

**Validation Submission Document**

APPROVAL of A NEW taught programme

[Programme Title and Award]

[Panel Meeting Date]

Contents

[1. Overview 3](#_Toc188444577)

[1.1 Programme context 3](#_Toc188444578)

[1.2 Rationale for the programme 3](#_Toc188444579)

[1.3 Programme management and oversight 3](#_Toc188444580)

[2. Recruitment and admissions 3](#_Toc188444581)

[2.1 Projected applicant and student numbers 3](#_Toc188444582)

[2.2 Market for the programme 4](#_Toc188444583)

[2.3 Recruitment and marketing 4](#_Toc188444584)

[2.4 Admissions 4](#_Toc188444585)

[3. Content and delivery 5](#_Toc188444586)

[3.1 Learning and teaching 5](#_Toc188444587)

[3.2 Curriculum design and development 5](#_Toc188444588)

[3.3 Assessment and Feedback 6](#_Toc188444589)

[3.4 Student voice 6](#_Toc188444590)

[4. Student Experience 6](#_Toc188444591)

[4.1 Learning resources 7](#_Toc188444592)

[4.2 Student support 7](#_Toc188444593)

[5. Conclusion 7](#_Toc188444594)

[Programme Specification (Undergraduate) 11](#_Toc188444595)

[Programme Specification (Postgraduate) 15](#_Toc188444596)

[Module Specification: *[module title]* 19](#_Toc188444597)

# Overview

## Programme context

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

* + - fit with the [Framework for Higher Education Qualifications (FHEQ)](https://www.qaa.ac.uk/quality-code/qualifications-frameworks) and the [OfS Sector-Recognised Standards](https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdf)
    - market for the programme
    - other key considerations informing programme development (e.g. academic portfolio, staff expertise, widening access)

## Rationale for the programme

Outline the vision and strategy for the programme (approximately 750 words), with respect to:

* + - student demand
    - employer requirements
    - contribution to the sector
    - the two Core Aims in TL’s Strategic Plan 2020-2028 (especially in relation to inclusivity and diversity)
    - relevant national/international initiatives
    - opportunities to build external relationships or raise Trinity Laban’s profile (where relevant)

## Programme management and oversight

A brief overview of responsibilities for Programme development, leadership and support (approximately 250 words)

# Recruitment and admissions

## Projected applicant and student numbers

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

## Market for the programme

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

* + - rationale for the numbers presented above
    - 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

Overview of proposed admissions procedures (approximately 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 Trinity Laban programmes (where appropriate)
    - potential barriers to accessibility and steps proposed to mitigate these
    - any additional English language requirements above the Trinity Laban minimum

# Content and delivery

## Learning and teaching

Outline of proposed learning and teaching strategies (approximately 1000 words), with reference to:

* mechanisms for keeping abreast of learning and teaching developments, in the subject matter and otherwise
* student induction
* accessibility
* peer observations arrangements
* research-informed teaching
* tutorial support
* staff development requirements and plans
* innovative practice

## Curriculum design and development

Summary of the curriculum and the rationale for the proposed design/structure (approximately 800 words), including:

* Developments and demands within the discipline or profession
* Impact of any recent curriculum changes in associated programmes
* Confirmation of which Subject Benchmark Statement applies to the programme and whether the programme has been mapped to the Subject Benchmark Statement
* Coherency of the programme structure
  + balance in depth and breadth of modules;
  + sequencing of skills development and key concepts;
  + linking of theory and practice;
  + appropriateness of the balance of teaching and learning methods (group work, one-to-one tuition, seminars, independent study and practice etc)
* Development of students’ transferable skills (including entrepreneurial and digital skills)
* Preparing for further study
* Opportunities for study abroad or work-based learning
* educating students on understanding and avoiding academic misconduct (including correct referencing, essay planning and consequences of academic misconduct)
* *The programme structure should be illustrated in section 6 below.*

## Assessment and Feedback

Outline of assessment methods, including rationale for the proposed assessment designs (approximately 800 words), commenting on

* Inclusivity of assessment design
* Relationship of assessment to learning outcomes (including a mapping of module assessment component to the learning outcomes in the table in Section 5)
* Volume of assessment with reference to the Trinity Laban assessment tariff
* Assessment and feedback literacy amongst students
* Resit (retake) arrangements
* minimising opportunities for academic misconduct
* Use of artificial intelligence

## Student voice

Summary of the contribution of students to the design and delivery of the programme and outline of mechanisms for how student voice will be incorporated in programme delivery (approximately 600 words), including

* Student/alum involvement in the Programme Development Group
* Wider consultation with potential and/or existing students
* Arrangements for Programme Forums and other student engagement

# Student Experience

## Learning resources

Summary of how different learning resources will be used to support the delivery of the programme (approximately 500 words), including:

* + - 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 (approximately 1000 words), including:

* + - personal tutorial support
    - support for students with additional learning needs
    - English for academic purposes
    - careers support
    - Support for placements and work-based learning
    - Opportunities for volunteering and extra-curricular activities
    - any other relevant support mechanisms

# Conclusion

* Closing comments including any points for action prior to the opening of the programme; and
* confirmation on whether each of the changes proposed above is aligned to the quality assurance and assessment practices in the Academic Quality Handbook and Academic Regulations.

1. Programme structure

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Term 1** | **Term 2** | **Term 3** |
| **Year 1**  **(Level 4 or 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 | | |
| **Year 2**  **(Level 5 or 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 | | |
| **Year 3**  **(Level 6)**  *UG programmes only* | 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 | | |

1. 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** | [title] |
| **Awarding Institution** | Trinity Laban Conservatoire |
| **Location of study** | [King Charles Court/Laban Building/Laurie Grove/Online] |
| **Mode and duration** | [full-time and part-time] |
| **UK Credits** | [add] |
| **ECTS** | [add – half of the UK credits] |

**Summary Description**

[Max 200 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, max 6]

**Skills**

[bullet point list of skills learning outcomes – amalgamating cognitive/ intellectual; subject specific; transferable, max 6]

**Values and attitudes**

[bullet point list of values and attitudes learning outcomes, max 6]

**Curriculum**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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”]

**Part-time structure (if applicable]**

[Include information on which modules will be taken in which years on the part-time mode]

**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 hours** [[10 x number of credits on the programme] 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., max 150 words]

**Placements and Exchanges (if applicable)**

[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**

[summary of assessment strategies/methods used within programme, including types of formative assessment, max 150 words]

**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. Rules applying to compensation can be found in the Academic 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 [insert award] shall normally be [amend below in line with Academic Regulations for the relevant award]:

|  |  |
| --- | --- |
| 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** | [title] |
| **Awarding Institution** | Trinity Laban Conservatoire |
| **Location of study** | [King Charles Court/Laban Building/Laurie Grove/Online] |
| **Mode and duration** | [full-time and part-time] |
| **UK Credits** | [add] |
| **ECTS** | [add – half of the UK credits] |

Summary Description

[Max 200 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, max 6]

**Skills**

[bullet point list of skills learning outcomes – amalgamating cognitive/ intellectual; subject specific; transferable, max 6]

**Values and attitudes**

[bullet point list of values and attitudes learning outcomes, max 6]

**Curriculum**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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”]

**Part-time structure (if applicable]**

[Include information on which modules will be taken in which years on the part-time mode]

**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 hours** [[10 x number of credits on the programme] 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., max 150 words]

**Placements and Exchanges (if applicable)**

[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**

[summary of assessment strategies/methods used within programme, including types of formative assessment, max 150 words]

**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. Rules applying to compensation can be found in the Academic 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 Specification: *[module title]*

|  |  |
| --- | --- |
| Module: | [title] |
| Module Code: | [module code] |
| Delivery location: | [location/s where module will be delivered] |
| UK Credits: | [insert] |
| ECTS: | [insert, half of the above] |
| Level: | [insert] |

Summary Description

[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”]

[Max 200 words]

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, max 4 for 20 credits etc]

**Skills**

[bullet point list of skills learning outcomes – amalgamating cognitive/intellectual; subject specific; transferable, max 4 for 20 credits etc]

**Values and attitudes**

[numbered/bullet point list of values and attitudes learning outcomes, max 4 for 20 credits etc]

Learning and Teaching

[learning and teaching strategies/methods used, max 150 words];

**Module teaching pattern**

|  |  |  |  |
| --- | --- | --- | --- |
| Teaching method  [seminars, one-to-one tutorials, group tutorials, lectures, classes, lab work etc.] | Contact Hours | Self-directed Study Hours | Total Student Learning Hours |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Totals |  |  | [10 x module credits] |

**Assessment and feedback**

Module Assessment (Formative)

|  |  |
| --- | --- |
| Assessment Component | Formative Assessment Description |
|  |  |
|  |  |
|  |  |

Module Assessment (Summative)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Assessment Component | Assessment Type | Word count/length/equivalent | 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**

[formative feedback opportunities]

Feedback on summative assessment is issued in accordance with the dates published at the beginning of the academic year – normally 21 working days.

Indicative READING LIST

[Indicative reading list]

[this will be moved to the library catalogue after revalidation, and removed from here]

Version date: