Validation Support Document

This form should be used for new taught course proposals (including apprenticeships,

short courses, professional doctorates, courses to be delivered by a collaborative academic partner, and major changes to existing courses) and for new delivery locations for existing courses (whether delivered by the university or a collaborative academic partner). Proposals can be grouped on one form where there is natural synergy. Its purpose is to provide the Validation Panel or School Academic Committee with background information which may not be present in the standard course documentation. Please see the [Course Approval Process](https://www.staffs.ac.uk/assets/Course%20Approval%20Procedure_tcm44-94375.pdf) for more information.

1. Title of course/apprenticeship

Title of course Proposed start date No. of intakes

|  |  |  |
| --- | --- | --- |
|  |  |  |

2. Type of proposal

|  |  |  |
| --- | --- | --- |
| Is the proposal for a new course? | Yes / No |  |
| Is the proposal an existing course which has had a major change (revalidation)? | Yes / No |  |
| Is the proposal for a new delivery site for an existing course? | Yes / No | If yes sections 5 and 9 can be left blank. |
| Is the proposal an apprenticeship? | Yes / No | If yes please also complete Appendix A. |
| Is any part of the course to be delivered by another organisation/ partner? | Yes / No | If yes please also complete Appendix B. |
| Is the intention for this course to be accredited by a professional body? | Yes / No | If yes please state if this is essential or desirable: |
| Are any course specific regulations required? | Yes / No | If yes please give the date these were approved by your SAC: |
| Which campus/partner delivery sites will the course be offered at? |  | |

3. Brief rationale and context for the proposal

|  |
| --- |
|  |

4. Module Details

Please list any new modules being proposed.

|  |  |
| --- | --- |
| Title | Level |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Please list the existing modules being utilised. [NB Any changes required to these must be approved by the School Academic Committee prior to presentation at the panel].

|  |  |
| --- | --- |
| Title | Level |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

5. Design of the Curriculum

Please provide details about how the curriculum design makes use of staff research and scholarship and specifically how it aligns with the key themes of the Academic Strategy 2030.

|  |
| --- |
|  |

Please explain how employers, professional bodies and students have been consulted about the design of the course*.*

|  |
| --- |
|  |

6. Inclusive learning

Please explain how the course will facilitate an inclusive and accessible learning environment. This may be through presenting a diverse range of voices and perspectives across the curriculum content eg reading lists, case studies, lecture content, learning resources etc, and the teaching and assessment methods which may be aligned to the needs of diverse students eg their age, gender, abilities, race and ethnicity, cultural background, previous educational experience etc.

|  |
| --- |
|  |

7. Approach to technology enhanced learning

Please explain the approach to the use of technology to enhance the students’ learning experience.

|  |
| --- |
|  |

8. Delivery of work-based learning

Please explain, where applicable, how placement learning or work-based learning will be incorporated into the curriculum and how it will be managed.

|  |
| --- |
|  |

9. Employability

Please outline how the course will enable students to develop their employability skills in preparation for future career progression.

|  |
| --- |
|  |

10. Student Support

Please outline the arrangements for the academic and pastoral support for students.

|  |
| --- |
|  |

11. Staffing

Please list the names of staff who will deliver the course and attach/or provide a URL to a current CV for each person listed.

|  |  |  |
| --- | --- | --- |
| Module/Unit | Name of Module/Unit Leader | *For CAP Name of Moderator* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*NB If one or more collaborative academic partners will be delivering the course, please provide a table for each partner.*

12. Technical Support

Please outline, where applicable, the technical support which will be available to this course.

|  |
| --- |
|  |

13. Learning Resources on campus at the University

*NB For proposals involving a collaborative academic partner, the information on learning resources at the partner is supplied separately on the CAP forms. This part of the form should still be completed to show what resources will be on campus to support the delivery.*

*Accommodation and Equipment*

Please give a brief summary of the accommodation to be used for teaching, along with any additional equipment which will be required.

|  |
| --- |
|  |

*Books and Journals*

Please comment on the need for additional books and journals and the liaison with the library.

|  |
| --- |
|  |

14. Student Voice

Please outline how the student voice will be captured (evaluations, questionnaires, surveys, course committees etc).

|  |
| --- |
|  |

Appendix A for apprenticeship proposals

|  |  |
| --- | --- |
| Higher or Degree Standard Name: |  |
| Date when Standard was approved: |  |
| Details of prescribed qualification within the standard (if applicable): |  |
| Name of qualifications embedded within the apprenticeship: |  |
| Has the funding band been allocated and if so, what is the agreed figure? |  |
| Is the end point assessment integrated? |  |
| What is the duration and timeframe for the end point assessment (as described in the assessment plan)? |  |
| Is the apprenticeship open or closed? Please give details.\* |  |

**\*** an apprenticeship which is closed is designed for a particular cohort/employer and is not therefore open to other students.

A1. Academic Skills Support

Please provide details of how the apprenticeship will provide continuous progression for English and Maths and Digital Skills.

|  |
| --- |
|  |

A2. Fundamental British Values

Please comment on how the four traditional British values will be embedded within all aspects of the apprenticeship.

|  |
| --- |
|  |

A3. Prevent

Please explain how the university’s approach to prevent duties has been considered in the context of this proposal.

|  |
| --- |
|  |

A4. Gateway requirements to end point assessment

What are the gateway decision requirements in order for apprentices to embark upon end point assessment? Are Level 2 English and Maths an entry requirement or a gateway requirement?

|  |
| --- |
|  |

A5. End Point Assessment

Please provide details about the format of the end point assessment. If the end point assessment is integrated, please attach the draft application to the Register of End Point Assessment Organisations (RoEPAO).

|  |
| --- |
|  |

Appendix B for collaborative proposals

B1. Type of Collaboration

Please tick which type of collaboration this will be.

|  |  |
| --- | --- |
| Franchise of whole course |  |
| Partial franchise or contract delivery |  |
| Validation (ie course designed by partner) |  |
| Dual Award |  |

B2. (Overseas) Ministry Approval

Will the delivery of the new provision require ministry approval in the partner country?

|  |  |
| --- | --- |
| YES | NO |
| If ‘yes’ please give brief details. | |

B3. Background

How long has this partner been delivering Staffordshire University provision and in which academic area?

|  |
| --- |
|  |

How will the course be managed between the partners?

|  |
| --- |
|  |

B4. Specific Curriculum

Please explain if there is a need for the partner to diverge from the curriculum delivered at the University.

|  |
| --- |
|  |

Quality Enhancement Service

August 2020