [Name of university]

PURPOSE OF THE VALIDATION VISIT: [validation visit for continued validation, validation visit for first-time validation (informal advisory visit), validation visit for first-time validation (initial advisory visit)]

[Date of validation visit]

[Status of report: e.g. draft, final]

**CONTENTS**

1. Table of contents
2. List of acronyms
3. Acknowledgements
4. Executive summary
5. Preamble
6. Validation process, aims and objectives
7. Criteria for validation
8. Members of the Validation Board

<table>
<thead>
<tr>
<th>Name</th>
<th>Qualifications/affiliations</th>
<th>Representation</th>
<th>e-mail</th>
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9. Recommendations to the SACAP:

The Validation Board recommends to the SACAP Education Committee [unconditional validation, conditional validation, withdrawal of validation, candidate qualification for recognition, deferred recognition, deferred validation] of: [title of qualification/s e.g. MArch(Prof)]

Statement of reasons for conditional validation/withdrawal of validation/deferred recognition/deferred validation.

Actions required to rectify the outcome and/or areas where standards need to be improved. Evidence require to demonstrate that the conditions have been met.

Timescale for fulfilling conditions.

Observations and feedback.

10. Detailed commentary on:

The alignment with, and achievement of, outcomes of the SACAP competencies;

Documentation, digital presentation and exhibition of work;

Self-appraisal and response to previous Validation Report;

Comments based on interviews with management;

Comments based on interviews with external examiners;

Comments based on interviews with staff;

Comments based on interview with students
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<td>11.</td>
<td><strong>Insert the MATRIX FOR EVALUATION (point 2 in this APPENDIX B) with detailed commentary in each section</strong></td>
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<td>12.</td>
<td><strong>General</strong> [Special attributes of the ALS]</td>
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<td>13.</td>
<td><strong>Advice</strong> [List with subheadings]</td>
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<tr>
<td>14.</td>
<td><strong>Conclusion</strong></td>
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</table>
| 15. | **Appendices**  
   |  Appendix A – Summary of validation criteria applied;  
   |  Appendix B – Timetable;  
   |  Appendix C – Program structure;  
   |  Appendix D – Head of Department’s assessment of validation visit;  
   |  Etc. |