

**CTMC FORM 1: Amendments to Approved Modules (AAM)**

For **Category 1** amendments, please complete the details below and return to your School Quality Administrator. Please also attach the revised Module Specification, highlighting the changes. For further details of requirements for module/course amendments please see paragraphs 78-92 of the [Course Planning and Approval/Reapproval Process](http://www.worc.ac.uk/aqu/655.htm).

If these amendments will affect the award map in the Programme Specification, please contact your School Quality Administrator to obtain the most up to date version. These are held centrally in AQU to ensure accuracy of version control and are published on the [AQU webpages](http://www.worc.ac.uk/aqu/662.htm).

**1. Module Information**

|  |  |
| --- | --- |
| **School/Department:** |  |

|  |  |
| --- | --- |
| **Course Title:** |  |

|  |  |
| --- | --- |
| **Module Code:** |  |

|  |  |
| --- | --- |
| **Module Author/ Proposer:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status of module in relation to course** | [ ]  | Mandatory | [ ]  | Optional |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Credits** | [ ]  | 15 | [ ]  | 30 |

|  |  |
| --- | --- |
| **Date change to take effect from:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Which students will be effected:** | [ ]  | New | [ ]  | Existing |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Have existing students been consulted about the proposed change?** | [ ]  | Yes | [ ]  | No |
| Give details of consultation (ie: means of consultation, outcome of discussion/feedback) |
|  |

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| --- | --- | --- | --- | --- |
| **3. Is the module shared by any other course?** | [ ]  | Yes | [ ]  | No |
| Where the module is shared by another course or courses, the proposer must ensure that the course leader/s have been consulted in order to consider implications of the proposed change for students on the other course/s. Where there is a significant practice element, changes must be discussed with relevant partners/placement providers. |
| **Shared by Course/s:** |  |
| **Status of module in relation to these courses** (ie: Mandatory or Optional) |  |
| **Has the course leader been consulted? Give details** e.g. name, course, date of discussion, etc. |  |
| **Have partners/placement providers been consulted?** (where relevant) |  |

**Nature of Change**

Where there is a change of module title, module code, status, pre-requisites, or excluded combinations, these will also need to be amended in the Award Map (Section 15) of the Programme Specification for the course(s) and the date of the revision noted.

Please complete the relevant box(es) below.

**4. Change of Title/Code**

|  |  |
| --- | --- |
| **Old Title/Code** |  |
| **New Title/Code** |  |

**5. Change of Status** (Mandatory (M) or Optional (O))

Note: Changing status of optional module to mandatory is a significant category 3a change.

|  |  |
| --- | --- |
| **Old status:** |  |
| **New status:** |  |

**6. Change of Pre-requisites and/or Excluded Combination**

|  |  |
| --- | --- |
| **Old status:** |  |
| **New status:** |  |

**7. Change to learning outcome/s:**

|  |  |
| --- | --- |
| **Old Learning Outcome/s:** |  |
| **New Learning Outcome/s:** |  |

**8. Changes to Assessment pattern**: include assessment type, word/time, limits, weightings, etc.

|  |  |
| --- | --- |
| **Original Assessment Pattern:** |  |
| **New Assessment Pattern:** |  |

**9. Changes to Learning and Teaching Activities:** include changes to type of activity, breakdown of learning time hours etc.

|  |  |
| --- | --- |
| **Give details:** |  |

**10. Any other changes not listed above:**

|  |  |
| --- | --- |
| **Give details:** |  |

**Commentary**

**11. Rationale for the amendments:**

This should include reference to the learning outcomes of the module and course assessment strategy as appropriate. How do the new arrangements support the Course aims? Is the proposed change a response to student, staff or External Examiner evaluation?

Does the assessment strategy comply with the policy and procedure on inclusive assessment?

|  |  |
| --- | --- |
| **Give details:** |  |

**12. Other implications**

Will the changes to this module affect or have implications for other modules on the course and/or for the course as a whole? e.g. 30 credit modules with related 15 credit “exchange” modules; removal of PDP from a module; employability skills or mapping of key skills across a course.

|  |  |
| --- | --- |
| **Give details:** |  |

**13. Cumulative change:**

Have other changes been made to this course within the last 3 years? Sections 12 and 13 of the programme specification should be checked as changes may affect course learning outcomes etc.

|  |  |
| --- | --- |
| **Give details:** |  |

**Signatures**

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| --- |
| **Course Leader** |
| Signed: |  | Date: |  |

|  |
| --- |
| **Head of School and/or Head of Department** |
| Signed: |  | Date: |  |

|  |
| --- |
| **Agreed by Link Tutor** (Collaborative only) |
| Signed: |  | Date: |  |

Please send completed form to the School Quality Administrator and College Director LTQE.

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| **For College Director and Quality Administrator use:**For School Quality Administrator use:

|  |  |  |
| --- | --- | --- |
|  | **Date:** | **Signature:** |
| Completed form to be submitted to CMAS for approval |  |  |
| Date approved by CMAS: |  |  |
| AQU Officer informed: |  |  |
| School Quality Administrator informed: |  |  |

Following approval at the CMAS, the School Quality Administrator must ensure that the Module Specification (Programme Specification/Award Map where appropriate) is amended to incorporate the changes and the “Date Module Specification Approved” and “Date and Record of Revisions” (and the “Date of Programme Specification preparation/revision” where appropriate) are completed appropriately. The School Quality Administrator should record the change/s onto the School’s Cumulative Change Tracking Spreadsheet and communicate the details via the revised documentation to Registry Services so that the Student Records system can be updated. Where appropriate, if the award map has been changed as a result of the module amendment, the School Quality Administrator must also save the revised Programme Specification and share with their AQU Officer who will upload the Programme Specification to the AQU website.**To be completed following approval by CMAS**Confirmation of communication of changes, to be completed by School Quality Administrator:

|  |  |  |
| --- | --- | --- |
|  | **Date:** | **Signature:** |
| Revised documentation to Registry Services |  |  |
| Revised programme specification sent to AQU |  |  |
| Information for prospective students updated (webpages, marketing materials etc) |  |  |

Where changes effect current students:

|  |  |  |
| --- | --- | --- |
|  | **Date:** | **Signature:** |
| Confirmation that existing students have told about the change (ie: announcement on BB) |  |  |
| Revised Course Handbook issued to students |  |  |

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