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
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| Policy and procedure for dealing with Malpractice/Maladministration |  |
| Appropriate policies:* Health & Safety
* Equality and Diversity
* Data Protection
* Animal Welfare
* Conflicts of Interest
* Certification
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**Course Approved:** Yes / No

**Course Approved by: Date:**

**IRVAP Approved by Chair Date:**