



Programme Design and Development Policy and Procedure

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1. Aims

- 1.1. This document describes 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 or by other awarding bodies;
- 1.2. All programmes delivered by London Churchill College (LCC) shall be benchmarked to the relevant national qualifications' framework and relevant subject Benchmark Statements.

2. Policy

- 2.1. In line with its strategy and mission, LCC offers a select number of programmes to meet the requirements of the community and are designed to maximise employability;
- 2.2. LCC maintains 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;
- 2.3. For Pearson provision, the College internal processes for programme development must align and follow the Pearson Programme validation processes, to ensure that the programme content (including pathway selection) and assessment protocols are determined carefully to suit LCC's student body and to give students the best opportunity to demonstrate their abilities;
- 2.4. For validated programmes by other awarding bodies, arrangements are in place to allow for input and support from staff and students. Externals, including external examiners, employers and practitioners, are included to ensure programmes provide students with knowledge and experience that is relevant to their chosen sector;
- 2.5. LCC will seek the approval of Academic Board for all new programmes;
- 2.6. 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.

3. Procedure

3.1. Programme Development and Approval

- 3.1.1. The process to develop and approve all programmes commences following discussion and agreement by the Principal's Executive Group (PEG). The Course Coordinator or HoPAM should bring proposals for new programmes to the attention of the PEG. The PEG will decide how the introduction of the Programme fits in with the institutional Strategic Plan.

3.2. Programme Development Team

- 3.2.1. Any LCC stakeholder can propose a new programme and submit it to the Head of Programmes and Academic Monitoring for formal submission to the PEG.



- 3.2.2. A Course Coordinator (or 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 by completion of the Programme Development Form. If required, the team will include members of the Awarding Body;
- 3.2.3. The Development Team will report regularly to PEG and Academic Board, providing a Draft Programme Development Form for comment;
- 3.2.4. The Development team will be led by the Course Coordinator (or designate) with Module Leaders, Tutors and Support Staff present and further supported by PEG members providing management oversight.

3.3. University Programmes:

- 3.3.1. The Role of the Programme Development Team:
 - 3.3.1.1. The Development Team will consult employers (for validated programmes only), 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;
 - 3.3.1.2. The team will ensure that the following documentation will comprise:
 - a) Rationale and Market justification;
 - b) Programme Development Form (as relevant);
 - c) Modules; Learning Outcomes and Reading Lists (for validated programmes only);
 - d) Entry criteria;
 - e) Resource Strategy, ensuring that the College has sufficient and appropriate facilities and learning resources to deliver the Programme;
 - f) Staff CVs, and a plan for the recruitment of any additional members of staff that may be required;
 - g) Programme model for delivery;
 - h) Learning, Teaching and Assessment Strategy (for validated programmes only);
 - i) Assessment framework, grading criteria and weighting (for validated programmes only);
 - j) Evidence of employer consultation (for validated programmes only);
 - k) Propose staff training for implementing the quality assurance of the Programme delivery;
 - l) Evidence of student consultation;

3.4. Internal Approval Panel Event:

- 3.4.1. The Registrar will organise an Internal Approval Panel Event in consultation with the PEG or a representative of an Awarding Body (if required) and ensure that documentation of the Programme is received by the panel a minimum of one week before the event.



- 3.4.2. The Approval Panel will be chaired by a member of the PEG. It will include Student Representatives and Externals and their input should also be recorded through the Programme Development Form.
- 3.4.3. 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:
- a) Market demand for the Programme
 - b) Possible progression routes must be considered, 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.
 - c) Demand in the job sector for graduates of the Programme.
 - d) It operates within the College's overall strategy and mission
 - e) The college has (or can obtain) the resources to deliver the Programme and to provide all necessary support to the students.

3.5. Approval

- 3.5.1. Approval from the 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;
- 3.5.2. Where the programme is awarded by Pearson, or another validating body, the documents approved at the Internal Approval Panel Event will be forwarded to the awarding body.

3.6. Pearson Approval Documents:

- 3.6.1. For Pearson Programme the Development Team will prepare the following Approval Documents:
- a) Pearson Application Form;
 - b) Programme Handbook based on Pearson Programme Specification;
 - c) Programme admission/ entry Criteria;
 - d) Resource plan for Programme Delivery including Human Resources;
 - e) Relevant forms and template i.e., Internal Verification Form; Staff CVs with their qualification document.
 - f) Marketing and operational feasibility report outline market demand, projected recruitment numbers, programme management chart and resources needs.

3.7. Internal Approval Procedures:

- 3.7.1. The Head of Quality Assurance will organise an Internal Approval Panel Meeting to review the Approval Documents. The meeting is chaired by the Head of Quality Assurance and is being attended by Programme Development Team.
- 3.7.2. If the Internal Approval Panel is satisfied with the proposal to introduce a new Pearson programme, then the Head of Quality Assurance will send a report along with the minutes of the Approval Panel Meeting minutes to the Academic Board for approval.



- 3.7.3. If the Academic Board agrees to the proposal, the College will submit the application to Pearson.
- 3.7.4. Once Pearson approves the new programme, the Academic Board will decide when and how to start the new programme.

4. Monitoring and Enhancement

- 4.1. The Programme Design and Development Policy is approved by the Academic Board and reviewed every year or whenever significant changes occur within awarding body regulations and regulatory frameworks, taking any Programmes that were approved or proposed into account;
- 4.2. LCC will assess the effectiveness of its practices to identify areas of good practice and determine areas for improvement or enhancement.

End



5. Appendix

PROGRAMME DEVELOPMENT FORM

PROGRAMME TITLE	
PATHWAY(S)	
AWARDING BODY	
CAMPUS	

This form is to be used for the development of new programmes, as well as in the event of a major modification to an existing programme

The sections of this form should normally be completed by the proposer, as the Programme is taken through the formal stages of design. For further guidance, please refer to the Programme Design and Development Policy and Programme Modification Policy.

STRATEGIC FIT

Background, history and philosophy of the programme, and how the programme fits into the College's strategy.

[Type text here - expand as necessary.]

Comment on the rationale for the programme, including how it meets the needs of the community, evidence of market demand and how the programme can be differentiated from competitors.

[Type text here - expand as necessary.]



PURPOSES AND OBJECTIVES

Describe the knowledge and skills that students can acquire through completion of the programme.

[Type text here - expand as necessary.]

Details of the opportunities which might be available to students upon completion of this programme. This could include jobs and progression to further study.

[Type text here - expand as necessary.]

ENTRY
CRITERIA

Describe the criteria a prospective must meet to gain entry to the programme, including for English language ability.

[Type text here - expand as necessary.]

CONSULTATION AND EXTERNAL REFERENCE
POINTS

An account of how the proposal has been subject to consultation, across the College, with external advisors and current students (relevant committee and programme development team minutes to be attached).

[Type text here - expand as necessary.]



Where there are employer links, please provide analysis of employer feedback for the validated period, and details of consultation in the revalidation process.

[Type text here - expand as necessary.]

Where applicable, comment on the extent to which the programme continues to meet the requirements of professional, statutory or regulatory bodies.

[Type text here - expand as necessary.]

Evaluation of the curriculum in light of developments in the subject area and professional practice (e.g. QAA Subject Benchmark Statements (SBS) or other equivalent professional references).

[Type text here - expand as necessary.]

DELIVERY

Evaluation by the designate programme team of the effectiveness of the teaching methods and assessment strategy including details of how the programme has been mapped against the College's Learning Teaching & Assessment Policy and Strategy.

[Type text here - expand as necessary.]



Evaluation of the arrangements for student guidance, support and advice systems, including those related to work placements where applicable.

[Type text here - expand as necessary.]

RESOURCES

Summary of the physical resources which are available or will be required to support the programme, including an account on how the financial resources are to be secured.

[Type text here - expand as necessary.]

Details of how the research/professional activity of staff informs the curriculum.

[Type text here - expand as necessary.]

Where use will be made of guest lecturers, please indicate the extent and effect of their contributions to the programme. Please include details of any future plans to use guest lecturers on this programme.

[Type text here - expand as necessary.]

PROPOSED STAFFING

Name	Role



Student Consent gained:

Yes

No

LCC APPROVAL PANEL (INTERNAL)	Date of Approval Panel Event:
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PANEL MEMBERS

Name	Role/Title

Summary of the outcomes of the Approval Panel Event:

[Type text here - expand as necessary.]

Conditions of approval:

[Type text here - expand as necessary.]

ACTIONS PLAN IN RESPONSE TO CONDITIONS

Action	Deadline