



Appointment of Industry Expert Procedure

Approved by:	Effective date:	Next review:
Director of Quality and Standards	January 2025	October 2027

Procedure statement

This procedure sets out the expectations process of appointment for Industry Experts for course approval and review.

Who needs to know about the procedure?

- Deans of Faculty
- Heads of School
- Course Directors
- Academic Staff
- Professional Service Staff
- Quality and Standards Office

Purpose of the procedure

The purpose of this document is to set out CCCU's approach in involving Industry Experts in course approval and review.

Contacts

The University Quality and Standards Office is responsible for:

- Providing advice and assistance
- Guidance and templates

The team can be contacted by emailing: QSOEvents@canterbury.ac.uk



Appointment of Industry Expert Procedure

Contents

1. Introduction.....	3
2. Selection and Criteria for Appointment.....	3
3. Nomination.....	3
4. Induction and Role.....	4
5. Exceptional Circumstances.....	4
6. Fees and Expenses.....	4

Appointment of Industry Expert Procedure

1. Introduction

- 1.1. The Course Approval and Review process requires that the development of the course(s) should be reviewed by an Industry Expert. This document defines the process of their appointment and details the expectation of their role.

2. Selection and Criteria for Appointment

- 2.1. Industry professionals or employer representatives should offer a view on the value and relevance of the proposed course in relation to industry, the profession or employer needs by giving close consideration to any relevant content of the course including work placement, work-based learning or employment-related aspects of the course(s).
- 2.2. The expertise of the Industry Expert must be related to the course(s) they have been asked to review. It is recognised that an Industry Expert will not be able to represent all potential employment routes. A best fit approach is recommended. Where there is a number of cognate courses being considered in one event, it may be possible to appoint two Industry Experts.

3. Nomination



- 3.1. Industry Expert nomination(s) can come from academic colleagues for the relevant course, or professional services departments such as Graduate Futures and Enterprise and Engagement.
- 3.2. The Course Director and Head of School will confirm the proposed list of nominations.
- 3.3. The relevant internal contact can then approach the IE to explain what is expected/ required and confirm their availability to attend the approval event.
- 3.4. The Faculty Quality Office then submits the confirmed IE names and all the relevant contact details to QSO (QSOEvents@canterbury.ac.uk)

Appointment of Industry Expert Procedure

- 3.5. QSO will complete the Right to Work in the UK check. More information is available on the [Acceptable documents for proving right to work \(canterbury.ac.uk\)](https://www.canterbury.ac.uk/acceptable-documents-for-proving-right-to-work). Should you have any questions, please contact the QSO or the HR team.

4. Induction and Role

- 4.1. On the receipt of all the details requested at 3.4, QSO will send a formal communication (normally via email) to the nominated Industry Expert stating the University's academic standards and expectations and outline their responsibilities.
- 4.2. The Industry Expert will attend the approval event and take part in the discussions on the relevance of the course(s) in relation to vocational/professional training and employment. They will be able to comment on:
- 4.2.1. the relevance of the course(s) to the industry/ies
 - 4.2.2. the content to ensure it reflects the sector's current and future needs and recognised standards
 - 4.2.3. whether the work-based learning offers appropriate experience
 - 4.2.4. whether the graduates of the course will have the skills and knowledge that an employer would wish to see.

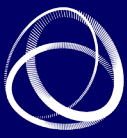
5. Exceptional Circumstances

- 5.1. In the case that Industry Expert notifies they are not able to attend the approval event, options should be explored regarding revising the date of the event or appointing a new Industry Expert. Where attendance is not possible then an exceptional report is expected to be submitted by the Industry Expert before the event; this is to ensure the relevant recommendations can be considered at the event.

6. Fees and Expenses

- 6.1. The current fees are as below:

Fees	
£225	Half day attendance
£300	Full day attendance
£150	Exceptional Report



Appointment of Industry Expert Procedure

- 6.2. The QSO is responsible for paying fees and expenses for the approval event to the Industry Expert, which will be stated in the notification of appointment. Fees and expenses cannot be paid until the above submit a claim form to the University. The claim form can be found in the section [Payroll forms \(canterbury.ac.uk\)](#) of the University website.

Appointment of Industry Expert Procedure

Document information	Description of document information
Document title	Appointment of Industry Expert Procedure
Department owner	Quality and Standards Office
Document category	Administrative practice - Documents of an administrative or operational nature
Document owner	Director of Quality and Standards
Document manager	Quality Manager
Related University policies	N/A
Related University procedures	N/A
Approved by	Director of Quality and Standards
Date approved	08/10/2024
Date of commencement	October 2024
Review date	October 2027
Version	V2 – January 2025 V1 – October 2024
History of revisions of the document	V2 – amended fees in section 6.1 Version 1, approved by Director of Quality and Standards, October 2024
Web address	https://www.canterbury.ac.uk/quality-and-standards-office/management-of-the-academic-portfolio/new-course-development-and-approval.aspx