

POLICY/PROCEDURE TITLE:	APPROVAL AND VALIDATION OF HIGHER EDUCATION PROGRAMMES
MANAGER RESPONSIBLE:	DIRECTOR OF CURRICULUM & QUALITY
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1. Introduction

Adherence to this policy will ensure that there is a robust and consistent process for the introduction of Higher Education programmes at the College and that the rationales for these programmes are scrutinised and involve input from key stakeholders. The approval process will ensure compliance with the University partners and Pearson approval processes and QAA UK Quality Code for Higher Education

2. Policy

Each Higher Education programme introduced by the College will be initially approved by the College Senior Leadership and Management Team (SLMT) then an approval request will be submitted to Pearson. Once awarding body approval has been granted, the programme will then be subject to a full validation before being included in Higher Education provision at the College.

3. Procedure for Foundation Degree/BA (Hons) Programmes

1. Course approval form (Appendix 1) completed by Head of School in conjunction with programme leader
2. Course presented by head of school at SLMT for consideration. If first stage approval granted:
3. Submission of relevant approval documentation to UCLAN or UoC in conjunction with the Quality nominee.
4. All documentation will be scrutinised by the Quality team before submission to UCLAN or UoC:
 - Programme Specification
 - Student Handbook
 - Schemes of Work for all first semester modules
 - Course Resource Audit Form
 - QAA Subject Benchmark Statements

4. Procedure for HNC/HND Programmes

1. Course approval form (Appendix 1) completed by Head of School in conjunction with programme leader
2. Course presented by head of school at SLMT for consideration. If first stage approval granted:
3. Submission of approval documentation to Pearson in conjunction with the Quality nominee.
4. Once approval is received the course team must attend a validation panel consisting of: the relevant Head of School, the Director of Quality and Curriculum, the Director of College Information Systems, the Quality Manager and an external expert or local employer. If possible the HE student representative will also attend.
5. The validation panel will consider the following documentation:
 - Programme Specification
 - Student Handbook
 - Schemes of Work for all first semester modules
 - Course Resource Audit Form
 - QAA Subject Benchmark Statements
 - Course Information Sheets
 - Proposed KIS (Key Information Set information)

6. Reference to other Publications

- QAA Subject Benchmark Statements
- QAA Quality Code Chapter A3
- Pearson Guide to Vocational Qualification Approval
- UCLAN and UoC Academic regulations

HE Course Approval Form

Course Title:	
Proposer:	
Awarding Body	
Proposed Start Date	
Rationale and Prospective Market (including employment prospects, LMI information):	
Employer Involvement:	
Possible Employer Mentor:	
Student Involvement:	
Initial costing: Estimated Income	
Initial costing: Estimated set-up costs, on-going costs/resources/books etc	
Staffing requirements including CPD	