

Policy Title **HE Approval and Validation Policy**

Author/Responsible Manager	Assistant Principal / Quality Manager
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Risk Assessment (please note here any identified risks of non-compliance with the policy)	

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Equality Impact Assessment

Characteristic	No impact	Positive impact	Negative impact	Evidence
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gender	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pregnancy/Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Religion/belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Marriage & civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carried out by: T Breeze				

Actions required:

Action	Date	Reviewed by	Date

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 the 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 Team (SLT) then an approval request will be submitted to the relevant HEI or 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 Department in conjunction with programme leader.
2. Course presented by HOD at SLT for consideration. If first stage approval granted:
3. Submission of relevant approval documentation to UCLAN or UoC in conjunction with the Quality Manager.
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 Department in conjunction with programme leader
2. Course presented by HOD at SLT for consideration. If first stage approval granted:
3. Submission of approval documentation to Pearson in conjunction with the Quality Manager.
4. Once approval is received the course team must attend a validation panel consisting of: the relevant Head of Department, the relevant Director of Curriculum, the assistant Principal 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)

5. Reference to other Publications

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