

Curriculum Development and Approval Policy

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Curriculum Development Policy

ELT manager	Director of Academic Affairs
Responsible officer	Head of Curriculum
Date first approved by BoM	June 2011
Date review approved by BoM	30 March 2021
Next Review Date	March 2024
Equality impact assessment	Yes
Further information (where relevant)	

Reviewer	Date	Review Action/Impact	BoM
Head of Curriculum	08/03/2018	Minor changes to bring into line with change in college structure	
Head of Curriculum	20/02/2021	A general refresh with changes to update the policy throughout, particularly to reference new processes. Change to title, headings to include context and move of "Responsibilities" to next section. Additional reference to Tactical Plan, Digital Ambition and curriculum strategy. Removal of appendix.	

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1. Purpose

The purpose of this Policy statement is to:

- Provide a framework in which curricular developments and decisions will be managed.
- Indicate how responsibility for curriculum matters will be defined.
- Support staff in focusing effectively on curriculum commitments expressed in the college Strategic and Tactical Plans and relevant college strategies.
- Embed the Strategy for Learning and the Teaching and Enhancement as the key influencers on curriculum and curriculum management decision making.

2. Scope

This Policy defines the management framework in which curriculum decisions will be determined, implemented, and evaluated for all provision delivered by West Highland College UHI (WHC) irrespective of delivery location, level, or mode.

For the purposes of this policy, curriculum is defined as the learner's total experience including pre-entry, enrolment, course activity, exit and post college contact.

3. Context

3.1 The Further and Higher Education Environment

The college operates in a dynamic and demanding education and training environment. In meeting fully, the demands of this environment and the needs of the learners the college will:

- take account of market intelligence, national and regional requirements and initiatives in managing curriculum decisions.
- operate within the parameters set by funding and awarding bodies (principally the Scottish Funding Council (SFC), Scottish Qualifications Authority (SQA) and City & Guilds) and parameters set by UHI for Higher Education
- respond quickly and effectively to the requirements of other funding agencies, employers and stakeholder needs and other funding initiatives and opportunities.

3.2 Commitment to Meeting Learners' Needs

The college is committed to the provision of up to date, relevant, flexible, and dynamic learning opportunities. These will be tailored to meet the needs of the learners whilst taking expressed views of learners, employers, and others into account.

Specific actions to support the achievement of this commitment will be clearly expressed within the Strategic and Operational Plans and will be subject to regular updating, review and evaluation.

3.3 Commitment to Quality Enhancement

The college's commitment to quality enhancement is explicit within the college strategic plan, Excellence for All, the curriculum strategy, and the college's quality enhancement cycle. Quality enhancement is embedded within our holistic approach to quality management. The college operates rigorous quality assurance systems and refers to several external quality standards and frameworks (see reference section), underpinned by a thorough system of internal audit, curriculum review self-evaluation and performance review.

Continuous enhancement of the student experience and college systems to support learning, teaching and support for students is evidenced through extensive self-evaluation against the "How good is our college" framework. Self-evaluation review and planning processes support the development, delivery and maintenance of a curriculum that is relevant to learners' needs.

In demonstrating our commitment to quality, the college will:

- ensure a systematic 3-year planning approach to the development and internal approval of courses in line with the college Strategic Plan.
- monitor, review, and enhance curriculum services and activities on a regular and managed basis.
- take curriculum decisions which respond to its strategic and operating contexts.
- pursue excellence in the curriculum through the modernisation of learning and the adoption and maintenance of personal, local, and national standards.
- offer a supportive environment through the development of policies and associated good practice covering key activities to ensure that all curriculum needs of learners continue to be met.

4. Curriculum Management Responsibilities

4.1 Posts with Specific Curriculum Management Responsibilities

Under arrangements delegated by the Board of Management, overall responsibility for the management of college curriculum and services rest with the Executive Leadership Team (ELT).

A key element in the effective management of curriculum development and delivery is empowerment of staff at all levels in the college, to enable them to make meaningful contributions to curriculum development and management. By making appropriate arrangements in its structure, the college will ensure that all

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curriculum management activities and arrangements are effective in meeting its curricular objectives.

This will be achieved by clearly defining curriculum responsibilities in specific posts and by developing and supporting all staff.

4.2 Quality Assurance and Enhancement in Curriculum Management

In the context of overall arrangements for quality assurance and enhancement, the college will ensure effective management and equitable treatment of learners.

Specifically, this will be achieved through the operation of:

- The Board of Management, and Finance and General Purposes Committee (F&GP)
- The Executive Leadership Team (ELT)
- College Management Group and Academic Affairs
- The Academic Board
- Managers and leaders and their course teams

And through college enhancement supporting arrangements

- Self-evaluation, audit, and review activities
- Professional development arrangements and activities
- Quality Assurance processes and arrangements such as: Scrutiny and Approval, Progression Panels, assessment, verification, student feedback and complaints/Red button
- Student engagement arrangements

The college will ensure adequate effective operating arrangements are in place to ensure the curriculum is monitored and reviewed to continue to meet learners changing needs.

5. References

This policy will operate in conjunction with, and be supported by the following:

- Strategy for Learning – Excellence for All (E4A)(appendix 1)
- Strategic and Tactical Plans
- Digital Ambition
- Curriculum Strategy and Design Principles
- Course Development and Approval (Scrutiny) Policy
- Scottish Funding Council Guidelines and Regulations
- Awarding Body Guidelines and Regulations
- College Quality Systems, Policies and Processes
- UHI Guide - Academic Standards and Quality Regulations
- [How good is our college](#)
- [The Quality Assurance Agency for Higher Education](#)
- [Scottish Qualifications Authority](#)

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6. Review

This policy will be reviewed at least every three years.