



## Guidelines for preparing a site visit agenda

The agenda example includes timings for each meeting length, including provision for inspection of facilities, work samples and time available for extra meetings as required at the end of each day. Meetings not applicable should be deleted, and adjustments can be made to the order of meetings. The assessment team will review the proposed agenda and request adjustments as required. Small adjustments may also be made during the visit if appropriate.

### General

1. Meetings are required with the Head of the AOU, the Head's line manager (for example Dean), and administrative and technical staff.

### Undergraduate and fourth year programs

1. Meetings are required with the program Coordinator, academic staff, and students
2. In small departments it may be appropriate to combine some or all meetings related to undergraduate and fourth year programs
3. All students should be made aware of and invited to attend the meetings and therefore the venue should be large enough to accommodate all students. If the venue is the same as that for the staff, those meetings should not be contiguous so as to provide some anonymity for students attending the meeting
4. If appropriate, a tour of teaching and research facilities and/or demonstration of online learning materials should be scheduled.

### Postgraduate Professional Programs

1. Meetings are required with the program Coordinator, academic staff, supervisors and students
2. Where an AOU offers postgraduate programs in more than one AoP, the meetings and activities relating to each program should be contiguous, i.e. blocked
3. If there is considerable overlap between programs, the meeting with teaching staff may be combined but more time should be assigned to the meeting
4. All students should be made aware of and invited to attend the meetings and therefore the venue should be large enough to accommodate all students. If the venue is the same as that for the staff, those meetings should not be contiguous so as to provide some anonymity for students attending the meeting
5. Inspection of any clinical / practical facilities include meeting with the director of such facilities. If the facilities are used for multiple programs, then only one inspection is required
6. If the same test library is used for multiple programs, then only one inspection is required
7. It may be possible to schedule the meeting with field supervisors by Skype or similar, and/or after hours if this makes it easier for supervisors to attend.