M

CURRICULUM, QUALITY AND STUDENT EXPERIENCE COMMITTEE REPORT

BORDERS COLLEGE REGIONAL BOARD

Subject: Curriculum Planning Process	**Purpose:** **For Approval** ☐ **For Discussion** ☐ **For Information** ☒
Prepared by: Anne-Marie Sturrock (Vice Principal for Student Experience)	**Date of Committee: 19th October 2023**

Purpose: To provide committee members with information on our approach to curriculum planning and methodology for either approving new & continuing courses or in the unlikely event of discontinuing a full-time course.

Executive Summary:
Since February 2023 the college has undertaking a revised approach to curriculum planning. This approach takes cognisance of;

- ✓ Three-year recruitment trends
- ✓ Three-year Key Performance Indicators (KPI's)
- ✓ Regional Need
- ✓ Local Market Intelligence.
- ✓ Cost of delivery
- ✓ Space requirements

The attached paper provides committee members with a time-line of course planning.

Linked to Strategic Ambition(s):
Create high quality learning and training opportunities which are relevant, enabling and flexible

Create high quality learning and training opportunities which are relevant, enabling and flexible

Performance Measures:
Delivery models are personalised focusing on individual & business need

Delivery models are personalised focusing on individual & business need

Linked to Strategic Risk Register:
4b - Governance

1c - Learners Needs

Recommendation:

Previous Committee Approvals:
This paper is provided to CQSEC committee for information on approaches Borders College takes to Curriculum Planning

For publication ☒	Not for publication ☐ If not, why not?

Borders College Course Planning Process
In order to plan for full-time courses for an academic session we start no later than one year in advance.
Consideration to run courses involves a scoring methodology that considers three-year recruitment trends, three-year KPIs, regional need, pathways (including employment & articulation), local labour market intelligence, key national strategies and priorities.
It most also noted all of the above involves regular engagement in key national, regional and local committees to enable us to make informed decisions on
Please note this process is only for full-time courses and Schools Academies.

Date	Process	Other relevant information
June	Staff undertake Self Evaluation of Courses	This determines articulation arrangements, student outcome, success of External verification reports
August	Staff review courses and KPI	This year proved difficult due to Action Short of Strike (ASOS) however teams still met to discuss KPI's
Beginning of September	September - Head of Sector (HOS) finalise courses from previous sessions	This is necessary for final audit for Scottish Funding Council
End of September	HOS and Assistant Principals (APs) meet with Management Information Systems (MIS) team to input course requirements for following academic session (included within this are; delivery hours, staffing, credits, duration and mode of study	
By end of 2nd week in October	HOS upload Course requirements to pro-suite (college digital platform)	
End of October	Individual meetings arranged with college executive for dialogue and approval and agreement of next steps (use of scoring methodology)	Decision methodology used to provide evidence for either discontinuation, continuation or introduction of new full-time courses
Middle of November	HOS complete final information on pro-suite for marketing of courses	This ensure that information on website is accurate
Middle of December	Marketing team finalise the college prospectus for the following August Full-time courses and schools' academies	E-prospectus will be distributed to all secondary schools in the Borders region

12th of January	All applications are open for full time and schools' academies courses	