

POLICY / PROCEDURE TITLE		DATE OF APPROVAL
HE Staff Approval Policy		October 2024
APPROVED BY	VERSION NO.	VALID UNTIL
NCG HE Learning Teaching and Enhancement Committee	2	October 2027

OWNER	Assistant Director HE Quality and Standards		
GROUP EXECUTIVE LEAD	Principal Newcastle College, Executive Lead HE		
DOCUMENT TYPE	Policy <input checked="" type="checkbox"/> Group Procedure <input type="checkbox"/> Local Procedure <input type="checkbox"/>		
PURPOSE	The purpose of this policy is to set out NCG's approach to staff approval to teach or assess on NCG higher education programmes.		
APPLICABLE TO	All NCG employees and higher education partnership employees.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
	(If EA not applicable, please explain)		
KEY THINGS TO KNOW ABOUT THIS POLICY	1. This policy outlines NCG's approach to staff approval to teach and/or assess higher education programmes. 2. This policy is in place to ensure staff are suitably qualified and experienced to teach and/or assess specified modules.		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on HE staff approvals, know their responsibilities in relation to the policy and comply with the terms of the policy.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> NCG HE Academic Regulations
KEYWORDS	<ul style="list-style-type: none"> Staff Approval Higher Education Qualifications

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Age	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Disability / Difficulty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Gender Reassignment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Marriage and Civil Partnership	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Race	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Religion or Belief	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sex	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA3 - Does the proposed policy/processes contain any language/terms/references/ phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EIA 6 - How do you know that the above is correct?	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 GENERAL POLICY STATEMENT

1.1. This policy outlines NCG's approach to staff approval to teach and/or assess higher education programmes. This policy is in place to ensure staff are suitably qualified and experienced to teach and/or assess specified modules.

1.2. "Teaching", as referred to in this policy encapsulates all aspects of learning, teaching and assessment practice, typically undertaken by a lecturing member of staff.

1.3. "Assessing", as referred to in this policy encapsulates all aspects of assessment, marking and feedback, typically undertaken by an employee who has not taught the module being assessed.

1.4. Staff can be approved to teach on NCG HE programmes by being brought to a HE staff approvals panel within the academic year.

2.0 REQUIREMENTS FOR HE STAFF APPROVAL

2.1 Any staff members teaching or assessing HE programmes must have:

- Relevant subject experience/knowledge.
- Qualification/s at least one level higher than they are teaching or assessing (there may be exceptions to this where staff are working towards a higher qualification and have extensive experience or can be mentored).
- Relevant teaching qualification (or are working towards).
- Completion records of the NCG HE Core Training. For teaching staff, this includes all HE Core Training packages. For assessing staff, the requirement is to complete Levelness and AIMS training packages as a minimum.

2.2 Curriculum managers (or equivalent) must consider these requirements when making appointments to fill staff vacancies. Should the panel deem a staff member unsuitable to teach or assess the specified modules, it is the curriculum management's (or equivalent) responsibility to find a suitable replacement/solution.

3.0 STAFF APPROVAL EVENTS

3.1 HE staff approval events are chaired by the Assistant Director of HE Quality and Standards and typically occur monthly. The HE admin team circulates event dates and timelines for submitting documents before panel meetings. HE Registry admin

team keeps a record of panel decisions and outcomes and sends these to relevant curriculum managers (or equivalent).

3.2 The HE staff approval panel can meet in person, online, or view documentation and share comments outside a designated meeting slot. The chair confirms outcomes and approvals with the panel and HE registry admin.

3.3 There are two types of staff approvals: one for teaching staff and one for assessing staff.

4.0 STAFF APPROVAL DOCUMENTATION

4.1 Curriculum managers (or equivalent) are required to provide the following documents to the HE staff approvals panel (typically no later than 1 week before the event) for the staff member they are seeking approval for:

4.1.1 A completed staff approval proforma (either for teaching staff or for assessing staff). By submitting this proforma, the curriculum manager (or equivalent) is confirming that the proposed staff member qualifications have been checked, that the C.V. meets the requirements of section 4.1.2, and that relevant NCG HE Core training has been completed by the staff member. Should the proposed staff member require a mentor, the details of the allocated mentor will also need to be documented on the proforma.

4.1.2 An up-to-date C.V, which must contain the following details:

- A brief description of teaching experience.
- Education history (must include awarding body and date) - higher education qualifications, teaching qualification (if appropriate), and other relevant qualifications should include qualifications currently being undertaken.
- Employment history.
- Relevant research outputs and scholarly activity (if available).
- Relevant training undertaken in the past 5 years.

4.1.3 In addition, it is good practice and useful for the staff approvals panel for the staff C.V. to include any professional memberships and engagement with other higher education providers, e.g., through external examining, lecturing, assessing, etc.

4.1.4 If the staff member does not have a CV that meets the requirements in section 6.1.2, the NCG HE CV template (available in the NCG HE Staff Handbook) should be used.

5.0 PANEL DECISIONS AND OUTCOMES

5.1 Panel decisions and outcomes are communicated with curriculum managers (or equivalent) by the HE admin team following the HE staff approval event (typically within 2 working days). Panel outcomes are as follows:

- Approved.
- Not yet approved – the panel will set conditions that need to be met within a specified timeframe. It is. The panel Chair will confirm completion or non-completion of the conditions. If actions are not met within the specified timeframe, the staff member will not be approved and will need to be brought back to another staff approval panel.
- Not approved – the panel decides that the staff member is not approved for delivery for the specified module/s.

6.0 CURRICULUM ACTIONS FOLLOWING STAFF APPROVAL

6.1 Following staff approval, it is the responsibility of the curriculum management (or equivalent) to ensure relevant changes are made to programme documentation, e.g., module guides, programme handbooks, assessment matrix and that the Staff List is updated and sent to the HE Quality team.

7.0 STATEMENT ON IMPLEMENTATION

7.1 Upon approval, this policy will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

8.0 STATEMENT ON EQUALITY AND DIVERSITY

8.1 NCG is committed to providing equality of opportunity. Further details of our aims and objectives are outlined in our [Equality Diversity Inclusion and Belonging Strategy](#).

8.2 This policy has been assessed to identify any potential for adverse or positive impact on specific groups of people protected by the Equality Act 2010 and does not discriminate either directly or indirectly. In applying this policy, we have considered eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people from diverse groups.

9.0 STATEMENT ON FREEDOM OF SPEECH

9.1 NCG is committed to upholding the principles of freedom of speech as enshrined in UK law. This policy is designed to ensure that all members of our college community, including students, staff, and visitors, can express their views and ideas freely and without fear of censorship or reprisal, provided that such expressions are within the law.

9.2 We affirm that this policy does not, in any way, diminish or undermine the rights of individuals under existing Freedom of Speech legislation.

10.0 STATEMENT ON CONSULTATION

10.1 This policy / procedure has been reviewed in consultation with the NCG Higher Education Team, including the Academic Registrar and Director of HE.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
2	Various	Inclusion of staff approval details for assessors. Removal of the requirement to submit a reflective statement. Amended wording to allow for personal C.V.'s to be submitted. Removal of section 3.0 which outlined the approach of staff being approved via a Validation, Period	Hayley Bowes	September 2024

		Review or Programme Approval Event. Checked throughout to remove the use of gender specific pronouns.		