

**Validation Submission Document**

approval of A new taught programme

[Programme Title and Award]

[Panel Meeting Date]

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# Overview

## Programme context

A brief overview of the programme (max 300 words) including:

* + - fit with the Framework for Higher Education Qualifications (FHEQ)
    - market for the programme
    - other key considerations informing programme development (e.g. academic portfolio, staff expertise, widening access)

## Rationale for the DEVELOPMENT OF THE programme

Outline the vision and strategy for the programme within the context of TL’s strategic plan (max 750 words), with respect to:

* + - student demand
    - employer requirements
    - contribution to the sector
    - relevant national/international initiatives (where relevant)
    - opportunities to build external relationships or raise TL’s profile (where relevant)
    - opportunities to widen access or diversify the student body

## Programme management and oversight

A brief overview of responsibilities for Programme development, leadership and support within the Faculty (max 250 words)

# Recruitment and Admissions

## Projected applicant and student numbers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Expected applications** | | | **Expected enrolments** | | |
| Home/EU | Overseas | Total | Home/EU (state FT/PT) | Overseas | Total |
| 20XX/XX |  |  |  |  |  |  |
| 20XX/XX |  |  |  |  |  |  |
| 20XX/XX |  |  |  |  |  |  |
| 20XX/XX |  |  |  |  |  |  |
| 20XX/XX |  |  |  |  |  |  |

You should outline the rationale for the numbers presented above in section 5 below.

## Market for the programme

Evidence viability and demand for the programme (max 500 words) to include:

* + - graduate employment opportunities and employer demands
    - list of main competitor programmes and USPs of the TL programme in relation to these
    - consultation with prospective students
    - Programme title testing

## Recruitment and marketing

Briefly outline the planned recruitment strategy and marketing proposals (max 400 words), including:

* + - target markets for recruitment (including underrepresented groups)
    - proposed home and overseas recruitment activities
    - proposed online marketing strategies
    - strategies for widening participation

## Admissions

Summary of proposed admissions procedures (max 500 words), including:

* + - the application process
    - audition, interview and applicant testing arrangements
    - academic entry requirements and RPL
    - non-standard and direct entry arrangements
    - arrangements for progression from other TL programmes (where appropriate)
    - potential barriers to accessibility and steps proposed to mitigate these
    - English language requirements (above the TL minimum)

# Content and Delivery

## Curriculum design

Summary of the curriculum and the rationale for the proposed design/structure (max 800 words), with reference to:

* Developments/demand within the discipline/profession
* Impact of any recent curricular changes in associated programmes
* Opportunities for exchange and/or work-based learning
* Opportunities for further study
* Staff expertise and links with the profession
* Accessibility and diversity (in terms of culture, background, disability, gender etc.)

Include a map of the programme structure.

## Learning and Teaching

Outline of proposed learning and teaching strategies (max 800 words), with reference to:

* Student induction
* Accessibility
* Research-informed teaching
* Peer observation arrangements/outcomes (if applicable)
* Tutorial support
* Staff development opportunities
* Innovative practice

## Assessment and Feedback

Outline of assessment strategy, including a rationale for the proposed assessment design (max 800 words), giving due consideration to:

* Inclusivity of assessment design
* Relationship of assessment to learning outcomes (including a map)
* Volume of assessment
* Assessment and feedback literacy amongst students
* Resit (retake) arrangements

## Progression and achievement

Brief overview of strategies to maximise retention, progression and achievement rates (max 300 words), including:

* Proposed strategies to support student retention
* Proposed strategies for the mitigation of potential attainment gaps between different student groups

## Student voice

Reflection on the contribution of students to the design and delivery of the programme (max 400 words), including:

* Student/alum involvement in the programme development group
* Wider consultation with potential and/or existing students

# Student Experience

## Learning resources

Summary of how learning resources will support the delivery of the programme (max 500 words), including details of the additional resource required in terms of:

* + - teaching and learning spaces (particularly those specific to the programme)
    - library, IT and AV provision
    - Performance spaces and production support (where applicable)
    - virtual learning environments
    - any additional resources

## Student support

Summary of the proposed mechanisms for student support (max 400 words), including:

* + - personal tutorial support
    - counselling
    - support for students with a disability
    - English for academic purposes
    - careers support
    - Support for placements and WBL
    - Opportunities for volunteering and extra-curricular activities
    - any other relevant support mechanisms

# Summary

## conclusion

Closing comments including any points for action prior to the opening of the programme.

## Curriculum map

Programme learning outcomes mapped to the modules or components in which they are assessed.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **[Programme title]** | Part 1 | | | | Part 2 | | | | Part 3 | | | | Part 4 | | | |
| [Module 1] | [Module 2] | [Module 3] | [Module 4] | [Module 5] | [Module 6] | [Module 7] | [Module 8] | [Module 9] | [Module 10] | [Module 11] | [Module 12] | [Module 13] | [Module 14] | [Module 15] | [Module 16] |
| **Knowledge and Understanding** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| A6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Skills** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| B6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Values and Attitudes** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

# Programme Specification (undergraduate)

|  |  |
| --- | --- |
| **Programme** | [name of award] |
| **Awarding Institution** | Trinity Laban Conservatoire of Music and Dance |
| **Location of study** | [Laban Building/King Charles Court/Laurie Grove/Blackheath Halls etc.] |
| **Mode and duration** | [3 years full time, 6 years part time, 1- 2 years distance learning etc] |
| **UK Credits** | [total number over whole degree] |
| **ECTS** | [total number over whole degree – usually half UK credits] |

## **Summary Description**

[Max 250 words. Overview information on programme (*to be used consistently in programme handbooks, web and prospectus etc.)* – content, outcomes, overall structure etc];

[programme aims]

## **Learning Outcomes**

On successful completion of this programme, a student will be expected to be able to demonstrate:

**Knowledge and understanding**

* [bullet point list of knowledge and understanding learning outcomes]

**Skills**

* [bullet point list of skills learning outcomes – amalgamating cognitive/ intellectual; subject specific; transferable]

**Values and attitudes**

* [bullet point list of values and attitudes learning outcomes]

## **Graduate Attributes**

[Institutional graduate attributes for undergraduate programmes taken from the Learning and Teaching Plan are listed below. These may be adapted to suit the programme as necessary.]

In achieving institutional learning and teaching goals, Trinity Laban aims to produce graduates from our Undergraduate programmes who (variously through their differing programmes of study):

1. Are highly creative and resourceful and exhibit technical excellence within their field

2. Have outstanding performance skills

3. Are familiar with the possibilities offered by and through collaborative forms of working

4. Have extensive knowledge of the context within which dance/music work is created and performed

5. Are confident in the creative use of technologies within their art-form

6. Have the skills to develop as effective project leaders, able both to devise and manage their own performance projects, workshops, research, and to participate as team members in such activities

7. Have the capacity to recognise the applied potential of their art form to engage with a variety of contexts such as social, community, performance, business, education

8. Have the potential to articulate persuasively and encourage and direct the participation of others in their art form;

9. Are equipped to take advantage of the wide range of employment opportunities available within the arts industries, and who understand how to generate their own work and have the skills to manage a sustainable and enriching career.

## **curriculum**

**Structure**

[How year is structured e.g. number of modules, number of core/electives; module co-requisites or pre-requisites. A diagram of the programme structure or table of modules should be included e.g.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Part** | **Term 1** | **Term 2** | **Term 3** |
| **Part 1**  **(Level 4)** | Module 1 (Core)  X credits | Module 2 (Core)  X credits | |
| Module 3 (Core)  X credits | Module 4 (Option)  X credits | Module 5 (Option)  X credits |
| Module 6 (Core)  X credits | | |
| **Part 2**  **(Level 5)** | Module 1 (Option)  X credits | Module 2 (Core)  X credits | |
| Module 3 (Core)  X credits | Module 4 (Option)  X credits | Module 5 (Core)  X credits |
| Module 6 (Core)  X credits | | |
| **Part 3**  **(Level 6)** | Module 1 (Core)  X credits | Module 2 (Option)  X credits | |
| Module 3 (Core)  X credits | Module 4 (Option)  X credits | Module 3 (Core)  X credits |
| Module 6 (Core)  X credits | | |

**[OR]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module Title** | **Module Code** | **Module Credits** | **Core/ Elective** | **Compensation Yes/No** | **Level** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Key Progression Points (if applicable)**

[Students are normally required to achieve all credits in each Part in order to progress to the next Part of the programme. An assessment board will meet at each progression point and is responsible for making progress decisions.]

**Options/Electives (if applicable)**

[Provide an indicative list of electives and clarify whether or not all options will be available in each year e.g. If we have insufficient numbers of students interested in an elective, this may not be offered. There may also be timetabling consideration that limit your choices. If an elective will not run, you will be advised as soon as possible and given help to choose an alternative.]

**Pre and Co-requisites (if applicable)**

[any information on the possibility of pre or co-requisite modules e.g. “there may be restrictions on opportunity to study (some modules – can be more specific e.g. some elective modules or naming the specific modules) depending on whether other modules have or will be studied. More information can be found in the module specifications”]

## **Learning and Teaching**

**Total contact hours [xxxx hours]**

[where possible break contact hours down by type e.g. one-to-one, lectures, seminars, tutorials]

**Total self-directed study hours [xxxx hours]**

**Total learning and teaching hours [3600 hours]**

**Learning and teaching methods**

[Brief summary of the learning and teaching methods/strategies used within the programme e.g. one-to-one tuition, small/large group teaching, online leaning, work-based learning etc.]

**Placements and Exchanges**

[exchange/study abroad opportunities, rules governing them/where to go for further information]

[summary of placement opportunities, rules governing them/where to go for further information]

## **assessment**

**Overview**

[assessment strategies/methods used within programme]

**What do I have to do to pass?**

[e.g. In order to pass the programme you must achieve the credit for each module in each Part. You must pass each module with an overall mark of 40 (except where compensation applies). There may also be a requirement for you to achieve a minimum mark in each assessment. Where this is the case it will be stated in the module specification.

Certain modules may be compensated at the discretion of the assessment board. Compensation is the award of credit for a failed module on the basis of good performance in other modules. Compensation may only be applied to the following modules:

* List of compensatable modules

Rules applying to compensation can be found in the Assessment Regulations for Taught Programmes.]

## **awards**

[Amend as necessary]

This programme can lead to one of three awards: on successful completion of all level 4 modules, the Certificate of Higher Education (CertHE); on successful completion of all level 4 and 5 module the Diploma of Higher Education (DipHE); and on successful completion of 360 credits at levels 4, 5 and 6, the BA (Hons) degree.

The CertHE is awarded without classification.

Dip(HE) The minimum percentage in the overall aggregate of Level 4 and 5 modules for recommendation for the Dip(HE) awards shall normally be:

|  |  |
| --- | --- |
| With Distinction | Minimum 70% |
| With Merit | Minimum 60% |
| Without classification | Minimum 40% |

BA (Hons) The minimum percentage in the overall aggregate for recommendation for BMus (Hons) shall normally be:

|  |  |
| --- | --- |
| Class 1 (I) | Minimum 70% |
| Class 2 Upper Division (II:i) | Minimum 60% |
| Class 2 Lower Division (II:ii) | Minimum 50% |
| Class 3 (III) | Minimum 40% |

Level 5 will constitute 20% of the overall aggregate;

Level 6 will constitute 80% of the overall aggregate.

**Accreditation and additional qualifications**

[Details of accreditation by PSRBs or opportunities to acquire additional external qualifications through the programme e.g. TCL diplomas]

## **admissions criteria**

[Criteria for entry to the programme including, qualifications, experience, audition requirements, English language level, DBS checks, direct entry requirements]

# Programme Specification (postgraduate)

|  |  |
| --- | --- |
| **Programme** | [name of award] |
| **Awarding Institution** | Trinity Laban Conservatoire of Music and Dance |
| **Location of study** | [Laban Building/King Charles Court/Laurie Grove/Blackheath Halls etc.] |
| **Mode and duration** | [2 years full time, 4 years part time, 1- 2 years distance learning etc] |
| **UK Credits** | [total number over whole degree] |
| **ECTS** | [total number over whole degree – usually half UK credits] |

## **Summary Description**

[Max 250 words. Overview information on programme (*to be used consistently in programme handbooks, web and prospectus etc.)* – content, outcomes, overall structure etc];

[programme aims]

## **Learning Outcomes**

On successful completion of this programme, a student will be expected to be able to demonstrate:

**Knowledge and understanding**

* [bullet point list of knowledge and understanding learning outcomes]

**Skills**

* [bullet point list of skills learning outcomes – amalgamating cognitive/ intellectual; subject specific; transferable]

**Values and attitudes**

* [bullet point list of values and attitudes learning outcomes]

## **Graduate Attributes**

[Institutional graduate attributes for undergraduate programmes taken from the Learning and Teaching Plan are listed below. These may be adapted to suit the programme as necessary.]

Trinity Laban Graduate programmes prepare artists and practitioners to contribute to the leadership and future development of the global creative ecology in a sustainable and responsible way. Those who have participated in a graduate programme should be able to:

1. Investigate and interrogate their practices in relation to existing bodies of knowledge and associated theoretical, critical and creative contexts to understand how their practice is situated

2. Design systematic and creative research processes and practices, transferring these into a variety of practical and performance contexts

3. Adopt play and openness within research processes to compliment frameworks that enable purposeful engagement in practice

4. Demonstrate emergent original thinking, and understand how this relates to practice and the conceptualisation of work in their discipline

5. Develop significantly refined practice skills in order to produce socially and ethically aware processes and products, enabling the individual to participate as creative and artistic leaders and as global citizens

## **curriculum**

**Structure**

[How year is structured e.g. number of modules, number of core/electives; module co-requisites or pre-requisites. A diagram of the programme structure or table of modules should be included e.g.]

|  |  |  |  |
| --- | --- | --- | --- |
| **Part** | **Term 1** | **Term 2** | **Term 3** |
| **Part 1**  **(Level 7)** | Module 1 (Core)  X credits | Module 2 (Core)  X credits | |
| Module 3 (Core)  X credits | Module 4 (Option)  X credits | Module 5 (Option)  X credits |
| Module 6 (Core)  X credits | | |
| **Part 2**  **(Level 7)** | Module 1 (Option)  X credits | Module 2 (Core)  X credits | |
| Module 3 (Core)  X credits | Module 4 (Option)  X credits | Module 5 (Core)  X credits |
| Module 6 (Core)  X credits | | |

**[OR]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Module Title** | **Module Code** | **Module Credits** | **Core/ Elective** | **Compensation Yes/No** | **Level** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Key Progression Points (if applicable)**

[Students are normally required to achieve all credits in each Part in order to progress to the next Part of the programme.

OR

Students are normally required to pass all taught modules before proceeding with the dissertation/project.

An assessment board will meet at each progression point and is responsible for making progress decisions.]

**Options/Electives (if applicable)**

[Provide an indicative list of electives and clarify whether or not all options will be available in each year e.g. If we have insufficient numbers of students interested in an elective, this may not be offered. There may also be timetabling consideration that limit your choices. If an elective will not run, you will be advised as soon as possible and given help to choose an alternative.]

**Pre and Co-requisites (if applicable)**

[any information on the possibility of pre or co-requisite modules e.g. “there may be restrictions on opportunity to study (some modules – can be more specific e.g. some elective modules or naming the specific modules) depending on whether other modules have or will be studied. More information can be found in the module specifications”]

## **Learning and Teaching**

**Total contact hours [xxxx hours]**

[where possible break contact hours down by type e.g. one-to-one, lectures, seminars, tutorials]

**Total self-directed study hours [xxxx hours]**

**Total learning and teaching hours [1800 hours]**

**Learning and teaching methods**

[Brief summary of the learning and teaching methods/strategies used within the programme e.g. one-to-one tuition, small/large group teaching, online leaning, work-based learning etc.]

**Placements and Exchanges**

[exchange/study abroad opportunities, rules governing them/where to go for further information]

[summary of placement opportunities, rules governing them/where to go for further information]

## **assessment**

**Overview**

[assessment strategies/methods used within programme]

**What do I have to do to pass?**

[e.g. In order to pass the programme you must achieve the credit for each module. You must pass each module with an overall mark of 50 (except where compensation applies). There may also be a requirement for you to achieve a minimum mark in each assessment. Where this is the case it will be stated in the module specification.

Certain modules may be compensated at the discretion of the assessment board. Compensation is the award of credit for a failed module on the basis of good performance in other modules. Compensation may only be applied to the following modules:

* List of compensatable modules

Rules applying to compensation can be found in the Assessment Regulations for Taught Programmes.]

## **awards**

[Amend as necessary]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Award** | **HE Level** | **Credits** |  | **Classification** | **% required** |
| Master of Arts | 7 | 180 |  | With Distinction | 70 |
| Postgraduate Diploma | 7 | 120 |  | With Merit | 60 |
| Postgraduate Certificate | 7 | 60 |  | With Pass | 50 |

[List any additional requirements for interim awards]

**Accreditation and additional qualifications**

[Details of accreditation by PSRBs or opportunities to acquire additional external qualifications through the programme e.g. TCL diplomas]

## **admissions criteria**

[Criteria for entry to the programme including, qualifications, experience, audition requirements, English language level, DBS checks, direct entry requirements]

# [module title] Module Specification

|  |  |
| --- | --- |
| **Module**: | [name of module] |
| **Module Code**: | [module code] |
| **Delivery location:** | [location where the module will be delivered] |
| **UK Credits:** | [number of credits within the module] |
| **ECTS:** | [number of ECTS credits within the module, usually half UK credits] |
| **Level:** | [4, 5, 6, 7] |

## **Summary Description**

[one line headline to capture essence of module]; [outline content to be covered within module and how that relates to programme]; [overarching aims of module which must relate to learning outcomes]

[if applicable, state any pre or co-requisite modules for all or any specific programmes of which the module is a part e.g. “for X programme, this module can only be chosen if X module has already been studied/will also be studied”]

## **LEARNING OUTCOMES**

On successful completion of this module, a student will be expected to be able to demonstrate:

**Knowledge and understanding**

* [bullet point list of knowledge and understanding learning outcomes]

**Skills**

* [bullet point list of skills learning outcomes – amalgamating cognitive/intellectual; subject specific; transferable]

**Values and attitudes**

* [numbered/bullet point list of values and attitudes learning outcomes]

## **Learning and Teaching**

[learning and teaching strategies/methods used];

**Module teaching pattern**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Teaching Component** | **Type** | **Contact Hours** | **Self-directed Study Hours** | **Total Student Learning Hours** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Totals** |  |  |  |  |

## **Assessment and feedback**

**Overview**

[assessment methods]; [details of specific assessments]; [progression requirements]

**Module Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Component** | **Assessment Type** | **Weighting** | **Pass Mark** | **Pass/Fail** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Pass Requirements**

Module Pass Mark: [overall pass mark for the module]

[other pass requirements]

[module level grade-related/assessment criteria]

**Feedback on assessments**

[provide information on how and when students will expect to receive feedback on their assessment e.g. standards around feedback timing; formative feedback opportunities; personal tutorial role; general information on how feedback will be given]

## **Indicative READING LIST**

[Indicative reading list]

*Version date:*

# Appendices

In addition to the main submission, the following supplementary documentation is required:

* + - copies of any marketing materials published to date
    - a copy of the programme proposal document approved by PMG
    - marking criteria for the programme