

# Curriculum Transformation Phase 1

## Process Overview

### Aims and purpose:

Phase 1 is centred upon the review and evaluation of your current provision of undergraduate and taught postgraduate courses to inform the production of a refreshed Course Vision. This will be based on consultation with key internal and external stakeholders, and reflection against the underpinning principles of Curriculum Transformation. Phase 1 activity will make a vital contribution to revised course aims and outcomes, and will act as an invaluable precursor to the next phase, in which more detailed consideration of factors such as course structure and methods of learning and assessment will take place.

### By the end of Phase 1 you should have:

- ✓ An agreed course level vision informed by key internal and external stakeholders.
- ✓ Confirmed course offerings and titles in line with sector-wide rules.
- ✓ Agreed course descriptions (for use in marketing materials including the prospectus) between course team, Admissions & Outreach, and Marketing & Communications.

## Guide to Process and Documentation

Parts 1-3 should be completed for each course or cluster of course variants.

### Part 1: Information gathering and stakeholder engagement.

**1A: Current Course Offering** provides a summary of your current course titles and basic details.

**1B: Record of Stakeholder Engagement and Data Gathering Activities** provides a record of your engagement activities with key stakeholders as well as a gathering point for conclusions from critical data sources.

### Part 2: Reflection and evaluation of information gathered.

**2A: Reflecting on stakeholder engagement activities and data sources** demonstrates strengths and areas for development identified from engagement activity and data sources against each of the Transformation principles. It will support your Course Vision (**2B**) as well as identifying areas in need of further support in for the next phase in consultation with the Centre for Learning and Teaching.

**2B: Course Vision** summarises your refreshed Course Vision as a result of Part 1 activity.

### Part 3: Material information required for marketing and recruitment purposes at this stage.

### Checks and Sign-off Steps 1-3

The **Checks and Sign-off Coversheet** is provided to assist in the accumulation of relevant strategic input and sign-off signatures in the order presented.

### Guidance and Support

The attached flowchart provides an overview of the Phase 1 process.

[Curriculum Transformation SharePoint site](#) – individual Faculty and Department pages have been created to facilitate easy storing and sharing of supporting documents (e.g. evidence from engagement activities).

[Curriculum Transformation Resource Hub](#) – a range of resources available to support the process.

[Faculty/School Curriculum Development Officers](#) – contact your respective CDO for further guidance.



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Ctrl+Click on icons to go to supporting webpage.

## PART 1: INFORMATION GATHERING



- 1A: Current course offering
- 1B: Stakeholder engagement

**Continuing course(s)**

Change to existing course title(s) or other strategic aspects: speak to your CLT officer about additional approval

**New course(s)**  
(adopting Curriculum Transformation Principles)

**Withdraw existing course(s)**

## PART 2: REFLECTION TO INFORM COURSE VISION



- 2A: Reflecting on stakeholder engagement activity
- 2B: Revised Course Vision

**Business Case**  
using QA3.1  
**Market Information**  
using QA3.3

**QA4 Form 2**

## PART 3: PROPOSAL



### CHECKS AND SIGN-OFFS 1

HoD/Associate Dean sign-off

**Business Case QA3.1**  
authorised by HoD and Dean

### CHECKS AND SIGN-OFFS 2

Strategic input/sign-off

**Market Information QA3.3**  
signed by Marketing and Admissions

**QA3.1 and 3.3**  
should be considered by University Executive Board

### CHECKS AND SIGN-OFFS 3

Consideration by Faculty/School Board of Studies

**Approval by Curriculum Transformation Committee**

**Approval by Academic Programmes Committee (APC)**