

## Small Business Charter Assessment Days Itinerary

**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. This is an indicative itinerary and should the Chair want to make changes, this should be discussed during their pre-visit.
3. The business school should provide an itinerary of activities and a list of participants two weeks ahead of the assessment.
4. 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.
5. 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 5.30 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 business school and the wider university 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 and include:

- How small business and enterprise link to the strategy of the business school and, if appropriate, the university 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.

**3.00 pm**

Assessors will work in separate meetings rooms to discuss the work of the school with participant groups to cover A, B and C dimensions.

**4:15pm**

Assessors will move to the VPR for discussions

**4:30pm**

Additional session, as required

**5:00pm**

Assessors will move to the VPR for discussions

**5:10pm**

Catch-up / School team

**5:30pm – Close of Day One**
**4.15 pm**

Discussion with other departments within the wider university such as the enterprise team, careers service, external stakeholders who contribute to the agenda

**Assessment day 2**

**9 am to 12.30 pm**

**9.00 am**

Assessors review evidence in the VPR to make preparations and share views in advance of meeting participants.

**9.30 am**

Assessors in discussion with the faculty teaching and delivering the programmes and contributing adjunct faculty members.

**10.15 am**

Coffee break and Assessors will move to the VPR for discussions.

**10.45 am**

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

- Representatives of the Chamber of Commerce/Growth hubs/IOD/MCA/CBI or other relevant organisations

**11.30 am**

Assessors will move to the VPR for discussions and report planning

**12.00pm**

Wrap up session – summary and next steps

**12.30 pm**

Close

**END OF THE ASSESSMENT**