The City College

WHERE STUDENTS COME FIRST

Internal Programme Approval Procedure

Document Summary

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Approved by: Academic Board

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Internal Programme Approval Procedure

1. Introduction

All programmes offered by the College require approval by an appropriate awarding body before the College is approved to offer and deliver a new programme. This approval may be automatic or following a due diligence check as determined by the awarding body. To assist with the planning process and ensure both compliance and capacity, the College has developed its own internal programme approval process. This process is intended to complement the systems used by the awarding body and is central to the College's assurance of the quality of its provision.

2: Completion of programme approval documentation

The relevant Programme Leader should complete the Internal Programme Approval Form (IPA Form - see below). This may include documentation required by the awarding body. The form should be completed through careful consideration with relevant colleagues and may require consultation with the Senior Leadership Team (SLT) to address in particular any finance or resource related issues. It is also expected that relevant external opinion (eg. from employers) will be sought as well as other stakeholder and student opinion as appropriate.

3: Academic Committee approval

The IPA form and any other accompanying documentation Initial documentation for the approval of a programme must first be presented to the Academic Committee for consideration. The Academic Committee will then make a recommendation to the SLT as to whether internal approval should be granted and whether or not the College should proceed further.

4: SLT confirmation

Once the Academic Board has given approval, the SLT will consider supporting matters such as finance, timing, and advertising, and any other practical issues related to compliance and capacity. Following this consideration, the SLT will confirm the action to be taken. This may be to launch the new programme if approval from the awarding body was automatic, or to make an application to the awarding body if a due diligence check is required. If the decision is that the College is not in a position to proceed with the approval, the reasons for this will be reported back to the Academic Board.

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Internal Programme Approval Form (IPA Form)	
Awarding body	
Programme(s)	
Framework and level(s)	
Qualification number(s)	
Form completed by	
Date	

Subject	Brief description	Further evidence
1. Rationale	How does the proposed programme(s) align to college's strategic vision? What are the benefits of working with this awarding organisation/body? Consider the level of the programme and the intended aims	
2. Market	Is there a demand for this course from new or existing students? Has a competitor analysis been carried out? Consider the minimum number of students required to make the programme viable What would be the appropriate fee to charge students?	

3. Risk assessment	What are the risks to the college: • Reputational – what quality processes are in place to safeguard standards? • Physical (health & safety)	
4. Timetable for development	Consider how and when the programme will be offered (this will depend on whether this as a new programme with an existing awarding body or a new accreditation)? When will the following need to be done by: • Production of course information (programme specification, handbook, teaching materials, assessment strategy and materials) • Marketing and recruitment – when will the first intake be? • Recruitment of new staff • Purchasing of programme specific learning resources	
5. Benchmarks and reference points	Are there any benchmark statements to be taken into consideration, or other external reference points?	

6. Staffing	What will the impact be on staffing needs? Will new staff need to be employed or could current staff be utilised? Do staff have the required expertise to deliver the programme? Consider both academic and administrative requirements? Are there any implications for staff development?	

7. Space	Consider the current space available; will this be sufficient for the delivery of the new programmes? Consider room allocation for teaching. Is any additional storage space/ facilities required?	
8. Learning resources	What resources will be needed to deliver this programme and what are the associated costs? Consider library and IT What information needs to be prepared – handbooks, programme summary, scheme of work etc.	
9. Training needs	How will college staff be trained and prepared for the delivery of the new programme? Are briefings required – when, who, how many?	

10. Likely fees and set-up costs	Identify all related costs – staffing, resources, training, materials, furniture, IT, audio-visual, library etc.	
11. Additional requirements	Are there any other programme specific requirements which need to be considered eg. work experience, visits, logbooks, observations etc. What will the employability strategy requirements be? What are the associated opportunities for further study and/ or career development?	
12. External advisor, stakeholder, and student comments	Independent advice should be sought on the proposed programme and an external advisor who has experience of the programme or a similar discipline should be asked to comment on the proposal. Other stakeholders and students should also be consulted as appropriate.	

Date considered by Academic Committee	
Recommendation	Approved/ Not approved