



PROGRAMME MODIFICATION POLICY

Audience	Policy	Version and Date	Next Review Due	External Reference Points:
Internal	Programme Modification Policy	V2-Nov 2018	Nov-2019	UKQC Chapters B1: Programme Design, Development and Approval B8: Programme Monitoring and Review BTEC Centre Guide to Quality Assurance and Assessment 2018-19: Levels 4 to 7

AIM

The aims of this policy are to ensure that:

- there are no unnecessary barriers to making modifications to enhance a programme and that it is possible to introduce enhancements in a timely fashion
- academic standards and the quality of learning opportunities are maintained when modifications are made to programmes
- modifications to programmes are formally recorded and relevant Programme documentation is updated
- criteria for distinguishing between different types of modifications and the process and level of authority and consultation required to approve them.

POLICY

Through LCC’s Annual Monitoring Processes, the College can identify where changes to enhance a programme may be made. Opportunities for change may also be identified more organically, through engagement with students, staff and those not directly involved in the delivery such as staff from other Higher Education Providers, employers and organisations with which the College works.

- 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.
- 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.



- Programme content and assessment processes are determined carefully to suit LCC's student body and to give them the best opportunity to demonstrate their abilities.

TYPES OF MODIFICATION

Modifications are categorised as either 'minor' or 'major':

Attention will be paid to cumulative changes which, although minor in themselves, result over time in major changes which require a higher level of approval and consultation. Where there is uncertainty as to which process to follow, the Principal's Executive Group shall determine if the Modification should be treated as Minor or Major.

Minor Modifications	Major Modifications
Minor modifications are part of a programme's inherent flexibility and would not be expected to have an impact on the overall programme aims or learning outcomes. Minor modifications usually affect a single module or small number of linked modules; the programme as a whole should not be significantly different.	Major modifications are more extensive changes and go to the heart of the educational experience. Major modifications generally affect the overall programme aims and learning outcomes or numerous modules across the programme.
Examples would include: <ul style="list-style-type: none"> • Replacing up to 30% of the programme's units • Making significant changes to the assessment method, such as the introduction of examinations • Swapping modules, for example between the 1st and 2nd year 	Examples would include: <ul style="list-style-type: none"> • Replacing more than 30% of the programme's units • Multiple Minor Modifications that cumulate to more than 30% of the programme's units.
The relevant process to be followed is the Programme Modification Policy	Major modifications require the programme to be reconsidered through the Programme Design and Development Policy . This is to ensure that the programme continues to meet all the criteria against the College assesses its programmes.
The Programme Minor Modification Form must be completed	The Programme Development Form must be completed
Consultation must include staff and students. External input, such as from the External Examiner, must be sought where it is deemed necessary by the Principal's Executive Group.	Students, staff and externals must be consulted as part of the design process.



CHANGES MADE BY THE AWARDING BODY

Awarding Bodies and partner organisations periodically review and modify their provision. In all cases, the College must continue to ensure that its learning, teaching and assessment strategy, teaching staff and learning resources are suitable to deliver the programme. Therefore, in the event of a change being made to a programme by the awarding body that would qualify as either a Minor or Major modification according to the College's criteria, the College will consider the modification through its Programme Modification Policy and where necessary the Programme Design and Development Policy.

PROCEDURE FOR MINOR MODIFICATIONS

Proposals to make minor modifications to a Programme should come from the Programme Leader. These should be made using the Programme Minor Modification Form.

Revised versions of Programme Documentation must be submitted with the form. These should be marked with 'track changes'.

The Proposal, together with supporting documentation, should be submitted to the Principal's Executive Group (PEG). If accepted by the PEG, the proposal will be reviewed internally by the Quality Enhancement Steering Committee (QESC) and then submitted for final approval by Academic Board.

Academic Board will formally sign-off on modifications, provided that these comply with Awarding Body requirements.

The Programme Leader will ensure that the revised documentation is communicated to all relevant departments. Depending on the type of modification, it may be necessary to purchase additional resources (such as books to support a revised reading list).

The College website, and any other affected marketing material, will be updated to reflect the changes made.



PROGRAMME MINOR MODIFICATION FORM

Programme	
Academic Year in which change is to be implemented	
Name of academic staff member submitting the proposal	

1. Previous Modifications

Please list any previous Minor Modifications that have been made to this Programme since its approval.

2. Proposed Changes

Please indicate exactly what changes are proposed and which cohorts will be affected.

3. Rationale

Provide a full rationale for the proposed amendments



4. Consultation with Staff, Students and/or Externals to the College

If applicable, indicate how Students/Externals have been consulted about the proposed change and attach relevant minutes or other evidence.

Any documentation, such as the Programme Specification, that is required to be amended in order to complete the proposed modification must be attached to this form with 'track changes'.

CONSIDERATION BY PRINCIPAL'S EXECUTIVE GROUP (PEG)	
Date considered	
Decision	
Conditions, where applicable	

RECEIPT BY ACADEMIC BOARD	
Date noted by Academic Board	
Signature of Chair	