Higher Education Validation Procedure

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Procedure to be followed for Validations of HE Courses

This document outlines the procedure to be followed when a higher education award is to be introduced or significantly amended, requiring validation from a higher education institution.

Stage 1

Prior to the development of a higher education (HE) award a Deputy Director of Curriculum must ensure approval to run the award has been given via the College's Programme Approval Process. As part of the Programme Approval Process a higher education institution (HEI) validation date should have been identified. Using this date as the deadline, the Assistant Principal and Dean of Curriculum will work with the relevant Deputy Director of Curriculum to formulate a schedule for validation.

Stage 2

The Deputy Director of Curriculum should ensure preparation of HEI validation documentation by the curriculum team to include:

- Programme Specification;
- Learner Handbook
- Rationale
- Curriculum Vitae for teaching staff (using specified format)
- Module Descriptors
- Supporting letter from Principal
- Resources
- Details of employer supporting programme

All documentation must have a footer showing location of files.

Stage 3

Documentation should be submitted by the Deputy Director of Curriculum to the Assistant Principal and Dean of Curriculum two weeks prior to the scheduled College HE Validation Committee meeting. Prior to submitting documentation, the curriculum team should take particular care to check spelling and grammar, consistency of font, including size, layout, all required appendices and overall completeness. It is expected that prior to submission all documentation will have been verified and checked by the Deputy and Director of Curriculum.

The College HE Validation Committee will meet to scrutinise and discuss the documentation and required amendments, if necessary. A record of the amendments required will be issued to the Deputy Director.

(The College HE Validation Committee will consist of the Assistant Principal and Dean of Curriculum (Chair), Director of Quality and Performance, a Director of Curriculum*, a Deputy Director of Curriculum* and a HE Course Leader* (*not involved in the submission and preferably from an alternative AOL.))

Stage 4

Amendments will be made by the relevant curriculum team and the documentation containing the amendments will be resubmitted to the College HE Validation Committee. 'Track changes' must be used when amending documentation. It is expected that prior to re-submission all amended documentation will have been checked and verified by the Deputy Director.

If the amendments are approved by the College, HE Validation Committee the procedure will move to Stage 5. If the amendments are not approved, the documentation will be returned to the curriculum team (Stage 4). This process will continue until the amendments required have been made to the satisfaction of the College, HE Validation Committee.

Stage 5

The Deputy Director of Curriculum should confirm the exact date for validation with the HEI and inform the Assistant Principal and Dean of Curriculum. The Assistant Principal and Dean of Curriculum will arrange for one of the following to attend the HEI validation event as part of the presenting team:

- The Assistant Principal and Dean of Curriculum
- Director of Quality and Performance
- A suitable person able to represent the College; nominated by the Assistant Principal and Dean of Curriculum who will send the documentation to the HEI.

Documentation must not be sent directly to the University by curriculum teams or course leaders without having first been approved by the Committee.

Stage 6

The Assistant Principal and Dean of Curriculum will, in conjunction with the Deputy Director of Curriculum, arrange for a mock HEI validation to take place not less than two weeks prior to the HEI validation.

The panel will be the College HE Validation Committee plus:

- A learner from the area
- An employer; if a foundation degree

The purpose of the mock validation is to support and advise the curriculum team in preparation for the HEI validation presentation. This team will be known as the presenting team and will consist of the relevant; Course Leader and Curriculum Team Leader. The College HE Validation Committee will play the role of the HEI validation event panel and will ask searching and challenging questions of the presenting team. The College HE Validation Committee will provide suggestions and advice to the presenting team. It may also recommend changes in personnel on the presenting team.

Stage 7

HEI validation event takes place.

A copy of the HEI validation event outcomes should be submitted to the Assistant Principal and Dean of Curriculum by the Deputy Director of the presenting team, immediately after the HEI validation event. This should identify all:

- Conditions
- Requirements
- Recommendations

Stage 8

Once the official feedback has been received from the HEI the presenting Curriculum Deputy Director should submit an improvement plan to identify how the conditions and recommendations will be met.

Any correspondence or reports received locally should be submitted centrally to the Assistant Principal and Dean of Curriculum

A final version of the award documentation should be submitted electronically to Quality and Performance Improvement for central records.

Stage 9

The Assistant Principal and Dean of Curriculum will monitor progress against the improvement plan.