

LAINE

THEATRE ARTS

COURSE DOCUMENTATION
APPROVAL POLICY
2024-2025

COURSE DOCUMENTATION APPROVAL POLICY

Purpose

This policy document establishes a standardised procedure for reviewing and approving all course materials documentation used for published to students for courses delivered at Laine Theatre Arts. The goal is to ensure that materials are accurate, relevant, accessible, and aligned with the course's learning objectives.

Scope

This policy procedure applies to all documentation developed for publication to students for use in conjunction with courses delivered at the College, including but not limited to subject guides, schemes of work, course/module handbooks and assessment information.

Roles and Responsibilities

- **Course Leaders:** Responsible for creating course/module handbooks, ensuring they are written in a way that is clear, accessible, student-focused and inclusive of all key aspects of the course, including information pertaining to course objectives, programme structure, module/unit content, assessment practices rubrics and key deadlines.
- **Heads of Department:** Responsible for developing curriculum content and producing schemes of work which align with overarching course objectives and curriculum standards in a way that is industry focused, accessible, relevant, purposeful, engaging, inclusive and appropriately challenging.
- **Vice Principals (Curriculum Leads):** Responsible for reviewing the schemes of work created by the Course Leaders to ensure the overall curriculum is coherent, balanced, inclusive, logically sequenced, relevant and aligned to the course learning outcomes, and that course/module handbooks created by the course leaders accurately reflect the most up to date information.
- **Director of Studies:** Provides final approval of course materials, ensuring they meet institutional and curriculum-wide standards and enhancement objectives. The Director of Studies also ensures that the curriculum aligns with the institution's strategic goals, accreditation standards, and regulatory requirements.

Quality Assurance and Final Review

- The Director of Studies conducts a comprehensive review to ensure that all materials student facing course documentation meets institutional quality standards, including content accuracy, instructional design, accessibility, and alignment with course objectives.
- The Director of Studies also provides the final sign-off on course materials, ensuring they meet institutional and curriculum-wide standards.
- Once approved by the Director of Studies, the materials are considered final and ready for deployment in the course.
- Approved materials are documented and stored in the course management system for future reference.

Exceptions

Any exceptions to this policy must be approved by the Director of Studies and documented with a rationale for the exception.

Review Cycle

This policy will be reviewed annually to ensure it remains current and effective.

Policy reviewed by Academic Board. Date for review: September 2027