**CAP Guidance 5**



**Checklist for Collaborative Course Approvals**

1. **The University of Worcester (UW) Head of Collaborative Programmes (HCP)** has responsibility for the oversight and co-ordination of collaborative provision, the promotion of effective partnership working for collaborative arrangements across the University, and acts as the senior contact person for staff managing collaborative programmes both in the University and partner organisations.

The HCP provides support and guidance and promotes good practice in the design, development and approval of new courses and the delivery of HE in FE. In addition, the HCP ensures that progression opportunities are considered in the design, review and promotion of courses at UW and partner organisations.

The Head of Collaborative Programmes (HCP) should be involved early in the approval cycle to ensure that the collaborative arrangements and clear operational processes, in line with UW regulations and quality systems, have been agreed for all aspects of the student experience and course management, and will normally:

* Be consulted and advise on aspects of the design and operational management of collaborative provision and relevant course documentation (in conjunction with colleagues in AQU with responsibility for collaborative arrangements);
* Provide support for curriculum development during course approval;
* Ensure, in conjunction with colleagues in AQU with responsibility for collaborative provision, that the collaborative arrangements have been discussed and that sufficient evidence is provided, either through the Course Handbook and its annexes, or by separate written confirmation, to populate the draft Course Agreement which will normally be prepared for the final approval meeting;
* Attend the final approval meeting for collaborative course approvals.

1. **Evidence of operational and management arrangements for collaborative programmes** are provided through the normal documentation for course approval. An indicative checklist of specific aspects to consider when completing course documentation for collaborative provision is provided below, including some required additional information (this should be read in conjunction with the standard UW Course Handbook/programme specification template/guidance). In some instances, for example, where a partnership has more complex collaborative arrangements, it may be necessary to provide further explanation of these arrangements.
2. **Checklist for Collaborative Course Approval:**
   1. **Introduction**

* Identity as a UW award, use of logos/branding, introduction to handbook from the UW host School and partner organisation
  1. **Course Team and Staffing**
* Relative responsibilities for the delivery of the course, e.g. solely taught by the partner or shared delivery with UW staff contributing to teaching and assessment;
* Details of current staffing structure, and their roles and responsibilities within the course team, including their contact details;
* Clear identification of a course leader as a key contact for the course (who will fulfil the roles and responsibilities of course leadership identified in the course agreement);
* Identification of the individual/s responsible for the management and oversight of WBL/practice arrangements (if applicable);
* Identification of the UW Link Tutor and their contact details (and a student relevant description of their role related to the course);
* Arrangements concerning liaison with UW Registry Admissions and Student Records;
* Details of partner administrative and managerial staff (this also enables their approval as Registered HE Managers/Administrators).
  1. **Assessment**
* Management of assessment (a clear statement of arrangements for agreeing assessment items/briefs, policy/procedure for moderation of assessments and marking, internal and external moderation, standardisation when multiple partners are involved in delivery. This may include involvement of UW staff as appropriate in early stages of new provision/partnership);
* Arrangements for examination boards, external examining and communication with External Examiners.
  1. **UW Regulations**

All UW awards are subject to UW regulations and the appropriate regulatory framework for the award. Any variations must be agreed and approved by the Academic Registrar and Director of Quality and Educational Development as part of the approvals process. The only exception is in relation to student complaints, where reference should be made to the partner organisation’s complaints procedure in accordance with the partnership agreement.

* 1. **Course Management and Student Representation**
* Arrangements for admissions and RPL procedures;
* Arrangements for induction as a UW student, including the involvement of the Link Tutor, UW Library Services, UW Student Services, Registry Services and access to SOLE, progression opportunities
* Arrangements for the Course Management Committee including dates, membership and terms of reference (including the Link Tutor and Student Representatives);
* Selection and induction of Student Representatives;
* Management and oversight of WBL/practice arrangements;
* Arrangements regarding student feedback and module evaluation;
* AER – who is responsible? (Normally completed in line with UW guidance by the partner course leader with support from the Link Tutor);
* Arrangements requiring that prior to each running of the course, the course leader must submit for agreement, to the Link Tutor at the University:

a) student handbook;

b) timetable – that must identify who will be undertaking the teaching

c) assessment information – including submission dates, assessment titles, marking criteria, etc;

d) student feedback and module evaluation arrangements

* 1. **Resources – Physical and Information and Learning Services**
* A clear indication to students of the Library Services and resources available both at the partner organization and through the University
* Campus/Delivery sites and their facilities (a site/resources check will be required for any new or additional venue/delivery site)
* Management and strategic development of physical and electronic learning support resources (see the ‘[CAP Form 7 Collaborative Resource Statement](https://www2.worc.ac.uk/aqu/655.htm)”
* The signed Resource Statement from the Principal/Chief Executive of the partner organisation and Head of School.
  1. **Student Services and Support**
* Details of any central student support provision, include both partner and UW student services and make clear what support services are available to students at various sites;
* Arrangements for learning support of students, e.g. personal academic tutoring, WBL mentors;
* Arrangements for support of students with specific educational needs, e.g. disability and dyslexia services
  1. **Additional Information Required for Collaborative Provision:**
* Additional specific collaborative management arrangements for the delivery of the course as a UW award. This may include, ‘franchise’ of an existing UW course (and what this means for operational arrangements, e.g. assurance that there is reasonable alignment in terms of contact hours and expectations and management of assessment), as a ‘validation’ of a new iteration of an award already delivered by other partners (requiring information on the development and quality assurance of multi-site delivery, i.e. ‘network’ course arrangements);
* Partner Staff CVs for all staff involved in the delivery of the course (to enable the host School to approve staffing aligned to the course and enable completion of their approval as Registered Lecturers[[1]](#footnote-1));
* Arrangements for the University annual sign off of the course handbook;
* Proposals for annual planning, staff meetings and discussion of other course management arrangements ([see Annual Operational Checklist)](https://www2.worc.ac.uk/partners/657.htm);
* Staff development strategy including approach to scholarly activity and preparation and support of staff for delivery of HE provision and those relating to the particular course (see the ‘[CAP Form 7 Collaborative Resource Statement](https://www2.worc.ac.uk/aqu/655.htm)’);
* Marketing and recruitment strategy, include course marketing material.

1. Note, partner staff identified in the course team during the approval process and whose CVs are submitted at this point do not have to complete the Registered Lecturer Approval Forms. [↑](#footnote-ref-1)