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

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

Staff can be approved to teach on NCG HE programmes by either being approved as part of a programme validation, periodic review or approval event, or by being brought to the HE staff approvals panel.

## **2.0 Staff Approval as Part of a Programme Validation, Periodic Review or Approval Event**

During programme validation, periodic review and approval events, a list of programme teaching staff is provided along with their C.V.'s as part of the NCG programme resource document. Decisions on suitability and approval of these staff to teach specified modules are part of these events, and consequently there is no requirement to seek further approval for these staff members to teach the modules specified.

## **3.0 Staff Approval Not Part of a Programme Validation, Periodic Review or Approval Event**

Any changes to module teaching staff post programme validation, periodic review or approval event are presented to the HE staff approvals panel. This includes changes where new members of staff join the programme teaching team, or where existing programme team members are required to teach modules not previously approved.

It is the responsibility of the curriculum management team to present the relevant documents to the panel in a timely manner to seek approval. Best practice is that staff approvals are obtained prior to a staff member teaching on

a programme. However, this is not always practicable, and therefore approval should be sought at the earliest opportunity.

#### **4.0 Staff Approval Events**

HE staff approval events are chaired by the Deputy Director of HE Quality and Standards and take place monthly. The HE admin team circulate event dates and timelines for submitting documents in advance of panel meeting. The HE admin team keep record of panel decisions and outcomes and send these to relevant curriculum managers.

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

#### **5.0 Staff Approval Documentation**

Curriculum managers are required to provide the following documents to the HE staff approvals panel (typically 1 week before the event) for the staff member they are seeking approval for:

1. Staff Approval Pro-forma.
2. Up to date C.V. using the HE template.
3. FHEQ Reflective Statement.

#### **6.0 Requirements for HE Staff Approval**

Any staff members teaching on HE programmes must have:

- Relevant subject experience/knowledge.
- Qualification/s at least one level higher than they are teaching (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).

- Completed the HE Core Training.
- Demonstrated their understanding and application of the Framework for Higher Education Qualifications (evidenced in their FHEQ Reflective Statement).

Curriculum managers are mindful of these requirements when making appointments to fill staff vacancies. Should the panel deem a staff member not suitable to teach the specified modules, it is the curriculum managements responsibility to find a suitable replacement/solution.

## **7.0 Panel Decisions and Outcomes**

Panel decisions and outcomes are communicated with curriculum managers by the HE admin team following the HE staff approval event. Panel outcomes are as follows:

- Approved.
- Approved subject to – the panel will set some conditions which need to be met within a specified timeframe, at which point the approval is successful.
- Not approved – the panel has decided that the staff member is not approved for delivery for the specified module/s, or there has been insufficient documentation provided for the panel to approve.

## **8.0 Curriculum Actions Following Staff Approval**

Following staff approval, it is the responsibility of the curriculum management to ensure relevant changes are made to programme documentation, e.g., module guides, programme handbooks, and that the Staff List is updated and sent to the HE Quality Support Officer.