

Pro forma Suggested Itinerary for the Assessment

Please note:

- 1. Any changes to this itinerary must be agreed with the Chair ahead of the commencement of the assessment. If there is a change to the itinerary, please replace this pro forma with your agreed timetable.**
- 2. The business school should provide an itinerary of activities and a list of participants two weeks ahead of the assessment.*
- 3. The role of the Assessors is investigative and advisory; the Assessment team supports the SBC Management Board in its duties. The SBC Management Board is responsible for making the final decision on the SBC Award.*
- 4. No indication of whether the Award will be recommended to the Management Board will be given to the business school during the Assessment.*

Assessment Day 1

1 pm to 5.15 pm

1.00 pm

Assessors will need access to a virtual private room (vpr) throughout the day for their deliberations.

In the VPR, assessors hold a pre-meeting.

1.30 pm

Introductory presentation by the 'Small Business/Enterprise' team to all three assessors. We recommend that any presentation made lasts no more than 35 - 40 minutes. This will give time for Q&A.

Please cross reference to all the dimensions applicable

- How Small Business and Enterprise link to the strategy of the business school and, if appropriate, the institution as a whole
- The governance arrangements for the activities under discussion
- The activities currently taking place and what is being planned for the future
- A brief illustration of the school's connections with the wider stakeholder community
- A virtual tour of the facilities, which will include the location of these facilities with respect to each other and the 'front door'. A map will also be helpful. The facilities might include:
 - Teaching facilities
 - Incubation space
 - Entrepreneur support space, etc.

Following this presentation there will be time for the assessors to ask questions of any of the presenters.

2.45 pm

Back in the private room the assessors have time to reflect on the presentation and to have a coffee break.

3.15 pm

Assessors will work individually in separate meetings rooms to discuss the work of the school with the different participant groups. We suggest there are several groups that need to be covered within the time allotted and there will need to be a way of organising this so that individuals know what is expected. The groups are:

- Enterprise students/past and current
- Those supported in a start-up, past and current
- Managers/individuals supported in the growth and development of their business on their own personal development as leaders or small business owners. Past and present and for the range of programmes offered as appropriate

4.15 pm**Informal Networking**

The Chair may decide that the panel would like to engage in informal networking with the participants. If this session is not needed, assessors can bring the next item from the itinerary forward. This will be agreed before the start of the assessment.

4.45 pm

Assessors will move to the private 'room' have time to reflect on the presentation.

5.15 pm

Close

Assessment Day 2**9 am to 12.15 pm****9.00 am**

Assessors review evidence in a 'virtual base room' to make preparations and share views in advance of meeting participants.

9.30 am

Assessors in discussion with faculty teaching on the programmes and adjunct faculty who make contributions.

10.15 am

In the private room the assessors have time to reflect on the presentation and have a coffee break.

10.45 am

Assessors meet with members of the wider stakeholder community, such as:

- Representatives of the LEP/Chamber of Commerce/Growth hubs/IoD or other relevant organisations

11.30 am

Wrap up session. End of the assessment.

11.45 am

In the private room the assessors have time to reflect and plan the report.

12.15 pm

Close
