

CURRICULUM AND PRODUCT APPROVAL, DEVELOPMENT AND COURSE VALIDATION POLICY

Policy Group: Group 4 - Quality and Curriculum

Effective: 14.05.19

Approved: Gail Crossman, Director of
Performance and Development

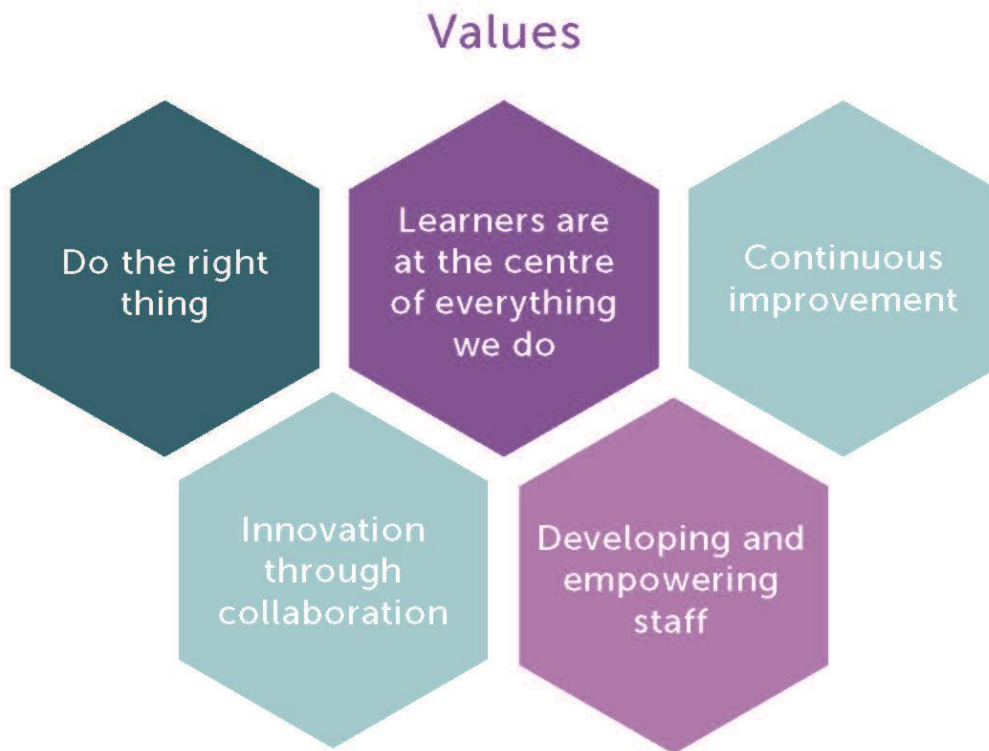
Responsible officer: Hannah Morgans, Head of
Curriculum Services

Next renew due: 14.05.20

Ref no.:4.5

GUIDANCE

Values | Vision | Tone of Voice



Vision

Transforming lives through learning

Tone of voice

Our tone of voice takes its direct influence from our core values.

We are passionate about people and learners and are driven to get the best out of everyone by getting to understand them. We are caring and supportive, as well as being determined and strive for growth. We talk with purpose and enthusiasm in a way that connects and empowers people.

Innovation is at the heart of Learning Curve Group and we're always thinking about what's next!

SUMMARY CHANGES

Date	Page	Details of amendments
27.03.19		Document Created
02.03.19		Document Amended
29.04.19		Document completed

I. INTRODUCTION

This policy supports Learning Curve Group in our approach to providing a well-rounded and far-reaching curriculum and product offer.

This policy document is in pursuant of the requirements within 'The Common Inspection Framework'

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/717953/The_common_inspection_framework_education_skills_and_early_years-v2.pdf, which details that the curriculum intent should have 'suitable breath, depth and relevance so that they meet any relevant statutory requirements, as well as the needs and interests of children, learners and employers, nationally and in the local community'.

Applies to:

This policy applies to all stakeholders who have a working, or governance interest in the Learning Curve Group curriculum and product offer.

Reason for policy:

Here at Learning Curve Group we work within the guidance provided in this policy and appendixes to ensure that we make effective and purposeful decisions on our curriculum offering which provides strategic direction through ongoing evaluation and improvement for the benefit of all stakeholders.

II. POLICY

Learning Curve Group is committed to developing and delivering a Curriculum and Product offer that:

- Meets the current Government agenda for education and skills, where appropriately linking to our business objectives, and supports Local Enterprise Partnerships;
- Maximises funding opportunities for our customers and provides value for money;
- Includes the provision of robust information advice and guidance at each stage in the learner journey;
- Works with Levy customers to develop bespoke delivery models, appropriate to the learner and employer's needs;
- Meets the training needs of all employers and relevant sectors;
- Includes the offer of bespoke full cost provision to employers;
- Supports learners at a higher level through learner loans;
- Includes provision with the distinct objective to actively increase participation from under-represented groups;
- Is responsive and accessible by learners and employers;
- Provides good successful quality training that is systematically monitored and enhanced.

Monitoring

Customers, employees and learners are proactively asked to provide feedback which will allow Learning Curve Group to review and adjust the curriculum and product offer on a timely basis. The feedback can be collected through the online Product Feedback Form.

Requests for new Curriculum and Product offers will be made by internal staff through the Curriculum and Product Approval and Development Process (see appendix items for process and forms), or recommendations for new curriculum or product can be requested use the online Course Wish List form for internal and external business stakeholders.

The Curriculum and Product offer is under constant review using current market information, sector trends, emerging opportunities, customer feedback and self-assessment. This will be monitored through a quarterly internal Curriculum Group and through the relationship with Awarding Organisations.

Appendix

See link below for 'Curriculum and Product Development Appendixes':

<J:\s\Curriculum Validation\4.5 Curriculum and Product Development Appendixes>

Apprenticeships

Curriculum Initiation and Development Process – Apprenticeships

Appendix A – Product Development Process

Appendix B – Validation Process Flowchart – Apprenticeships

Commercial Approval Checklist – Apprenticeships

Flexible Learning

Curriculum Initiation and Development Process – Flexible Learning

Appendix A – Product Development Process

Appendix B – Validation Process Flowchart – Flexible Learning

Commercial Approval Checklist – Flexible Learning

Learner Loans, Pathways, Traineeships and Study Programmes

Curriculum Initiation and Development Process – Learner Loans etc

Appendix A – Product Development Process

Appendix B – Validation Process Flowchart – Learner Loans etc

Commercial Approval Checklist – Learner Loans etc