

<u>Policy Title</u>	<b>HE Programme Modification Policy</b>	
<u>Policy Category</u>	Compliant	
<u>Owner</u>	Deputy Director HE Quality and Standards	
<u>Group Executive Lead</u>	Deputy Principal Newcastle College, Executive Lead HE	
<u>Date Written</u>	September 2023	
<u>Considered By</u>		
<u>Approved By</u>	NCG HE Academic Board	
<u>Date Approved</u>	October 2023	
<u>Equality Impact Assessment</u>	The implementation of this policy is not considered to have a negative impact on protected characteristics.	
<u>Freedom of Information</u>	This document will be publicly available through the Groups Publication Scheme.	
<u>Review Date</u>	July 2026	
<u>Policy Summary</u>	This policy sets out NCG's approach to modifying validated HE programmes.	
<u>Applicability of Policy</u>	<u>Consultation Undertaken</u>	<u>Applicable To</u>
Newcastle	Yes	Yes
Newcastle 6th Form	No	No
Carlisle	Yes	Yes
Kidderminster	Yes	Yes
Lewisham	No	No
West Lancashire	No	Yes
Southwark	Yes	Yes
Group Services	No	No
HE Partnerships (*partner may have an equivalent policy)	No	Yes
<u>Changes to Earlier Versions</u>		
<u>Previous Approval Date</u>	<u>Summarise Changes Made Here</u>	
<u>Linked Documents</u>		
<u>Document Title</u>	<u>Relevance</u>	

## Equality Impact Assessment

	Judgement
<b>EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in 2.0?</b>	Yes
<b>EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?</b>	
<b>Age</b>	No
<b>Disability / Difficulty</b>	No
<b>Gender Reassignment</b>	No
<b>Marriage and Civil Partnership</b>	No
<b>Race</b>	No
<b>Religion or Belief</b>	No
<b>Sex</b>	No
<b>Sexual Orientation</b>	No
<b>EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?</b>	No
<b>EIA4 - Does the policy/process discriminate or victimise any groups or individuals?</b>	No
<b>EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?</b>	No
<b>EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?</b>	No
<b>EIA 6 - How do you know that the above is correct?</b>	Consultation has been carried out with relevant colleagues within NCG and with a higher education (HE) committee within our HE deliberative structure, which includes HE student representation.

## **1.0 Introduction and Context**

This policy outlines NCG's approach to making changes to NCG Higher Education (HE) programmes. Programmes are typically delivered for 5 years before either a periodic review or a new validation event occurs. During this time it may be necessary to make changes to programmes for various reasons, for example, so that subjects are kept relevant and up to date, due to changes made by a Professional Statutory and Regulatory Body (PSRB), or in response to views and feedback from students, external examiners and employers.

This policy ensures changes do not impact on the overall aims and learning outcomes of the originally approved programme and result in 'curriculum drift'. Changes to programmes are classified as either minor or major modifications. There are also annual changes and updates which are permitted without the need for formal modification.

Modifications should normally be triggered by monitoring and review activities. Therefore, changes should not normally be requested during the first year of a programme's operation. They should be considered as part of Annual Planning and Programme Annual Review report processes.

## **2.0 Minor Modification**

A minor modification is one which does not affect the overall aims, objectives, philosophy and balance of a programme. For example:

- Change of a module title.
- Change in assessment methods and weightings at module level.
- Changes to assessment weeks (e.g., moving a module assessment from week 14 to week 12).
- Syllabus, indicative content and curriculum updating at module level.
- The addition or deletion of modules where the effect of this is not to alter the overall aims and learning outcomes of a programme.

Approval is required for all minor modifications to programmes. A Minor Modification Form must be presented by the programme leader or other relevant curriculum staff

at an approval committee. Proposed programme documentation must also be provided, e.g., modified programme specification or module specification.

### **3.0 Major Modification**

A major modification is one which involves a more substantial change to the programme in one or more of the following aspects of the delivery:

- Title of the programme and/or the award to which it leads.
- Overall aims and learning outcomes.
- Planned length and mode(s) of study.
- The addition or deletion of module(s) where the effect of this will lead to an alteration in the overall aims and learning outcomes of a course subject.
- A significant addition to the resources required.

Approval is required for all major modifications to programmes. A Major Modification Form must be presented by the programme leader or other relevant curriculum staff at an approval committee. Proposed programme documentation must also be provided, e.g., modified programme specification or module specification.

### **4.0 Permitted Annual Changes and Updates**

There are changes to programme documentation which are required annually, and these do not require formal approval through the programme modification process. Examples include:

- Annual updates to wording of assessment task/brief in the module guides.
- Annual updating of module guides.
- Annual updates to programme handbook, e.g., staffing, dates, enrichment.
- Assessment submission dates (but keeping to week number contained in validation documents).
- Adjusting the number of hours allocated to each module.
- Changes to staffing (use Staff Approvals Process).

## **5.0 Modification Approval Committee**

Minor and major modifications are presented for approval at a Minor and Major Modifications Committee meeting. This committee presides over programme modifications and decisions. The panel will consider the scale, volume, and appropriateness of proposed changes, including the extent to which the programme has previously been modified. Where the panel feels there has already been significant changes to a programme, they will reject that any subsequent modifications.

The HE administration team records committee decisions and updates actions.

Consideration is given on the impact any modifications will have on other colleges or partners who delivered the same NCG programme.

## **6.0 Changes to Programme Documentation**

When minor and major modifications are approved, it is the responsibility of the programme team and curriculum management to ensure the relevant changes are made to programme documentation. Typically, this will involve changes to the Programme Specification, Programme Handbook, Module Specifications, Module Delivery Details documents held centrally and any other student facing documents.

The team will be provided with a date when updates should be completed and uploaded by.

Curriculum managers will ensure modifications are requested with HE admin and the MI team. For Programme Title changes a new learning aim will be requested from HE admin.