**UoNO Verification Template for Phase 3 verification review – monitoring of standards**

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 3 consists in an evaluation of a sample of the learners’ completed work and feedback, alongside any marking rubrics used to confirm that the work completed is of a standard that demonstrates that learners successfully completing the learning product have met the learning outcomes claimed for the learning product by the CPD 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.).

We also expect that you will have reviewed work completed by learners, and that you will be able to select that sample. Minimum sample sizes are described in the Process for Verification. This should include any completed formative and summative work, as well as marks and feedback that has been provided to learners. If feedback should have been provided, but has not been, please note this.

Please detail all documentation reviewed:

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Please provide brief comments in the relevant box.

|  |  |  |  |
| --- | --- | --- | --- |
| Question | Yes | No | Need more info |
| Is the scope and breadth of the learning appropriate for this 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? |  |  |  |
| Were you able to select work to be reviewed or was it provided for you? |  |  |  |
| How much work did you review?/What was the cohort size? |  |  |  |
| Do you confirm that the work reviewed provides robust evidence showing that learners who have completed the learning product can demonstrate the knowledge / skills / behaviours specified in the learning outcomes? |  |  |  |
| Were marking schemes/rubrics used and adhered to? |  |  |  |
| Are there any other areas of concern that you have about the work and its assessment that might prevent phase 3 verification? |  |  |  |

Please confirm on behalf of UoNO that given the above UoNO approves the verification of the programme and that you recommend approving the award of digital badges to the learners of this programme.

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

Name of Academic Expert:

Signature:

Date:

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

**For completion by UoNO Academic Director:**

Please confirm on behalf of UoNO that given the above UoNO recommends the approval of the verification of the programme and the award of digital badges for learners of the programme.

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

Name of Academic Director:

Signature:

Date:

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