**UoNO Verification Template for Phase 1 verification – Review of the CPD provider’s platform and materials**

This form is only to be completed by an approved Academic Expert.

For completion by Academic Expert:

Name of CPD programme: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme stated aims and learning outcomes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please refer to the Regulation on Verification, the Process of Verification, and the Guidance on Standards for Verification prior to completing this form.

Phase 1 is a review of the CPD provider’s platform and materials for each specific learning product. The goal of Phase 1 is to confirm that learners successfully completing the learning product should meet the learning outcomes claimed for the learning product by the CPD provider and should do so with the support claimed by the provider.

In responding to the questions below, we expect that you have reviewed content on the provider’s platform; learning resources and a summary of the plan for the body of learning to be undertaken, including stated learning outcomes, and learning activities eg. Slide decks, pre-reading, etc.).

Please detail all documentation reviewed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Please provide brief comments in the relevant box.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes | No | Need more info |
| Is the scope and breadth of the learning appropriate for the stated aims and learning outcomes? |  |  |  |
| Do the learning activities provide sufficient opportunities for learners to develop the knowledge skills and behaviours required to achieve the stated aims and outcomes? |  |  |  |
| Does the amount of time and/or level of commitment that the learner must invest to complete the programme reflect the scale and scope of the learning outcomes? |  |  |  |
| Are there any other areas of concern that you have about the programme that might prevent verification? |  |  |  |
| Is the learning platform set up in such a way that makes clear to learners what they need to do, when? |  |  |  |
| Is all relevant information around process clearly presented and made available in a suitable range of formats? |  |  |  |
| Is there a suitable process in place to ensure that learners who might be struggling can access support? (This might include ECs, Appeals, etc.) |  |  |  |
| Do you believe that the content:   * is ambitious and designed to give learners the knowledge they need to take advantage of opportunities, responsibilities and experiences in later life * is planned and sequenced so that the end points that it is building towards are clear and that learners develop the knowledge and skills, building on what has been taught before, to be able to reach those end points * has rigour, where relevant, so that learners learn the knowledge that they need to answer subject-specific questions and to gain disciplinary knowledge of how the subject works |  |  |  |
| Do you believe that those running the course:   * have expert knowledge of the subjects that they teach and are supported, where necessary, to address gaps in their knowledge so that learners are not disadvantaged by ineffective teaching * present information clearly, promote appropriate discussion, check learner understanding systematically, and identify misunderstandings and adapt teaching as necessary to correct these * deliver the subject curriculum in a way that allows learners to transfer key knowledge to long-term memory. * use assessment to check learners’ understanding to inform teaching, and to help learners embed key concepts, use knowledge fluently and develop their understanding, and not simply memorise disconnected facts * consider the most important knowledge or concepts that pupils need to know and focus on these, and prioritise feedback, retrieval practice and assessment |  |  |  |

Given your answers to the above, do you have any objections to UoNO verifying this programme?

Yes / No / Need more info (please provide details):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Academic Expert:

Signature:

Date:

Once complete, the verification should be returned by the Expert Reviewer to the Academic Director of UoNO.

For completion by UoNO Academic Director:

Please confirm whether all aspects of the programme and its quality assurance that are mentioned in the contract between UoN and the provider dealt with in the platform and resource available to learners? Yes / No

Please confirm on behalf of UoNO that given the above UoNO approves the verification of the programme.

Yes / No / Need more info (please provide details):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Academic Director:

Signature:

Date:

Once the form is complete by both Expert Reviewer and UoNO Academic Director, please send to [ss-qsc-cases@exmail.nottingham.ac.uk](mailto:ss-qsc-cases@exmail.nottingham.ac.uk) for report.