# Template C17

# Briefing Document Template

*This template includes prompts and guidance (in red) – please remove as you complete.* ONLY THE BLACK TEXT SHOULD REMAIN IN THE FINISHED DOCUMENT.

***NB. The Future Skills and Sustainability headings in black are compulsory. The other headings in black are suggestions. Additional headings may be added as course teams see fit.***

***As a guideline, ideally the Briefing Document should be around 2-3 pages long.***

**Rationale**

*Provide a summary here of why you are developing the course(s), what the unique selling points are, how it fits with the University’s strategy.*

*Include any useful background or contextual information e.g. changes in the sector, technological advancements, new frameworks/ research/ culture, recent history of the course (if a revalidation) etc.*

*You may prefer to cover the above in a presentation to the panel at the (re)validation event.*

**Curriculum Design**

*Describe here who was involved in the curriculum design, which stakeholders were consulted, which approaches were used etc.*

*Also include in this section how assessments are going to be published and scheduled to avoid assessment bunching.*

*Provide commentary here on how students will be supported in their guided independent learning.*

**Students**

*Describe here the types of students the course(s) will attract and why, the market demand and how the course will be delivered to cater to these types of students.*

**Transition arrangements** *(for existing courses only)*

*Describe here how the new course(s) will be implemented, how it will affect current students and how they will be supported.*

**Future Skills *(compulsory heading for UG courses only)***

*Explain here how your course is meeting the Future Skills requirements and which module(s) Future Skills have been embedded into.*

*When writing this section, please refer to the Future Skills requirements in the University’s Academic Framework which can be found here* [Academic Framework: Future Skills: Support for Academic Staff](https://canvas.kingston.ac.uk/courses/311/pages/academic-framework-future-skills-2)

*Please note that these same requirements apply to franchised collaborative provision. For validated collaborative provision, there is no expectation that Future Skills are embedded in modules but the partner does need to demonstrate in the Briefing Document how the course aligns to the University’s Future Skills principles.*

*Please also refer to the C16 Academic Framework and Academic Regulations Key Points Checklist form and ensure this has been completed.*

**Sustainability *(compulsory heading)***

*Confirm here that the course(s) will address at least two of the United Nations Sustainability Development Goals (SDGs), not including SDG 4 ‘Quality Education’, and explain how this is being addressed e.g. in the Aims or Learning Outcomes.*

*When writing this section please refer to the list of SDGs in the Sustainability section of the University’s Academic Framework which can be found here* [Academic Framework: Curriculum Design: Support for Academic Staff](https://canvas.kingston.ac.uk/courses/311/pages/academic-framework-curriculum-design-2)

*Please note that these same requirements apply to both franchised and validated collaborative provision.*