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**Terms of Reference: Pre-Registration Education Portfolio Board (PRPB)**

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<b>Date of Approval:</b>	June 2013, Academic Council
<b>Last Reviewed:</b>	June 2013
<b>Date for Review:</b>	September 2015
<b>Version:</b>	V2.0
<b>Chair:</b>	Elected from the Pre-Registration Portfolio Board
<b>Secretary:</b>	Deputy Registrar

**Context**

Reporting to the Education Enhancement & Strategy Committee, the Pre-Registration Education Portfolio Board (PRPB) is responsible for overseeing the University College of Osteopathy's (UCO's) pre-registration courses, including the M.Ost FT, M.Ost PT and the MSc Osteopathy (Pre-Registration). The PRPB's role, overseen by the Chair, is to ensure coherence in pre-registration education at the UCO. The committee will maintain an overview of curriculum content, structure, organisation, assessment, learning resources and delivery of the teaching timetable.

The PRPB is also a sub-committee of the Board of Examiners. Its purpose is to review interim (provisional) examination and coursework results and approve them for publication. An important function of the PRPB is the consideration of the reliability of recorded grades for all units within the remit of the PRPB. If it seems that a particular assessment within a unit shows an anomalous range of grades (which may further lead to irregularity or aberration within the unit grades), the PRPB will consider the reason for the apparent anomaly, and formulate what adjustment to those grades might be appropriate. Any proposed adjustments should then be discussed with the external examiner and tabled at the next meeting of the Board of Examiners. The profiles of the students will also be considered in turn, identifying students 'at risk' with appropriate recommendations made concerning referral and actions to be undertaken to support such students.

**Terms of Reference**

- 1) To oversee the provision of pre-registration education.
- 2) To ensure the continued development of all courses in a structured and coherent manner.
- 3) To consider and approve minor changes to existing curriculum and assessment structures as requested by the Course Teams.
- 4) To review interim (provisional) examination and coursework results and approve them for publication.
- 5) To formulate timetables to show delivery and assessment for consideration by the Education Enhancement & Strategy Committee.

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- 6) To consider course change proposals from pre-registration courses and assess the impact if any on other pre-registration courses. Following consideration, feeding back on the proposed changes to course teams is required.
- 7) To ensure that recommendations of the QAA, University of Bedfordshire, the GOsC and any other internal reviews are implemented appropriately.
- 8) To provide the Education Enhancement & Strategy Committee with summary reports on changes to all courses on an annual basis.
- 9) To identify and plan resource allocation for the delivery of all pre-registration education for consideration by the Education Enhancement & Strategy Committee as part of the annual budgeting cycle.
- 10) To monitor the actions arising from course annual monitoring reports.
- 11) To approve assessors which should be incorporated into the scrutiny process and annual reporting cycle.

### **Frequency of meetings**

Once per term, with electronic discussion as required.

### **Rolling agenda items**

- To minute items arising from electronic discussions, that is, there should be minutes reflecting members' electronic discussions which are determined to be significant by the Chair.
- Monitor actions arising from the Annual Monitoring Reports for all Pre-Registration Courses.

### **Composition and conditions of membership**

Chair (as elected)

All Pre-Registration Course Leaders\*

All Heads of Areas\*

Deputy Registrar (Secretary)

Other members of staff will be invited to attend the Board on an 'as required' basis.

Academic Registrar (For the Interim Examination Consideration only)

\* Or Deputised as agreed with the Chair in advance of the Meeting.

### **Quorum**

Meetings will be quorate provided the Chair (or alternate Chair) and 50% of the other members are present which must include at least one Course leader and one Head of Area.

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**Reporting and Sub-Committees**Reports to:

Education Enhancement &amp; Strategy Committee

Receives reports minutes from:

M.Ost (Full Time) Course Team

M.Ost (Part Time) Course Team

MSc in Osteopathy (Pre-Registration) Course Team

**Amendment Record**

Date of Amendment	Type & Summary of Amendment	Amendment Approved By
Aug 2017	Administrative - Amendments to update institution name change from British School of Osteopathy to University College of Osteopathy.	PRAG Chair