

**Contingency Planning: Temporary Adjustments to Approved Modules and Courses 2021/22 - Part A**

Course teams are not expected to redesign or make significant changes to modules, but there are a number of considerations that contingency planning suggests it would be wise to factor into planning. A holistic course-based approach that identifies the need for any adjustments at course level and to modules should be taken. Part A should be completed for a course (or group of related courses). Part B should be completed for modules that require adjustments, unless there are adjustments that apply to a whole group of modules, then you only need to complete the form once and list all of the modules to which it applies.

If significant temporary adjustments to the course are to be proposed, then please discuss with the Head of Department/College Director LTQE at the earliest opportunity. Significant changes constitute alterations to a course that could potentially affect the decision of an applicant to take up their place and/or significantly vary the information provided to applicants or to students regarding the nature of the course and its component parts. In the majority of cases at module level there will be no need for any adjustments beyond consideration of how certain lectures may be delivered online.

All changes and adjustments are determined against the Course Programme Specification for 2021/22.

It is important to involve your student representatives where possible in agreeing any proposed adjustments. Heads of Department, in consultation with College Directors, will advise in the unlikely event External Examiner comment is necessary.

For substantive (not temporary) course amendments, please use the existing forms on the [AQU website](https://www2.worc.ac.uk/aqu/655.htm).

It is not anticipated that award maps will change as a result of any temporary adjustments; but if they do, for example as a result of withdrawal of a module, then please ensure this is documented through an amended (track change) award map for 2021/22 academic year. Programme Specifications and award maps for 2021/22 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).

**Part A:** Complete sections that apply to course and proposed adjustments

**1. Course details**

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| --- | --- |
| **Course Leader** |  |
| **School/Department/Partner** |  |
| **Course Title** |  |
| **Summary of key proposed temporary adjustments** |  |

**2. Proposed course-level temporary adjustments**

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| --- | --- |
| **Any adjustments to course-level learning outcomes?**  This is not generally anticipated | Yes / No (If yes, provide details) |
| **Any adjustments to summative assessment strategy for any specific level of the course?**  This is not generally anticipated | Yes / No (If yes, provide details) |
| **Any adjustments to learning and teaching strategy?**  Please indicate any adjustments to learning and teaching (eg use of - small group virtual practicals, virtual placements, field trips, placements deferred etc) | Yes / No (If yes, provide details) |
| **Any adjustments to academic support available to students?**  Including in relation to induction/orientation, personal academic tutor meetings (frequency/scheduling), virtual staff office hours etc | Yes / No (If yes, provide details) |

**3. Work-based learning/placements**: please complete if your course has work-based learning/placements

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| --- | --- |
| **Any adjustments to work-based learning/placement requirements?**  Please provide a statement about any adjustments that will be made to the requirements and /or management of work-based learning and/or placements (attach additional sheet if necessary) | Yes / No (If yes, provide details) |
| **Any adjustments to field trips or other practical offsite activity?**  As above, please provide statement of any adjustments | Yes / No (If yes, provide details) |
| **Risk assessments**  Please confirm that approach to risk assessments for placements and field trips etc. has been reviewed and updated in the context of Covid-19 | Yes / No |

**4. Professional, Statutory and Regulatory Bodies (PSRBs):** please complete if your course has a PSRB

|  |  |
| --- | --- |
| Please provide a link to the PSRB guidance related to Covid-19 and any changes to their standards/expectations |  |
| Please confirm the course continues to meet PSRB standards (if necessary, append updated course mapping to show how the course continue to meet PSRB standards, highlighting any changes) |  |
| Please confirm the process through which the PSRB has been (or will be) notified of the change |  |

**5. Please confirm the Award Map**

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| --- | --- |
| Please confirm the Award Map as set out in the Course Programme Specification for 20202/21 is accurate (if not, attach a track change version, and explain changes) | Yes / No (If yes, provide details) |

**6. Impact assessment**

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| --- | --- |
| Please confirm that you have considered the impact of any adjustments in relation to access and inclusion for all protected characteristic groups, and for those who may be self-isolating, and/or for those for whom it may be difficult to travel or attend. Outline any mitigating action you will take |  |

**7. Student consultation**

|  |  |
| --- | --- |
| Please indicate what consultation with students about proposed adjustments has been undertaken |  |

**8. External consultation (where this is necessary/required by Head of Department/College Director)**

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| --- | --- |
| **Employer consultation**  Please confirm that employer partners have been consulted (eg in relation to placements/ work-based learning) |  |
| **External Examiner consultation**  Please confirm external examiner has been consulted where this was required and attach comments. A pragmatic and proportionate approach to seeking external examiner approval should be taken; advice should be sought from the College Director LTQE |  |
| Where comments have already been received, please include here (or attach): | |

|  |  |
| --- | --- |
| **Agreed by Course Leader** | Name: |
| **Agreed by Head of Department** | Name: |
| **Agreed by Link Tutor (Collaborative only)** | Name: |

Please send completed Course Form (A) together with all relevant Module Forms (B) and amended Module Specifications, to the School Quality Administrator who will upload to the OneDrive folder for the College Director LTQE to review.

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

|  |  |  |
| --- | --- | --- |
| Approved by College Director LTQE: | Date: | Signature: |

Confirmation of communication of changes, to be completed by School Quality Administrator:

|  |  |  |
| --- | --- | --- |
| Revised documentation/information to Registry Services | Date: | Signature: |

As part of the approval process, the College Director on behalf of CMAS/College LTQE, will decide whether any amendment to the Programme Specification is necessary. If this is necessary, the School Quality Administrator must ensure that the Module Specification/ Programme Specification/Award Map (where appropriate) are amended to incorporate the changes and the “Date Module Specification Amended” or “Date and Record of Revisions” and the “Date of Programme Specification amendment” sections are completed appropriately. Such revisions will need to be forwarded to AQU.

The School Quality Administrator should record the change/s onto the School’s Change Tracking Spreadsheetand communicate relevant details to Registry Services so that the Student Records system can be updated.