



Procedure Number:	QP2.10
Date of issue:	November 2006
Status:	Approved
Date of approval:	March 2007
Responsibility for procedure:	Director of Quality
Responsibility for implementation:	Assistant Principal (Curriculum and Quality), Members of the Course Development and Approval Committee, Director of Quality, Quality Manager
Responsibility for review:	Director of Quality
Date of last review:	
Date of last revision:	
Date of next review:	February 2010



1.0 Overview

1.1 This procedure is designed to ensure a rigorous and systematic approach to the development, internal approval and/or SCQF levelling and credit rating of vocational courses and support the efficient submission of the associated documentation to awarding bodies where required.

1.2 This procedure applies to:

a) the development and internal approval of:

- ❖ courses which are new to the College;
- ❖ existing approved courses which are subject to significant amendment; and
- ❖ individual units, independent of courses, in curriculum areas new to the College.

b) approval of requests for levelling and credit rating of courses in line with SCQF guidance.

It does not apply to commercial activities unless the course content is to be certificated by an awarding body and is new or significantly amended, or requires to be SCQF levelled and credit rated as above.

1.3 Proposals for development/approval/credit rating and levelling will be considered for courses/awards consistent with the objectives of the proposing Institute's Operational Plan and the aims of the College Corporate Plan. In addition, evidence of a sufficient demand for new/amended course proposed must be clearly demonstrated.

1.4 It is recognised that, in addition to internal approval, some proposals for new/amended courses may also require external approval and/or validation.



2.0 The Curriculum Development and Quality Committee

- 2.1 The Committee is responsible for scrutinising all proposals for the development of new/significantly revised vocational courses and for approval of requests for SCQF credit rating and levelling.
- 2.2 The Committee is responsible for recommending the granting or withholding internal approval for all such proposals to the College Academic Board.
- 2.3 The Committee meets periodically throughout the academic year according to an agreed timetable, but may meet outwith these times where proposals are submitted for its consideration. The dates of scheduled meetings will be published annually on the College Planning, Review and Evaluation Activities Calendar.
- 2.4 The Committee is chaired by the Assistant Principal (Curriculum and Quality) and comprises the following members:
 - ❖ Director of Degree Development
 - ❖ Director of Learner Services
 - ❖ Director of Operations & Progression
 - ❖ Director of Quality
 - ❖ Directors of Teaching Institutes (x2)
 - ❖ Finance Manager
 - ❖ Marketing Manager
 - ❖ Research Manager
 - ❖ Quality Manager
 - ❖ Learning Technologies Co-ordinator
 - ❖ Seconded elected members of the Academic Board x 2
- 2.5 Other specialist members of staff may be asked to participate on an ad hoc basis to lend their expertise to the scrutiny of particular proposals.



- 2.6 A member of Quality Unit staff will be responsible for minuting all meetings of the Committee.
- 2.7 The Director of Quality will be responsible for preparing a summary report of the decisions of the Committee for each scheduled meeting of the Academic Board.

3.0 The Course Development and Approval Procedure

Each proposal for a new/significantly revised course will be fully described on a Course Proposal Form [Appendix 1], completed by a Curriculum Head or Department Manager ('the Proposer'), authorised by the Director of Institute and forwarded to the Quality Manager.

- 3.1 Course Proposal Forms which are either unsatisfactorily completed or not signed off by the Director of Institute will not be processed but returned to the Proposer.
- 3.2 Either on receipt of Course Proposals or at scheduled points in the academic year to correlate with other activities in the annual cycle, the Director of Quality will convene a meeting of the Committee by notifying Committee members and Institute Directors.
- 3.3 The Quality Manager will distribute to Committee members copies of the proposals to be considered at least one week prior to the date scheduled for a meeting of the Committee.
- 3.4 To allow time for papers to be circulated to Committee Members, no Course Proposals will be accepted for consideration less than one week prior to the date of a Committee meeting.
- 3.5 Directors of Institutes, together with members of their staff with a responsibility for a particular proposal, will attend the meeting of the Committee at which the proposal is to be considered to make a submission in support of the proposal and respond to questions from Committee members.



- 3.6 Subsequent to the meeting, the Quality Manager (or nominee) will produce a written report containing the key points of discussion and the decision of the Committee to grant or withhold internal approval.
- 3.7 Where, in the opinion of the Committee, further development of a proposal is necessary, the Director of Institute will be invited to resubmit the proposal at a subsequent meeting of the Committee.
- 3.8 When internal approval of a proposal is granted, the Quality Manager will liaise with the Director of Institute or an appropriate representative to ensure that the appropriate documentation in respect of external approval/validation is submitted to the awarding body.
- 3.9 Where the approved proposal involves SCQF credit rating and levelling, a sub Committee of the CDQC will be convened, chaired by The Director of Quality, to consider the full proposal and make final recommendations regarding SCQF Level and total credit points assigned. All members of the sub Committee will be experienced SCQF credit raters and levellers. Proposers will be required to complete a full specification for the proposed programme using the documentation contained in Appendix 2. On receipt of the completed specification, the sub Committee will meet to review the proposal and make final decisions regarding SCQF level and credit points assigned. A full report will be provided using the documentation contained in Appendix 3.
- 3.10 On receipt of external approval/validation, the College information and records systems will be updated. The Responsibility Index will be revised and the appropriate Moderation Group Leader(s) advised.



4.0 Responsibilities

- 4.1 A Department Manager/Curriculum Head, together with the Course Team, will be responsible for:
- ❖ carrying out the necessary preparatory work, including market research, to establish that a proposal for a new/significantly revised course is in accordance with Institute and College plans and meets a clearly identifiable need;
- 4.2 A Director of Institute will be responsible for:
- ❖ authorising a Course Proposal;
 - ❖ informing the appropriate staff of the decision reached by the Curriculum Development and Quality Committee.
- 4.3 The Quality Manager will be responsible for:
- ❖ organising meetings of the Curriculum Development and Quality Committee;
 - ❖ Arranging for the findings and decisions of the Committee to be documented and communicated to Committee members and the proposer as required;
 - ❖ submitting documentation to awarding bodies;
 - ❖ ensuring that all relevant College data sources are updated;
 - ❖ amending the Responsibility Index and informing the appropriate Moderation Group Leader(s).
- 4.4 The Director of Quality will be responsible for:
- ❖ preparing a summary report of the Committee's findings and decisions for the Academic Board;
 - ❖ chairing the SCQF Credit Rating and Levelling Sub Committee.
- 4.5 The Assistant Principal (Curriculum and Quality) will be responsible for:
- ❖ chairing meetings of the Curriculum Development and Quality Committee.

Course Proposal Form



ADAM SMITH COLLEGE
INSPIRING LEARNING

Course Title:	
Institute:	
Curriculum Head:	
Date:	

Please indicate to which category your proposal belongs:

- a course/group award new to the College portfolio
- a revision of an existing course/group award
- other (please describe below)

If the proposal is for a modification/revision of an existing course/group award, please state the title and number of the original award:

Course/Group Award Title:

Course/Group Award Number:

Does the Course/Group Award have an SCQF Level and number of credits assigned?

If Yes, please indicate SCQF level: and total number of credits:

If No, does the Course/Group Award require to be levelled and credit rated by the College in line with SCQF guidance?

1. If the proposal is for an entirely new course, please provide a brief rationale covering the aims and justification of the course.

2. If the proposal is for a modification/revision of an existing course, please provide a brief explanation of why the change is required and how it will improve the course.

3. What evidence is there of demand for the new/revised course?

4. How will the new/revised course be marketed and has liaison with the Marketing Unit taken place?

5. Describe the links with employers/industry bodies in the vocational area of the new/revised course.

6. If the proposed course is a modification/revision of an existing one, evaluate past Performance Indicators (recruitment, retention, achievement & post-course success). Attach figures for the past three years.

7. What are the progression routes and employment prospects for successful students on the new/revised course? Are there any agreed articulation routes to degree courses?

8. Does the College have approval to offer the course and its component units? Are the units developed to the quality required for delivery? Attach a course framework indicating exactly which units will be delivered.

9. Have servicing requirements been discussed with the appropriate Institute(s)? Has collaborative delivery of the course been discussed with other Institutes?

10. Can the new/revised course be delivered within existing staffing resources? Which members of staff will deliver the course? Do they have appropriate vocational/professional qualifications and expertise?

11. Can the new/revised course be delivered within existing accommodation resources?

12. Can you confirm that equipment and other resources required for the delivery of the new/revised course will be in place prior to the start date?

13. Can you confirm that budgets to support the purchase of equipment or other resources required for delivery of the new revised course are in place? If not, can you confirm that the level of finance required but not yet secured is clearly specified below?

14. How will ICT be used in the delivery of this course, i.e. blended learning, VLE, smartboards, internet?

15. Other Issues

16. Risk Assessment

Identify the risks associated with running this new/significantly revised course. Quantify the extent of the risks. Identify controls which would ensure that the risks are minimised. Quantify the extent of the risks again with the controls in place and working effectively.

Risk	Extent of Risk High/Medium/Low (with no controls)	Controls	Extent of Risk (with controls working effectively)

17. Action Points

--

Name of Proposer:	
Signature:	

Director of Institute:	
Signature:	

Request for SCQF Credit Rating & Levelling



ADAM SMITH COLLEGE
INSPIRING LEARNING

Full Programme Specification

Section 1 - Programme Summary Information

Programme/Subject Details:	
Proposing Institute:	
Lead Staff:	
Partners Involved: (if any)	
Programme/Subject Rationale:	
Intended Market for Learning: (e.g. community-based, commercial activity)	
Planned Intake and Mode of Delivery Please provide details of the proposed number of learners for the initial and future intakes and describe the mode of delivery.	
Signature of Proposer:	
Date Submitted:	

Section 2 - Allocation of SCQF Level(s)

Levelling of Individual Subjects (Summary Proposal)	
To be supported by a completed subject descriptor for each subject detailed below (see Appendix 1)	
Total Number of Subjects for which Levelling is Sought	
Subject Title	SCQF Level

<p>SCQF Subject Level(s) Justification Statement</p> <p>Please provide a summary justification for the proposed level of the subject(s) detailed above. Full details of proposed level and relationship to SCQF level descriptors should be contained with the individual subject descriptors. Where appropriate, please make reference to any benchmarking undertaken with exiting qualifications, e.g. SVQ, NQ, HN qualifications, or degree provision/professional qualifications.</p>

<p>Levelling of Programme (if appropriate)</p>

Appendix 1

Subject Descriptor(s)

Appendix 2

Levelling Detail

SCQF Component Grid - Part 1: Level Recommendations		
SCQF Characteristics	Best Fit Level	Justification (Note: not all characteristics will be relevant and not all aspects of the level descriptors will be relevant)
Knowledge and Understanding		
Practice/Applied Knowledge		
Generic Cognitive Skills		
Communication/ICT/ Numeracy		
Autonomy/Working With Others		
Estimated Level (best fit)		
<p>Summary of Rationale</p> <p>For recommended component level including reasons for final level selected (if different levels identified for characteristics); justification of selection with reference to levels above and below; quotes/exacts from component (unit/module) to support selection.</p>		

Appendix 3

Credit Rating Detail

SCQF Component Grid - Part 2: Credit Recommendations

Component breakdown (if relevant) <small>e.g. topics/sections from the component</small>	Formal Input Hours <small>(e.g. contact time with tutor, acquisition of knowledge/ understanding)</small>	Additional Activities Hours <small>(e.g. developing practice, reflection, research/Study time) [hours]</small>	Assessment Hours <small>(e.g. planning, completion of assessment task) [hours]</small>	Total Time
Total Hours:				
			Credit Value (hours/10)	

Notes on Approach:

SCQF Credit Rating & Levelling



ADAM SMITH COLLEGE
INSPIRING LEARNING

Outcome Report

Section 1 - Programme Summary Information

Programme/Subject Details	
Programme/Subject Details:	
Proposing Institute:	
Lead Staff:	
Partners Involved: (if any)	

Panel Feedback	
Programme/Subject Rationale:	
Intended Market for Learning: (e.g. community-based, commercial activity)	
Planned Intake and Mode of Delivery Please provide details of the proposed number of learners for the initial and future intakes and describe the mode of delivery.	

Section 2 - Allocation of SCQF Level(s)

Levelling of Individual Subjects (Feedback)	
Subject Title	SCQF Level
<p>SCQF Subject Level(s) Feedback Comments:</p> <p>The panel reviewed the justification statement provided and the proposed level recommendations and considered this information in relation to the relevant SCQF level descriptors (levels ? & ?). The panel's comments are as follows:</p>	
<p>Knowledge & Understanding:</p> <p>.....</p>	
<p>Practice/Applied Knowledge:</p> <p>.....</p>	
<p>Generic Cognitive Skills:</p> <p>.....</p>	
<p>Communication/ICT/Numeracy:</p> <p>.....</p>	
<p>Autonomy/Working with Others:</p> <p>.....</p>	
Levelling of Programme (if appropriate)	
<p> </p>	

Section 3 - Allocation of SCQF Credit Points

Individual Subjects		
Subject Title	Notional Hours	SCQF Level
Total:		

Justification Statement	
Learning Activity	Total Notional Hours
Assessment	
Feedback:	
Conditions/recommendations required:	

Conclusion	
The panel therefore recommends that the above programme be assigned the following SCQF Level and Credit Points:	
SCQF Level	
Credit Points	

Panel Details	
Signed/Date:	
Signed/Date:	

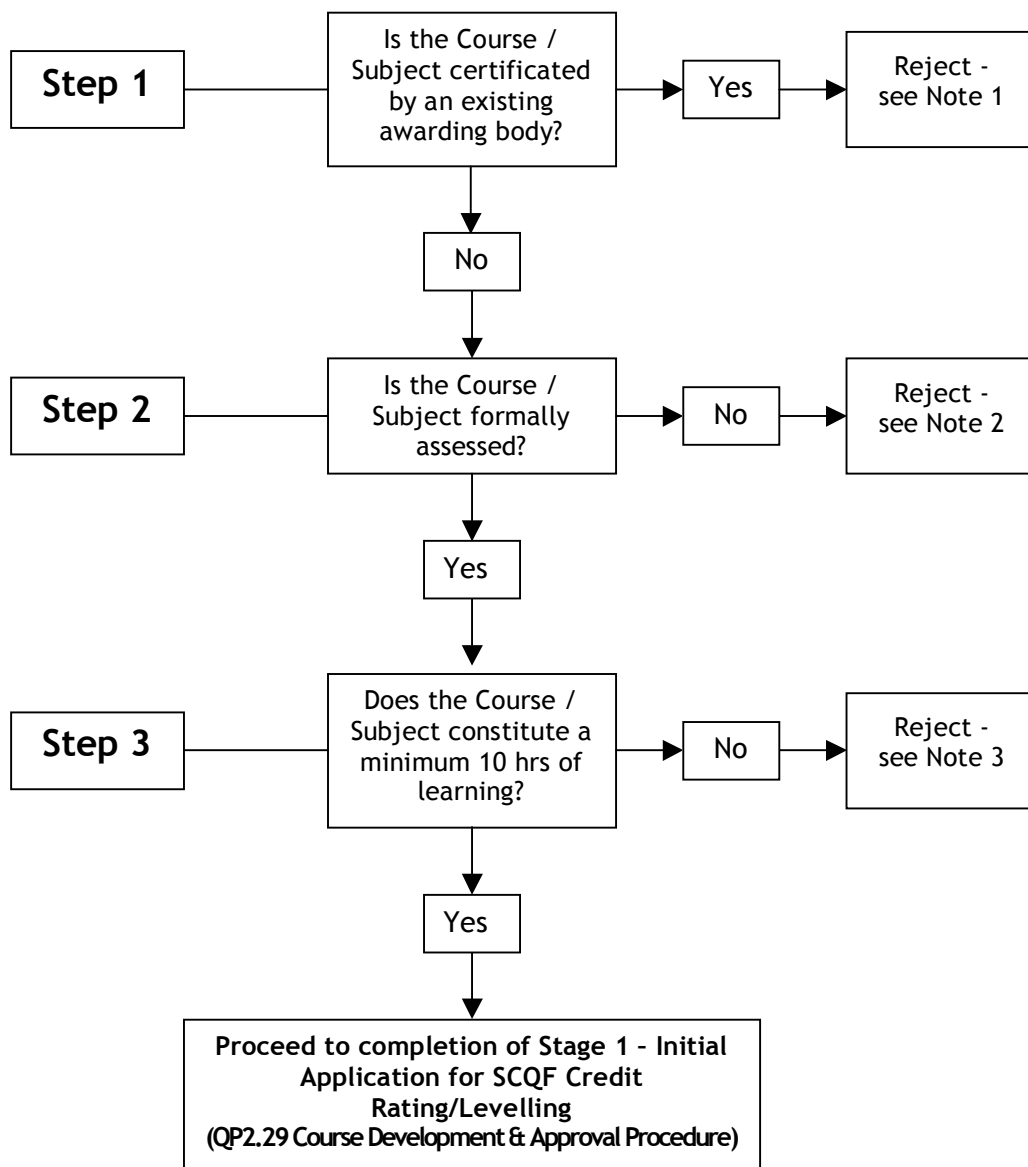
Request for SCQF Credit Rating & Levelling



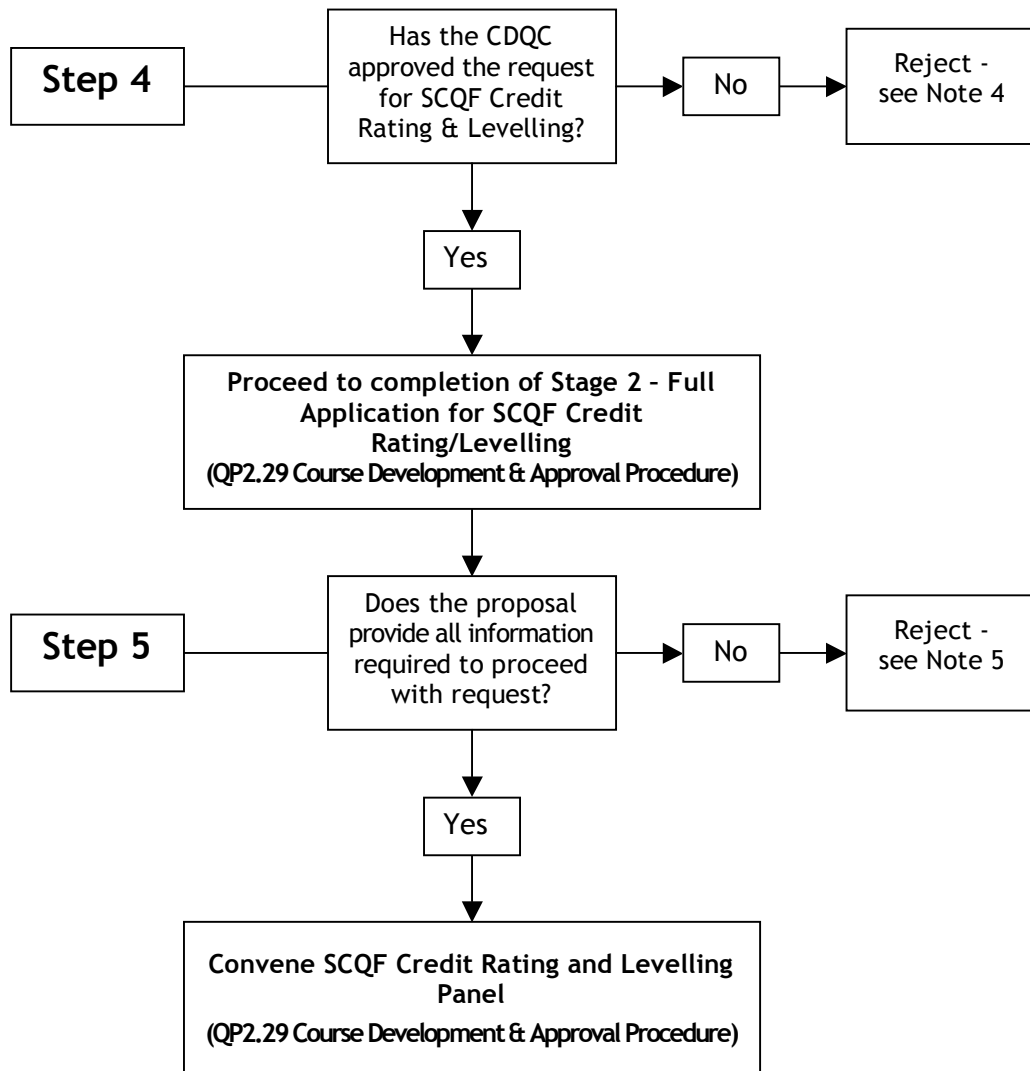
ADAM SMITH COLLEGE
INSPIRING LEARNING

Process Diagram

The following is intended to assist in the processing of requests for SCQF Credit Rating and Levelling of College or partnership provision.



The following steps should be followed where the proposed programme or subject has satisfied the requirements of Steps 1 - 3:



Request for SCQF Credit Rating & Levelling



ADAM SMITH COLLEGE
INSPIRING LEARNING

Process Diagram - Notes

- Note 1 -** Where provision is currently certificated by an existing awarding body, the responsibility for levelling and credit rating in line with SCQF guidelines is that of the awarding body and not of the College, therefore requests to credit rate and level such provision will be rejected at this stage.
- Note 2 -** All programmes of subjects must be formally assessed in order to qualify for SCQF credit rating and levelling, therefore no requests for rating and levelling of non-assessed will be accepted and such requests will be rejected at this stage (¹SCQF Credit Rating Guideline 19 refers)
- Note 3 -** The minimum number of credit points which can be assigned to a programme or subject is one (1). As one SCQF credit point relates to 10 hours of assessed learning, no request will be accepted for programmes or subjects which constitute less than this, and will be rejected at this stage (²SCQF Credit Rating Guideline 4 refers)
- Note 4 -** All requests for SCQF Credit Rating and Levelling must be approved by the Curriculum Development & Quality Committee of the Academic Board. Unapproved requests will be rejected at this stage (QP2.29 Curriculum Development & Approval Procedure refers)
- Note 5 -** All Full Proposals for SCQF Credit Rating and Levelling must include all information required to proceed. Any proposals which are incomplete or do not provide adequate detail will be rejected at this stage and referred back to the Proposer for further detail.

¹ SCQF Handbook, Section 1 Credit Rating, p16

² SCQF Handbook, Section 1 Credit Rating, p6