

Appendix F

VALIDATION VISIT LOGISTICS

The head and staff of an Architectural Learning Site (ALS) as well as a Validation Board (VB) must review **APPENDIX F** well in advance of the validation visit so that the operation of the validation visit is understood. The validation visit can be conducted either completely on-site (on-site validation visits) or partially on-site and partially online (blended validation visits). The same process is followed for both, except that for the blended visit only the Chair, one professional member and the Secretary will visit the ALS for on DAY ONE only to complete a physical review of the ALS accommodation while all meetings are conducted online. In the instance of a blended visit, an open day may be inserted between DAY ONE and DAY TWO to allow for the Chair, the professional member and the Secretary to travel.

The VB will treat the visit as a co-operative exercise and, although the timetable is necessarily restricted, the VB members will have received a great deal of information about the ALS to be visited in advance, so it may be assumed that a VB is informed in respect of the workings of the ALS.

This appendix sets out general procedures, the suggested timetable and information for preparing the arrival and accommodation on, and off, site of the VB.

1. GENERAL PROCEDURES

The VB Chairperson, Coordinator/Secretary and the HoD of the ALS may collaboratively change the sequence and duration of the suggested timetable, but the timetable must be finalised at least a month before the visit. The constraints of a restricted timetable make last minute changes difficult, if not impossible, to accommodate. During the visit, a VB meets with individuals and with groups of staff, students and other stakeholders, which must be organized well in advance.

A VB's private discussion with the Head of the ALS after the presentations on the first morning of the visit is intended to afford an opportunity for the Head of the ALS to bring any matters of concern to a VB's attention. The timetable provides for a meeting with some or, if possible, all of the ALS's external examiners. A great deal of importance is attached to external examiners, their credibility and in particular to their presumed objective and unbiased assessment of the ALS's level of achievement. External examiners are assumed to have a greater depth of understanding of levels of achievement in their area of expertise than a VB member, and detailed clarification will be required where their reports are unsatisfactory or where their assessment differs significantly from the internal examiners' assessment.

The VB's discussion with the staff is intended to be wide-ranging and it is mandatory that all members of staff will join in. Discussion will also take place during the less formal encounters with staff in the studios or over lunch time. Should any staff member wish to have a personal discussion with a VB, they should contact the Chair. The Head of the ALS should make it known that this opportunity is available to all staff members.

Members of a VB have a formal group discussion with students as well as talking to individual students in the studios. The student discussion group must, at least, include two recently graduated students, a representative of the student body, representatives of each study year or, at the discretion of the ALS, be open to any learner who wishes to be present. If possible, an SRC representative should be included. It is essential that students and graduates from the exit levels of the course are represented. This student meeting is usually unstructured, but students may, if they wish, prepare a brief list of topics to discuss and this list must be made available to a VB on the first day of the visit.

2. SUGGESTED TIMETABLE

TIME	ACTIVITY	PERSON/S INVOLVED
	Only for on-site validation visit.	
	For both on-site and blended validation visits.	
	DAY ONE MINUS (USUALLY A SUNDAY).	
TBA	Pre-meeting of the Validation Board (VB). Detail in APPENDIX B.	VB
	DAY ONE	
07:30	The VB to be collected at accommodation.	VB
8:00-8:15	Introduction by VB Chairperson of Board members and by the HoD of ALS of staff members.	VB, Head of ALS and academic staff
08:15 – 09:45	Presentation 1 (Summative Self-appraisal) by Head of ALS of the ALSs. Requirements in APPENDIX C. Presentation 2 by staff of the ALS of the outline of the academic programme. Requirements in APPENDIX C.	VB, HoD of ALS and academic staff
09:45-10:00	Tea break.	
10:00 – 10:30	Private meeting with the HoD of the ALS.	VB, HoD of ALS
10:30 -12:30	Members of the VB divide their time between inspection of portfolios and other exhibited work.	VB
12:30 – 13:30	Lunch.	
	OR	
12:30 – 13:30	Lunch with the HoD of the ALS and teaching staff.	Staff and VB
13:30 – 17:00	Members of the VB divide their time between inspection of portfolios and other exhibited work.	VB
	Visits to workshops, library, studios, computer facilities etc., including informal discussions with staff and students.	
17:00 – 18:00	Exhibition of best student work and informal socialising.	VB and Staff
18:00	The VB departs to accommodation.	VB
	POSSIBLE TRAVEL DAY	
	DAY TWO	
07:30	The VB to be collected at accommodation.	
8:00 – 9:00	The VB reflects on evidence presented and discusses the format of interviews to follow.	VB
09:00 – 10:00	The VB meets with students and graduates.	VB and students
10:00 – 10:30	Refreshment Break.	

10:30 – 11:30	The VB meeting with external examiners.	VB and external examiners
11:45 – 12:45	The VB meeting with full-time and part-time staff (without the HoD of ALS unless invited by the VB Chair).	VB and staff without HoD of ALS
12:45-13:15	Meeting with the Dean.	
13:15 – 14:00	Lunch.	
	OR	
12:45 – 14:00	Lunch meeting with the Dean and external examiners.	VB, Dean, external examiners
14:00 – 17:00	Private meeting of the VB to agree on general findings and report content. The VB drafts statement and outline report.	VB
17:00	Depart for accommodation.	VB
	DAY THREE	
07:30	The VB to be collected at accommodation.	
08:00 –11:45	The VB works on the verbal validation statement and draft written validation interim report. VB prepares for meeting with senior management.	VB
12:00 – 13:00	The VB meets with VC, DVC, Dean and Deputy Dean to convey findings and hand over statement.	VB, VC, DVC, Dean and Deputy Dean
13:00 – 14:00	Lunch.	VB
14:00 –	Depending on the VB members' travelling arrangements.	VB

3. VB ACCOMMODATION

Either the ALS under validation or SACAP (if the institution notifies SACAP that they do not have the capacity) arranges hotel accommodation, breakfast, dinner and transport for members of the VB. Members who make their own travel arrangements may claim compensation, but the arrangements should be in line with the ALS's expenditure policies. The SACAP appointees are entitled to an honorarium which is paid on completion of the final validation report, the amount of which will be reviewed annually.

The VB should be provided with a secured, ventilated and well-lit room in the ALS, to use as a base in which to keep important documents and hold private meetings. A simple working lunch at the ALS or where coursework is displayed is preferred, giving an opportunity to see more of the staff and students and to meet those individuals involved in the management of the ALS.

Water must be made available throughout the visit. Beverages should be served mid-mornings and mid-afternoons. Again, due to time constraints, these must not interrupt the sessions. The ALS has the responsibility of ensuring that there is sufficient working Wi-Fi and printing facilities.

Evenings are to be reserved for informal discussions amongst VB members and for the members to relax. Therefore, no after-hours social invitations, from the ALS, staff or students, will be accepted. Informal socialising at the proposed exhibition of best work directly after the first day's proceedings is, however, acceptable. This event is optional for the VB to attend and arrangements in this regard should be made before the visit so that the ALS can prepare accordingly.