DGC

Dumfries and Galloway College

One step ahead

APPROVAL TO OFFER SPECIFIC AWARDS PROCEDURE

Responsibility: Performance Manager

Issue Date: 4th May 2022

Equality Impact Assessment: 25th January 2022

Version: 1

Table of Contents

Approval to Offer Specific Awards Procedure

1. Purpose

The purpose of this procedure is to ensure that all new awards and changes to existing awards are fully planned, documented, approved, implemented and recorded.

2. Scope

This procedure describes the requirements, responsibilities and methodology for conducting approval to offer specific awards. The procedure applies to all new

awards/units and replacements for all College delivery modes. Where approval is being sought to offer non-recognised awards, this will require validation and the procedure for Creating and Validating Non-Recognised Awards should be followed.)

3. References

- SQA Guide to Assessment (August 2017 (updated October 2019)
- SQA Quality Assurance Criteria (V1.1 March 2021)
- Procedure for Creating and Validating Non-Recognised Awards

4. Definitions

4.1	Assessment Instrument	How a student will be assessed. Method of assessment i.e. role play, case study, written/oral questions, on-line assessment.
4.2	Assessment Specification	What the student actually has to do, i.e. for a practical exercise give a full description of the task. Assessment Specifications form part of the Assessment material for a unit.
4.3	Assessment Material	Marking schemes, model answers, checklists and assessment specifications.
4.4	Assessment Exemplars	Assessment material provided by Awarding Body to be used to provide guidelines and support for staff who facilitate assessment of units.
4.5	NABs	National Assessment Bank material provided by SQA to be used to provide

		guidance and support for staff who facilitate assessment of national qualifications.

4.6	ASPs	Assessment Support Packs provided by SQA to be used to provide guidance and support for staff who facilitate assessment of national qualifications.
4.7	Awarding Body	An organisation that has approval to award qualifications. Examples of awarding bodies that the college is externally approved to offer awards/qualifications through are: SQA, City and Guilds, IMI, EAL, Sports Leaders, REHIS, NEBOSH, IOSH, Highfields.
4.8	Pre-Delivery Checklist	An internal check carried out by assessors prior to the delivery of a unit. The pre delivery schedule checklist confirms that the delivery schedule, unit specification, assessment, reassessment and marking guidelines are the most current versions

5. Procedure

5.1 Through curriculum planning discussion the appropriate Curriculum Manager will develop and submit for consideration of Vice Principal Learning, Skills and Student Experience a proposal that not only outlines market support for the proposed provision but also meets the requirements of College Strategic Aims. The award/unit should be relevant to College Operational Plans and in line with the college's Regional Outcome Agreement. Information should include details of the total resource implications involved together with a timetable for development and implementation of the course.

5.2   Following approval to proceed an online Course Proposal and Specification is used to fully complete the approval application. This will also generate the appropriate unit template for the online core pack. This process also applies to the approval for non-recognised awards. (see Appendix 1 for evidence requirements).

5.3   Where a similar programme is being proposed on each campus site, there should only be one new Course Proposal and Specification submitted.

5.4   Once submitted CPSs should be reviewed by the Performance Manager/Performance Officer and Student Records Manager/Student Records Officer within 10 working days. Following submission of the CPS, the designated curriculum team will develop core packs. Where SCQF Rating is being sought, approval to offer for non-recognised college devised awards, this will require credit rating, levelling and vetting. A validation panel will check the SCQF level and credits allocated to the award by the design team and make recommendations for approval. (Please refer to the Procedure for Creating and Validating Non-Recognised Units/Awards).

5.5   The allocated editor of each core pack should make a request to the Performance Team to source ASPs/NABs/Assessment Exemplars where available. Performance will upload these to the appropriate section of the core pack.

5.6   All assessment and re-assessment materials, including college devised and awarding body materials and core pack contents, should be internally verified prior to delivery. It should be noted that Internal Verifiers cannot verify the materials they have developed. If no appropriate Internal Verifier is available the Performance Manager should be advised to allow a discussion with awarding body to take place. Assessors will also check currency and accuracy of assessment and reassessment materials for each unit prior to delivery each session. This is carried out by completing an online pre delivery checklist.

5.7   If External Approval is required an application will be submitted to the appropriate awarding body following CPS acceptance and internal verification of core packs.

5.8   Progress on approvals is discussed between the Curriculum Manager and Performance at each monthly Performance / Curriculum Manager Meeting.

5.9   Following internal verification of each core pack, the internal approvals database is updated automatically (currently only for SQA units/awards).

6. Flow Chart Course Approval

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┌─────────────────────────────────────────────────────┐
│ Course Proposal and Specification in line with       │
│ College Regional Outcome Agreement is agreed by      │
│ VP Learning, Skills and Student Experience           │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│ Curriculum Manager submits online Course Proposal    │
│ and Specification for consideration and online core  │
│ pack templates generated                             │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────┐   ┌───────────────────────────────┐
│ Modify or       │   │ Performance sources ASPs/NABs/ │
│ Reject          │   │ Assessment Exemplars, where    │
└─────────────────┘   │ available, and uploads them    │
                      │ into the core packs            │
                      └───────────────────────────────┘
                         │
                         ▼
          No        ╱─────────────────╲
                   ╱ CPS               ╲
                  ╱ Accepted by         ╲
                 ╱ Student Records &     ╲
                  ╲ Performance         ╱
                   ╲                   ╱
                    ╲─────────────────╱
                         │ Yes
                         ▼
┌─────────────────────────────────────────────────────┐
│ Internal Verification for approval of assessment,    │
│ re-assessment and content of core pack check is      │
│ carried out by staff                                 │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────┐  No  ╱─────────────╲
│ Follow Procedure│     ╱ Recognised    ╲
│ for Creating and│◄───╱   Award?        ╲
│ Validating Non- │     ╲               ╱
│ Recognised      │      ╲─────────────╱
│ Units/Awards    │           │ Yes
│ (only if SCQF   │           ▼
│ Rating sought   │
└─────────────────┘
┌─────────────────────────────────────────────────────┐
│ Performance seeks external approval according to     │
│ progress made or discussion with relevant Curriculum │
│ Manager/Commercial Services and Growth Manager       │
└─────────────────────────────────────────────────────┘
                         │
                         ▼
┌─────────────────────────────────────────────────────┐
│ Approval Database up-dated automatically once core   │
│ pack has been verified (only if unit is on the       │
│ database)                                            │
└─────────────────────────────────────────────────────┘
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7. Distribution

All Staff

Repository

Revision Log		
Date	Section	Description
October 2021	Throughout the Procedure	Job titles updated to reflect changes in organisational structure
October 2021	3. References	SQA Guide to Assessment, October 2019 update noted SQA Quality Assurance Criteria March 2021 update noted
October 2021	4. Definitions	Awarding Body and Pre-Delivery Checklist definitions added
October 2021	Throughout the Procedure	Candidate changed to Student
October 2021	5.5 5.9	Additional point added Point 5.9 added to procedure to reflect change in process
October 2021	Throughout the procedure	Moderation changed to Verification, Moderator changed to Verifier
October 2021	Throughout the procedure	Curriculum Development Plan (CDP) changed to Course Proposal and Specification (CPS)
October 2021	Distribution	Quality Manual changed to Repository
12.01.2022	5.4	Programme team changed to curriculum team

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Approval to Officer Specific Awards Procedure	Performance Manager	1	04.05.22	

Appendix 1 *Evidence Requirements for Approval*

All units being delivered in Block 1 must be internally verified for approval prior to delivery. The list below is the minimum requirement of a core pack prior to submission for approval:

- Unit Specification
- Delivery and Assessment Schedule (Delivery Schedule)
- Summative Assessment & Marking Guidelines (for the whole unit)
- Summative Re-Assessment & Marking Guidelines or Statement (for the whole unit)
- Group Checklist
- Assessment Feedback Record
- Candidate Declaration Form (authentication)
- Validation Panel Report (for Non-Recognised Awards)
- Evidence of Internal Verification

All of the above evidence required for approval of units will be include in the online core pack.

Following approval of block 1 units the timescale for submitting all other units for approval will be agreed between the Curriculum Manager and Performance Manager. All units being delivered must be internally verified for approved and a pre delivery checklist completed prior to delivery.