

L A I N E
THEATRE ARTS

COURSE DOCUMENTATION
APPROVAL POLICY
2024-2027

COURSE DOCUMENTATION APPROVAL POLICY

Purpose

This policy document establishes a standardised procedure for reviewing and approving all course materials and documentation published to students for courses delivered at Laine Theatre Arts. The goal is to ensure that materials are accurate, relevant, accessible, and aligned with the course's learning outcomes.

Scope

This policy applies to all documentation developed for publication to students for use in conjunction with courses delivered at the College, including but not limited to subject guides, schemes of work, course/module handbooks and assessment information.

Roles and Responsibilities

- **Course Leaders:** Responsible for creating course/module handbooks; ensuring they are written in a way that is clear, accessible, student-focused and inclusive of all key aspects of the course including information pertaining to course objectives, programme structure, module/unit content, assessment rubrics and key deadlines.
- **Heads of Department:** Responsible for developing curriculum content and producing schemes of work which align with overarching course objectives and curriculum standards in a way that is industry focused, accessible, relevant, purposeful, engaging, inclusive and appropriately challenging.
- **Directors of Faculty:** Responsible for reviewing the schemes of work and assessment briefs created by the Heads of Department to ensure the overall curriculum is coherent, balanced, inclusive, logically sequenced, relevant and aligned to the course learning outcomes, and that course/module handbooks created by the course leaders accurately reflect the most up to date information.
- **Director of Studies:** Provides final approval of course materials, ensuring they meet institutional and curriculum-wide standards and enhancement objectives. The Director of Studies also ensures that the curriculum aligns with the institution's strategic goals, accreditation standards and regulatory requirements.

Quality Assurance and Final Review

- The Director of Studies conducts a comprehensive review to ensure that all student-facing course documentation meets institutional quality standards, including content accuracy, instructional design, accessibility, and alignment with course objectives.
- The Director of Studies also provides the final sign-off on course materials, ensuring they meet institutional and curriculum-wide standards.
- Once approved by the Director of Studies, the materials are considered final and ready for deployment in the course.
- Approved materials are documented and stored in the course management system for future reference.

Exceptions

Any exceptions to this policy must be approved by the Director of Studies and documented with a rationale for the exception. Any staff member wishing to apply for exemption should prepare a formal written request, detailing the following:

1. Course Title/Module: Name of the course or module in question.
2. Relevant Materials: Specify the documents or course materials for which an exemption is being requested.
3. Justification for the Exemption: Provide a comprehensive explanation of why an exemption is necessary, outlining the unique circumstances and how the proposed approach will still meet course objectives.
4. Impact on Learning Outcomes: Explain how the exemption will continue to align with the course's learning outcomes, and whether any additional modifications are necessary to ensure coherence with the overall curriculum.

The completed exemption request is submitted to the Director of Studies for review. The Director of Studies is responsible for ensuring that the proposed exemption does not undermine the institutional quality standards, curriculum integrity, or accreditation requirements.

The Director of Studies will:

- Approve the exemption if the request is deemed justified and maintains course quality and integrity.
- Deny the exemption if the justification is insufficient or the exemption would negatively impact course outcomes or institutional standards.

In either case, the decision will be communicated to the applicant in writing, providing a clear rationale for the decision.

Review Cycle

This policy will be reviewed annually to ensure it remains current and effective.

Policy Created July 2024. Date of Next review: July 2027