Course Approval Requirements

**Name**: **Date:**

**Course Title:**

**Course Level**:

|  |  |
| --- | --- |
| **Approval Statements, Policies & Procedures** | **Evidenced** |
| Organisational Chart |  |
| All staff are suitably qualified to deliver the course   * Subject matter quals (subject at the same level or above) * X years in practice/experience * Education/teaching quals * IQA quals |  |
| Course Guide to include Course Structure, Units of Study, Level (or equivalent) of Study and Assessment Strategy |  |
| Course Unit Descriptors including Learning Outcomes, Assessment Criteria and Assessment Methods |  |
| Procedure for Internal Moderation |  |
| Procedure for External Moderation |  |
| Statement on Student Support (Initial interviews, Induction, Advice & Guidance) |  |
| Procedure for dealing with learner appeals against assessment decisions |  |
| Procedure for dealing with complaints |  |
| Internal Quality Assurance Strategy, policy, procedure and plans to include:   * Maintaining learner evidence * Standardisation * Sampling * Learner interviews * Tutor and assessor observations |  |
| Policy and procedure for dealing with Malpractice/Maladministration |  |
| Appropriate policies:   * Health & Safety * Equality and Diversity * Data Protection * Animal Welfare * Conflicts of Interest * Certification |  |

**Course Approved:** Yes / No

**Course Approved by: Date:**

**IRVAP Approved by Chair Date:**