



Approval and Removal of Learning Course Policy and Procedure

Responsibility for this policy: Head of Student Experience and Improvement

Date: June 2022

Review Date: June 2025

Equality Impact Assessment Date: June 25

Contents

1	Purpose	4
2	Policy Statement	4
3	Scope	4
4	Responsibilities	4
5	Procedure for the Approval and Removal of Learning Courses.....	5
6	Subsequent Amendments to Approved Learning Courses (additional costs)	7
7	Procedure for approval of modified courses, individual units and courses and units with devolved awarding body status (no additional costs).....	7
8	Exceptions.....	7
9	Documentation.....	8
10	Evaluation and Review	8
	Equality Impact Assessment.....	9

History of Changes

Version	Description of Change	Authorised by	Date
1.1	<p>Addition of responsibilities relating to gaining approved Faculty status.</p> <p>Addition of section closing the loop on completion of approval conditions prior to course inclusion in curriculum plan and application for awarding body approval.</p>	J Stalker	29-3-18
1.2	<p>Update of policy and inclusion of course removal</p> <p>Update of job titles</p>	B Brownlee	19-6-22

West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Please see end of this document for EIA.

1 Purpose

The purpose of this policy is to provide a process for the approval and removal of learning courses. This policy:

- Describes the responsibilities of college staff in the approval and removal of learning courses
- Sets out the procedure for internal approval of all learning courses
- Sets out the procedure for the external approval of all learning courses
- Sets out the procedure for the internal removal of identified learning courses

2 Policy Statement

West Lothian College will offer learning courses which meet the needs of our learners and employers and which satisfy the quality assurance criteria of the relevant awarding body.

3 Scope

This policy covers the approval of full time courses, part time courses, modified courses and individual units.

The policy covers internal approval, external approval and devolved approval of all learning courses and learning units.

This policy covers the removal of learning courses from the curriculum.

4 Responsibilities

The Vice Principal Learning and Attainment is responsible for curriculum planning and approval of all new courses and removal of courses which are no longer required.

Faculty Directors are responsible for ensuring that all courses offered within their Faculties have been considered through the curriculum planning process and are included in the Faculty Operating Plan.

Faculty Directors are responsible for ensuring that all courses offered within their Faculties meet the quality assurance criteria of the awarding body and are fully resourced and approved before delivery.

Faculty Directors are responsible for providing required information and hosting site visits to enable the college to attain approved centre status where this does not currently exist.

Faculty Directors are responsible for completing and submitting internal and external approval documentation for learning courses to Head of Student Experience and Improvement and for completing any actions identified at the Executive Leadership Team approval meeting by an agreed deadline.

Faculty Directors are responsible for completing and submitting approval documentation for approval of modified courses or individual learning units that have devolved awarding body status.

Faculty Directors are responsible for undertaking processes including Equality Impact Assessment of the removal of courses and presenting plans for removal to Executive Leadership Team.

The Head of Student Experience and Improvement is responsible for the management and implementation of the college internal approval process for new or modified courses and for courses and units that have devolved awarding body status.

The Head of Student Experience and Improvement is responsible for authorising and submitting approval documentation required by the relevant awarding body to obtain external approval of learning courses.

5 Procedure for the Approval and Removal of Learning Courses

New and modified learning courses will be discussed and approved for delivery by the Vice Principal Learning and Attainment through the Curriculum Planning process. Approved courses will be presented for approval to an Executive Leadership Team Meeting for subsequent inclusion in the Faculty Operating Plan.

Initial curriculum planning meetings will be organised with invited guests from the business community, Board of Governors, Education Scotland, West Lothian Council Education staff and a range of internal stakeholders including the Vice Principal - Learning and Attainment, the Head of Student Experience and Improvement and the Quality Officer. Other representation may be invited from relevant Faculty and/or Service Managers and the Student Association. These meetings will take place twice a year, in October for mainstream courses, and in January for schools-college partnership courses.

Prior to seeking approval, the Faculty Directors and Course Team will ensure that the course can be properly developed, resourced and there are suitably qualified staff to deliver and internally verify the course.

The results of the curriculum planning meetings, along with desk research will be collated by Faculty Directors and Course Team, who will together complete an Application for Course Approval document (CA001) outlining how the course meets the Outcome Agreement and College Targets and demonstrating

evidence of market demand, employer and HEI engagement, and detailed plans for the delivery, assessment and evaluation of the course.

The Faculty Director will liaise with the Vice Principal Finance and Corporate Services and the Head of Finance, Procurement and Student Funding to produce a detailed financial statement that includes start-up and delivery costs and evidences the financial viability of the course over the first three years of delivery.

The Faculty Director will liaise with the Head of Student Experience and Improvement to arrange for the course application for approval to be considered by the Executive Leadership Team.

The date for the Approval by the Executive Leadership Team will be identified in the College Operating Calendar and will meet the timescales of the cycle of Curriculum Planning and meetings of the Learning and Teaching Committee of the Board of Governors such that proposals can be presented to the November meeting for mainstream programmes and February for schools-college partnership programmes.

The Executive Leadership Team will consider course approval applications and will make recommendations to the Learning and Teaching Committee of the Board of Governors.

Where required, Faculty Directors and Course Team members may be invited to join the Learning and Teaching Committee to contribute to discussions on individual proposals.

The Learning and Teaching Committee will consider recommendations from the Executive Leadership Team and will make final decisions on course approvals. Any conditions of approval will be communicated to the Vice Principal Learning and Attainment who will confirm this in writing to Faculty Directors.

All conditions of approval must be completed and signed off prior to inclusion in the curriculum plan. The Quality Team must be informed to enable appropriate approvals to be obtained prior to delivery.

Resource implications of all courses approved by the Learning and Teaching Committee will be considered by the Finance and General Purposes Sub Committee.

The Vice Principal Learning and Attainment will confirm resource requirements for approved learning courses in writing to appropriate service areas.

If a course requires external approval from the awarding or professional body, the Head of Student Experience and Improvement will submit relevant documentation and arrange for an external approval meeting or event in partnership with the appropriate Faculty Director

Similarly, courses may be required to be removed from the curriculum plan from time to time. In this case, these will be identified through careful application of criteria (for example, performance indicators, market research etc.) and proposals created, along with Equality Impact Assessments. Should it still be judged appropriate to remove the course, this paperwork will be used to raise removal with the Executive Leadership Team for approval.

The Vice Principal Learning & Attainment will confirm removal of learning courses in writing to appropriate service areas, including a copy of the paperwork to be stored by Quality.

6 Subsequent Amendments to Approved Learning Courses (additional costs)

Where the Faculty requires to make a change to the staffing or resourcing costs already approved, the Faculty Director must complete a CA006 Amendment to Approval of Learning Course form and submit this to the Vice Principal Learning and Attainment for authorisation. The authorised form will be processed and held by the Quality Officer.

7 Procedure for approval of modified courses, individual units and courses and units with devolved awarding body status (no additional costs)

Modified courses and new or replacement units must be delivered within the agreed resources of the Faculty Operating Plan.

The Faculty Director will complete a CA003 or CA004 form to provide the rationale for the change to the curriculum portfolio and confirming that the necessary resources are in place for delivery.

The Head of Student Experience and Improvement will oversee completion of the relevant documentation to obtain external approval from the awarding or professional body.

Where the course or unit holds devolved awarding body status, the Head of Quality, Student Support and Learning Resources will complete the relevant documentation to register the course for delivery with the awarding or professional body.

8 Exceptions

To enable the curriculum to respond to the demands of stakeholders, it may be necessary to fast track the internal approval and removal procedure. In such instances, the Head of Student Experience and Improvement will, in consultation with the Vice Principal Learning and Attainment, process internal approval applications through a Desk Based procedure. The removal process may be fast tracked, but the procedure will not change.

9 Documentation

CA001	Course Approval Application
CA002	Extended Leadership Team feedback
CA003	Approval of Modified Courses
CA004	Approval of Individual Units

10 Evaluation and Review

This policy and procedure will be reviewed in June 2025

Equality Impact Assessment

Before carrying out an EIA, you should familiarise yourself with the College's EIA Policy Statement and Guidance, along with further information and resources which are available on iShare.

EIA covers **strategies, policies, procedures, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services**, but will be referred to hereinafter as 'policy/practice'.

Policy/Practice (name or brief description):	Approval and Removal of Learning Course Policy and Procedure
Strategy/Policy includes Equalities Statement of Inclusiveness? Yes	<p>Text to be included in strategy/policy:</p> <p>Statement of Inclusiveness</p> <p>West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation.</p>
Reason for Equality Impact Assessment (choose from the following options):	
<ul style="list-style-type: none"> • Proposed new policy/practice • Proposed change to an existing policy/practice • Undertaking a review of an existing policy/practice • Other (please give detail): 	<ul style="list-style-type: none"> • Undertaking a review of an existing policy/practice

Person responsible for the policy area or practice:	
Name:	Beth Brownlee
Job title:	Head of Student Experience and Improvement
An Equality Impact Assessment must be carried out if the policy/practice:	
<ul style="list-style-type: none"> • affects operational or strategic functions of the College • is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance) 	
Why the EIA is being carried out	<ul style="list-style-type: none"> • Affects operational or strategic functions of the college
Equality Groups	
Relevant to the Policy/Practice, identify which of the undernoted equality groups are impacted upon:	
<ul style="list-style-type: none"> • Age • Disability • race (including ethnicity and nationality) • religion or belief • sex • sexual orientation • gender reassignment • pregnancy and maternity • marriage or civil partnership 	This policy does not impact negatively on any individual or groups with a protected characteristic under the Equalities Act.

Record your assessment against the following statements:

Statement	Equality assessment
Detail the evidence of the needs of the identified equality groups and any gaps in information	The policy is designed to facilitate good curriculum planning and to promote opportunities for all our learners by keeping our portfolio offering up to date and relevant to employment.
Will application of this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, less	This policy has no impact on the above equality groups and applies equally to all users.

favourable treatment for particular equality groups?	
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	
State how this policy/practice will foster good relations:	It promotes careful planning and consideration of a wide number of factors which ensures that we employ a robust and sustainable curriculum to meet the needs of all stakeholders.
Will the policy/practice create any barriers for any other groups?	No
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	
Which equality groups or communities have been consulted in the development and review of this policy/practice?	None

<p>Equality Impact Assessment Outcome Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):</p>	
<p>Option 1: No change required – the assessment is that the policy/practice is/will be robust.</p> <p>Option 2: Adjust the policy or practice – this involves taking steps to remove any barriers, to better advance equality and/or to foster good relations.</p> <p>Option 3: Continue the policy or practice despite the potential for adverse impact, and which can be mitigated</p>	<p>Option 1: No change required – the assessment is that the policy/practice is/will be robust.</p>

<p>Option 4: Stop the policy or practice as there are adverse effects cannot be prevented/mitigated against.</p>	
<p>Monitoring</p>	
<p>When will the policy/practice next be reviewed?</p>	<p>June 2025</p>
<p>Publication of EIA</p>	
<p>Can this EIA be published in full, now? Please state Yes or No</p> <p>If No – please specify when it may be published or indicate restrictions that apply:</p>	<p>Yes</p>
<p>Sign-off</p>	
<p>EIA undertaken by</p> <p>Name: Date:</p> <p>Accepted by person responsible for the policy/practice named above:</p> <p>Name: Date:</p> <p>Approved by Equalities Committee</p> <p>Date:</p>	<p>Shelagh Fraser, 1-9-22</p> <p>Beth Brownlee, 1-9-22</p> <p>1-4-2020</p>

Retain a copy of this form for your own records and send a copy to lbyrne@west-lothian.ac.uk