**UoNO Verification Template for Phase 2 verification – Post Delivery review**

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 2 consists of a re-review of the CPD provider’s platform and materials for a specific learning product after the learners have completed the learning product, to confirm that the CPD provider used of the platform and materials first reviewed in Phase 1 (and/or any deviations were non-material). This review is required prior to a Phase 3 review (for learners’ digital badges).

In responding to the questions, below, we expect that you have reviewed the Phase 1 report and reviewed the 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 |
| Are the aims and learning outcomes as provided for the Phase 1 review? |  |  |  |
| Are the learning activities provided as per the Phase 1 review? |  |  |  |
| Does the amount of time and/or level of commitment that the learner must invest to complete the programme concur with the Phase 1 review? |  |  |  |
| Have any changes been made to the provision since the Phase 1 review. If so, are these changes material? Do they require a repeat of the Phase 1 verification to take place? |  |  |  |
| Are there any 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 the process in place to ensure that learners who might be struggling can access support provided as per the Phase 1 report? (This might include ECs, Appeals, etc.) |  |  |  |
| Do you believe that those running the course:   * had expert knowledge of the subjects that they taught and were supported, where necessary, to address gaps in their knowledge so that learners were not disadvantaged by ineffective teaching * presented information clearly, promoted appropriate discussion, checked learner understanding systematically, and identified misunderstandings and adapted teaching as necessary to correct these * delivered the subject curriculum in a way that allowed learners to transfer key knowledge to long-term memory. * used assessment to check learners’ understanding to inform teaching, and to help learners embed key concepts, used knowledge fluently and developed their understanding, and not simply memorise disconnected facts * considered the most important knowledge or concepts that pupils need to know and focused on these, and prioritised 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.