



Working Together

Curricular Development Policy

March 2010



**INVESTORS
IN PEOPLE**

1. Introduction

The development or alteration of teaching and assessment materials is an ongoing process and an integral and important part of all lecturers' professional duties. There is a requirement for all lecturers to ensure that the teaching materials used are up to date and appropriate for the task. There are times when programmes go through significant change. Departments are required to plan for these changes well in advance to minimise any increase in workload and complete the work within the staffs' normal contractual duties. However there may be occasions when this is not achievable. This policy outlines the procedure for applying for and authorising additional development time.

2. Scope

This policy applies to the development of any provision at Borders College. The terminology used is that of the SQA as the main certificating body used by the College. Where the provision to be developed is not from the SQA catalogue then the Head of Department will need to make the appropriate adjustments when calculating their request for development time.

3. Key Principles

Lecturers will continually review their teaching and assessment material to ensure it is up-to-date and appropriate for the task.

Lecturers will ensure the material reflects guidance given by equalities and diversity legislation.

Departments will plan for any changes required well in advance and will take into consideration normal contractual duties when allocating tasks.

Departments will explore external sources before requesting development time for staff.

4. Responsibilities

- 4.1 The Approvals Committee is responsible for approving any development work
- 4.2 The Head of Department is responsible for ensuring the most cost-effective method of development is requested
- 4.3 The lecturer is responsible for ensuring the development work is completed in accordance with the Development Agreement
- 4.4 The lecturer is responsible for ensuring the development work is completed in accordance with QELT(M) Quality and Equality in Teaching and Learning (Material) guidelines
- 4.5 The Head of Department is responsible for completing a Rapid Equality Impact Assessment of the development work

5. Related Documents

- 5.1 Application to Develop New Provision
- 5.2 Application to Offer Replacement Award
- 5.3 Approval Costing Form
- 5.4 A Guide to Clear print
- 5.5 Approvals Procedure
- 5.6 QELTM guidelines

6. Review

This policy will be reviewed every 2 years.

Rapid Impact Assessment

What Impacts may there be from this Proposal on any Group's ability to use the College services?

Policy: Curricular Development

Positive Impacts (Groups affected)	Negative Impacts (Groups affected)
<p>The policy guidelines ensure a consistent approach is used when allocating development duties within departments.</p> <p>The Rapid Equality Impact Assessment has been built into the procedure to ensure lecturing staff are meeting Equality and Diversity regulations when developing teaching and assessment material.</p>	
Actions taken to alleviate any negative Impacts:	
Recommendations:	

From the outcome of the Rapid Impact Assessment have negative impacts been identified for race or other equality groups?

Has a full Equalities Impact Assessment been recommended?

Yes

No

Reason for recommendation:

Manager's Signature: _____ Date: _____

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