

**LTC14D239**

Title: A Correctional Clarification for Credit Only Level 6 post-registration students in the School of Health Sciences (prior to the adoption of the Bachelors and Integrated Masters Regulations)

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Issue

Minor changes to post-registration top-up degrees in the School of Health Sciences are required to ensure that they comply with the Bachelors and Integrated Masters Regulations to be implemented at Level 6 in September 2015. The application of these changes may cause detriment to existing credit only students therefore the minor change forms are accompanied by a plan of work (the Correctional Clarification) to ensure that existing credit-only students suffer no detriment if they wish to pursue a top-up degree.

Recommendation

Recipients are invited to approve the fragmentation of both 2014/15 and 2015/16 eligibility and APL policies applied to post-registration students in the School of Health Sciences in order to select the parts from each that cause no detriment to a small group of students. In order to demonstrate to the recipients the need for this approval, a Minor Change form is attached prior to the approval of FLTQC.

Resource Implications

If the plan of work is approved there will be a short (4 week) period of correspondence between the Learning and Teaching Service team for post-registration studies and credit only students. The plan is resource neutral as it replaces tasks that were postponed prior to the identification of the need.

Risk Implications

In order to mitigate the risk of any existing student being omitted from the plan of work, a rigorous communication strategy will be put in place to ensure a response is received from every student identified, using SITS data.

Recipients of this paper or their predecessors have previously reviewed and agreed to implement changes relating to the introduction of the BIM and the associated risks.

The Minor Change form includes minor improvements to the administration of three post-registration programmes (rather than any material change to the programmes) in order to ensure that the programmes comply with the introduction of the Bachelors and Integrated Masters Regulations at Level 6.

Equality and Diversity

The plan of work does not contain any elements likely to adversely impact any group with protected characteristics.

Timing of decisions

If approved by the recipients, completion of the planned work will be by the final post-registration Board of Examiners of 2014/15 on 19th October 2015, to ensure that all students are on the correct pathway or programme prior to consideration of any module results by any Board of Examiners in 2015/16.

Further Information

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Background

Post-registration top-up degree programmes involve study at level 6 only and due to the rolling nature of the implementation of the Bachelors and Integrated Masters Regulations, these programmes will commence under the BIM from September 2015. Review of the implications of this led to the need for Minor Changes.

As preparation for a (now discontinued) plan to change part of the post-registration offering from BSc Nursing Practice to BSc Applied Health Sciences in 2013, all prospective top-up degree students were enrolled as Credit Only students from September 2013 on the route code U2B700101 by the Workforce Hub who provide HSC specific admissions tasks.

Strategic thinking has moved on in line with changes to the marketplace and the needs of commissioning trusts. In order to move forward with no detriment to the students affected by the discontinuation of the plans it is necessary to retrospectively enrol eligible students onto the top-up degrees offered by the School of Health Sciences.

The attached Correctional Clarification document defines the number of students involved and the plan to enrol them. It explains the sub-groups the students are divided into and how each group will be managed. In summary there are 257 students currently enrolled on U2B700101 (Credit Only Level 6).

Discussion

If the plan is approved, current credit-only students will be offered the chance to join the degree programmes in line with the BIM-compliant eligibility criteria but retrospectively allowing the transfer of previous UEA credit under the previous APL policy within the School. They will be exempt from the previous eligibility criteria that meant they were enrolled as credit only.

Any new applicant to the programmes will not be affected by these changes. The changes will make no visible difference to the existing students should they be co-taught on modules alongside new applicants.

Attachments

Minor Change Form
Correctional Clarification Document

A Correctional Clarification for Credit Only Students 2013 – 2015

Post Registration Studies, School Of Health Sciences

V3 May 2015 Clare Walker LTS

Presented to HSC Teaching Committee Wednesday 3rd June 2015 for Review

Presented to LTC Section B Wednesday 24th June 2015

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Introduction

As preparation for a (now discontinued) plan to change part of the post-registration offering from BSc Nursing Practice to BSc Applied Health Sciences in 2013, all prospective top-up degree students were enrolled as Credit Only students from September 2013 on the route code U2B700101.

Strategic thinking has moved on in line with changes to the marketplace and the needs of commissioning trusts. In order to move forward in line with current plans it is necessary to retrospectively enrol eligible students onto the top-up degrees offered by the School of Health Sciences (a correctional clarification).

This document defines the number of students involved and the plan to enrol them. It explains the sub-groups the students are divided into and how each group will be managed. There are 257 students currently enrolled on U2B700101 (Credit Only Level 6) with 898 records. This is because some students have multiple records - one record per module studied.

From September 2015

Students will have to enrol on a pathway prior to the completion of any module to be included on the pathway. The APL policy will be amended so that students can show evidence of a portfolio of experience or updating to use a diploma more than 5 years old to gain entry to a pathway but any module not studied at UEA, or at UEA but not concurrent with being registered on a pathway will not be eligible for APL.

There will be no detriment to students with previous study as all will be offered the chance to enter a pathway prior to September 2015. Students who are informally enquiring about degree pathways are being recorded to ensure these offers can be targeted correctly where possible.

Top-up Degree Pathways in Post-Registration Health Sciences

From September 2015 there will be three pathways available: BA (Hons) Leading Innovation for Clinical Practitioners, BSc (Hons) Acute, Critical and Emergency Practice and BSc (Hons) Nursing Practice.

Course Directors for LICP and ACE will review and approve applicants having discussed the suitability of their professional background in being able to meet the demands of the course.

The 5-yearly Course Review of the 8 specialist Nursing Practice pathways offered until 2014 agreed to offer one Nursing Practice degree, including all previous post-registration modules (subject to standard constraints for modules running within the University) and specify the final 60 credits to be taken in place of the current required dissertation.

Until April 2015 the UEA website advertised the following entry/progression requirements (<https://www.uea.ac.uk/medicine-health-sciences/continuing-professional-development/post-registration-undergraduate-degree-pathways>):

“Post Registration Undergraduate Degrees in The School of Health Sciences- progression requirements as from 1st September 2014.

These are in addition to the standard entry requirements for post registration study.

Progression requirements for entry onto BSc (Hons) Nursing Practice:

Practitioners wishing to register for the BSc (Hons) Nursing Practice will need to undertake 60 credits at level 6 on a freestanding CPD basis and achieve an average of 60% or above to be permitted to register and complete the award. All applications will be subject to review and approval by the Course Director.

Progression Requirements for entry onto BSc (Hons) Acute, Critical and Emergency Practice:

Practitioners wishing to register for the BSc (Hons) Acute, Critical and Emergency Practice will need to undertake 60 credits at level 6 on a freestanding CPD basis and achieve an average of 60% or above to be permitted to register and complete the award.

Prior to undertaking the freestanding level 6 modules all potential applicants should contact the Course Director to discuss module choices.

All applications will be subject to review and approval by the Course Director.

Progression Requirements for the BA (Hons) Leading Innovation for Clinical Practitioners:

There are no progression requirements for this post registration undergraduate degree programme.

All applications will be subject to review and approval by the Course Director.”

Students who have expressed an interest in a pathway

72 students have explicitly expressed a desire to join a pathway at the time of enrolment on a module between 2013 and 2015. (Figures supplied by the Workforce Hub)

	BA LICP	BSC ACE	BSC NP
Students expressing an interest in joining each pathway under previous advertised process	12	13	47

It is our intention to write to the 25 students who have expressed an interested in the LICP and ACE pathways asking them to contact the Course Director to discuss their eligibility. Eligible students would be enrolled on the pathway and the modules they had completed since 2010 would be transferred to the pathway. These students would also be subject to the previous APL policy (see appendix A) regarding modules studied elsewhere.

The 47 students who expressed an interest in Nursing Practice will be sent information about the Nursing Practice pathway, including the new exit award (see appendix B), and asked to confirm their interest in joining this pathway. This letter would emphasise that this is a limited time offer and only available to ensure that these students are not disadvantaged by the decision to change the focus of post-registration studies within the School.

Any students who failed to respond would be sent a further reminder allowing them to confirm they are not interested in being enrolled on a pathway and are aware that this is their final chance.

Students who have not yet expressed an interest in a pathway

The remaining 173 students will be sent information about all three pathways, including the new exit award (see appendix B), and asked to confirm their interest in joining a pathway. This letter would emphasise that this is a limited time offer and only available to ensure that these students are not disadvantaged by the decision to change the pathway structure and APL policy for post-registration studies within the School. It will also explain that the APL policy will be different from September 2015 and so this is their only opportunity to have prior learning accredited under the existing rules. Therefore these students will be treated as if they applied to the pathway between 2013 and 2015, and if they meet the criteria, will have any applicable UEA module completed since 2010 transferred to their pathway record. Any students who failed to respond would be sent a further reminder allowing them to confirm they are not interested in being enrolled on a pathway. They will be permitted to continue studying any module on a CPD basis but will be unable to APL or transfer these modules in under the rules in place up to August 2015. We would not transfer any student who did not make a clear expression of interest in a pathway. We would advise students who were wavering that they should take the opportunity if they were eligible.

Students who expressed an interest in the LICP and ACE pathways as a result of this contact would be referred to the Course Directors. Students who expressed an interest in the NP pathway would be reviewed against the eligibility criteria and enrolled as described in "Student Eligibility".

Student eligibility

SITS records of students currently enrolled as Credit Only have been reviewed and the following table indicates the numbers in each sub group:

Number of modules completed	Number of students
20	188 (SubGroup2)
40	
60+	69 (SubGroup1)

This table indicates the numbers of students who MAY join these groups pending results of modules in Term 2 or Term 3, 2014/15:

Number of modules completed PRIOR to Term 2	Students who plan to have completed a module in Term 2	Number of modules completed PRIOR to Term 3	Students who plan to have completed a module in Term 3
0	95	0	78
20	52	20	12
40	4	40	2
60+	5	60+	1

Students in Sub Group 1 are eligible to complete their top-up degree via completion of the newly specified 60 credits (Transforming the Service and Innovation in Practice). One student has been identified as having already completed one of these modules as CPD, this student would meet with their Course Director to identify an alternative and a concession would be sought.

Students in Sub Group 2 will need to complete a further 20 credits before completion of the newly specified 60 credits (Transforming the Service and Innovation in Practice). Should students choose a 40 credit module as their next module then the Course Director would be asked to decide which excess credits would be disregarded as all NP students must complete Transforming the Service and Innovation in Practice.

Appendix A: APL policy for Post Registration Studies

<https://www.uea.ac.uk/documents/965179/0/faq4.pdf/0b27669c-315f-4536-b07e-ee2462b9b279>

Q. What does APL stand for?

A. Accreditation of prior learning. Under this umbrella term are also – Accreditation of Prior Credited Learning (APCL) and Accreditation of Prior Experiential Learning (APEL). What this means in terms of your study with us at UEA is that previous learning and experience are both valued highly and can be translated into academic credits earned towards any degree pathway you choose.

Q. I did a couple of modules at UEA years ago. Can they be counted towards my degree?

A. Yes, usually with a few provisos. Any module older than 5 years will need evidence of updating of that previous learning. This can be supplied in a portfolio of relevant evidence – see the Post Registration APL Policy Guidelines . It will also be dependant on the relevance of that learning to your chosen degree pathway and current area of practice.

Q. I have not got a diploma. Can I still access degree level study?

A. Yes. This can be done via a portfolio of evidence submitted to be assessed as to its academic credit value. There is support to help you do this from the Post Registration APL Officer and it need not be as onerous as it might sound. This is because many potential post-registration students have already accumulated a great deal of material as part of their existing professional portfolio. It is usually a question of pulling this together, adding a little more “academic” input, e.g. brief, reflective accounts, critical incident analyses – as described in the APL Policy.

Q. I did not train in the UK. Can my Diploma/degree which I obtained in my country be counted towards my degree level studies at UEA?

A. Yes usually, in the same way as if the diploma had been studied in the UK and similarly, if older than 5 years, evidence of updating is required. Transcript of the modules studied and evidence of successful completion of the course are required.

Q. My manager has told me that I can be accepted to do my degree if I produce a portfolio. What does this mean?

2 Version 3 March 2011

A. See answer to question 3 above and the Post Registration APL policy. Many students report that compiling a portfolio in this way gave them a great sense of professional and personal accomplishment.

Q. I have not studied formally for about 15 years. I would like to access degree level study. What should I do?

A. Come and talk to the Post Registration APL officer – Gilly Hewetson – 01603 597109, email g.hewetson@uea.ac.uk who can offer advice, support and

guidance based on your individual circumstances. There are many students in this category who go on to achieve higher level academic qualifications with us and gain a great deal of personal and professional fulfilment from doing this.

Q. I failed my diploma years ago and gave up on studying. I think I would now like to start again/ (my manager thinks I should). What should I do?

A. See answer above.

Q. Can I transfer previous stand alone level 3 modules obtained either at UEA or elsewhere into my current degree pathway?

A. Yes, usually, with same APL rules applying, relating to how long ago you studied and relevance of previous module to your current pathway. NB no more than 40 level 3 credits can be transferred in this way from a different educational institution.

Q. I completed my nurse/midwifery/ODP training at XXX University and obtained a Diploma in Advanced Nursing Studies as the last couple of modules were at level 3. I was told this would lead to a degree. I want to complete my degree at UEA. Can these level 3 modules be counted towards this?

A. This depends on the status of the module studied, specifically whether they have already been counted as part of your original award. Most often, it is the case that these cannot be counted towards a degree at UEA as APL rules understandably do not allow for any double counting of awards.

Q. I am not a registered nurse, midwife, paramedic or ODP. Can I access degree level studies at NAM?

A. Yes, we offer some "generic" routes to both first (Bachelor) and higher (Masters and PhD) degree level study.

Current communications (HSC Bulletin w/c 18 May 2015) regarding APL state:

- There is no change with regard to Level 4 or 5 Accreditation of Prior Learning. Students can apply to use their diploma and professional registration, plus evidence of recent up to date study if their diploma was completed more than 5 years ago, to be counted as the equivalent of 120 Level 4 credits and 120 level 5 credits. This is a concession UEA will continue to grant to students in the School of Health Sciences completing top up degrees consisting of 120 level 6 credits.
- In relation to Level 6 Accreditation of Prior Learning - in order that post-registration study is compliant with the roll-out of University regulations to level 6, as of September 2015 new students must complete 120 Level 6 credits at UEA whilst registered on a degree pathway. Therefore the APCL policy is being revised for September 2015. As a result they will no longer be able to APL in Level 6 credit from any other university.

Appendix B: Exit award for post-registration degrees in HSC

The School originally considered the introduction of a Certificate in Applied Health Sciences as an exit award for students who were unable to achieve an average 60% grade over their first 60 credits.

In order to comply with the requirements of the Bachelors and Integrated Masters Regulations the School would like to introduce a Certificate in Nursing Practice/ACE/LICP for students who amass 60 credits whilst on the pathway but are unsuccessful in completing the final 60 credits of the pathways.



LEARNING & TEACHING SERVICE

MINOR CHANGES COURSE PROPOSAL FORM

(taught programmes only)

for **NEW COURSES** and
MINOR AMENDMENTS
 with **NO RESOURCE IMPLICATIONS**

Please refer to the course proposal Procedure and Guidance CP-2013 to complete this or any other course proposal form: to ensure the correct form is being used; for information on early considerations and timescales; for general guidance on the course approval process; and for notes on completing the form.

Course Title(s)	new course? <i>note 1</i>		If no, please give existing course code
	Y	√N	
School(s) of study & Faculty			
School of Health Sciences, Faculty of Medicine and Health Sciences			
Proposer & proposer's school			
Judy Barker HSC			
Proposed start date (of new course or of changes)			<i>note 2</i>
September 2015			
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <i>note 3</i>			<input checked="" type="checkbox"/> Y <input type="checkbox"/> N

This form is in 5 parts:

- Part 1 Summary and Rationale
- Part 2 Impact Assessment
- Part 3 Academic Case including Programme Specification
- Part 4 Key Information Set (KIS) data
- Part 5 Approvals and Notification

The initiator is responsible for completing **parts 1-4**

UEA LEARNING & TEACHING SERVICE

MINOR CHANGES COURSE PROPOSAL

Part 1 SUMMARY AND RATIONALE

Course One				
S1	a	SCHOOL(S) OF STUDY	HSC	
<i>note S1c</i>	b	FACULTY or FACULTIES	FMH	
	c	JOINT COURSE? (ie owned/taught by more than one School)	YES	
			NO No	
	d	NAME OF COURSE DIRECTOR (Home School)	Judy Barker, Rebekah Hill,	
	e	NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only)	N/A	
S2 <i>note S2a</i>	a	COURSE TITLE	BSc (Hons) Nursing Practice BSc (Hons) Acute, Critical and Emergency Practice BA Hons Leading Innovation in Clinical Practice	
<i>note S2b</i>	b	COURSE CODE	U2B700501 U2B771502 U2B775302	
<i>note S2c & S2d</i>	c	AWARD	BSc Hons, BA Hons	
	d	EXIT AWARD(S) AND TITLE(S)	Certificate in Nursing Practice, Certificate in Acute, Critical and Emergency Practice, Certificate in Leading Innovation for Clinical Practitioners.	
	e	FULL/PART-TIME (please specify)	Part time	
	f	LOCATION (UEA Norwich, UEA London, Distance Learning)	Norwich	
	g	AVAILABLE FROM:		
S3 <i>note S3a</i> <i>note S3b</i>	a	PROFESSIONAL AWARD (if any)	N/A	
	b	ACCREDITING/VALIDATING BODY (if relevant)	None	
		Website (URL)	http://www.uea.ac.uk/medicine-health-sciences/continuing-professional-development/post-registration-undergraduate-degree-pathways	
		Date when accreditation/validation may take place	N/A	
S4		Sub-degree (e.g. Cert. Dip.)		

<i>note</i> S4	LEVEL	Undergraduate	√			
		Integrated Masters				
		Masters				
		Other postgraduate (please specify)				
S5 <i>note</i> S5a	a	DURATION (years or months)	Up to 5 years			
<i>note</i> S5b	b	MODE OF ATTENDANCE (full-time, part-time, distance, other)	Part time			
S6 <i>note</i> S6	PLACEMENT(S)/WORK-BASED LEARNING REQUIRED		YES	√	NO	
			If YES, does this conform with the UEA's code of practice on placements?			√
S7 <i>note</i> S7	RELEVANT SUBJECT BENCHMARK STATEMENT(S)		N/A			
S8 <i>note</i> S8	ENTRY REQUIREMENTS		Registration with either Regulatory body-HCPC or NMC, Plus120 credits at level 5, up to 50% of which may be attained by APCI/APEL or a mixture of the two, or a foundation degree.			
S9	JACS Subject Level Code(s) To be completed by the Planning Office following approval of the Business Case					
S10	UCAS ADMISSION CODE / COURSE CODE To be completed by the Planning Office following approval of the Business Case					
S11 <i>note</i> S11	FURTHER INFORMATION available via...					
S12	COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities					
<i>note</i> S12	<p>Top-up Degree Pathways in Post-Registration Health Sciences</p> <p>We aim to provide a wide range of choice and flexibility in order to enable Nurses, Midwives, Operating Department Practitioners, Paramedics and other health professionals to access professional and academic development beyond registration. We offer top-up degree programmes consisting of 120 level 6 credits, the entry requirements being 120 level 4 credits from professional registration with the HCPC or NMC, 120 level 5 credits from a diploma and /or APL.</p> <p>From September 2015 there will be three programmes available: BA (Hons) Leading Innovation for Clinical Practitioners, BSc (Hons) Acute, Critical and Emergency Practice and BSc (Hons) Nursing Practice. Students will have to enrol on a programme prior to the completion of any module to be included on the pathway.</p> <p>From September 2015 there will no APL for level 6 module undertaken out with a top up degree programme. A correctional clarification will retrospectively enrol those credit only students who wish to be on a degree pathway before September 2015.</p> <p>From September 2015 an exit award of a certificate will be available for the successful completion of 60 credits, subject to conditions listed below.</p>					

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****Please copy and paste the above table for additional (related) courses****

S13	RATIONALE FOR PROPOSAL
note S13	<p>Please explain why you are proposing this/these new course(s) or these course amendments, and why this proposal is being offered at this time. See guidance notes for further indication of what to include in this section.</p>
	<p>The proposals are:</p> <ol style="list-style-type: none"> 1. An exit award 2. Correctional clarification 3. Clarification of APL 4. Change of core modules on the BSc Hons Nursing Practice <p>1. Exit award</p> <p>The current post -registration undergraduate degree provision is a part time top up degree consisting of 120 level 6 credits. The proposal is to offer a 60 level 6 credit certificate as an exit award from existing pathways.</p> <p>This proposal has been developed from a project reviewing the post registration studies undergraduate provision in HSC. The aims of this project were to review all aspects of post registration undergraduate studies in order to identify strategies for improving student achievement.</p> <p>Currently if any student fails to complete their top up degree but has achieved 60 or more level 6 credits in HSC there is no exit award available to them. The proposed exit awards will be available to current and new students.</p> <p>Proposed exit awards:</p> <ol style="list-style-type: none"> 1. Certificate in Nursing Practice – 60 credits consisting of any modules from the BSc Hons Nursing Practice programme, this will be non- specific regardless of route. 2. Certificate in Acute, Critical and Emergency Practice – from 2015 60 credits consisting of the core modules of Pathophysiology (20 Credits) and Critical Care (40 Credits) or Practitioners Acute Care Skills (40 Credits). Pre 2014 for current students the core modules are Pathophysiology (20 credits), Clinical Assessment (20 credits), and any one of the following; Intensive Care, High Dependency, Coronary Care, Accident and Emergency (20 credits each). 3. Certificate in Leading Innovation for Clinical Practitioners – 60 credits consisting of the first 3 core modules of the programme- Managing Yourself and Leading Others, Politics Power and Persuasion and Managing Services. <p>2. Correctional Clarification</p> <p>Before 2015- Post Registration Undergraduate Degrees in The School of Health Sciences- BSc Hons ACE and BSc Hons Nursing Practice only- progression</p>

requirements as from 1st September 2014. These are in addition to the standard entry requirements for post registration study.

Progression requirements for entry onto BSc (Hons) Nursing Practice: Practitioners wishing to register for the BSc (Hons) Nursing Practice will need to undertake 60 credits at level 6 on a freestanding CPD basis and achieve an average of 60% or above to be permitted to register and complete the award. All applications will be subject to review and approval by the Course Director.

Progression Requirements for entry onto BSc (Hons) Acute, Critical and Emergency Practice: Practitioners wishing to register for the BSc (Hons) Acute, Critical and Emergency Practice will need to undertake 60 credits at level 6 on a freestanding CPD basis and achieve an average of 60% or above to be permitted to register and complete the award. Prior to undertaking the freestanding level 6 modules all potential applicants should contact the Course Director to discuss module choices.

Proposed Change from September 2015

Students will have to enrol on a pathway prior to the completion of any module to be included on the pathway. The APL policy will be amended so that students can show evidence of a portfolio of experience or updating to use a diploma more than 5 years old to gain entry to a pathway. But any level 6 module not studied at UEA, or at UEA but not concurrent with being registered on a pathway will not be eligible for APL.

There will be no detriment to students with previous study as all will be offered the chance to enter a pathway prior to September 2015. Students who are informally enquiring about degree pathways are being recorded to ensure these offers can be targeted correctly where possible.

Rationale-

As preparation for a (now discontinued) plan to change part of the post-registration offering from BSc Nursing Practice to BSc Applied Health Sciences in 2013, all prospective top-up degree students were enrolled as Credit Only students from September 2013 on the route code U2B700101.

Strategic thinking has moved on in line with changes to the marketplace and the needs of commissioning trusts. In order to move forward in line with current plans it is necessary to retrospectively enrol eligible students onto the top-up degrees offered by the School of Health Sciences (a correctional clarification).

3. APL

There is no change with regard to Level 4 or 5 Accreditation of Prior Learning. Students can apply to use their diploma and professional registration, plus evidence of recent up to date study if their diploma was completed more than 5 years ago, to be counted as the equivalent of 120 Level 4 credits and 120 level 5 credits. This is a concession UEA will continue to grant to students in the School of Health Sciences completing top up degrees consisting of 120 level 6 credits.

In relation to Level 6 Accreditation of Prior Learning - in order that post-registration study is compliant with the roll-out of the Bachelors and Integrated Masters regulations to level 6, as of September 2015 new students must complete 120 Level 6 credits at UEA whilst registered on a degree pathway. Therefore the APCL policy is being revised for September 2015. As a result they will no longer be able to APL in Level 6 credit from any other university or from prior study on a credit only basis at the UEA.

There will be no detriment to students with previous study as all will be offered the chance to enter a pathway prior to September 2015 (the Correctional

Clarification). Students who are informally enquiring about degree pathways are being recorded to ensure these offers can be targeted correctly where possible.

4.BSc Hons Nursing Practice – core modules

The 5-yearly Course Review of the 8 specialist Nursing Practice pathways offered until 2014 agreed to offer one Nursing Practice degree, including all previous post-registration modules (subject to standard constraints for modules running within the University) and specify the final 60 credits to be taken in place of the current required dissertation.

The proposal was to amend the core module requirements from a Long Dissertation (40 credits) or Short Dissertation (20 credits) to Innovation in Practice (20 credits) and Transforming the Services (40 Credits). Thus specifying the final 60 credits of the degree programme.

UEA LEARNING & TEACHING SERVICE

MINOR CHANGES COURSE PROPOSAL

Part 2 BUSINESS CASE

note BC

BC1	ACADEMIC AND RECRUITMENT STRATEGY	Consult with HOS, Faculty Dean, PLN, ARM (including Admissions)
	NOT REQUIRED	

BC2 <i>note BC2</i>	MARKET RESEARCH	Consult with Market Research team
	NOT REQUIRED	

BC3 <i>note BC3</i>	MARKET DEMAND AND RECRUITMENT	Consult with Careers and Employability team
	NOT REQUIRED	

BC4 <i>note BC4</i>	STUDENT NUMBERS AND TUITION FEES	Consult with HOS, PLN, Faculty Dean, FFM
	NOT REQUIRED	

BC5	IMPACT		
BC5.1 <i>note BC5.1</i>	EQUALITY AND DIVERSITY	Consult with Equality & Diversity Manager and Widening Participation team	
a	Does the course and/or School cover a subject area(s) which traditionally attract(s) a very specific or narrow student profile?	YES	
		NO	√
b	If yes, what steps will be taken to attract non-traditional students to the course/School? (Aspects to consider include: age, disability, ethnicity (home and international), gender, sexual orientation, religion and belief, and socio-economic group.)		
c	Will students undertake placements/ come into direct contact with vulnerable groups as part of their study? If so, will a CRB be required?		
	N/A as these students are also employed by local NHS Trusts who undertake DBS clearance where necessary		

BC 5.2 <i>note</i> BC5.2	CURRENT STUDENTS AND/OR APPLICANTS		
a	Have School SSLCs been consulted regarding this proposal? If YES, what has been their input/response?	YES	
		NO	√
	This student group are not currently represented on HSC SSLC, engagement is difficult for full time working / part time students but is being actively encouraged.		
b	Will any current students or applicants be affected by this proposal?	YES	
		NO (go to 5.3)	√
c	Evidence of consultation of current students and written consent obtained Please briefly describe what consultation has taken place and what responses there have been. Is there full support from all members of the relevant student cohort(s)?		
d	Informing applicants What arrangements have been made (for informing applicants who may be affected by any change(s)? Written notification, including advice about any alternative options that may be given, must be sent to applicants holding unconditional/ conditional firm or conditional insurance offers.		
	An administrative correctional clarification will be completed to ensure no existing student or applicant suffers detriment as a result of these changes to entry requirements and core modules.		
BC5.3 <i>note</i> BC5.3	ACADEMIC STAFF	Consult with HOS, Dean of Faculty	
	What is the impact / what are the resource implications of the proposal on academic staff?		
a	Please give an indicative number of <u>additional</u> teaching hours required within the school to deliver the new course/changes to the course in any one year		None
b	Is a new discipline or specialism being introduced that requires a new appointment?	YES	
		NO	√
c	Are new appointments required to meet any additional hours?	YES	
		NO	√
d	If yes to either b or c above, how many of what type (eg Teaching and Scholarship, Teaching and Research) and at what level?		
	N/A		
e	What is the source of funding for new academic staff?		
	N/A		
f	Are there any implications outside the sponsoring School/s e.g. service teaching, by other Schools of Studies?		
	No implications outside of HSC		

g	Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined?		
	No		
BC5.4 <i>note</i> <i>BC5.4</i>	COURSE RATIONALISATION	Consult with HOS, Dean of relevant Faculties, PLN	
a	DO ANY SIMILAR COURSES ALREADY EXIST AT UEA?	YES	
		NO	√
	If YES, please specify Course name, UCAS Code(s) / Course codes		
b	IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?	YES	
		NO	√
	If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?		
c	Please give an indicative number of teaching hours <u>released</u> within the school in any one year by the closure of the courses listed above		

BC6	PHYSICAL RESOURCES
	NOT REQUIRED

BC7 <i>note</i> <i>BC7</i>	IMPACT / RESOURCE IMPLICATIONS FOR OTHER UNIVERSITY SERVICES
	NOT REQUIRED

BC8	ADDITIONAL COMMENTS
	NOT REQUIRED

BC9	PROPOSER'S RESPONSE TO COMMENTS IN BC7 & BC8 ABOVE
	NOT REQUIRED

UEA LEARNING & TEACHING SERVICE

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Part 3 ACADEMIC CASE (including Programme Specification)

AC1	COURSE MANAGEMENT INFORMATION				
AC1.1	REGULATORY FRAMEWORK (please tick all that apply)				
	Undergraduate Regulations (including Integrated Masters)				√
	Postgraduate Taught Regulations				
	Graduate Diplomas				
	PGCE				
AC1.2a	Is the course as a whole assessed on a pass/fail basis?	YES		NO	√
AC1.2b	Are any modules assessed on a pass/fail basis?	YES		NO	√
AC1.2c	If so, how many modules and what is the credit volume for each module?				

AC2 <i>note AC2.1</i>	YEAR WEIGHTINGS AND PROGRESSION REQUIREMENTS (For undergraduate or integrated masters courses only)				
Please select only from the permitted options - see UG/PGT regulations					
Stage <i>Note AC2.2</i>	Level	Year of course	Weightings	Progression requirement	Exit Award <i>Note AC2.3</i>
Stage 0	Level 3	N/A			
Stage 1	Level 4				
Stage 2	Level 5				
Year Abroad / in Industry					
Stage 3	Level 6				
Stage M	Level 7				

AC3	BOARD OF EXAMINERS				
AC3.1	Is there an existing Board of Examiners?	YES	√	NO	
AC3.2a	If YES, which existing board will be responsible for the course?	Post Registration UG			
AC3.2b	If NO, please enter details for new board of examiners				
	Are any new external examiner(s) required?	YES		NO	√
AC3.3b	If yes, how many?				

PS	PROGRAMME SPECIFICATION
<i>note</i> <i>PS</i>	This part of the form will serve a dual purpose. Please read the guidance note carefully before completing
PLEASE ATTACH AN UPDATED PROGRAMME SPECIFICATION WITH TRACKED CHANGES SHOWING AMENDMENTS TO THE COURSE	

AC4	MODULE OUTLINES FOR EXISTING COMPULSORY MODULES
	NOT REQUIRED

AC5	MINOR CHANGES TO EXISTING MODULES
	NOT REQUIRED

AC6	NEW MODULES
	NOT REQUIRED

AC 7 <i>note</i> <i>AC7</i>	DEFINED CHOICE
	NOT REQUIRED

AC8 <i>note</i> <i>AC8</i>	JOINT COURSES		
	Is the proposed course is a joint course?	YES	
		NO	√
	If YES, how will the student experience be managed?		

AC9	COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES		
	Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)?	YES	
		NO	√

	If NO, go to AC10
<i>note</i> AC9	If YES, please provide a summary of Professional, Statutory or Regulatory Body (PSRB) approval, if appropriate. Append any relevant documents as Appendix 3

AC10	COMMENTS ON ACADEMIC CASE AND PROGRAMME SPECIFICATION	
	COMPLETION OF THIS SECTION TO BE COORDINATED BY LEARNING AND TEACHING SERVICE (LTS) COORDINATOR	
<i>note</i> AC10	Please circulate Parts 1, 3 & 4 to the following for their additional comments (if any). Comments to be returned to proposer within 10 working days.	
	NB these comments should focus on the <i>ACADEMIC CONTENT</i> of the proposal	
Date of circulation:	Not Applicable – There is no academic content to the proposal as it is not changing any module content.	
AC10.1	Careers Manager (CCEN)	
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)	
AC10.2	Equality & Diversity Manager (PPE)	

AC11	PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE	
<i>note</i> AC11		

MINOR CHANGES COURSE PROPOSAL**Part 4 KEY INFORMATION SET (KIS) DATA**

KIS	KEY INFORMATION SET data (undergraduate courses only)						<i>Note KIS</i>
KIS1	Quantitative KIS data						<i>Note KIS1</i>
		Year 1	Year 2	Year 3	Year 4	Year 5	
1.1	Percentage of assessment by written exams	n/a					
1.2	Percentage of assessment by practical exams						
1.3	Percentage of assessment by coursework						
1.4	Percentage of time in scheduled learning and teaching activities						
1.5	Percentage of time in guided independent study						
1.6	Percentage of time on placements						
KIS2	Professional Accreditation						<i>Note KIS2</i>
2.1	Name of accrediting body (if applicable)						
	n/a						
2.2	Please give details, including any memberships, exemptions etc that the award confers. Please also give accrediting body website URL.						
	n/a						
2.3	Is the accreditation dependent on specific module choices? If so, please include URL of web pages where these details are outlined.						
	n/a						

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Part 5 APPROVALS AND NOTIFICATION

APPROVALS

Note AP

THIS SECTION WILL BE COORDINATED BY THE SECRETARY TO YOUR FACULTY TEACHING AND LEARNING QUALITY COMMITTEE (FLTQC)				
AP1	APPROVAL OF THE BUSINESS CASE			
	APPROVAL/SIGNATURES	Name	Signature/ evidence of approval	Date
AP1.1	School Director of Learning, Teaching and Quality	Zoe Butterfint		12/06/2015
AP1.2	Head of School (on behalf of School Board)			
AP1.3	Dean of Faculty (on behalf of Faculty Executive)			
AP1.4	LTC (if relevant)			
AP1.5	Council (if relevant)			
AP1.6	Reasons for approval being withheld (and by whom)			

AP2	APPROVAL OF THE ACADEMIC CASE			
AP2.1	Head of School	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
AP2.3	PVC Academic (for LTC)	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
Where applicable:				
AP2.4	Secretary to Council	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

MINOR CHANGES COURSE PROPOSAL

<i>Note</i> <i>N1</i>					NOTIFICATION OF APPROVAL				
This section should be completed by Faculty FLTQC Secretary once a course proposal has been approved. Its purpose is to ensure that relevant Offices are informed of the approval of course proposals (new courses and course amendments), in accordance with the procedures for course approval.									
FACULTY						SCHOOL			
NEW COURSE?		Y	N	If NO, please enter existing course code					
DEGREE AWARD (e.g. BSc/MA)									
TITLE OF PROGRAMME									
START DATE					LENGTH OF COURSE				
Course Approved by:			Name of Committee Chair			Date of approval			
Faculty Learning and Teaching Quality Committee (FLTQC)									
Learning and Teaching Committee (LTC)									
RELEVANT OFFICE INFORMED? *insert date									
Planning Office		Admissions and Marketing			Learning and Teaching Service		Union of UEA Students		

*	*	*	*
sis.records@uea.ac.uk	arm.operations@uea.ac.uk	Email the LTS coordinator responsible for the course	union.academic@uea.ac.uk

<i>Note N1</i>		IMPLEMENTATION ACTIONS	
COURSE NAME		NEW ROUTE CODE	
ACTION		DATE	
COURSE INFORMATION LIVE IN ADMISSIONS			
PROGRAMME SPECIFICATION UPLOADED ONTO WEBSITE			
COURSE PROFILE UPLOADED ONTO SITS			
COURSE CLOSURES COMMENCED (where appropriate)			