

Preparing for a site visit

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What I'll cover...

- Preparation
- Contributing
- Meetings
- Time management
- Being a team/panel



Preparation

- The documentation
- Guidelines for review/ENQA documentation
- The self-evaluation document
- Indexing system
- Participation in initial email discussions

Contributing...

To everything!



Meetings

- Preparation
- What do you/the panel want to get out of the meeting?
- What is your role in the meeting?
- Interview techniques
- Effective questioning
- Close it down

Time management

- Time is short
- You need to manage it carefully during a site visit (links back to preparation)

Being a team/panel

- Be aware of the other members of the panel
- Be respectful of the other members of the panel and ensure that the panel is respectful of the agency under review
- Have fun!



Thank you!

