Timeline for AMR

Date	Action	Who by	Still to be done
9th Sep 05	Draft of AMR process is submitted to AC	NB	
29th Sep 05	Paper may need to go to ETC		
Oct to Nov	employ AMR officers		
Oct to Nov	Train AMR officers on HPC, the HPC order and the philosophy of the AMR process.		
Sep to Nov	Refine process – operational handbook / Standard letters		
Sep to Nov	Build database		
Sep to Nov	Filing system on G drive/hard copy/IExtentions		
Oct to Nov	AMR officers training for the database		
Sep to Nov	Visitors Training programme		
23rd Nov	Publish information on Springfield and website for education providers		
22nd Nov 05	AMR signed off by AC		
23rd Nov 05	Email all QA offices, Deans and programme leads with AMR proforma and guidance		
December 05	Train Visitors		
December 05	First AMR reports are expect - work to be delegated		
Dec 05	Work out how we are going to report to AC and ETC		
March – June 06	Majority of reports expected		
May 06 (this is likely to be too early)	All AMR reports to be completed		
September 06	AC report to ETC on the generic issues of concern and areas of good practice for inclusion in HPC annual report		

Please note these dates are subject to the refinement of internal operational review, development of systems, legal advice and possible budget requirements.

Notes

When the HPC receive an education providers AMR submission, the education officer will need to check for the following:

- Completed proforma
- Internal AMR report
- External examiners report

If one or more of the above are missing, the education officer sends to incomplete documents back to the education provider with a standard letter detailing what is missing.

If the information is complete, the education officer will send the documents to one visitor with the following, if available:

- Details of minor or major changes that have been processed by HPC in the last academic year
- Visitors report

How to pick a visitor

Ask one of the Visitors who undertook the programme approval to asses the annual monitoring report. If this is not possible, send to another Visitor from the same part of the register, and who has a solid understanding of quality assurances in higher education.

All assessments will involve a conflict of interest assessment

Visitor training
Blackboard unit online