

**Visitors' Report
Annual Monitoring**

Section One: Programme Details

Name of education provider	Glasgow Caledonian University
Name of awarding institution (if different from education provider)	
Name & Title of Programme	BSc (Hons) Human Nutrition & Dietetics
Mode of Delivery	Full time
Name of HPC Visitor(s) considering audit submission	Pauline Douglas (Dietitian) Tricia Fillis (Radiographer)

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

Departmental forum minutes (December 2006)

CV

Programme Board Minutes (November 2006, December 2006, February 2007, May 2007, November 2007)

Programme timetables for clinical educators 1 & 2 day programmes

Physiology, pharmacology & Nutrition divisional quality group minutes (June 2006, September 2006, February 2007, June 2007)

Section Two: Recommendation of the Visitor(s)

Please select one of the following recommendations to the Education & Training Committee–

- The following documentation is requested (please list below) before a final recommendation can be made -

See additional information (section 3)

Following the receipt of additional documentation, the visitors made the following further recommendation.

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals visit is required to consider the following Standards of Education and Training - SET 1, SET 2, SET 3, SET 4, SET 5 & SET 6 (delete as appropriate)

(Details of the rationale behind this decision and the focus for the suggested visit should be listed on the following page)

Visitors' signatures:

Name: Pauline Douglas

Date: 22 April 2008

Name: Tricia Fillis

Date: 22 April 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University BSc (Hons) Human Nutrition & Dietetics Full Time	Final DD: None	Public RD: None

Section Three: Additional details

SET 1: Level of qualification for entry to the Register.

Reason:

SET No
Evidence requested

Reason for evidence requested

SET 2: Programme admissions

Reason:

SET No
Evidence requested

Reason for evidence requested

SET 3: Programme management and resource standards

SET No
Evidence requested

Reason for evidence requested

SET 4: Curriculum standards

4.7 Where there is inter-professional learning the profession specific skills and knowledge of each professional group must be adequately addressed.

Evidence requested

The visitors would like the module descriptors of the inter-professional learning modules that have changed in the programme.

Reason for evidence requested

In the mapping document provided by the programme team it shows that there are new inter-professional learning modules/teaching that have been introduced across the programme. The visitors would like the module descriptors of the modules that have changed in the programme in order to clarify that this SET has been met.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University BSc (Hons) Human Nutrition & Dietetics Full Time	Final DD: None	Public RD: None

SET 5: Practice placements standards

5.1 Practice placements must be integral to the programme.

Evidence requested

The visitors wished to have further information regarding the outcome of queries regarding the placement security on the programme.

Reason for evidence requested

In the February 2007 Programme Board minutes a query was raised regarding long term programme security in relation to the placements on the programme. The board agreed that a long term strategy would need to be implemented, a discussion took place regarding the future of Dietetics within the University and it was reported that the concerns would be sent to the Dean to raise with the Principal which could be fed back to the board. The visitors wished to have clarification of the outcome of this matter to ensure that this SET was being met.

SET 6: Assessment standards

6.2 Assessment methods must be employed that measure the learning outcomes and skills that are required to practise safely and effectively.

6.3 All assessments must provide a rigorous and effective process by which compliance with external reference frameworks can be measured.

Evidence requested

The visitors would like the module descriptors of the modules that have changed in the programme, the timings of when these modules are taught in the programme and the new marking scheme that has been implemented.

Reason for evidence requested

In the mapping document provided by the programme team it shows that there are several assessments that have changed in modules across the programme and that a new marking scheme has been introduced. The visitors would like the module descriptors and timings of the modules that have changed in the programme and the new marking scheme in order to clarify that these SETs have been met.

Further comments

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University BSc (Hons) Human Nutrition & Dietetics Full Time	Final DD: None	Public RD: None

**Visitors' Report
Annual Monitoring**

Section One: Programme Details

Name of education provider	Glasgow Caledonian University
Name of awarding institution (if different from education provider)	
Name & Title of Programme	MSc Dietetics & Pg Dip Dietetics (Pre-Registration)
Mode of Delivery	Part & Full time (MSc) Full time (Pg Dip)
Name of HPC Visitor(s) considering audit submission	Pauline Douglas (Dietitian) Tricia Fillis (Radiographer)

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

Departmental forum minutes (December 2006)

CV

Programme Board minutes (February 2007, including clinical placement summary, May 2007, November 2006)

Programme timetables for clinical educators 1 & 2 day programmes

Physiology, pharmacology, & nutritional divisional quality group minutes (June 2006, September 2006, February 2007, June 2007)

Section Two: Recommendation of the Visitor(s)

Please select one of the following recommendations to the Education & Training Committee–

- The following documentation is requested (please list below) before a final recommendation can be made -

See additional information (section 3)

Following the receipt of additional documentation, the visitors made the following further recommendation.

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals visit is required to consider the following Standards of Education and Training - SET 1, SET 2, SET 3, SET 4, SET 5 & SET 6 (delete as appropriate)

(Details of the rationale behind this decision and the focus for the suggested visit should be listed on the following page)

Visitors' signatures:

Name: Pauline Douglas

Date: 22 April 2008

Name: Tricia Fillis

Date: 22 April 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University MSc Dietetics (Full & Part Time) & Pg Dip Dietetics (Pre-reg)	Final DD: None	Public RD: None

Section Three: Additional details

SET 1: Level of qualification for entry to the Register.

Reason:

SET No
Evidence requested

Reason for evidence requested

SET 2: Programme admissions

Reason:

SET No
Evidence requested

Reason for evidence requested

SET 3: Programme management and resource standards

Reason

SET No
Evidence requested

Reason for evidence requested

SET 4: Curriculum standards

Reason:

SET No
Evidence requested

Reason for evidence requested

SET 5: Practice placements standards

5.1 Practice placements must be integral to the programme.

Evidence requested

The visitors wished to have further information regarding the outcome of queries regarding the placement security on the programmes.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University MSc Dietetics (Full & Part Time) & Pg Dip Dietetics (Pre-reg)	Final DD: None	Public RD: None

Reason for evidence requested

In the February 2007 Programme Board minutes a query was raised regarding long term programme security in relation to the placements on the programmes. The board agreed that a long term strategy would need to be implemented, a discussion took place regarding the future of Dietetics within the University and it was reported that the concerns would be sent to the Dean to raise with the Principal which could be fed back to the board. The visitors wished to have clarification of the outcome of this matter to ensure that this SET was being met.

SET 6: Assessment standards

6.2 Assessment methods must be employed that measure the learning outcomes and skills that are required to practise safely and effectively.

6.3 All assessments must provide a rigorous and effective process by which compliance with external reference frameworks can be measured.

Evidence requested

The visitors would like the module descriptors of the modules that have changed in the programmes, the timings of when these modules are taught in the programmes and the new marking scheme that has been implemented.

Reason for evidence requested

In the mapping document provided by the programme team it shows that there are several assessments that have changed in modules across the programmes and that a new marking scheme has been introduced. The visitors would like the module descriptors and timings of the modules that have changed in the programmes and the new marking scheme in order to clarify that these SETs have been met.

Further comments

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University MSc Dietetics (Full & Part Time) & Pg Dip Dietetics (Pre-reg)	Final DD: None	Public RD: None

**Visitors' Report
Annual Monitoring**

Section One: Programme Details

Name of education provider	Queen Margaret University
Name of awarding institution (if different from education provider)	N/A
Name & Title of Programme	MSc Art Therapy
Mode of Delivery	FT PT
Name of HPC Visitor(s) considering audit submission	Susan Strand (Art Therapist) Donald Wetherick (Music Therapist)

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

Statement of hours for teaching staff

CVs for teaching staff

List of recent library acquisitions

Statement of arrangements for storage of student art work.

Statement of changes to planned curriculum re groupwork.

Placement Report for 2007

Section Two: Recommendation of the Visitor(s)

Please select one of the following recommendations to the Education & Training Committee–

- The following documentation is requested (please list below) before a final recommendation can be made -

3.4 There must be an adequate number of appropriately qualified staff in place to deliver an effective programme.

3.5 Subject areas must be taught by staff with relevant expertise and knowledge.

Evidence requested

The visitors require a list of teaching staff for 2008 with hours/responsibilities, including CV's to indicate clinical and art making experience.

Reason for evidence requested

There is a need to see that staff cover the correct spectrum of clinical and art making experience to deliver the programme effectively.

3.6 A programme for staff development must being place to ensure continuing professional and research development.

Evidence requested

The visitors require staff development plans for all staff members ("activity planning" is referenced but not included in documentation).

Reason for evidence requested

It is currently unclear what Activity planning consists of, and only 2 staff members were presented in the internal monitoring report 2006/7. The visitors felt more information was required in order to determine if this standard continued to be met.

3.7 The resources to support student learning in all settings must be used effectively.

Evidence requested

The visitors require information to show how storage of artwork has been addressed.

Reason for evidence requested

In the submitted documentation there is an indication that this matter is "ongoing". The visitors felt that to ensure there were sufficient resources, more information was required to evidence how storage space has been addressed.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	a	EDU	APV	AM Visitors Report - Queen Margaret University - MSc Art Therapy - FT-PT	Final DD: None	Public RD: None

4.4 The curriculum must remain relevant to current practice.

4.6 The range of learning and teaching approaches used must be appropriate to the subjects in the curriculum.

Evidence requested

The visitors require a list of new library acquisitions relevant to the programme and the proposed programme for 2008-9, regarding the inclusion of art therapy work shops/group work.

Reason for evidence requested

The visitors require information to monitor the proposed inclusion of art therapy work shops/group work, as it was raised by the external examiner and has hopefully been addressed by the staff team.

5.6 The education provider must maintain a thorough and effective system for approving and monitoring all placements.

Evidence requested

The visitors require the placement audit for 2007, with evidence of actions taken.

Reason for evidence requested

The visitors noted that information had been made available regarding placement approval and monitoring, however required additional information to ensure that this standard continued to be met.

Following the receipt of the requested documentation, the visitors made the following recommendation.

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.

- An Approvals visit is required to consider the following Standards of Education and Training - SET 1, SET 2, SET 3, SET 4, SET 5 & SET 6 (delete as appropriate)

(Details of the rationale behind this decision and the focus for the suggested visit should be listed on the following page)

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	a	EDU	APV	AM Visitors Report - Queen Margaret University - MSc Art Therapy - FT-PT	Final DD: None	Public RD: None

Visitors' signatures:

Name: Susan Strand

Date: 2 June 2006

Name: Donald Wetherick

Date: 2 June 2006

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	a	EDU	APV	AM Visitors Report - Queen Margaret University - MSc Art Therapy - FT-PT	Final DD: None	Public RD: None

Section Three: Additional details

SET 3: Programme management and resource standards

We would encourage the programme to submit CVs for any new members of staff together with a statement of hours (if not included in most recent programme document submitted to HPC) with future annual monitoring submissions.

The visitors accept that the year 2006-07 was exceptional in terms of staff absence/illness and this accounts for staff development reports for only two members of staff being included in the internal quality report for that year.

The visitors are satisfied that the programme is doing its best to provide adequate storage for students' artwork, and meets the standard. However, the programme has itself identified this provision as less than ideal, and the visitors would like to support the programme by recommending that this matter be kept under review and improved storage solutions sought.

Further comments

The visitors wish to draw attention to the fact that the staffing difficulties between November 2006 and October 2007 were severe enough to have constituted a major change to the programme and should have been reported to HPC.

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2008-06-12	a	EDU	APV	AM Visitors Report - Queen Margaret University - MSc Art Therapy - FT-PT	Final DD: None	Public RD: None

**Visitors' Report
Annual Monitoring**

Section One: Programme Details

Name of education provider	Glasgow Caledonian University
Name of awarding institution (if different from education provider)	N/A
Name & Title of Programme	BSc (Hons) Diagnostic Imaging Science
Mode of Delivery	Full time
Name of HPC Visitor(s) considering audit submission	Pauline Douglas (Dietitian) Tricia Fillis (Radiographer)

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

Section Two: Recommendation of the Visitor(s)

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- The following documentation is requested (please list below) before a final recommendation can be made -

See additional information (section 3)

Following the receipt of the additional documentation the visitors made the following further recommendation.

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals visit is required to consider the following Standards of Education and Training - SET 1, SET 2, SET 3, SET 4, SET 5 & SET 6 (delete as appropriate)

(Details of the rationale behind this decision and the focus for the suggested visit should be listed on the following page)

Visitors' signatures:

Name: Pauline Douglas

Date: 22 April 2008

Name: Tricia Fillis

Date: 22 April 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University BSc (Hons) Diagnostic Imaging Science Full Time	Final DD: None	Public RD: None

Section Three: Additional details

SET 3: Programme management and resource standards

3.5 Subjects areas must be taught by staff with relevant specialist expertise and knowledge.

Evidence requested

The documentation provided indicates that a member of staff had been replaced and the visitors would like to see the CV for the new member of the programme team.

Reason for evidence requested

The visitors wanted to see the CV for the new staff member in order to clarify that they had the required experience and knowledge.

SET 6: Assessment standards

6.1 The assessment design and procedures must assure that the student can demonstrate fitness to practice.

Evidence requested

The visitors wished to see the documents relating to the outcome of the education providers review of the situation where an Assessment Board decision was overruled by the Academic Registrar.

Reason for evidence requested

In the External Examiners' Report (2006/07) the External Examiner raised concerns in relation to an Assessment Board decision being overruled by the Academic Registrar and recommended that this required review. The programme team responded that this matter was now in the hands of the University. The visitors wished to receive information regarding the action taken in order to prevent this situation from happening again, due to the responsibility of vocational programmes to ensure that graduates are fit for practice as well as fit for their awards.

Further comments

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University BSc (Hons) Diagnostic Imaging Science Full Time	Final DD: None	Public RD: None

**Visitors' Report
Annual Monitoring**

Section One: Programme Details

Name of education provider	Glasgow Caledonian University
Name of awarding institution (if different from education provider)	N/A
Name & Title of Programme	BSc (Hons) Radiation Oncology Science
Mode of Delivery	Full time
Name of HPC Visitor(s) considering audit submission	Pauline Douglas (Dietitian) Tricia Fillis (Radiographer)

Please tick to confirm the documents submitted by the education provider and list any additional documentation submitted in support of the audit submission:

- A completed HPC audit form
- Internal quality report 2005/2006
- Internal quality report 2006/2007
- External Examiner's Report 2005/2006
- External Examiner's Report 2006/2007
- Response to External Examiner's report 2005/2006
- Response to External Examiner's report 2006/2007

Section Two: Recommendation of the Visitor(s)

Please select one of the following recommendations to the Education & Training Committee–

- The following documentation is requested (please list below) before a final recommendation can be made -

See additional information (section 3)

Following the receipt of the additional documentation, the visitors made the following further recommendation.

- The programme continues to meet the Standards of Education and Training. Upon successful completion, students will meet the Standards of Proficiency.
- An Approvals visit is required to consider the following Standards of Education and Training - SET 1, SET 2, SET 3, SET 4, SET 5 & SET 6 (delete as appropriate)

(Details of the rationale behind this decision and the focus for the suggested visit should be listed on the following page)

Visitors' signatures:

Name: Pauline Douglas

Date: 22 April 2008

Name: Tricia Fillis

Date: 22 April 2008

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University BSc (Hons) Radiation Oncology Science Full Time	Final DD: None	Public RD: None

Section Three: Additional details

SET 1: Level of qualification for entry to the Register.

Reason:

SET No
Evidence requested

Reason for evidence requested

SET 2: Programme admissions

Reason:

SET No
Evidence requested

Reason for evidence requested

SET 3: Programme management and resource standards

3.5 Subjects areas must be taught by staff with relevant specialist expertise and knowledge.

Evidence requested

The documentation provided indicates that a member of staff had been replaced and the visitors would like to see the CV for the new member of the programme team.

Reason for evidence requested

The visitors wanted to see the CV for the new staff member in order to clarify that they had the required experience and knowledge.

SET 4: Curriculum standards

Reason:

SET No
Evidence requested

Reason for evidence requested

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University BSc (Hons) Radiation Oncology Science Full Time	Final DD: None	Public RD: None

SET 5: Practice placements standards

Reason

SET No

Evidence requested

Reason for evidence requested

SET 6: Assessment standards

6.1 The assessment design and procedures must assure that the student can demonstrate fitness to practice.

Evidence requested

The visitors would like to view the work done by the programme team to ensure that the current modules mapped against the Standards of Proficiency.

Reason for evidence requested

In the External Examiner's Report from 2006/07 the External Examiner raised concerns about automatic compensation regulations and the possibility of students progressing through the programme lacking the skills for professional practice, and recommended that a mapping exercise take place against the SOPs to ensure that this is not compromised. In response to this the programme team stated that they would check how well the current modules mapped against the SOPs. As meeting the SOPs is required for approval of the programme the visitors would like to receive this work to ensure that the programme meets this Standard of Education.

6.1 The assessment design and procedures must assure that the student can demonstrate fitness to practice.

Evidence requested

The visitors wished to see the documents relating to the outcome of the education provider review of the situation where an Assessment Board decision was overruled by the Academic Registrar.

Reason for evidence requested

In the External Examiners' Report (2006/07) the External Examiner raised concerns in relation to an Assessment Board decision being overruled by the Academic Registrar and recommended that these regulations required review due to the responsibility of vocational programmes to ensure that graduates are fit for purpose, fit for practice and fit for their awards. The External Examiner stated that they had received assurances from the education provider that this

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University BSc (Hons) Radiation Oncology Science Full Time	Final DD: None	Public RD: None

would take place and the programme team responded favourably in support of this matter. The visitors wished to echo the External Examiner's request to see the outcome of this review in order to prevent this situation from happening again.

Further comments

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2008-06-12	c	EDU	APV	Glasgow Caledonian University BSc (Hons) Radiation Oncology Science Full Time	Final DD: None	Public RD: None