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**CAP Guidance 2: Guidance on choosing Academic External Advisers and Panel Members**

The following criteria should be considered when identifying potential academic external advisers and panel members for course approvals/re-approvals and periodic reviews:

**External advisers (for course approval/re-approval)** should have:

* relevant subject knowledge and experience,
* relevant experience of HE teaching at the appropriate level - normally at least 3 years, and normally in capacity as course leader or similar,
* relevant current or very recent experience regarding type of course e.g. FD/collaborative/work-based courses/PSRB involvement/online etc.

**External panel members (for departmental & partner periodic reviews)** should also:

* hold a relevant senior position in HE, normally in a management capacity, such as Head or Assistant Head of Department, Director of Academic Partnerships
* have experience of relevant internal validation/approval and/or review processes.
* Wherever possible, those with some national external experience (e.g. QAA, Ofsted, NMC, British Council, NARIC etc) should be identified.

External advisers/panel members **should not normally have** (or have had **within the last 5 years**) any professional relationship with the University of Worcester (or collaborative partner institution if relevant) or with staff involved in the course undergoing approval/review.[[1]](#footnote-1)

Ideally, staff from competing local institutions should **not** be chosen, due to the potential perception of conflicts of interests.

**Courses with work-based elements** (e.g. FDs, work placements) may also be asked to provide details of a third external adviser/panel member to demonstrate consultation with employers, practitioners or industry representatives. Where possible these should be from relevant professional bodies and/or sector skills councils etc.

(The employer/practitioner is optional for other courses but can be useful in demonstrating that student employability has been discussed during the development of the course).

1. The University reserves the right to exceptionally request the external examiner to act in lieu of External Adviser 1 for Category 3b changes involving the restructuring of existing provision where there is no significant developmental role for an independent External Adviser 1. Agreement by the Head of Academic Quality is required. [↑](#footnote-ref-1)