# Guidance CG (iv)

# Validation documentary requirements matrix

The table below illustrates the core documentary requirements for validation events. Additional documentation required for apprenticeship programmes are listed at the end of the table.

**Type of validation\***

\**Additional documentary requirements may be necessary as agreed at the Planning Meeting*

| **Document** | **In-house** | **With Collaborative Partner** | **Validation of new Foundation Degree** | **Validation of top-up degree** | **Courses delivered by blended learning** |
| --- | --- | --- | --- | --- | --- |
| **Programme Specification** in the standard University format *See template C4*  | Yes | Yes | Yes | Yes | Yes |
| **Table listing all the modules in the course** indicating which modules are new and which (if any) are already approved *See template C2* | Yes | Yes | Yes | Yes | Yes |
| **Module Descriptors/Directory** in the standard University format *See template C5 and guidance CG (ii)* | Yes, for all modules contributing to the course  | Yes, for all modules contributing to the course  | Yes, for all modules contributing to the course  | Yes, for all modules contributing to the course  | Yes, for all modules contributing to the course  |
| **Indicative module summative assessment map***See template C11* | Yes | Yes | Yes | Yes | Yes |
| **Resources Document** relating to the human and physical resources available *See template C14 and guidance CG(i)* | Yes | Yes, with reference to the resources available at KU and the Collaborative Partner | Yes | Yes | Yes, with specific reference to the resources available to distance learning students |
| **Academic Framework and Academic Regulations Key Points Checklists***See template C16**This document is not presented to the validation panel but is still required to be produced at the same time* | Yes | Yes | Yes | Yes | Yes |
| **Briefing Document***See template C17* | Yes | Yes | Yes | Yes | Yes |
| **Module Delivery Dates***See template C18**This document is not presented to the validation panel but is still required to be produced at the same time* | Yes | Yes | Yes | Yes | Yes |
| **Liaison Document***See section B, guidance BG (ii)**This document is not presented to the validation panel but is still required to be produced in collaboration with QAE and other relevant departments.*  | No | Yes | Yes (if collaborative) | Yes (if collaborative) | Yes (if collaborative) |
| **Operational Plan***(Template to be produced Cxx)* | No | Yes | Yes (if collaborative) | Yes (if collaborative) | Yes (if collaborative) |
| **Staff Development Plan**  | No (unless apprenticeship programme) - in which case CAT to provide (see below) | Yes - see template C19 | Yes (if collaborative) - in which case see template C19 | Yes (if collaborative) - in which case see template C19 | Yes (if collaborative) - in which case see template C19 |
| Draft Course Handbook*See guidance CG (vii)* | No | Yes | Yes (if collaborative) | Yes (if collaborative) | Yes (if collaborative) |
| Confirmation that the standard KU Canvas templates will be used for delivery of the modules (to be covered in the briefing doc)*Note: if standard KU templates are not going to be used, a rationale for this is required. Additionally, a demonstration of all the content for one module that includes online learning and the outlines for other modules must be provided* | Not applicable | Not applicable | Not applicable | Not applicable | Yes |
| A completed plan detailing the dates/milestones for the development of the Canvas modules for online delivery*See template C20* | Not applicable | Not applicable | Not applicable | Not applicable | Yes |
| Evidence that those involved in delivering the online learning have received appropriate staff development to ensure that they have the skills and capabilities to deliver online content in a manner that fosters collaborative learning, or will have done so before commencing the programme (to be covered in the briefing doc) | Not applicable | Not applicable | Not applicable | Not applicable | Yes |
| Marketing Materials*See section B, guidance BG(v)* | No | Yes | Yes (if collaborative) | Yes (if collaborative) | Yes (if collaborative) |
| Programme Specification for the Honours top-up degree | Not applicable | Not applicable | Yes | Not applicable | Not applicable |
| Module Descriptors/Directory for the Honours top-up degree | Not applicable | Not applicable | Yes | Not applicable | Not applicable |
| Programme Specification for the HND or Foundation Degree from which it articulates | Not applicable | Not applicable | Not applicable | Yes | Not applicable |
| Mapping of external qualification to exempted level(s) for direct entry to an advanced level. Confirming that the external qualification covers the learning outcomes of the exempted levels to permit direct entry. | Yes (if proposing to recognise a specific qualification for direct entry) | Yes (if proposing to recognise a specific qualification for direct entry) | Yes (if proposing to recognise a specific qualification for direct entry) | Not applicable | Yes (if proposing to recognise a specific qualification for direct entry) |

## Validation of Apprenticeship programmes

The following additional documents will be required for the validation of all apprenticeship programmes, **these are in addition to the above documentation** (for more details please see Annex A of guidance CG(i).

**Relevant apprenticeship standard(s)**available online – course team to provide

**Mapping to apprenticeship standard(s)**

This is a key document to confirm that the course aligns to the requirements of the relevant apprenticeship standard(s) – course team to provide

**Apprenticeship Briefing Document**– course team to provide

Containing the following headings:

·       Progress Review (Tripartite Arrangements)

·       End Point Assessment (EPA) Plan and arrangements

o   EPA Preparation

o   Evidence Monitoring

o   Verification Process

**Academic/Employer Liaison Handbook** – course team to provide

**Staff Development Plan for Degree Apprenticeships** - Central Apprenticeship team (CAT) to provide

**Apprentice’s Learning Journey** (CAT to provide)- to include details of:

·      Individual Needs Assessment

·      Service Level Agreement/ Employer Training Services Agreement

·      Training Plan (previously called Standard Commitment Statement)

·      Onboarding process