

LFA Procedure 6.7

Programme Approval

1. Introduction

London Film Academy (LFA) works within its own and its validating partners' quality design and approval principles and processes, which include referencing Subject Benchmark Statements, FHEQ level descriptors, notes on writing the programme specification and the *UK Quality Code* in general.

LFA Policies *2. Recruitment, selection and admissions*, *5. Teaching learning and assessment*, and *LFA Procedure 6.8 Course and Annual Monitoring* ensure that academic standards are managed effectively and that improvements can be achieved through the internal verification process and input from external examiners, external audits and any other relevant external sources. The courses at LFA fulfil a range of purposes, including the provision of personal academic development, preparation for knowledge creation and research, and preparation for specific employment. LFA designs and delivers programmes that reflect current knowledge and best practice and meet the requirements of the student target group and the goals and strategic plans of the institution.

When designing a course/module the LFA team considers a number of factors including design; level; progression; flexibility; coherence; integrity and external reference points.

2. Development and approval of new modules

In the case of all full-time courses, whether externally validated by a university, or customised courses similar to the existing provision, new modules are initially outlined by Course Leaders in consultation with the Head of Courses (HoC) and Head of Academic Governance (HoAG) and, subsequently, further developed by members of the teaching staff in consultation with students.

Once a first draft has been produced and approved by the HoC, the HoAG, will submit the proposal to the Student Staff Liaison Committee. If approved, the Senior Management Committee will review the proposal for quality and resourcing implications. Subsequently, the proposal will be subject to further approval by the Joint Principals,

3. Internally validated new courses

The development process for new courses that lead to the award of an internal LFA Certificate/Diploma has been guided by that which is typically followed by universities and relevant elements of the UK Quality Code. Senior management, in the form of the Senior Management Committee, will firstly consider the relevance, demand and marketability of a proposed programme and how it aligns with the strategic direction of LFA. It will then consider the resource/staff implications and costs, and how the new course aligns with the institution's values and strategic goals. Course/module development will draw on a number of internal sources (students, academic peers, industry professionals, alumni, etc) and external sources (professional bodies, industry experts, external examiners, collaborative partners, etc) and external reference points (Subject benchmark statements, FHEQ level descriptors, etc.). Once approved by SMC the new course is taken to the Academic Board and final approval sits with Joint Principals. The progress thereafter is reported to and monitored by the Governance Board.

Once introduced, the course will be subject to suitable monitoring systems (external examiners, student feedback, student progress data, employer feedback, etc) and periodic review (Course Committee meetings, Annual Course Review, etc.).



4. Externally validated new courses

Procedures for externally validated new courses, are set out in the validating partner's Quality Handbook and this will always be referenced during the development process. In the case of module revisions and or changes in regulations, the same procedures are followed in respect of internal channels. Once internal quality assurance standards have been met and the module and or course content has been provisionally agreed in line with the procedure above, then processes and protocols, as set out in the relevant Quality Handbook, will be followed.

