# Access to HE Unit Review Checklist

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| **Centre Name:** |  |
| **Unit Title:** |  |
| **Unit Code** |  |
| **Level:** |  |
| **Credit Value:** |  |
| **Diploma Title(s)** |  |

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| **Brief Rationale for inclusion in named Access to HE Diploma** |
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Please check the Unit against;

* [QAA Access to HE Diploma Specification 2013](https://www.accesstohe.ac.uk/AboutUs/Publications/Documents/Access-Diploma-Specification.pdf) (Pages 8-10)

If you are not satisfied that the specifications have been met, please identify your queries, areas of concern and suggestions for clarification in the ‘further comments’ box at the end of this form.

Serious concerns about the unit should be discussed with the Access to HE Officer concerned if agreement cannot be reached.

| **The following checks should be used** | **Review** | **Comments** |
| --- | --- | --- |
| (a) Is the unit title clear, precise and reflects the content of the unit? | Yes  No |  |
| N/A |  |
| (b) Is the unit title meaningful in its own right without reference to any information outside of the unit, other units, qualifications or standards? | Yes  No |  |
| N/A |  |
| (c) Reference to level of achievement must not be in the unit title. Is this the case? | Yes  No |  |
| N/A |  |
| (d) Do the learning outcomes set out what learners are expected to know, understand or be able to do as the result of the process of learning? | Yes  No |  |
| N/A |  |
| (e) Do the learning outcomes address individual learners in the third person and make sense to a learner both before a unit is achieved and after the learning outcomes have been achieved? | Yes  No |  |
| N/A |  |
| (f) Are the learning outcomes capable of assessment, in conjunction with the assessment criteria, and set a clear assessment standard for the unit? | Yes  No |  |
| N/A |  |
| (g) Do the assessment criteria specify the standard that learners need to meet to demonstrate the learning outcomes have been achieved? | Yes  No |  |
| N/A |  |
| (h) Do the assessment criteria relate to an individual learning outcome in language consistent with it? | Yes  No |  |
| N/A |  |
| (i) Are the assessment criteria sufficiently detailed to support reliable, valid and consistent judgements that a learning outcome has been achieved, without creating an undue assessment burden for learners or assessors? | Yes  No |  |
| N/A |  |
| (j) The assessment criteria must not include any explicit references to the methods or instruments of assessment to be used. Is this the case? | Yes  No |  |
| N/A |  |
| (k) All units must identify a single level. Is this the case and does the level represent the complexity, autonomy and/or range of achievement expressed within that unit? | Yes  No |  |
| N/A |  |
| (l) Does the credit value reflect the learning time required to achieve the unit and does it remain constant regardless of the method of assessment? | Yes  No |  |
| N/A |  |
| (m) Are the assigned grading descriptors appropriate? | Yes  No |  |
| N/A |  |
| Can you confirm that the content of the unit does not overlap with any other unit? |  |  |
| Do the assessment criteria allow for the differentiation in the performance of learners that will allow meaningful grades to be awarded? |  |  |
| Is the unit still relevant to the content required for the subject area? |  |  |

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| **Overall Content**  Does the content of this unit meet the proposed purpose of units in the Access to HE Diploma? I.e.:   * Is the unit still relevant to the content required for the subject area? * Is any content no longer valid or out of date? * IS there any essential content missing? |
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| **Further Comments** |
| If you need to expand on any issues identified in the checklist or if you wish to raise other points, please comment below.  Please reference specific learning outcomes / assessment criteria as required. |
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## Signatures

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| --- | --- |
| Name: | Date: |
| Job Title: | Organisation: |
| Signature: |  |

**For Internal Use Only:**

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| Please confirm that the unit meets the Open Awards Unit Writing Guidelines | Yes  No |

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| Comments |
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| **Action** | **Date Completed** |
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| **Access to HE Officer/Manager to confirm approval of unit development or extension:** | |
| Approved  Rejected  Referred | Comments/Further Actions |
| **Review Date** |  |

## Signatures

|  |  |
| --- | --- |
| Access to HE Officer: | Date: |
| Access to HE Manager: | Date: |