

Code of Practice

Periodic Review

Review

Formal Review Cycle	Every 3 years		
Latest Formal Review (date)	Oct 2025	Next Formal Review Due (date)	Oct 2028
Policy Owner	Associate Principal for Teaching, Learning and Quality		
Policy Author	Chief Executive		

Approvals

Board of Corp Y/N	N	Committee		Date Board approved	
ELT Y/N	N	ELT date approved		Additional committee	HE Board 07/10/2025

Publication

Website Y/N	Y	Intranet Y/N	Y	Student VLE Y/N	Y	Other	
-------------	---	--------------	---	-----------------	---	-------	--

Change History

Version	Date Reviewed/ Revised	Description of Change	Reviewed by	Approved by
V1	June 2025	Pilot implementation of new CoP	ELT	
V2	Oct 2025	Final review and formalisation	Operations Lead: Higher Education	HE Board

Periodic Review

1. Introduction

This Code of Practice:

- 1.1. Pertains to City of Sunderland College, trading as Education Partnership Northeast (which includes Sunderland College, Hartlepool Sixth Form College and Northumberland College). These colleges will be referred to as “the College” throughout this document.
- 1.2. Is designed to assist the College in discharging its responsibilities for the quality and standards of the education it provides, the awards it offers and enhancing the quality of its provision.
- 1.3. Specifically assists the College in assuring itself that standards and quality are fair, consistent robust and that the College protects the standards of UK higher education.
- 1.4. Where appropriate, Periodic reviews will build on the regulations and policies set by partner Higher Education institutions (HEIs) and Awarding Institutions that govern matters relating to their validated programmes.

2. Scope

- 2.1. The Code provides a framework for the implementation of Periodic Reviews at Education Partnership North East.
- 2.2. Periodic Reviews aim to evaluate and enhance specific aspects of the HE student experience, academic provision, and institutional performance in alignment with the regulatory requirements of the Office for Students (OfS).
- 2.3. The Code applies to all staff, students, and stakeholders involved in Periodic Reviews.

3. Underpinning Principles

Periodic Reviews will be:

- 3.1. **Aligned with Regulatory Requirements:** Reviews will address the regulatory framework set out by the OfS, including compliance with the conditions of registration and the monitoring of ongoing obligations.
- 3.2. **Student-Centered:** The design, execution, and outcomes of reviews will prioritise the interests of students, ensuring their voices are central to the process.
- 3.3. **Evidence-Based:** Reviews will be informed by robust data and qualitative evidence to provide a comprehensive understanding of the theme under review.
- 3.4. **Collaborative:** Staff, students, and external stakeholders (where appropriate) will work together to contribute to the review process.
- 3.5. **Transparent and Inclusive:** Periodic Reviews will be conducted with openness, ensuring all relevant parties are informed and involved where appropriate.
- 3.6. **Continuous Improvement:** Outcomes will contribute to the enhancement of the college’s practices, codes, policies, and strategic goals.

4. Aims of Periodic Reviews

Periodic Reviews aim to:

- 4.1. Identify strengths and areas for improvement in relation to specific themes impacting student experience and academic quality.
- 4.2. Support compliance with the OfS regulatory framework, including safeguarding academic standards, enhancing the student experience, and addressing public interest governance principles.
- 4.3. Drive institutional change and development through actionable recommendations.
- 4.4. Ensure alignment with the college's strategic plan and educational purpose.

5. Themes for Periodic Reviews

5.1. Themes for review will be proposed annually by the HE Quality Office and agreed by the HE Board, in consultation with staff, students, and other stakeholders.

5.2. Possible themes include:

- Academic standards and assessment practices.
- Student support and wellbeing
- Admissions, access, participation, and widening participation initiatives
- Teaching quality and learning environments and resources
- Graduate employability and career readiness
- Published Information
- Digital transformation in education
- Research and scholarly activities
- Enhancement activity

6. Oversight

6.1. **The HE Board:** Provides strategic oversight and approval of the Periodic review schedule and outcomes.

6.2. **Periodic Review Panel:** Each review will be conducted by a dedicated panel comprising:

- A Chair (Senior Staff member with HE experience).
- Representatives from relevant academic and corporate services departments.
- Student representatives.
- External experts (where appropriate).

6.3. **Quality Office:** Coordinates the review process, ensuring compliance with this Code of Practice.

7. Process

Periodic Reviews will follow a structured process as outlined below:

7.1. **Planning:**

- Identification of the theme.

- Approval of Scope by the Quality Office – appendix 1 sets out the scope template.
- Formation of the Periodic Review Panel.
- Briefing meetings with the area in scope (optional).

7.2. Data Collection:

- Gathering quantitative data (e.g., student satisfaction surveys, continuation rates, attainment data).
- Collecting qualitative evidence (e.g., focus groups, interviews, case studies).
- The area subject to Periodic Review will have 4 working weeks from the date of notification to collate evidence pertaining to the approved Scope.

7.3. Analysis:

- Reviewing evidence against regulatory requirements and institutional benchmarks.
- Identifying strengths, weaknesses, opportunities, and risks.

7.4. Periodic Review Panel Event:

- Formal meeting with area in scope to explore lines of enquiry further, as agreed by the Panel. 2 working weeks post evidence deadline.

7.5. Reporting:

- Drafting a review report with findings and recommendations.
- Submission of the report to the Higher Education Board for approval.

7.6. Implementation:

- Developing an action plan based on the recommendations.
- Assigning responsibilities and timelines for actions.

7.7. Monitoring and Evaluation:

- Regular progress reviews by the HE Quality Office to ensure implementation.
- Evaluation of the impact of changes resulting from the review.

8. Engagement with Students

8.1. Students will be involved at stages of the review process, including:

- Data collection (e.g., focus groups, surveys).
- Membership on the Periodic Review Panel.

8.2. The outcomes of reviews will be communicated clearly to students, highlighting changes implemented as a result of their input.

9. Reporting and Dissemination

9.1. A final report will be produced for each review, summarising:

- Key findings.
- Recommendations.
- Proposed actions and timelines.
- Appendix 2 sets out the Periodic Review reporting template.

9.2. Reports will be shared with:

- The HE Board.
- Relevant committees and departments.
- The student body (in an accessible format).
- External stakeholders, where appropriate.

9.3. Periodic Reviews will be reflected annually in the College SED. The outcomes, key findings, and recommendations from each Periodic Review will be systematically incorporated. This ensures that the insights gained from Periodic Reviews directly inform institutional self-assessment, strategic planning, and quality enhancement activities. Specifically:

- Evidence from Reviews will be used to support evaluative commentary in the SED, particularly in sections relating to academic standards, student experience, and enhancement.
- Action Plans developed post-review will be tracked and summarised in the SED to demonstrate progress and impact.
- Themes and Trends identified across multiple reviews will be analysed to inform strategic priorities and continuous improvement initiatives.
- The HE Quality Office will coordinate the integration of Periodic Review outcomes into the SED, ensuring consistency, transparency, and alignment with Office for Students (OfS) expectations.

10. Implementation Stage

10.1. Following receipt of the final report, the support services and academic areas are responsible for taking forward action on the recommendations made by the Review. The area/s will submit a completed action plan within 10 working days of the Periodic Review Report (Appendix 2) being received.

10.2. Approximately 14 weeks after receiving the final report, the areas with remitted actions submit an initial progress report to the HE Quality Office for comment, approval and feedback.

10.3. The HE Quality Office will track completion of actions.

10.4. The area/s responsible for taking forward action on the recommendations made by the Review will provide a formal update report to the HE Board.

11. Contact and Further Information

For further information on this Code of Practice or Periodic Reviews, please contact the Quality Office at quality@educationpartnershipne.ac.uk

12. Equality Impact Assessment

Have you sought consultation on this policy? Details:		This Code of Practice has undergone consultation through the Executive Leadership Team (ELT) and external regulatory alignment. A pilot Periodic Review was conducted, involving student participation. Feedback from both staff and students was used to refine the process, ensuring it is inclusive, transparent, and responsive to stakeholder needs.		
Could a particular group be affected (negatively or positively)?	Impact Y/N	Description of Impact	Evidence	Mitigation/Justification
Protected characteristics under the Equality Act 2010				
Age	N			
Disability	N			
Gender Reassignment	N			
Marriage and Civil Partnership	N			
Pregnancy and maternity	N			
Race	N			
Religion or belief	N			
Sex	N			
Sexual Orientation	N			
Additional characteristics to consider				
Young Persons in Care & Care Leavers	N			
Young Carers & Care Givers	N			
Young Parents	N			
Youth Offenders	N			
Those Receiving Free School Meals	N			
If there is no impact, please explain:	<p>The Code of Practice for Periodic Review is designed to be inclusive, equitable, and accessible to all individuals regardless of their protected or additional characteristics. It applies uniformly across the institution and does not introduce any procedures or requirements that would disadvantage or exclude any particular group.</p> <p>All engagement, data collection, and reporting processes are conducted transparently and with consideration for fairness, ensuring that no group is negatively affected.</p>			

Appendix 1 Periodic Review Scope

Education
Partnership
North East

S
Sunderland
College

N
Northumberland
College

H6
Hartlepool
Sixth Form
College

Periodic Review Scope (issued to area at notice).	
Department(s) in which the Periodic review is to occur	
Campus of Periodic review	
Scope	
Theme of the Periodic review	
OfS reference if applicable	
What informed the decision to review	
Expected timescales (anticipated start and end date)	
Panel chair	
Panel members and designation	
Panel terms of reference	
Student meeting required	
External stakeholder contact required	
Supporting evidence requested and to be provided 4 working weeks from notification. The HE Quality Office to confirm base room/SharePoint site.	
Example Periodic review questions	

Appendix 2 Post Periodic Review Report Template



Periodic Review Scope	
Department(s) in which the Periodic review occurred	
Campus of Periodic review	
Theme of the Periodic review	
OfS reference if applicable	
What informed the decision to review	
Start and end date of review	
Panel chair	
Panel members and designation	
Student meeting(s) held	Yes/No
External stakeholder(s)) contact completed	Yes/No <i>Give detail</i>
Periodic Review Findings	
Evidence reviewed (please list)	
<ul style="list-style-type: none"> • XX • XX • XX • XX • XX • XX 	
Details of meetings held (and with who)	
<ul style="list-style-type: none"> • XX • XX • XX • XX • XX 	

Executive summary

Key findings

- XX
- XX
- XX
- XX
- XX

Recommendations

- XX
- XX
- XX
- XX
- XX

Proposed actions and timeline.

Proposed action	Date for completion	Who will be accountable for completion of the action

Please submit this completed action plan to XXXX (within 10 working days of this Periodic Review Report being received).

Appendix 3 Periodic Review Process Flow

Stage	Key Actions	Responsible	Timeline
1. Initial Notification & Planning	<ul style="list-style-type: none"> • Theme identified • Scope approved • Panel formed • Area notified 	HE Quality Office, Panel	Start of process
2. Evidence Gathering	<ul style="list-style-type: none"> • Area collates quantitative & qualitative evidence • Submits to panel 	Curriculum Area	4 working weeks
3. Panel Analysis	<ul style="list-style-type: none"> • Panel reviews evidence • Identifies strengths, weaknesses, opportunities, risks • Pre-panel meeting 	Periodic Review Panel	After evidence submission
4. Panel Event	<ul style="list-style-type: none"> • Panel meeting with area to explore lines of enquiry 	Review Panel, Area in scope	2 working weeks after evidence deadline.
5. Reporting	<ul style="list-style-type: none"> • Draft report with findings & recommendations • Submit to HE Board 	Periodic Review Panel	After Panel event
6. Action Planning	<ul style="list-style-type: none"> • Area develops action plan based on recommendations 	Area in scope	Within 10 working days of receipt of the report
7. Implementation & Monitoring	<ul style="list-style-type: none"> • Implement actions • Submit progress report to HE Quality Office 	Area in scope	14 weeks after report
8. Ongoing Monitoring	<ul style="list-style-type: none"> • HE Quality Office tracks completion • Outcomes integrated into SED 	HE Quality Office	Ongoing
9. Reporting to HE Board	<ul style="list-style-type: none"> • Formal update report on actions and completion 	Area in scope	As scheduled by HE Board