Curricular Development Policy and Procedure (Agreed Nationally)

Working Together

June 2018

History of Changes

Version	Description of Change	Authored by	Date
1	Policy change: Minor change to 4.1 – prior to meeting and 5.1 checklist to tool Major change - removal of 4.5 HOF to carry out RIA on developed material. Procedure change: 5) include IV time Payment will be at usual hourly rate Table 1 inserted for consistency Paragraph 8 removed as no longer the requirement to use payment for additional hours over 8880 – now will be wither within 1400 hours or normal hourly rate.	H Anderson	28.4.14

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. Faculties 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 Faculty 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 Equality and Diversity legislation.

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

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

4. Responsibilities

4.1 The Approvals Committee (held prior to Curriculum and Quality Team meeting) is responsible for approving any development work

4.2 The Head of Faculty 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

5. Related Documents

5.1 Validation and Approval Policy

5.2 Approval Procedure

5.3 Guide to Developing Teaching and Assessment Master Packs

5.4 Learning and Teaching Audit Tool

5.5 Procedures for Creating and Validating College Devised Awards

5.6 Copyright Policy and Copyright: Guide to Copyright Licences

6. Review

This policy will be reviewed every 2 years.

Procedural Guidelines

The Approvals Committee (part of Curriculum and Quality Team meeting) must formally approve the necessity for any development work. The stages of this process are as follows:

1) Prior to a formal request for development being made the Head of Faculty must ensure that a package does not exist internally. Where the awarding body provides assessment instruments and teaching materials then normally preparation time will only be provided.

2) Application for development time must be made by the Head of Faculty using the forms contained with the Approval Procedure: Application Form 1 "Develop New Provision" or Application Form 2 "Replacement awards, New Unit/s, Minor amendments to an existing award".

3) The Head of Faculty will clearly identify how the development work is going to be undertaken. The cost effectiveness of the development is a major factor in coming to their decision. Faculties must consider developing packages as part of a consortium. The Head of Faculty will consider the approaches shown below which are in order of priority and cost effectiveness:

   i) Using permanent staff to develop work with no additional temporary staff costs. Full time permanent staff have 40 hours for development within their 1400 annual hours allocation. This is pro-rata for Part time permanent staff. This may include eg converting existing material for online delivery. The Head of Faculty should record this annually using the form on Appendix 1 and will maintain a log to ensure all permanent staff have been allocated duties for those hours.

   ii) Purchasing the package from an external source when the costs involved are less than developing the package internally or as part of a consortium.

   iii) Contracting with an individual or external company to produce the packages following the guidelines in paragraph 7.

   iv) To give remission from class contact to a permanent lecturer with a consequent increase in temporary lecturing staff. The Application Form 1 "Develop New Provision" must indicate the number of hours of remission requested.

4) The Approvals Committee will record the decision in the minute when granting or rejecting the request for development time. If the request is granted the Committee will state the approach to be taken to resource the development following the guidelines outlined in paragraph 3.

5) The development time is allocated to a number of staff by the Head of Faculty using the form in Appendix 1. Development time must be allocated to the staff member in such a way that development is completed prior to the commencement of teaching. This time should include time for Internal Verification of assessments.

6) In all cases, a Development Agreement (Appendix 1) will be signed by the Lecturer and countersigned by the Head of Faculty and Vice Principal, Curriculum. The Development Agreement authorises and agrees to the development work commencing and details the required contents of the developed package. The development agreement will specify the number of hours agreed and, when payment is involved, the normal hourly rate of pay.

   The Head of Faculty will send a copy of the signed Development Agreement to HR Department. Staff will also indicate on the pale green timesheet the development hours relating to the agreement. In all cases, the actual hours worked must be recorded on a development time log (Appendix 2).

7) The normal maximum allocation of time to develop an entirely new one credit unit is 40 hours. The actual amount of time agreed will depend on the amount of work required to produce the developed package. In exceptional circumstances more than 40 hours development time can be requested (Table 1).

   Heads of Faculty may also apply to the Approvals Committee for development time when there have been significant changes to a unit and it cannot be developed within normal contractual hours. The application for development time must outline the degree of change and the number of hours requested.

   Minor changes and general review and updating of materials is considered ongoing preparation and therefore does not attract development time.

Table 1: The table below is to be used as a guide for consistency when calculating the time allocation required:

Number of Hours	Tasks Involved
40 hours	No current assessments or teaching material Full assessment and teaching pack
20 hours	Existing assessments which require significant amendment/updating Associated teaching material require amending/updating Full updated assessment and teaching pack
10 hours	New assessments only Full assessment pack
5 hours	Existing assessments only which require amendment/updating
1 hour per assessment	IV of assessments

8) A developed package may contain the following depending on the Development Agreement:

i) Assessment Pack:

A current unit descriptor or relevant standards
Instruments of Assessment (Internally Verified)
Re-assessments (where appropriate) (Internally Verified)
Marking Schemes/Example Answers (Internally Verified)
Learning and Teaching and Assessment Plan

ii) Teaching Pack:

Learning and Teaching and Assessment Plan
Lesson Plans
Sufficient teaching materials to cover all outcomes

This will include an appropriate mix of materials that can be made available via the VLE (currently Moodle):

- Student Handouts
- Lecturer Notes
- Case Study Materials
- Worksheets and Student Exercise
- Guidelines for Practical Activities
- Revision Material and Other Formative Assessment Materials
- Reference materials/reading lists
- Electronic presentations

(The exact content of the pack will be dependent on the subject of the unit and will have the prior agreement of the Head of Faculty).

9. Where development work has been undertaken for additional payment, a package will only be accepted for payment once the assessments have been approved by the Internal Verifier and the pack accepted as complete by the Head of Faculty. Payment is made when signed Development Time Log; completed Development Agreement and Internal Verification form are received and approved by the Head of Faculty.

10. All developed material is the property of the College. Staff must gain copyright clearance for any material included within the pack, if applicable.

11. All materials should follow QELT(M) guidelines and the Clear Print Policy.

12. Standardised templates for the Learning, Teaching and Assessment Plan and an example Lesson Plan are available on the Curriculum and Quality Section of the College Intranet.

Development Agreement

Agreement between Borders College and **<insert name>** to develop teaching materials for the following unit:

<insert unit title and catalogue number>	
The teaching pack will contain (in electronic format):	
1. A current Unit Descriptor.	
2. An Assessment for each outcome with an appropriate marking guide, scheme, checklist or exemplars.	
3. Sufficient teaching materials to cover all outcomes. This will include an appropriate mix of:	
<insert items as appropriate> (The exact content of the pack will be dependent on the subject of the unit and will have the prior agreement of the Head of Faculty)	
• Student Handouts	
• Lecturer notes	
• Case Study Materials	
• Worksheets and Student Exercises	
• Guidelines for Practical Activities	
• Revision Materials and other Formative Assessment Materials	
• Reference materials/reading lists	

All materials are initially to be submitted in the designated College style to the appropriate Head of Faculty for approval and must meet the required standard.

Payment will be set at the staff members normal hourly rate. It will be paid after the Internal Verifier has approved the material and this has been confirmed by the Head of Faculty.

Signed: ....
                   Head of Faculty   Unit Developer

Date: ....

Delete a or b below as appropriate

a)   Approval to Proceed at a rate of £.............. per hour for **<insert number of hours>**.

b)   To be developed as part of work undertaken as part of an existing contract. Annual class contact hours amended to **<insert hours>**.

Signed: ....
                   Vice Principal Curriculum   Date

Development Time Log

Week Beginning	Details of Work Undertaken	Weekly Total Hours
	TOTAL	

This is a true and accurate record of the hours worked to develop unit **<insert unit title and catalogue number>**.

Signed: .... (Lecturer)

Date: ....

Signed: .... (Head of

Date: .... Faculty)

The Development Time Log must be submitted with a copy of the Development Agreement when a lecturer is claiming for additional payment.

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