



## PROGRAMME DESIGN AND DEVELOPMENT POLICY

Audience	Policy	Version and Date	Next Review Due	External Reference Points:
Internal	Programme Design and Development Policy	V3-Nov2018	Nov2020	UKQC Part A and Chapter B1  BTEC Centre Guide to Quality Assurance and Assessment 2018-19: Levels 4 to 7

### **AIM**

This document aims to describe the processes to be followed during the development of a Programme, including its approval. It includes specific guidance for the introduction of new HND programmes to the College's provision, for which responsibilities for programme design and development are shared with Pearson.

### **POLICY**

- In line with its strategy and mission, London Churchill College (LCC) offers a select number of Programmes to meet the requirements of the community and that are designed to maximise employability.
- LCC aims to maintain a relevant set of Programmes, which appeal to the interests of its student body and produce graduates equipped with qualifications and experience to compete in their chosen sector.
- For Pearson provision, internal processes for programme design exist to complement those of Pearson without duplicating work and that ensure programme content (including pathway selection) and assessment processes are determined carefully to suit LCC's student body and to give it the best opportunity to demonstrate its abilities.
- For validated programmes, arrangements are in place to allow for input and support from staff and students. Externals, such as external examiners, employers and practitioners, are included to ensure Programmes provide students with knowledge and experience that is relevant within their chosen sector.
- LCC will seek the approval of Academic Board for all new programmes.

### **SCOPE**

#### **Roles and Responsibilities**

The Programme Design and Development Policy should be referred to during the design of any new programme, regardless of the Awarding Body. However, the roles and responsibilities of the College and the Awarding Body will differ depending on the type of provision offered and the nature of the partnership.

This Policy makes specific reference to Pearson programmes. For all other partnerships, roles and responsibilities for the partner and the College are defined in a Collaborative Procedures Manual (in line with the Collaborative Partnerships Policy).



In all cases, the stages described within this policy must be completed either as described below or through the equivalent processes of the partner.

### **Major and Minor Modifications**

Following approval, programmes are subject to monitoring and review. This can help to identify where modifications could be made to enhance a programme. The Programme Modification Policy distinguishes between Major and Minor modifications. In the event of a Major Modification, the College reconsiders the whole programme through the Programme Design and Development Policy.

## **PROCEDURE**

### **Strategic Plan Discussion and PEG Agreement**

The process to develop and approve the Programme commences following discussion and agreement at the Principal's Executive Group (PEG). The PEG or a Programme Leader should bring proposals for new Programmes to the attention of the Chair of the PEG.

### **Programme Development Team**

A Programme Leader designate and development team will be formed that will then take on the responsibility of taking the Programme through the formal steps of the procedure through the completion of the Programme Development Form.

If required, the team will include members of the Awarding Body.

It will report regularly to PEG and Academic Board, providing them with a Draft Programme Development Form for comment.

The Development team will be led by the Programme Leader designate with Module Leaders, Tutors and Support Staff present and further supported by PEG members providing management oversight. The team will consult employers, student representatives, relevant external advisors and the Head of Student Engagement in the development stages. Their primary function is to continuously add value to the Programme.

The team will ensure that the following documentation is prepared:

- Rationale and Market justification
- Modules; Learning Outcomes and Reading Lists
- Entry criteria
- Resource Strategy
- Staff CV's
- Programme model for delivery
- Learning, Teaching and Assessment Strategy
- Assessment framework and weighting
- Evidence of employer consultation

### **Internal Approval Panel Event**

The Registrar will organise an Internal Approval Panel Event in consultation with the PEG or a representative of an Awarding Body and ensure that documentation of the Programme Proposal is received by the panel at least three weeks before the event.



The Approval Panel will be chaired by a member of the PEG. It may include Student Representatives and Externals and their input should also be recorded through the Programme Development Form.

All Programmes are tested against a pre-determined set of criteria to determine if the Programme can go forward to the approval stage. New Programmes, as well as current ones, are expected to meet the following essential requirements:

- There should be market demand for the Programme
- Possible progression routes must be taken into account and the Programme aligned to suit these. For example, a Level 5 Programme should qualify the student for a Level 6 in a similar subject.
- There must be a demand in the job sector for graduates of the Programme.
- It operates within the College's overall strategy and mission
- The college has (or can obtain) the resources to deliver the Programme and to provide all necessary support to the students.

### **Approval**

Sign-off from Academic Board will be sought once all other stages of the development have been completed and conditions met to the satisfaction of the panel. This should include evidence demonstrating how the Programme has met the scrutiny criteria, including evidence of input from externals and students.

The documents approved at the Internal Approval Panel Event will be forwarded to the awarding body, who will be responsible for convening a full validation panel.

### **MONITORING AND ENHANCEMENT**

The Programme Design and Development Policy is approved by Academic Board and reviewed at least every two years or whenever significant changes occur within awarding body regulations and regulatory frameworks, taking any Programmes that were approved or proposed into account.

LCC will assess the effectiveness of its practices to identify areas of good practice and determine areas for improvement or enhancement.