

Quality Process Sheet 12: Impact assessment and scrutiny required

The impact assessment process is meant to be “risk-based” and ensure the appropriate level of scrutiny is given to curriculum. The following are designed as a guide to help determine impact, but ultimately it is the decision of the Quality Account Manager and Faculty Executive.

Type of change	Initial approval	Design	Additional scrutiny for collaborative provision	Minimum faculty sign off	Approval
High					
New programmes (UWE)	-MIA signed off by PDG	Design phase (<i>programme and module specifications and programme design and consultation document must be completed</i>)		High impact changes must have faculty scrutiny and be signed off by the chair of ASQC before going to CAP for approval. This faculty scrutiny can happen at ASQC or another designated faculty group.	CAP
New programmes (partner)	-Relevant collaborative provision process completed (new partnership or extension if a current partner) -MIA signed off by PDG	Design phase (<i>programme and module specifications and programme design and consultation document must be completed</i>)	Programme delivery meeting		CAP
Changes affecting more than two-thirds of the learning outcomes/assessment/credits (ie change affects more than 240 credits for a standard UG programme)	-RIA signed off by a faculty exec member	Design phase (<i>programme and module specifications and programme design and consultation document must be completed</i>) Any material changes or changes affecting a			CAP

		partner to be flagged in the RIA.			
Medium					
Roll out of an approved programme at a partner	-APT14 (extension at an existing partner or full institutional approval process for a new partner) -MIA signed off by PDG	Design phase (<i>programme design and consultation document must be completed</i>)	Programme delivery meeting	Medium impact changes must have faculty sign off by the chair of ASQC or nominee before going to CAP for approval.	CAP
New modules (or a complete re-write of a module)	RIA signed off by faculty exec or nominee	Design phase (<i>module specification must be completed</i>)			
Change to programme effecting more than one-third and less than two-thirds of the learning outcomes/assessment/credits (ie change affects more than 120 credits up to, and including 240 credits for a standard UG programme)	RIA signed off by faculty exec or nominee	RIA must reflect consultation with students and clear rationale. Any material changes or changes affecting a partner to be flagged in the RIA. Design and consultation document to be completed if deemed necessary by QAM/AD			
4 th low impact change to a programme	RIA signed off by faculty exec or nominee	QAM to flag this is 4 th low impact change to faculty contact. Design and consultation document to be completed if deemed necessary by QAM/AD.			

Low					
Change to assessment	RIA signed off by faculty exec or nominee	Any material changes or changes affecting a partner to be flagged in the RIA.		Low impact changes must have faculty sign off through the RIA before going to CAP for approval.	CAP (starred)
Change to programme effecting one-third or less of the learning outcomes/assessments/credits (ie change affects up to 120 credits for a standard UG programme)	RIA signed off by faculty exec or nominee	Any material changes or changes affecting a partner to be flagged in the RIA.			
Changes to module name	RIA signed off by faculty exec or nominee	Any material changes or changes affecting a partner to be flagged in the RIA.			