

## Sample Agenda for an Advisory Visit prior to Institutional [Re]Approval

**Open University Validation Partnerships**  
**Advisory Visit Agenda**  
**[Organisation]**  
**[Day Month Year]**

*All timings are indicative*

09:00 – 09:15	Meeting with the relevant Senior Team – Introductions and a general discussion regarding the relationship and requirements from both sides.
09:15 – 11:00	<p>Meeting with those responsible for preparing for the Institutional [Re]Approval</p> <p>The Administrative Audit To discuss:</p> <ul style="list-style-type: none"> <li>• Documentation required and guidelines for submission</li> <li>• Draft Agenda for the visit</li> <li>• Timelines and staff for this part of the process</li> <li>• Possible outcomes</li> <li>• [References (Approvals)]</li> <li>• [What's changed since the last Admin Audit (Reapprovals)]</li> </ul>
11:00 – 11:15	Break
11:15 – 12:45	<p>Meeting with those responsible for preparing for the Institutional [Re]Approval</p> <p>The [Re]Approval Visit To discuss:</p> <ul style="list-style-type: none"> <li>• Submission Documentation list</li> <li>• Regulations</li> <li>• Panel</li> <li>• Agenda for the visit</li> <li>• Possible outcomes</li> </ul>
12:45 – 13:15	Lunch
13:15 – 14:45	<p>Meeting with those who would be preparing for Programme Approval (If Advisory Visit prior to Institutional Approval)</p> <p>Programme Approval – The principles of programme approval</p> <ul style="list-style-type: none"> <li>• Documentation and templates available</li> <li>• Awards intended to offer (Exit Awards and RPL)</li> <li>• Requirements for programme documentation</li> <li>• Panel planning (process panel member and institutional process panel member)</li> </ul> <p>Preliminary validation event</p> <ul style="list-style-type: none"> <li>• Role of the Process Panel Member</li> </ul> <p>Final validation event</p> <ul style="list-style-type: none"> <li>• Agenda for the final meeting</li> </ul>

14:45 – 15:00	Final concluding meeting to discuss any issues arising and to agree the next steps.
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*Please note, this is a sample agenda. The order and length of each meeting will be agreed between the institution and OUVP.*