

Higher Education Approval and Review of programmes Policy 2023

APPROVED BY ACADEMIC BOARD ON OCTOBER 2023

Applies to:	
Harrogate College	
Keighley College	
Leeds City College	
Leeds Conservatoire	X
Leeds Sixth Form College / Pudsey Sixth Form College	
Luminate Group Services	
University Centre Leeds	X

CHANGE CONTROL

Version:	3	
Approval route		
Approval committee (ELT, SELT, Board)	Date approved	Version
HE Academic Board	October 23	3
SELT	November 23	3
Name of author:	Higher Education Registry	
Name of responsible committee:	Higher Education	
Related policies: (list)		
Equality impact assessment completed	Date:	September 23
	Assessment type <input checked="" type="checkbox"/> Full <input type="checkbox"/> Part <input type="checkbox"/> Not required	
Environmental Impact Assessment Completed	Date:	September 23
	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
Policy will be communicated via:	Website, VLE	
Next review date:	January 2025	

Contents

1. SCOPE AND PURPOSE OF POLICY	4
2. APPROVAL OF PROGRAMMES.....	4
3. MONITORING & REVIEW.....	4
4. REVIEW.....	6

1. SCOPE AND PURPOSE OF POLICY

This policy applies to the approval and review of all Luminate Higher Education programmes.

Its purpose is:

- To ensure that all programmes are designed with due consideration to market needs, curriculum strategic direction and focus, and appropriate benchmarks;
- To ensure the currency and validity of programmes throughout their lifecycle;
- To ensure regular and effective monitoring of quality, engaging all stakeholders.

2. APPROVAL OF PROGRAMMES

When designing new programmes or reviewing existing programmes the Institution needs to:

- a. Ensure that the requirements of The Framework for Higher Education Qualifications in England, Wales and Northern Ireland are met by:
 - Positioning qualifications at the appropriate level of the relevant framework for higher education qualifications;
 - Ensuring that programme learning outcomes align with the relevant qualification descriptor in the relevant framework for higher education qualifications;
 - Naming qualifications in accordance with the titling conventions specified in the frameworks for higher education
 - Awarding qualifications to mark the achievement of positively defined programme learning outcomes.
- b. Consider and take account of QAA's guidance on qualification characteristics
- c. Assign credit values and design programmes that align with the specifications of the relevant national framework
- d. Consider and take account of the relevant Subject Benchmark Statements.

(taken from the QAA Quality Code, Part A)

3. MONITORING & REVIEW

Annual Monitoring and Review is a process whereby the Academic Board can be assured that the Institution is discharging its responsibilities for the assurance of quality and standards of its HE provision.

Policy	Higher Education Approval and Review of Programmes	Quality Code Ref
Principles	<ul style="list-style-type: none"> • The Institution assures itself that there is a prima facie academic and appropriate business case, to support the development of proposed programmes. • The Institution assures itself that proposed programme developments align with their Strategic Plan. • The Institution assures itself that all resource needs have been taken into consideration and that there is support from the relevant department to meet these needs. • The Institution assures itself that relevant stakeholders have been consulted in the development of proposed programmes. • The Institution assures itself that relevant benchmarks have been used in the development of the proposed programmes. • The Institution assures itself that programme design is fit for purpose and will facilitate effective educational outcomes for students. 	Course Design and Development Expectations for Standards 1&2 Core Practices 1, 2, 3 Expectations for Quality Core Practices 1, 2, 3
Validation Process	<p>There are four formal stages in granting new Higher Education programmes:</p> <ul style="list-style-type: none"> • Stage 1 : Strategic Planning Approval • Stage 2 : Informal Read • Stage 3 : Critical Read • Stage 4 : Full Approval <p>For externally validated programmes stage 3 would be replaced by a Critical Review. (Acting as a preliminary (re)validation meeting.</p> <p>For full details on each of these stages and associated documentation please refer to the Programme Approval, Review and Modification Handbook</p>	Guiding Principles 1, 2, 3, 4, 5, 6, 7
Periodic Review and Major Modification Process	<p>All programmes will be subject to Periodic Review every 5 years. This will be a 2 stage process as follows:</p> <ul style="list-style-type: none"> • Stage 1 : Informal Review • Stage 2 : Formal Review and Approval 	Guiding Principles 1, 2, 3, 4, 5, 6, 7

	For full details on each of these stages and associated documentation please refer to the Programme Approval, Review and Modification Handbook	
Minor Modification Process	Programme Modifications panels will be convened twice yearly to consider and approve minor modifications. For full details on each of this process and associated documentation please refer to the Programme Approval, Review and Modification Handbook	Expectation for Quality Core Practice 1 & 2
Annual Review Cycle	The annual review cycle will include the following processes: <ul style="list-style-type: none"> • Award Committee Meetings • Student module & course reviews • Tutor module reviews • Employer feedback • Peer Review • Annual Review • Peer Observation 	Expectation for Quality Common Practice 2
Staff Development and Training	All staff associated will be given appropriate training and development and meet the requirements of the awarding body and where appropriate, the Quality Assurance Agency Quality Code.	Expectation for Quality Core Practice 2
Equality and Diversity Statement	This policy will be implemented in accordance with the Luminate Equality, Diversity and Inclusion Policy and with consideration of programme approval and review guidelines produced by awarding bodies and where appropriate, the QAA Quality Code	
Review and Evaluation	This policy and its associated processes will be reviewed on an annual basis as part of the Annual Review process. Outcomes of the review will inform future changes to policy or process.	Expectation for Quality Common Practices 1 & 2
Associated Documentation	<ul style="list-style-type: none"> • Academic Regulations • Full Programme Approval Panel Guidance • Programme Approval, Review and Modification Handbook • Strategic Planning Approval • Assessment and Moderation Policy • Assessment and Moderation Handbook • Programme Documentation Templates • Programme Development Guidance 	

4. REVIEW

Policy Introduced: June 2015

Last Review: September 2023

Next Review: September 2025

Change Summary

Version	Date	Summary of Changes
1	June 2015	Policy created
2	September 2019	Reviewed and mapped to revised quality code
3	September 2023	Reviewed in line with Critical Read process
4		