

External Referencing of Standards (EROS) Pilot Project Forms

Recording Staff Hours

For University Requesting the External Reference

Program Title: _____

Staff member preparing the documentation: _____

Position Type: Academic Professional

Task	Hours	Comments
Please indicate the amount of time you spent on the activities detailed below Time related to:		Please include comments you wish to make against these items
1. Preparation of documentation for review (program guides, program structure and unit guides) to send to reviewers in triangulation process (could be undertaken by Professional Services staff)		
2. Selection and de-identification of samples of student work		
3. Initial introductory conversations between collaborating universities in the triangulation process		
4. Communication to discuss and clarify aspects of the information provided to reviewers in the triangulation process		
5. Additional preparation of information and resources not available in the program and unit information (excluding 2. from above) <i>Note: this is about whether staff are able to leverage off existing program and unit documentation or had to go to additional effort to provide adequate information and context for external referencing.</i>		
6. Communication with reviewers to clarify draft report		
7. Responding to the reports and addressing the recommendations		
8. Please provide brief details of any other tasks undertaken to support the review, and the time involved not included above. Other tasks:		
TOTAL HOURS		

Key:

Program: Program / Course (collection of units of study leading to an award or qualification)

Unit: Unit / Subject (individual unit of study)

External Referencing of Standards (EROS) Pilot Project Forms

Recording Staff Hours

For University Undertaking the External Reference

Reviewer: _____

Task	Hours	Comments
Please indicate the amount of time you spent on the activities detailed below Time related to:		Please include comments you wish to make against these items
1. Initial introductory conversations between collaborating universities in the review process		
2. Reading the review documentation: program guide, unit guide, samples of assessment and other relevant documentation provided		
3. Communication to discuss and clarify aspects of the information provided in the review process		
4. Preparation of the draft report		
5. Communication on the draft report		
6. Finalisation of the report (following review of the draft with the requesting university)		
Other tasks: Please provide brief details of any other tasks undertaken in the external referencing process		
TOTAL HOURS		