Quality Process Sheet 14: Process for changes

High Impact Principles:

If assessed as high impact the following principles apply;

- RIA (or MIA for new programmes see QPS 13) to be completed and signed off
- A programme design team to be convened to coordinate the production of documentation
- New and/or amended programme and module specifications to be completed by design team
- Programme design and consultation document to be completed by - evidencing consultation with a variety of internal and external stakeholders
- The programme design team are responsible for producing high quality documentation, ready for faculty scrutiny
- Faculty to scrutinise documentation and signed off by Chair of ASQC or nominee. *This faculty scrutiny can happen at ASQC or another designated faculty group*
- Documentation presented at CAP by Associate Dean TLSE and academic lead developer
- Approved through CAP

Medium Impact Principles:

If assessed as medium impact the following principles apply;

- RIA to be completed and signed off
- New and/or amended programme and module specifications to be completed by programme team
- Programme design and consultation document to be completed for certain changes (see QPS12 for details)
- The programme design team are responsible for producing high quality documentation, ready for faculty scrutiny
- Documentation to be signed off by Chair of ASQC or nominee. *Wider faculty scrutiny is recommended as best practice wherever possible*
- Documentation presented at CAP by Associate Dean and academic lead developer if appropriate
- Approved through CAP

Low Impact Principles:

If assessed as low impact the following principles apply
:
- RIA to be completed and signed off
- Amended programme and module specifications to be completed by programme team
- Noted at CAP

Quality Account Manager step 1: New programmes see QPS13

Quality Account Manager step 1: All changes

- Create Work Log in CAR (Curriculum Approval and Review SharePoint site)
- Create Rationale and Impact Assessment (RIA)

- Issue RIA to academic lead for completion and current module and programme specifications that are to be changed
- Liaise with academic lead to make timeline clear and agree the CAP meeting the documentation will go to
- On receipt of the completed RIA form, make an assessment whether high, medium or low impact.
- Check to see if changes affect any partners or constitute a material change to programme information
- Send to the Faculty Executive (or nominee) for sign off
- Change status of the CAR Work Log to Design

Quality Account Manager step 2: New programmes and high impact changes only

- Ensure design team meetings are scheduled
- Ensure they attend as a minimum, the first and last meetings of the design team
- Try to keep design team to deadlines and timeline
- Facilitate discussions with other stakeholders
- Receive documentation from final design team meeting

Quality Account Manager step 3- New programmes and all changes

- Receive documentation from programme team
- Check documentation
- Add Approval Log to specification
- Upload to CAR and make available for faculty scrutiny
- Following faculty approval send to CAP via CAR
- Following approval at CAP make available to the Curriculum Architects (CAT)
- When CAT have added/amended programme/modules to ISIS ensure infrastructure correct
- Tick primary award and target(s) on ISIS
- Arrange for documentation to be cleared down to the Profiles in CAR