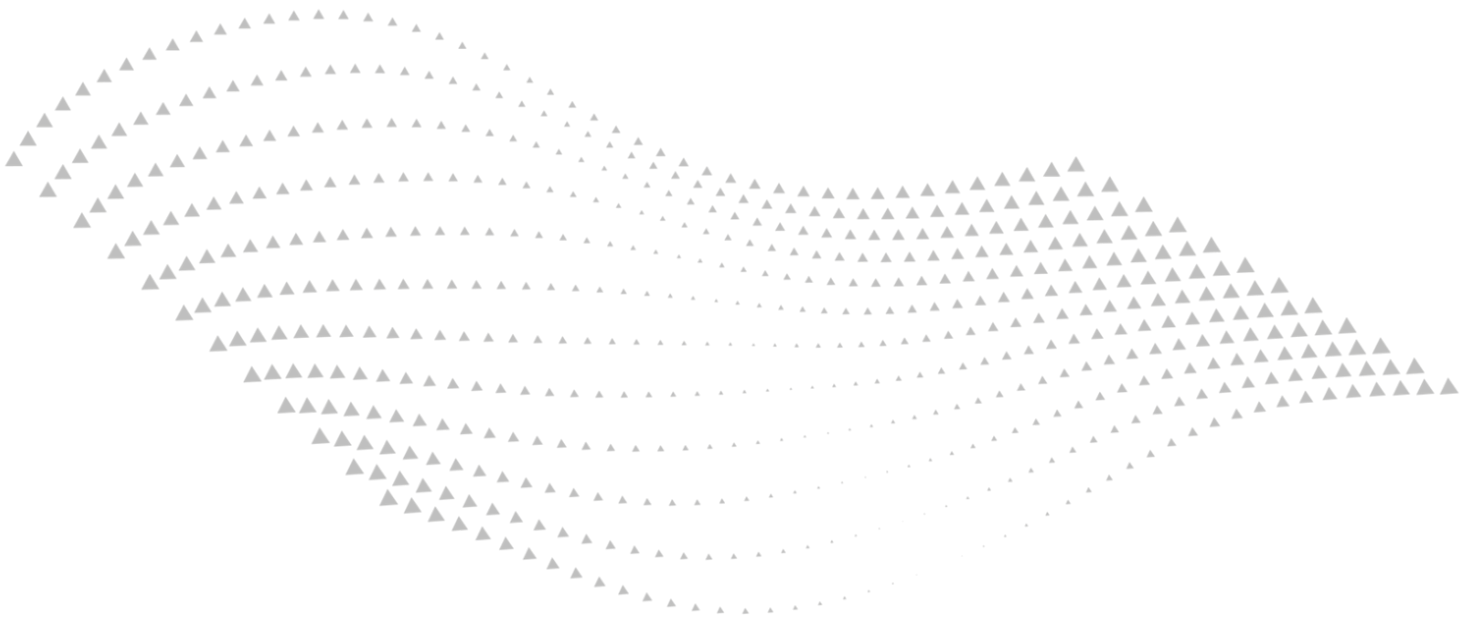


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# **Further Education Course Approval & Modification Procedure**



Last approved: September 2021

Approved by: Academic Board

Next review due: September 2025

## Introduction

All Further Education course development is planned and agreed at the Further Education Learning, Teaching & Enhancement Committee (FELTEC) under powers delegated to that committee by Academic Board in line with strategic planning and objectives set by the Board of Directors.

Any new FE course proposal needs to be made at least twelve months in advance of course delivery to allow for a full recruitment cycle.

The development and implementation of the Further Education curriculum is an iterative process, responding to individual student need, college-specific considerations, the requirements of the awarding body and other regulatory obligations.

The process for approval and modification has two stages, which run on an annual cycle, as follows:

### **Stage 1: Term 3 Annually**

Stage 1 Proposals for **all courses** being recruited to in the following 12-month cycle and delivered in the subsequent academic year (14 months later) are received by FELTEC.

Stage 1 documentation also requires Executive Principal approval and confirmation from the Institute’s Product Development Director and must include details of the colleges that will be delivering each course. Any significant additional resource requirements will need the approval of the Institute’s Director of Finance.

Stage 1 documentation should outline the rationale for the proposed course, identify changes to the course if already running, include suggested classes and awarding body units, as well as all required information for the course to be advertised and marketed subject to approval:

Proposed Course Title
Awarding Body
Final Award
Year 1 Exit Award (if applicable)
Mode of Attendance (full-time / part-time)
Length of Course
Language of Study
Funding Partner (if applicable)
Proposed course start date
Proposed delivery college(s)
Proposed Entry Requirements
Course Overview (to appear on website/prospectus)
Class Descriptions (to appear on website/prospectus)

Once approved, the Stage 1 documents are passed to the marketing and admissions teams by the FELTEC Secretary.

## **Stage 2: Ongoing**

It is the responsibility of the Further Education Curriculum Development Group (FECDG), a subcommittee of FELTEC, to convene as required to oversee the development and modification the courses submitted and approved at Stage 1.

Any amendments to a Further Education course which deviate from the content provided in the relevant Stage 1 proposal, whether generic to the course or required in a specific college or for a specific cohort, should be considered by the FECDG, with a summary report being submitted to FELTEC for approval.

The FECDG reviews all FE Courses annually in response to annual monitoring and oversees ongoing modification, providing FELTEC and other departments with relevant documentation, including:

1. Delivery classes and units for the annual Curriculum Build.
2. Resources required for delivery (Digital Learning, IT, Library etc.).
3. Assessment / Internal Verifier plan for awarding bodies.
4. Applicant Overviews for admissions

FELTEC has responsibility for ensuring amendments from Stage 1 documentation are passed on to the relevant departments and to ensure public and student-facing information is kept up to date.