

**Agenda Item 4**

**Enclosure 2**

**Paper ETC 35 /02**

## **Education and Training Committee**

**MATTERS ARISING FROM THE MEETING HELD ON 3 JULY 2002  
NOT APPEARING ELSEWHERE ON THE AGENDA**

**From the Secretary**

**FOR INFORMATION**

## **Minute**

5. 02/73,  
and 8 02/76

### **Meeting with Universities UK and Standing Conference of Principals**

HPC in discussion with UUK about attending its annual conference in some capacity.

9. 02/77

### **Definition of a " Definitive Course Document (DCD) "**

Profs. Lucas and Harper have provided the following clarification :-

" The accepted definition of a DCD by QAA is :

- Programme Specification (4 pages A4)
- Annex 1 Teaching Assessment and Learning Outcomes (typically 5 pages A4)
- Module Descriptors (typically 1 page per module but should include options and electives, at worst 40 pages)
- Course Specific Regulation (that which falls outside the University General Regulations, typically 1 page A4)

Total document around 50 pages. "

13. 02/81

### **Register of Approved Courses**

This was agreed in principle from their sides by the LTSN Advisory Committee on 9 July 2002 and the Health & Care Professions Education Forum on 31 July 2002. LTSN asked that detailed discussions be held after September 2002.