

**Egyptian Education Bureau Administration**

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**Sent:** Wednesday, January 12, 2011 06:32 PM  
**To:** egypt.culture@btconnect.com  
**Cc:** Loutfi , Mohamed  
**Subject:** Quality Assurance Programme  
**Attachments:** Proposal for Embassy of the Arab Republic of Egypt January 2011.doc

Dear Dr Matter

It was very nice to meet you at the dinner last week. I hope you enjoyed your time in Cardiff and at UWIC. Please find attached a document that details the course Mohamed Loutfi spoke of that we deliver through the Cardiff School of Education. The Managing Quality course was initially delivered in 2009 and has attracted delegates from countries such as Saudi Arabia, Kuwait and Oman. As you can see, we use high caliber deliverers and have had some excellent reviews from international delegates who have attended. The course has gained a strong reputation.

Should you be interested in such a programme, we would be able to provide it and would look forward to working with you.

Kind regards and best wishes

Gill

Gill Jones  
Director of Enterprise  
Cardiff School of Education  
UWIC

الجامعة  
للدراسات الدولية  
11/12

د/دعاء  
مفكرة للدكتور / محمد جابر ابو علي  
بانت متابعة لزيارة الجامعة في كادف  
ارسلت الجامعة ملف برنامج  
تتمه الامت موهوبه للمدير في الجامعة  
المصريه فيدرين كجدة راجولة  
د/دعاء

عقدت يوم سبائتة تقييم لملومات  
للجامعة بخصوص اذا ما كان لانتباه  
الكامي لوضع الامارات بحسب ما كتر عليه لجانته  
رأه مستجاب لالارن الاياتي للسلطة  
في الجامعة المصرية  
ار كان هناك توتيه لوتة ار (دكتور)  
الجامعة





**A PROPOSED 2 WEEK TRAINING PROGRAMME  
MANAGING QUALITY: AN INTERNATIONAL  
PERSPECTIVE FOR PROGRESSIVE UNIVERSITIES**

**Delivered by the  
CARDIFF SCHOOL OF EDUCATION  
On behalf of  
The Embassy of the Arab Republic of Egypt**

Proposal submitted by: Cardiff School of Education  
University of Wales Institute, Cardiff  
January 2011

**UWIC**

Cardiff's metropolitan university  
prifysgol metropolitan Caerdydd

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January 2011

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**Appendices**

**Appendix 1 Cardiff School of Education courses**  
**Appendix 2 Manging Quality: an international perspective for progressive universities**

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## 1. INTRODUCTION AND EXECUTIVE SUMMARY OF PROPOSAL.

- 1.1 The Dean and Directors of Cardiff School of Education at the University of Wales Institute Cardiff are very pleased to present this proposal to the Cultural and Educational Bureau of the Embassy of the Arab Republic of Egypt. We are confident the proposed programme, will meet the requirements of leaders and managers of Quality Assurance in Higher Education. This proposed 10 day training programme is comprised of issues linked to Managing Quality which will be considered from an international perspective. Normally, the course is delivered to a minimum of 12 and a maximum of 30 delegates. Hopefully, this proposal will see the beginning of a productive and lasting relationship between the Cultural and Educational Bureau of the Embassy of the Arab Republic of Egypt and UWIC.
- 1.2 Proposed dates for delivery : to be advised
- Full details of the proposed programme can be found in section 5 of this document.
- 1.3 On completion of the course, delegates will receive a UWIC Certificate of completion.
- 1.4 The minimum cost for design and delivery of the Programme, for up to 12 delegates is £16,800. Thereafter, delegates will be charged at a cost of £1,000 each, with a maximum of 30 delegates.
- 1.5 The costing provided is for the delivery of the programme and course materials only. (itemised in section 7.1 of this document).
- 1.6 Any additional requests to those listed above can be considered and costing will need to be re-addressed accordingly. Additionally UWIC would be happy to consider provision of other training needs relevant to the future needs of the Cultural and Educational Bureau of the Embassy of the Arab Republic of Egypt.
- 1.7 Upon agreement of the proposal details a formal agreement will be issued by UWIC between Cardiff School of Education and the Cultural and Educational Bureau of the Embassy of the Arab Republic of Egypt, or its dedicated educational institution.

## 2. PROPOSAL.

The Cardiff School of Education, one of the academic schools of the University of Wales Institute Cardiff present this proposal in response to the interest shown in the 10 day Manging Quality: an international perspective for progressive universities course offered by the School for your consideration.

The response is detailed below:

The Dean and Directors of Cardiff School of Education at the University Wales Institute Cardiff are very pleased to present this proposal. We are confident the proposed 10-day programme, entitled Manging Quality: an international perspective for progressive universities will be the beginning of a productive and lasting relationship between the Cultural and Educational Bureau of the Embassy of the Arab Republic of Egypt and UWIC.

## 3. BACKGROUND INFORMATION AND CREDENTIALS OF UWIC

UWIC (University of Wales Institute, Cardiff) is a constituent institution of the Federal University of Wales. With over 11,000 students, from over 125 countries worldwide, 425 academic staff and an annual turnover budget in excess of £60 million, UWIC is, in terms of size, in the middle range of the UK university sector. Further information about the university is available at [www.uwic.ac.uk](http://www.uwic.ac.uk)

The primary business of UWIC is the provision of Higher Education through full-time, part-time and flexible study. Activities relating to research, training and consultancy are provided on a broad base and cover local, national and international provision. This includes carrying out commissioned research, funded projects, social and community projects and evaluation studies. UWIC's expertise covers five broad discipline areas including; Health Sciences, Education, Sport, Management and Art & Design.

UWIC provides education and training opportunities that are accessible, flexible and of the highest quality, and has been independently acclaimed for its high academic standards and for its high level of student satisfaction. Learning and teaching will always be at the heart of what we do at UWIC.

### 3.1 Quality Ratings and Credentials

UWIC was most recently inspected by the higher education Quality Assurance Agency (QAA) in 2008. The QAA concluded that it had overall 'confidence' in UWIC (i.e. the highest grade) with regard to its effectiveness in discharging its academic obligations and as a qualification awarding body.

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UWIC has been consistently ranked as one of the top 'new university' in Wales, in The Times league table of the UK's top 100 universities. The respected league table also ranks UWIC second in terms of its position amongst UK 'new universities', with less than 0.5% (3 points out of 1000) between the first and second place institutions.

The results of the 2008 Research Assessment Exercise (RAE 2008) recognised the University of Wales Institute, Cardiff's (UWIC) success in supporting the development of world-class research.

In January 2006 UWIC gained institution-wide Investors in People status. UWIC is only one of a handful of Higher Education Institutions to achieve this standard.

Taking the quality agenda forward, UWIC has committed to achieve ISO 14001 accreditation, which requires that it takes active steps to the achievement of a sustainable environment.

### 3.2 Vision and Mission

Vision: To be a premier provider of vocational education and professional training.

Mission Statement:

- To build on established centres of excellence in particular areas of professional and vocational education and training.
- To provide education and training opportunities that are accessible, flexible and of the highest quality.
- To provide a culture within which applied research and enterprise will flourish.
- To develop world-class levels of performance in sport.
- To contribute to the social, cultural and economic prosperity of an increasingly global community, with particular focus upon the needs of Wales.
- To take advantage of UWIC's location in the capital city of Wales through working in close partnership with local, national and international communities.

### 3.3 Organisation of UWIC

The Vice-Chancellor and Principal's Management Board (VCPB) manages the day-to-day activities of UWIC. The VCPB comprises the Vice-Chancellor & Principal, two Pro-Vice-Chancellors (Research & Enterprise and Learning & Teaching), the Director of Operations, the Director of Marketing & Student Recruitment and the Director of Finance.

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The academic work of UWIC is undertaken from five academic Schools. These are:

- Cardiff School of Education
- Cardiff School of Art & Design
- Cardiff School of Management
- Cardiff School of Health Sciences
- Cardiff School of Sport

The academic work of the Schools is supported by:

- Library and Information Services,
- a Learning and Teaching Support Unit (including Staff Development) and
- a Research and Enterprise Unit,
- a Welsh Language Unit
- an International Office
- Registry and Awards
- Administrative units

Additionally, a Widening Access and Participation Forum supports academic schools in important areas of schools intervention, community outreach and student retention and learning support.

### **3.4 Monitoring and Quality Assurance**

UWIC has comprehensive and rigorous quality assurance mechanisms in line with Government and university regulations. We are proud of the quality of our provision and the excellent relationships our staff establish with students.

### **3.5 International Collaboration**

One tenth of UWIC students are from overseas. The English Language Training centre, part of the Cardiff School of Education, delivers international foundation programmes.

UWIC is proud to be associated with high-calibre partners in the UK and internationally. External, collaborative partners are teaching University of Wales degrees, through UWIC, in London, Bangladesh and Malaysia. We also have UWIC students resident in Singapore.

The international collaboration UWIC has established with the East Asia School of Business (EASB), Singapore, currently enables approximately 100 EASB students to study for UWIC franchised degrees in subjects including Accountancy, International Hospitality Management and the MBA. New programmes, including undergraduate programmes in Banking and Finance and Business Information Systems, will be introduced in the near future.



(a)

UWIC ensures all programmes offered through international collaborative partnership agreements are subject to its strict quality control processes, which includes UWIC staff and UK External Examiners scrutinising student work.

#### **4. CREDENTIALS OF CARDIFF SCHOOL OF EDUCATION**

The Cardiff School of Education is one of the leading providers of teacher training in the UK. The School has over 80 full-time staff and in total there are over 1800 students making it the largest School of Education in Wales and one of the largest in the UK. Programmes in the School repeatedly, year on year, achieve high satisfaction ratings from student evaluations and figure highly in national league tables.

Academic staff in the Cardiff School of Education are enthusiastic and dedicated to creating rich and diverse learning opportunities within the portfolio of programmes offered by the School. Programmes include both under-graduate and post-graduate opportunities for prospective learners.

The School has been particularly successful in developing quality partnership arrangements with over 130 secondary schools (13 Welsh medium) and 300 primary schools (47 Welsh medium) throughout South Wales; it has partnership schools in Switzerland, Belgium and Portugal. The department also has strong links with Teachers' Continuing Professional Development (CPD).

The School aims to provide the highest quality education and training and achieves this aim through its taught programmes and research, and by involvement in many projects and initiatives within the Welsh educational community.

During the most recent government inspection of CSoE programmes Her Majesty's Inspectorate (HMI) awarded the highest grade (1) to the quality of teaching, learning and assessment across all provision.

The School encourages its teachers and vocational trainers to utilise technological advancement in delivery and promotes the use of ICT (Information Communication Technology) to enhance learning and teaching. The School prides itself on its training in ICT to equip teachers of the future with the skills necessary to make learning and teaching exciting and motivating. Staff and students within the School make extensive use of the virtual learning environment (vle) Blackboard which allows for on-line learning in a variety of different ways; this is particularly relevant to our international learners and collaborative partners. Likewise, alongside its lending collection, the UWIC library holds a collection of e-books and e-journals which have online access.

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The library catalogue is fully searchable and accessible from any PC with internet access. Students from the Chongqing College of Electronic Engineering would be able to access such resources to support their study and relevant academic guidance would be incorporated into the proposed programme schedule. Full details of the Cyncoed library are available at [www.uwic.ac.uk/library/](http://www.uwic.ac.uk/library/)

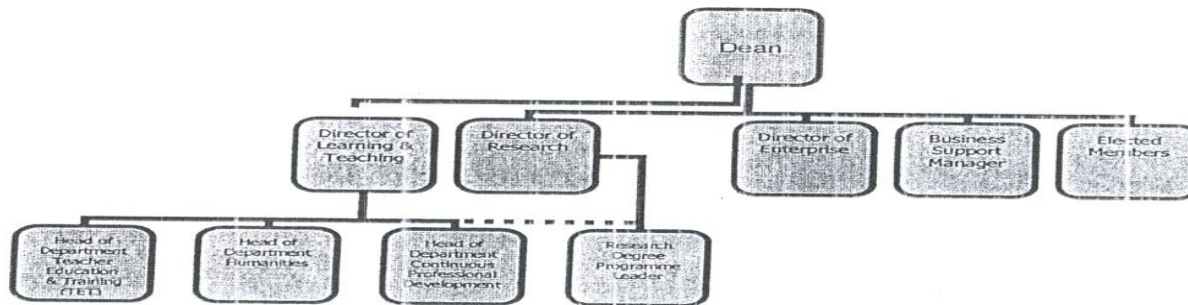
The School is continuing to develop its research culture and profile through such means as producing publications in prestigious journals, conference presentations, increasing the number of Ph.D. completions and attracting research grants.

The Cardiff School of Education at UWIC also has a strong track record of working collaboratively with partners in commissioned projects to deliver high quality outcomes within given time schedules. An example of such a collaborative partnership includes the development of an intensive, eight day programme; delivered in four phases, leading to the award of Post-graduate Certificate: Learning, Teaching & Assessing in Higher Education which was developed for the Association of Private Schools & Colleges, Singapore. This programme has offered the opportunity for teachers and vocational trainers in higher education to gain a formal qualification and promote best practice in the delivery of their higher education programmes; securing stability in training the specialists who will meet the future needs of their rapidly developing country. Thereby promoting synergy and knowledge transfer between industry and education.

#### **4.1 The School Structure**

The Cardiff School of Education is led by a Dean and a Senior Management and Planning Team (SMPT) comprising the Director of Learning and Teaching, the Director of Research and the Director of Enterprise. The School is supported by a Business Support Manager, who is also a member of the SMPT. The programmes of the School are organised into three Departments: the Department for Teacher Education and Training; the Department for Continuing Professional Development and the Department of Humanities.

Figure one: The School Structure



## 5. THE PROPOSED COURSE

The University of Wales Institute, Cardiff has a broad range of teaching qualifications in its portfolio of accredited programmes and Continuing Professional Development provision (See Appendix 1 for current Cardiff School of Education courses, page 22).

The proposed course, **Manging Quality: an international perspective for progressive universities**, can be delivered as a 10 day schedule and facilitated by UWIC staff who have senior management positions within the organisation. In addition, external speakers add an international perspective. The programme is detailed in Appendix 2, page 24; however, the broad content is itemised below:

### 5.1 Course Content

- Quality: and the role of the university
- Quality Improvement: inside and outside the institution
- Quality Management: in higher education
- Quality in Academic Development
- The Student at the heart of the quality assurance process
- Quality Assurance and Accreditation in the UK
- QAA: Institutional Review
- QAA: Writing a Self Evaluation Document (SED)
- The Recruitment Retention and Engagement of Staff in a quality university
- Effective Communication within an academic environment
- Quality and Collaborative Provision

## 5.2 Pre-requisite Requirements for Attendees

The Managing Quality: an international perspective for progressive universities programme will be delivered through the medium of English and delegates attending should possess a good level of English to get the best from the programme.

## 5.3 Delivery

The Cardiff School of Education aims to provide the highest quality education and training. During the most recent government inspection of C&E programmes Her Majesty's Inspectorate (HMI) awarded the highest grade (1) to the quality of teaching, learning and assessment across all provision.

Delegates recommended from the Cultural and Educational Bureau of the Embassy of the Arab Republic of Egypt would enjoy excellent facilities for study and research. As enrolled UWIC students, they would be able to access on-site facilities such as the £2 million Learning Centre which includes: a comprehensive enquiry and user education service from library staff; a quiet study area, a photocopying area, study advice from Learning and Teaching staff, 24-hour access to IT facilities and a computer suite with over 240 PCs and a dedicated helpdesk where advisors are on hand to respond to student enquiries. Full details of the Cyncoed library are available at [www.uwic.ac.uk/library/](http://www.uwic.ac.uk/library/). The library houses a reference and lending collection and subscribes to over 400 journals. The library catalogue is fully searchable and accessible from any PC with internet access.

UWIC classrooms are clean, well lit and well maintained (in order to comply with UWIC's health and safety regulations) and well equipped with AV resources, including interactive whiteboards. Fire instructions and emergency procedures and exits are standard.

The team delivering the Managing Quality: an international perspective for progressive universities programme bring the following expertise:

- relevant qualifications;
- in-depth subject knowledge;
- up-to-date understanding of current initiatives relating to quality assurance in higher education;
- experience of working collaboratively with international partners;
- experience of working with international delegates;
- experience of teaching within universities and colleges.

## 6. SPEAKER PROFILES

**Professor Anthony Chapman**  
Vice Chancellor of UWIC



Professor Antony J Chapman is Vice Chancellor of UWIC and has served as Senior Vice-Chancellor of the University of Wales (2004-07). He has published widely and presented his work in over 25 countries. He is an Honorary Fellow of the British Psychological Society and an Academician in the UK Academy of Learned Societies for the Social Sciences (AcSS). He is a member of the Council of the All Party Parliamentary University Group, the Council for Industry in Higher Education (CIHE), the Board of the University and Colleges Admissions Service (UCAS), the Council of CBI-Wales, and the Advisory Committee of the London School of Commerce. He is Board member of Universities UK and member of the International and EU Policy Committee, and until 2006 he was member of the UUK's Longer Term Strategy Group, the Finance and Resources Strategy Group, and the Business and Industry Sector Strategy Group.

### Key Speakers

**Professor Robert Brown**  
Pro-Vice Chancellor: Research



Professor Robert Brown is Pro-Vice-Chancellor (Research), and he is Director of Design Wales.

His previous UWIC roles have included Director of the National Centre for Product Design & Development Research (PDR), which he established in 1994, Director of the Manufacturing Advisory Service Cymru (MAS Cymru), Dean of Faculty of Art, Design & Engineering; and he was Director of Rehabilitation Engineering at Brunel Institute for Bioengineering, Brunel University.

Robert has responsibility for strategic planning as well as all research and enterprise activities. UWIC has developed a clear and distinctive role in the UK HE sector through its programmes of applied research and knowledge transfer. In particular, UWIC is recognised for the close partnerships it has developed with industry, commerce and professions.

Post-graduate research in product design and development was undertaken at the Royal College of Art, London. Current research interests include the strategic role of product development in SMEs, the integration of CAD/CAM in

product design and development and innovation capture and management in new product development.

**Professor David Egan**  
**Director of the Institute of Applied Education Research**

David Egan is Professor of Education at the Cardiff School of Education and Director of the Institute for Applied Education Research. He has recently completed a two-year secondment to the Welsh Assembly Government as Special Adviser for Education. He has published extensively on teacher education and professional development, learning and teaching pedagogy, education leadership and school effectiveness. Professor Egan has particular interest in education policy and practice in post-devolution Wales. He has carried out major research commissions for the Welsh Assembly Government, the Assessment and Curriculum Authority for Wales, the General Teaching Council for Wales, the Joseph Rowntree Foundation and the Nuffield Trust.



**Peter Treadwell**  
**Dean of Academic Development UWIC**

Peter is currently Dean of Academic Development at UWIC. He is responsible for providing academic leadership and support, and especially for review and development of UWIC's portfolio of programmes and for UWIC's corporate strategy for Widening Access and Participation. He has been directly responsible for the design and development of over 30 new academic programmes at UWIC, including innovative M level programmes. His current work in widening access includes supporting the creation of a new UWIC Centre for Personal and Professional Development and designing protocols that enhance and support the work of the UWIC Credit Committee which is directly linked with learning recognition and development [LRAD], work-based learning and bespoke training design and delivery of innovative short courses to industry. His own expertise in short course delivery is linked to his on-going research in leadership and management. His qualifications include a BAEd hons in Sociology and Physical Education and a research MA in the Sociology of Education. He is currently completing a PhD on 'Creating and Sustaining Top Teams' which is an ethnographic study of sporting and business organizations. Peter has been an accredited lead trainer on the National Professional Qualification for Aspiring Headteachers [NPQH] and



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Leadership Programme for Servicing Headteachers [LPSH], sponsored by the Wales Assembly Government. He is a fellow of the Higher Education Academy [HEA] and also a OHMI/Estyn Registered inspector of schools, having led nearly 40 school inspections. He has also produced over 35 peer review publications and commissioned research and consultancy for many national and international organisations.

**Dr Mohammed Loutfi**  
**Director of International Development**

Dr Mohamed LOUTFI holds a BSc in Economics and Political Science, an MSc in Information Technology and a PhD in Systems Thinking. Systems thinking is the paradigm which promotes an holistic thinking as opposed to an analytic view and allows a more flexible, creative approach to problem solving whilst recognising the thin boundary between control and autonomy. Dr Loutfi worked on several EU projects for Education Reforms, Accreditation and Quality assurance in Ukraine, Russia, Jordan, Lebanon and Egypt. He was the principal investigator for an EU project working with the Lebanese Ministry of Higher Education, the projects aim was to make the Lebanese higher education institutions aware of the European higher education quality models and allows them to benefit from the European experiences in the field of quality assurance.



**Professor Gary Beauchamp**  
**Director of Research, Cardiff School of Education**



Professor Beauchamp is Director of Research for the School of Education and a Professor of Education. After many years working as a primary school teacher, Professor Beauchamp moved into higher education as a lecturer at Swansea University. He became programme director for the primary PGCE course as well as lecturing in primary science, music and education and professional studies. He also taught on a range of MA modules and supervised research students.

He moved to fulfil the same duties with Swansea School of Education before taking the post of Programme Director for the BA (Hons) Educational Studies degree at UWIC in 2007.

Professor Beauchamp's research interests focus on four main areas: primary education; ICT in education, music education (the area in which he gained his

Ph.D. in 1996) and primary school science education. He is currently leading two research projects funded by the Welsh Educational Research Network (WERN) and is a member of an international group of researchers investigating the impact of the Interactive Whiteboard in education. He has served as external examiner for several universities.

In addition to the above, Professor Beauchamp is also an Additional Inspector for Estyn (where he undertook a full-time secondment for six months) and has inspected a range of educational providers. He is also a Governor in a primary school

**Peter Williams, CBE**  
**UWIC Governor and former Chief executive of QAA**



Peter Williams is a graduate in English from the University of Exeter. Following a brief spell as a management trainee with the British Printing Corporation, and three years in the Registry of the University of Surrey, he moved in 1974 to the University of Leicester, where he was in charge of the Higher Degrees Office. In 1978 he was promoted to Assistant Registrar in the Medical School, becoming Secretary of the School in 1982. From 1984 until 1990 he was the Deputy Secretary of the British Academy. In 1990 Peter was appointed as the first (and only) Director of the CVCP Academic Audit Unit (AAU), one of the first quality assurance agencies, and between 1992 and 1997 was the Director of the Quality Assurance Group of the Higher Education Quality Council (HEQC), which took over the responsibilities of the AAU. In August 1997 Peter became the Director of Institutional Review in the Quality Assurance Agency for Higher Education (QAA), which was formed by a merger of HEQC and the quality assessment divisions of the UK's higher education funding councils. In August 2001 he additionally took on the role of Acting Chief Executive. In March 2002 he was appointed Chief Executive of QAA. Peter retired as Chief Executive at the end of September 2009

In addition to his work in the UK, Peter has made presentations and participated in a number of international quality assurance projects in Albania, Argentina, Australia, Azerbaijan, Belgium, Bulgaria, Canada, China, Cyprus, Denmark, Egypt, Finland, France, Germany, Greece, India, Ireland, Italy, Japan, Korea, The Netherlands, New Zealand, Norway, Poland, Portugal, Qatar, Romania, Saudi Arabia, South Africa, Spain, Sweden, Switzerland and the USA. In 2004-05 he was a Vice President, and between September 2005 and September 2008 served as the elected President, of the European Association for Quality Assurance in Higher Education (ENQA) and represented ENQA on the Bologna Follow-Up Group (BFUG). During his time with ENQA, he was one of the



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principal authors of the *European Standards and Guidelines for Quality Assurance in Higher Education*. He is an Honorary Doctor of Laws of the Higher Education Training and Awards Council of Ireland (HETAC), an Honorary Fellow of the University of Worcester, a Fellow of the Royal Society of Arts, and a freeman of the Company of Educators. In June 2009 Peter was appointed as a Commander of the Order of the British Empire (CBE) in the Queen's Birthday honours list for services to higher education.

Mr Williams is currently a member of the 'Burgess Group' looking at implementation of the proposed Higher Education Achievement Report, and a director of the British Accreditation Council for Independent Further and Higher Education. In addition to this work Mr Williams was co-opted to the UWIC Board of Governors in 2009.

**Professor David Timms BEd, MA, MSc, PhD.**  
**Formerly Deputy Vice Chancellor, Bath Spa University. QAA Auditor.**

David Timms is Professor of English. He was formerly Deputy Vice Chancellor at Bath Spa University with oversight of academic matters with overall responsibility for all the procedures that assure the quality and standards of the University's programmes. In his role as Deputy Vice Chancellor, he had responsibility for liaising with national quality assurance bodies, such as the Quality Assurance Agency for Higher Education (QAA) and Ofsted.



The first 20 years of Professor Timms's career were spent teaching English and American literature in the universities of Leicester and Manchester. At Manchester he was also Director of Combined Studies. He has published monographs on Philip Larkin and Nathaniel Hawthorne, and articles and book chapters on English and American Victorian literature, and on modern British poetry, amongst other topics.

Since 1995, he has been an institutional reviewer for QAA, and more recently a QAA assessor for degree-awarding powers, both taught and research. He is experienced in systems for quality assurance in British higher education.

David is a Quality Assurance Agency (QAA) Auditor (1995-date) and has undertaken 12 UK audits, 3 overseas audits and 1 special audit. He has been the external reviewer for University College London (2000-2005) and the University of Gloucestershire (2003-2005). Recent advisory or consultancy roles for (inter alia) QAA, include Greenwich University, Nottingham Trent University, Southampton Solent University, Dartington College of Arts, Worcester University,

Bristol University, University of Wales, Newport, Derby University, University of Wales, Lampeter.

Most recently, he has trained for the new method of QAA institutional audit and has trained as QAA assessor for taught- and research-degree awarding powers.

### Course Team

**Jan Huyton**  
**PDP and Personal Tutoring Co-ordinator**

Jan is project manager for the *Managing Quality: an international perspective for progressive universities*. Having project managed the course in 2010, she is well placed to ensure that the needs and aspirations of delegates attending the course.

Jan Huyton has been a Senior Lecturer at UWIC's Cardiff School of Education since 2004 when she became Programme Director of the Community Education undergraduate programme, following 3 years as a Programme Director within UWIC's Housing Studies undergraduate programme. Jan is now the School of Education PDP and Personal Tutoring Co-ordinator and is currently completing a doctoral thesis at Edinburgh University which explores the personal tutoring role in UK higher education.

Jan received a UWIC Extended Research Leave award in 2008, during which time she conducted and disseminated the findings of a UK-wide electronic survey researching the experiences of higher education tutors. Jan teaches across a number of undergraduate and postgraduate professional education programmes and has a particular interest in workplace learning on professionally accredited higher education programmes. She also specialises in teaching qualitative research methods. Jan has held a number of external examiner positions and is a regular member of academic and professional validation panels for undergraduate and postgraduate academic programmes.

**Amanda Renwick**  
**Deputy Head for the Department of Professional Development CSE, UWIC**

Amanda Renwick has worked in higher education for nearly twenty years, following a career in school teaching, private language schools and the British Council in Italy. She spent seven years of her time in HE as the deputy director of a large international office in South East England, recruiting students onto English Language courses and organising tailor-made teacher education programmes for teachers from around the world,



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including South Africa, Hong Kong, Malaysia and Central Europe. After a brief period as Director of a Continuing Education Department she moved into post sixteen teacher training and is currently programme Director for the PGCE in Post Compulsory Education, as well as Deputy Head of the Department for Professional Development. She has co-authored three books and has a particular interest in assessment.

**Gill Jones - PGCE, PCET, MA PCET, FHEA  
Director of Enterprise, Cardiff School of Education**

Gill's primary role is to work with academic staff within the Cardiff School of Education to promote enterprise activity. This is considered to be part of the Third Mission of the University. Gill develops links between pedagogy, research and enterprise for the School. She has worked with the Continuing Personal and Professional Development Unit within UWIC to develop short courses that meet the specific needs and aspirations of interested learners. Some of these have included innovative programmes such as: Preparing for Higher Education and a vocational Train the Trainers course. At School level, she has been instrumental in developing international courses such as the high profile Quality and Accreditation in Higher Education programme and, more recently the delivery of the Post-graduate Certificate Learning, Teaching and Assessing.



Gill also lectures on the portfolio of programmes that relate to Post-compulsory Education & Training. She has gained vast experience in working with lecturers and vocational teacher trainers who wish to develop their skills as practitioners. Gill is innovative in her approach and advocates the use of creativity in the design and delivery of courses. Gill has taught on the Post-graduate Certificate in Post-compulsory Education and Training (PGCE PCET) for 13 years and instills best practices in her students. She has worked to create an exciting Curriculum Planning & Design Module that forms part of the PGCE PCET programme, encouraging students to explore the concept of programme accreditation through a simulated validation experience that enables students to develop skills in a safe environment. From an institutional perspective, Gill was the Programme Director for the PGCE/Cert Ed PCET programme where she took the programme through a successful validation and was instrumental in gaining Nursing & Midwifery Council endorsement for the programme. Gill makes a contribution to UWIC's Quality systems with involvement in committees/panels such as Mitigating Circumstances and Unfair Practice.

Gill is currently undertaking a Professional Doctorate that looks at the challenges faced by academics engaged in enterprise activity.

## 7.0 BREAKDOWN OF COSTS

The cost of the total programme for a maximum of thirty (30) delegates would be:

Programme aspect	Total costs
<b>Delivery in UWIC: Up to 12 delegates</b> Design a bespoke 10 day training programme (Managing Quality: an international perspective for progressive universities) for delegates recommended by the the Cultural and Educational Bureau of the Embassy of the Arab Republic of Egypt for delivery at UWIC to include all appropriate supporting course materials, resources and course certificate for a minimum of 12 delegates	<b>£16,800</b>
<b>Costs based upon a minimum of 12 delegates attending</b>	<b>£16,800</b>
<b>13 delegates plus</b> Design a bespoke 10 day training programme (Managing Quality: an international perspective) for delegates recommended by the Cultural and Educational Bureau of the Embassy of the Arab Republic of Egypt for delivery at UWIC to include all appropriate supporting course materials, resources and course certificate for a maximum of 30 delegates	<b>£1,000 per delegate</b>
<b>TOTAL (based on a maximum of 30 delegates)</b>	<b>£34,800</b>

## 7.1 Costing assumptions

This costing is based upon the Cultural and Educational Bureau of the Embassy of the Arab Republic of Egypt being able to:

- Recruit delegates for the Managing Quality: an international perspective for progressive universities course appropriately.
- Where applicable, provide in advance details of any specific training needs of delegates e.g. access to a hearing loop to aid refinement of course delivery to maximise the delegates learning experience.
- Provide a link course coordinator for all non-academic issues.
- Be responsible for all transportation costs, hospitality (breakfast, evening and all weekend meals) and accommodation arrangements, other than those pre-arranged which form part of the Managing Quality: an international perspective for progressive universities programme.
- Comply with the Pricing Schedule.
- **Confirm by date to be arranged that the course will run as agreed.**

This costing is based upon UWIC providing the following:

- Provide a high quality 10 day participative course entitled: Managing Quality: an international perspective for progressive universities.
- Deliver the course through the medium of English.
- Provide appropriate supporting resources including course handbook.
- Include high calibre guest speakers with expertise in the course area.
- Include two external visits linked to the academic theme of the course.
- Provide hospitality during the academic programme to include lunch and refreshments only (Monday – Friday).
- Provide a UWIC Certificate of Attendance per delegate.
- Provide delegates with access to UWIC Library and Learning Centre

100

100

## **Appendix 1**

### **Cardiff School of Education Courses**

2

## **Department of Teacher Education and Training**

PGCE Primary  
PGCE Secondary  
BA Secondary Music  
BA Secondary Welsh  
BA Secondary French

## **Department of Professional Development**

Post-graduate Certificate: Learning, Teaching & Assessing in HE (international)  
MA Education  
BA Youth & Community Education  
MSc Management in the Community Professions  
MA CPD Framework  
MA PCET  
BA PCET  
PGCE PCET  
Cert Ed PCET  
Preparing to Teach  
FdD Learning Support  
ECDL

## **Department of Humanities**

BA (Hons) Educational Studies and Early Childhood Studies  
BA (Hons) Educational Studies and English  
BA (Hons) Educational Studies and Humanities  
BA (Hons) Educational Studies and Psychology  
BA (Hons) Educational Studies and Sport & Physical Activity  
BA (Hons) Educational Studies and Welsh  
BA (Hons) Modern History and English  
BA (Hons) Modern History and Politics  
BA (Hons) Educational Studies and Modern History  
BA (Hons) English and Popular Culture  
BA (Hons) English and Drama  
BA (Hons) English and Creative Writing  
BA (Hons) Modern History and English  
BA (Hons) Educational Studies and English  
MA/PgDip/PgCert English  
MA/PgDip/PgCert English and Creative Writing  
MA/PgDip/PgCert Modern History

(C2)

## **Appendix 2**

### **Draft Schedule Managing Quality: an international perspective for progressive universities**



# SCHEDULE for Managing Quality: An International Perspective for Progressive Universities

(10)

Week One				
<p>Day 1 Welcome Introductions: Gill Jones – Director of Enterprise Cardiff School of Education; Julie Piacentini – Director of Learning &amp; Teaching Cardiff School of Education Cardiff School of Education Programme Team: Jan Huyton, PDP and Personal Tutoring Co-ordinator, Amanda Renwick, Head of the Department for Professional Development, UWIC, Dr Cecilia Hannigan-Davies– Programme Director – Postgraduate Continuing Professional Development Framework in Education</p>				
<p>Day 1 <u>Morning/Afternoon:</u> Introductions from the programme team and from participants ; welcome from International Office.</p> <p>Quality and the Role of the University</p> <ul style="list-style-type: none"> <li>• Definitions of quality</li> <li>• Quality strategies at institutional level</li> </ul> <p>Professor Robin Smith Director Arethusa Projects Ltd Time:0930-1100 Room: C1.05</p> <p>Room: C1.05 Time: 1100-1600 with lunch from 1230 - 1330 in C1.04 (Robin 1130-1230 and 1330-1500)</p> <p>1500-1545 –tea break and registration cards 1545-1600 Q and A session with International Office (Anna)</p>	<p>Day 2 <u>Morning:</u> Quality Assurance and the role of the Quality Assurance Agency (QAA) Course Team Time: 0930-1030 Room C1.05</p> <p>Applying for Research Degree Awarding Powers Professor Robert Brown Pro-Vice Chancellor, Research, UWIC Time: 1030-1130 Room C1.05</p> <p>1130-1200 Coffee break</p> <p>Time:1200-1300 Room: C1.05 Quality Assurance in Research Professor Gary Beauchamp Professor of Education, UWIC</p> <p>LUNCH 1300-1400 C1.04</p> <p><u>Afternoon:</u> Time:1400-1500 The governance function in higher education Richard Walters Clerk to the Board of Governors UWIC</p> <p>Time:1500-1600</p>	<p>Day 3 <u>Morning:</u> Quality Assurance and Accreditation in UK HEIs (proposed title)</p> <p>Peter Williams CBE, BA, Hon LLD, FRSA Former Chief Executive of QAA</p> <p>Room: C1.05 Time: 0930-11.00, followed by coffee break and debrief of Peter Williams' session</p> <p>LUNCH 1300-1400 C1:04</p> <p><u>Afternoon:</u> The Student at the Heart of the Quality Assurance Process</p> <ul style="list-style-type: none"> <li>• Student voice</li> <li>• Student evaluation</li> <li>• Student representation</li> </ul> <p>Julie Piacentini Director of Learning and Teaching , Cardiff School of Education UWIC</p> <p>Room: C1:05 Time: 14.00 – 16.00</p>	<p>Day 4 <u>Morning:</u> Quality in Academic Development</p> <ul style="list-style-type: none"> <li>• The Academic Portfolio</li> <li>• Academic Opportunities</li> <li>• Employer Engagement</li> </ul> <p>Peter Treadwell Dean of Academic Development UWIC Time: 9.30 – 12.00, to include coffee break Room C1.05</p> <p>LUNCH 12.00-12.30 C1:04</p> <p><u>Afternoon:</u> Coach departs at 12:30</p> <p>External Visit to the QAA: Exploring Quality and Accreditation</p> <p>(UK's Quality Assurance Agency for Higher Education)</p>	<p>Day 5 <u>Morning:</u> Quality Assurance: Institutional Review</p> <ul style="list-style-type: none"> <li>• Institutional Review</li> <li>• Preparing for Institutional Review</li> <li>• The role of self evaluation in the Institutional Review process.</li> </ul> <p>Professor David Timms Formerly Deputy Vice Chancellor Bath Spa University. QAA Auditor.</p> <p>Time: 9.30 13.00 Room: C1.05</p> <p>Lunch 13.00-14.00</p> <p><u>Afternoon:</u> Self Study/Prayers</p>

Week Two

Cardiff School of Education will facilitate the programme; sessions highlight themes and suggested keynote speakers

Day 6	Day 7	Day 8	Day 9	Day 10
<p><u>Morning:</u></p> <p>QAA: The Self Evaluation Document</p> <ul style="list-style-type: none"> <li>Preparing the SED</li> <li>Reflection of practice</li> <li>The QAA Review Team</li> </ul> <p>Professor David Timms Formerly Deputy Vice Chancellor Bath Spa University. QAA Auditor.</p> <p>Time: 9.30-11.00 to Room: C1.05</p> <p>QAA: SED Workshop Practical task Professor David Timms Formerly Deputy Vice Chancellor Bath Spa University. QAA Auditor.</p> <p>Time: 11.30 – 13.00</p> <p>Lunch 13.00-14.00</p> <p><u>Afternoon:</u></p> <ul style="list-style-type: none"> <li>QAA: SED Workshop (cont)</li> </ul> <p>Professor David Timms Formerly Deputy Vice Chancellor Bath Spa University. QAA Auditor.</p> <p>Time: 14.00 -16.00 Room: C1.05</p>	<p><u>Morning:</u></p> <p>The Recruitment Retention and Engagement of Staff in a Quality University Dr Allison O'Reilly Staff Development Manager, UWIC Esther Cox Human Resources Officer Staff Development, UWIC</p> <p>Room: C1.05 Time: 0930-1100</p> <p>1100-1130 coffee break</p> <p>1130 – 1230 Application to practice at KSU</p> <p>LUNCH 1230-1330 in C1.04</p> <p><u>Afternoon:</u></p> <p>Visit to Welsh Assembly Government: Policy making in action, followed by afternoon tea and visit to Cardiff Bay/shopping opportunity</p> <p>Coach depart UWIC after lunch</p> <p>Following the Senedd visit there will be free time for participants to view the Bay</p>	<p><u>Morning:</u></p> <p>Quality Improvement Inside and Outside the Institution</p> <ul style="list-style-type: none"> <li>The Higher Education Academy and Quality Enhancement</li> </ul> <p>Gabriel Jezierski Formerly Head of Policy and Partnerships (Wales), Higher Education Academy</p> <p>Room: C1.05 Time: 0930-1100, followed by coffee break and debrief of session 1100-1130 coffee break</p> <p>1130-1300 preparation time for presentation of institutional/departmental action plans The Course team</p> <p>LUNCH 1300-1400 in C1.04</p> <p><u>Afternoon:</u></p> <p>Effective communication within an academic environment-the magic ingredient of a quality environment</p> <p>Room: C1.05</p> <p>Andrew Walker Head of Communications and Marketing and Director of Development: the UWIC Foundation</p> <p>Time: 1400-1515, including questions</p> <p>Tea break</p>	<p><u>Morning:</u></p> <p>Bologna, a recipe for international academic cooperation or a vision for a revitalized society?</p> <p>Andris Barblan Former Secretary General of the European Universities Association and the Magna Charta Observatory</p> <p>LUNCH 1230-1330</p> <p><u>Afternoon:</u></p> <p>13:30 – 16:00 continuation of session</p> <p>Session Closes 1600</p>	<p><u>Morning:</u></p> <p>Quality and Collaborative Provision</p> <ul style="list-style-type: none"> <li>Collaboration - What to look for in an International academic partner</li> </ul> <p>Lloyd Powell Collaborative Provision Manager, UWIC and Dr Mohamed Loutfi Director of International Development, UWIC</p> <p>Room: C1.05 Time: 0930-1130</p> <p>1130-1200 coffee break</p> <ul style="list-style-type: none"> <li>1200-1300 Summary of the programme</li> </ul>