

Ann Jakeman

Updating materials

Session Objectives

By the end of this session you will be able to:

- ◆ the importance of continuously update materials
- ◆ the sources of information that inform updating activities
- ◆ the range of items that have to be included in the updating processes

Updating materials

WHEN

WHY

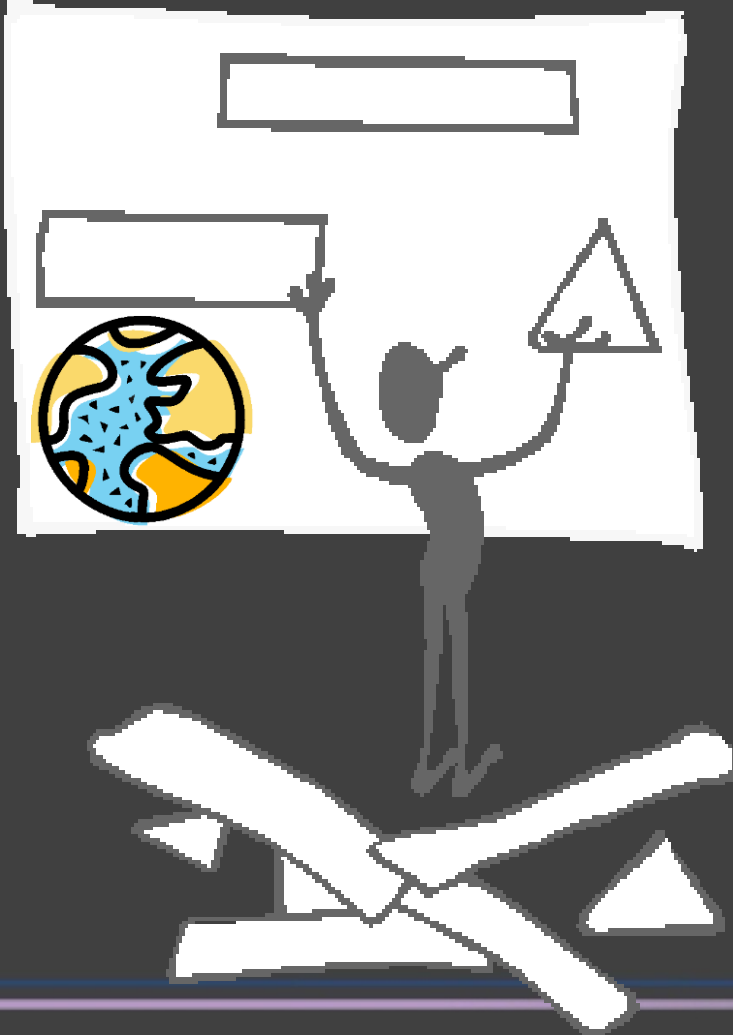
HOW

WHAT

WHO



Why do we update materials?



- ◆ Changes to the Unit Specification
- ◆ Feedback from students
- ◆ Feedback from internal and external verification activities
- ◆ Comments in the annual Internal Assessment report
- ◆ Changes in what is happening out there

What happens if we do not update?



- ◆ Students are not meeting the requirements of the US
- ◆ Students will not be prepared for any further study they plan to take
- ◆ Students may be confused reading conflicting information elsewhere
- ◆ It is a QA requirement (2.7)
- ◆ Can lead to Verification action plans requiring students to be reassessed

When should we update materials?



As often as you need to but you should formally review materials every time before you start to deliver the programme

What should be updated?



- ◆ Lesson Plans
- ◆ Teaching Notes
- ◆ Powerpoints
- ◆ Student Handouts
- ◆ Formative Assessments
- ◆ Summative Assessment

Who should do the updating?

- ◆ Updating cannot happen in isolation – changes in one Unit may also impact another unit
- ◆ Overlaps need to be mapped out up front
- ◆ Responsibility has to be established
- ◆ It is a team effort



	Introduction DE5M	Awareness HOBX	Investment DE5P	Regulation HOBX
Introduction		1. Retail Banks		1. B of E
Awareness	1. Retail Banks		1. NSI	
Investment	2. Stock Exchange	2. Investment products		
Regulation		4. Regulatory structure		

Ann

Bill

Jim

Jo

Agreeing mapping and ownership and monitoring changes is a regular item for a team meeting item agenda

How - The four phases of updating



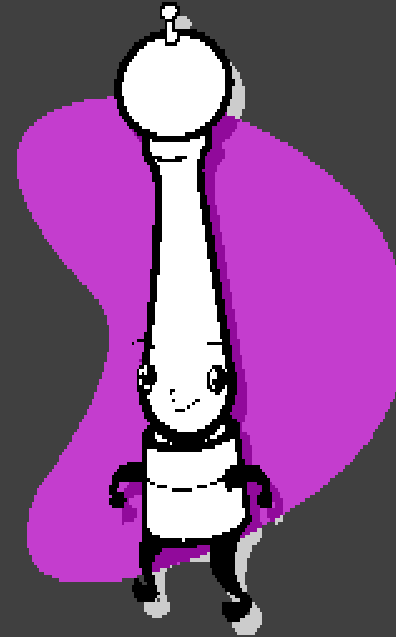
PREPARE to

1



CHOP and

2



CHANGE and

3



CHECK

4

The sequence of making changes

Lesson plans

**Powerpoints
Teacher Notes
Student Handouts
Student Activities**

**Summative Assessments
Formative Assessment
Formative Reassessment**



**All
completed
before
delivery
starts**

How – Your sources

- Content sources
 - Use trusted sources only – avoid Wikipedia wherever possible, concentrated on validated sources such as government websites (.gov.uk) and professional bodies
 - **Recently published UK** related texts and journals
- Method sources
 - Validated student, tutor and SQA feedback
 - Proven best practice elsewhere
 - Conferences run by appropriate organisations

Errors on Wikipedia

- A Chinese goalkeeper in the 19th century
- Public Relations Journal research by Professor Marcia Di Staso of Penn State University (1284 respondents)



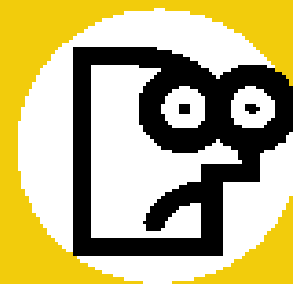
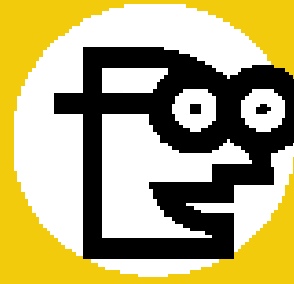
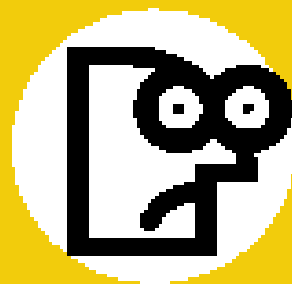
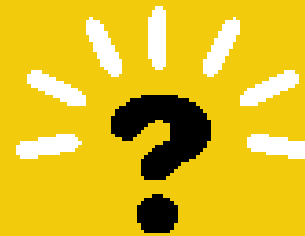
60%

of Wikipedia articles for companies and clients of respondents who were familiar with them had

factual errors

Updating is the responsibility of....

YOU
AND
ME
US



It's QUESTION TIME!!