

School Leadership Course Approval Checklist

The below table will facilitate Schools to review a course proposal prior to submission to the ASQC Academic Course Approval sub-committee and confirm whether it meets expectations and requirements. This could be undertaken by representatives of School Academic Standards and Quality Committee (SASQC), the Head of Department (HoD) or the Deputy Dean.

Approval criteria for consideration	Evidenced from	Guidance
Is the proposed course consistent with: <ul style="list-style-type: none"> The University's Strategic Plan? The School's priorities? The approved Business Case? 	Business Case in CourseLoop	The designed course must align with the approved business case. <i>If it does not, a justification which includes the impact on recruitment and finances, must be provided to the Course Approval sub-committee.</i>
The School has the necessary resources, including staffing, to deliver on all areas of the course and its content from the intended year of implementation; and has the resilience to maintain this for a sustained period of time.	School expertise and capacity Business case in CourseLoop.	The School must be able to resource the delivery of the course over a period of time. Module content should not be dependent on the expertise of a single individual.
Adequate consideration been given to learning, teaching and assessment on the course, providing a suitable structure for a high quality experience through which students will be supported to achieve success on the course and after graduation.	Course structure shared with Stakeholders Course Learning and Teaching Strategy	There should be a coherent course structure which identifies how students will develop their subject knowledge and skills over the duration of the course. The Learning and Teaching Strategy should identify an appropriate range of inclusive learning and teaching approaches. The potential needs of students must be recognised and strategies identified to support them in developing academic knowledge and skills. Specific

	Course Assessment Strategy	consideration must be given to ensuring Success for All is embedded within the course. The Assessment Strategy should identify a range of suitable assessments that will progressively stretch and test students' skills and knowledge. Assessments should be planned to provide opportunities for formative feedback and bunching should be avoided for summative assessments.
The course has been thoroughly planned, appropriately specified and meets the University's course design requirements.	Course information in CourseLoop	The course design requirements in Quality Handbook Section 12 should be followed.
Suitable work-like experience has been embedded into the course	CourseLoop	The School Employability Manager will be able to view the proposal in CourseLoop.
Appropriate consultation has taken place with the Library, Estates and DT with regards to additional or specialised resources required	School led discussion	The School will undertake discussions as relevant. <i>Where any concerns or issues are identified that have not been resolved, an explanation should be provided to the Course Approval sub-committee.</i>
Any PSRB requirements have been met within the course	Confirmation from all relevant PSRBs	
Comments from Academic Registry with regard to viability checks have been considered.	Academic Registry check in CourseLoop	Academic Registry will consider the course proposal with regards to: <ul style="list-style-type: none"> • Timetabling requirements • Examination/ assessment requirements • Student Route • Eligibility for SLC funding <i>If any concerns are raised with respect to these, which have not been addressed in the course design, a justification must be provided to the Course Approval sub-committee.</i>
For apprenticeship courses: confirmation that the course meets the necessary requirements for compliance.	Apprenticeship compliance check	The check will be undertaken by the CADQ Apprenticeship team.
Decision: the course is: <ul style="list-style-type: none"> • ready to proceed to approval; or • requires further consideration by the course team 	Record decision on CourseLoop	If revisions are required, the course team and the School Quality Manager should be notified of the date by which these should be completed.

Policy owner
CADQ

Change history			
Version:	Approval date:	Implementation date:	Nature of significant revisions:
Nov 2023	02.11.23	23.11.23	New supplement.

Equality Analysis		
Version:	EIA date:	Completed by: