

Internal Approval Procedure



ADAM SMITH COLLEGE
INSPIRING LEARNING

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Date of approval:	March 2007
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Responsibility for implementation:	Institute Directors & Managers, Quality Manager
Responsibility for review:	Director of Quality
Date of last review:	
Date of last revision:	
Date of next review:	May 2010



1.0 Introduction

In order to comply with the quality criteria of the College's principal awarding body (SQA) and other awarding bodies, all proposals to add qualifications to the College portfolio must be internally scrutinised and approved prior to the consent of the awarding body being sought. This applies not only to new courses/group awards, but also to individual units/modules.

To meet our obligations as a centre with devolved authority for approval, the College must:

- ❖ have systems and procedures in place which ensure that all approval proposals are appraised against the approval criteria;
- ❖ have documentation describing all approvals which have been carried out, including the result of the appraisal against each of the criteria.

The purpose of this procedure is to describe the systems by which internal approval for courses and subjects is obtained.

2.0 Approval for New/Significantly Revised Courses

All proposals for the development of new or significantly revised courses/group awards must be submitted to the Curriculum Development & Quality Committee for scrutiny.

This Committee is responsible for recommending the granting or withholding of internal approval for all such proposals to the College Academic Board.

Full details of the process for obtaining approval for a new or significantly revised course/group award are contained in QP2.29 – Course Development & Approval Procedure.

Courses/group awards recommended for approved by the Curriculum Development & Quality Committee and subsequently approved by the Academic Board will be notified to the Quality Unit on an Internal Approval Form 1 (Appendix 1). The Quality Unit will add the approved courses/group awards to the College Approval Portfolio and notify the appropriate awarding body.



3.0 Approval for New/Replacement Subjects

All proposals for the introduction of new or replacement subjects, i.e. SQA units, must be submitted to the Quality Unit on an Internal Approval Form 2 (see Appendix 2).

This form, signed by a Director/Department Manager, confirms that the Institute/Department meets the quality criteria necessary to deliver the proposed subject.

The information provided will be scrutinised by the Quality Manager, who will decide whether or not the proposal is approved.

The Quality Unit will add the new/replacement subjects to the College Approval Portfolio and notify the appropriate awarding body.

4.0 Responsibilities

4.1 Course/Subject Proposer

The proposer of a course or subject for approval will:

- for courses, complete the Course Proposal Form, ensuring that all sections are completed fully and accurately and that it is appropriately signed off;
- for courses, attend the appropriate meeting of the Curriculum Development & Quality Committee to speak to the proposal and provide clarification, if required;
- for subjects, complete the Internal Approval form and provide any evidence requested in support of the proposal.

4.2 Quality Manager

The Quality Manager will:

- maintain the College Approval Portfolio;
- scrutinise all requests for approval at subject level;
- ensure the efficient operation of the internal approvals process;
- liaise with awarding bodies re notification of the outcomes of internal approvals.



4.3 Director of Quality

The Director of Quality will:

- update the Curriculum Development & Quality Committee and the Academic Board on the College's position re approvals;
- inform the Curriculum Development & Quality Committee and the Academic Board of changes in awarding bodies' policies and procedures.

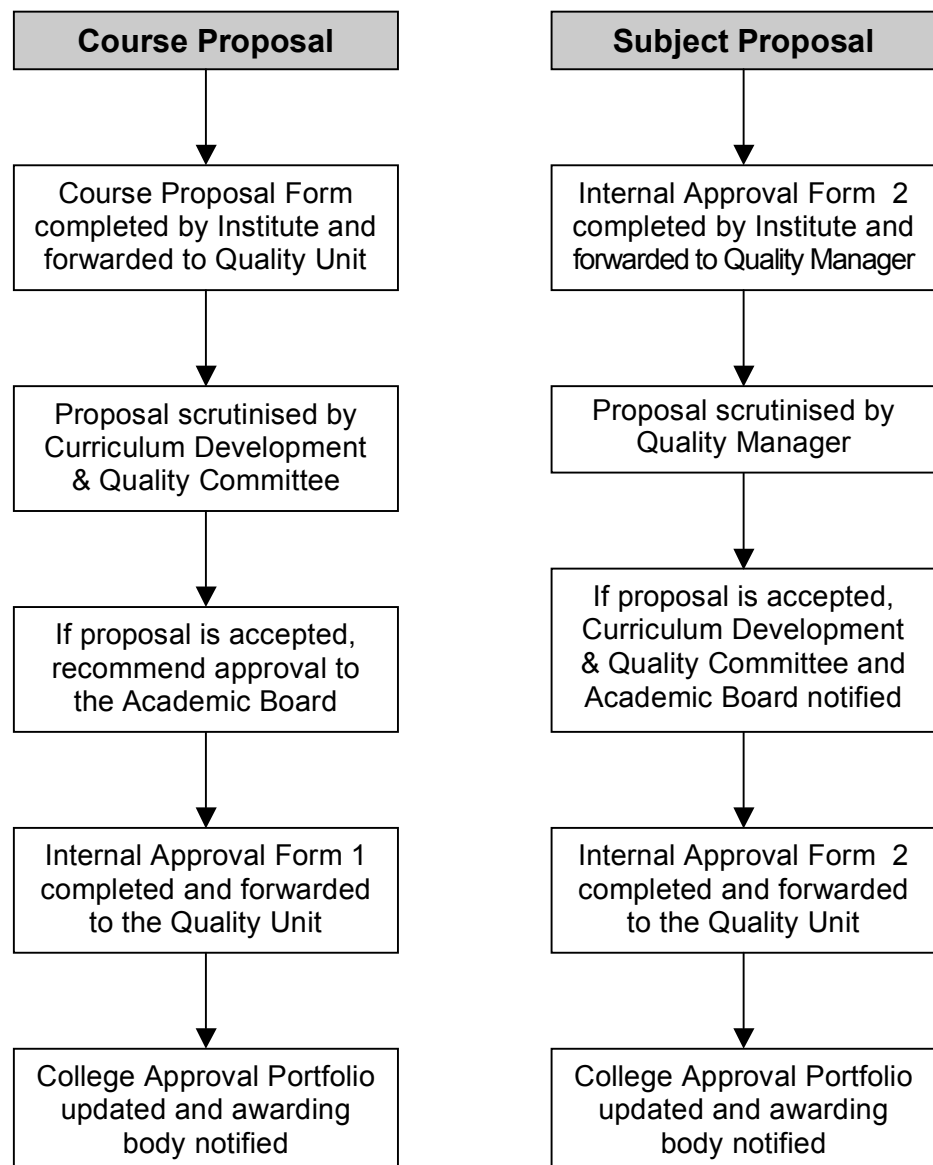
4.4 Curriculum Development & Quality Committee

The Curriculum Development & Quality Committee will:

- scrutinise all proposals for approval of courses/group awards;
- decide whether proposals will be recommended for acceptance, remitted for further development, or rejected;
- recommend accepted proposals to the Academic Board.



5.0 Procedures



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IA Form 2 Subject Approval

Institute/Department:			
Unit Code:		Unit Title:	
Unit Code:		Unit Title:	
Unit Code:		Unit Title:	
Unit Code:		Unit Title:	
Unit Code:		Unit Title:	
Unit Code:		Unit Title:	
The above unit(s) belongs to a Verification Group from which other units are already delivered by the Institute/Department. <input type="checkbox"/>			
This unit belongs to a Verification Group from which the Institute/Department does not already deliver other units. <input type="checkbox"/>			
I confirm that:			
the Institute/Department has the accommodation and equipment suitable for the qualification and mode of delivery, and takes account of technical/ specialist needs, including ICT systems			<input type="checkbox"/>
for e-assessment, the hardware and software which will be used comply with current SQA specifications and standards, including methods of authenticating candidate evidence			<input type="checkbox"/>
the Institute/Department has sufficient numbers of qualified/ experienced staff to assess and verify internal assessments and estimates			<input type="checkbox"/>
the Institute/Department can provide all candidates with access to learning opportunities and learning & reference materials which support the qualification			<input type="checkbox"/>
the Institute/Department will use assessment material which is appropriate to the requirements of the qualification and assessment approaches and candidates' learning and assessment requirements			<input type="checkbox"/>
Signature of Director/Manager:			

For Quality Unit Use Only			
Approval Decision:	Accept <input type="checkbox"/>	Remit <input type="checkbox"/>	Reject <input type="checkbox"/>
Approval Portfolio Updated: <input type="checkbox"/>	Awarding Body Notified: <input type="checkbox"/>		
Signed:			

Date: