

Appendix B.3

VALIDATION REPORT TEMPLATE

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		
	Name	Qualifications/affiliations	Representation
			e-mail
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		

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