

L A I N E
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 and documentation 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 outcomes.

Scope

This policy 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, assessment briefs and assessment handbooks.

Roles and Responsibilities

Course Leaders: Responsible for the creation, upkeep and publication of course/module/assessment handbooks, assessment brief templates and rubrics, and publishing them to students. Ensures that all documentation is clear, accessible, comprehensive and compliant with the relevant awarding body.

Heads of Department: Responsible for producing schemes of work and assessment briefs which align with overarching course objectives and curriculum standards in a way that is industry-focused, accessible, relevant, purposeful, engaging, inclusive and appropriately challenging.

Directors of Faculty: Participate in the annual course review, ensuring that all feedback relating to course content and/or assessment within each Faculty is implemented, with any significant changes to course documentation being sent for approval by the Academic Board.

Director of Studies: Conducts a thorough annual course review, including an evaluation of course documentation, ensuring that it accurately reflects the current curriculum, policies, and practices, as well as meeting quality assurance and regulatory standards.

Review and Approval Process

1. Preparing for Annual Review (May)

Heads of Department: Review schemes of work and assessment briefs in line with course objectives and curriculum standards, providing feedback to the Directors of Faculty

Course Leader: Reviews course/module/assessment handbooks, assessment brief templates and rubrics, checking that all materials reflect the current curriculum, institutional policies, and awarding body requirements. Identifies areas in the documentation that may need updating or improvement.

2. Conducting Annual Review (June)

Directors of Faculty: Participate in the annual review by providing feedback from Heads of Department on curriculum and assessment design and making recommendations for improvement.

Course Leader: Participates in the annual review by providing insight into how the course performed over the past year based on student feedback and evaluations, assessment outcomes and grade distributions, and by recommending areas where course/module/assessment handbooks, assessment brief templates and rubrics could be improved.

Director of Studies: Conducts the Annual Course Review, taking in feedback from the Course Leader and Directors of Faculty.

Academic Board: Reviews and approves any significant changes, ensuring compliance with institutional policies and regulatory standards.

3. Implementing Changes Post-Review (July)

Course Leader: Updates and finalises course/module/assessment handbooks and assessment brief templates based on recommendations from the annual review.

Heads of Department: Update and finalise schemes of work and assessment brief content based on recommendations from the annual review.

4. Publication of Course Documentation to Students (August)

Director of Studies: Gives final approval for course documentation to be published to students.

Course Leader: Publishes all new course documentation on the College's VLE, ensuring they are made accessible ahead of the new academic year.

Exceptions

Any exceptions to this policy must be approved by the Director of Studies and documented with a rationale for the exception. Any staff member wishing to apply for exemption should prepare a formal written request, detailing the following:

- **Course Title/Module:** Name of the course or module in question.
- **Relevant Materials:** Specify the documents or course materials for which an exemption is being requested.
- **Justification for the Exemption:** Provide a comprehensive explanation of why an exemption is necessary, outlining the unique circumstances and how the proposed approach will still meet course objectives.
- **Impact on Learning Outcomes:** Explain how the exemption will continue to align with the course's learning outcomes, and whether any additional modifications are necessary to ensure coherence with the overall curriculum.

The completed exemption request is submitted to the Director of Studies for review. The Director of Studies is responsible for ensuring that the proposed exemption does not undermine the institutional quality standards, curriculum integrity, or accreditation requirements.

The Director of Studies will:

- Approve the exemption if the request is deemed justified and maintains course quality and integrity.

- Deny the exemption if the justification is insufficient or the exemption would negatively impact course outcomes or institutional standards.

In either case, the decision will be communicated to the applicant in writing, providing a clear rationale for the decision.

Review Cycle

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

Policy revised January 2025. Date of next review- January 2026