

**CAP FORM 1: Documentation sign-off for Course Approval/Re-Approval**

# **Assurance of quality of documentation for the Course Approval or Re-approval of [name of course] on [date]**

I can confirm that the documentation for the final approval meeting has been checked and proof-read to ensure that:

1. It is formatted and presented to a consistent professional standard that is fit for publication.
2. The most up to date [AQU templates and guidance](http://www.worc.ac.uk/aqu/655.htm) have been used.
3. All required documentation is provided.
4. The learning outcomes are appropriate for the academic level of the award.
5. The learning outcomes have been mapped to the module or modules in which they are primarily assessed at the appropriate level/s.
6. The learning outcomes that relate to exit awards (and associated modules) have been checked and mapped.
7. The admissions policy and entry requirements and the assessment regulations have been checked for currency and accuracy; if they include variations that are non-standard this has been agreed with the DQED and Academic Registrar.
8. The programme specification makes clear
* The aims and philosophy of the course and who it is aimed at and any distinctive features (Section 12)
* The purpose of any work-based or placement learning (Sections 12 & 13)
* The approach to learning and teaching, including the use of TEL, and the development of digital capabilities (Section 13)
* The course approach to personal academic tutoring (Section 17)
* How the course develops employability skills, secures employer input/links and the kind of careers graduates progress to (Section 20).

I confirm that the documentation can now be circulated by AQU to participants for the final approval meeting.

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| **Head of School/Institute and/or Head of Department** |
| Signed: |  | Date: |  |

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| **School/Institute Quality Co-ordinator** |
| Signed: |  | Date: |  |