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| Course and module design |  |
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| **Training and guidance for staff** | |

* The [**Quality and Academic Development team**](https://www.essex.ac.uk/staff/professional-services/quality-and-development-team) provide guidance on the course design and development [webpages](https://www.essex.ac.uk/staff/academic-standards-and-quality) on the areas to consider when designing new courses and [making changes to courses and modules](https://www1.essex.ac.uk/quality/course_design_approval_and_modifications/making_changes_to_academic_provision/default.asp). These are also relevant when designing new courses and modules, particularly where any new modules form part of an existing course. Visit the relevant webpages to read guidance and download forms on processes relating to creating new [courses](https://www.essex.ac.uk/staff/academic-standards-and-quality/new-courses), [apprenticeships](https://www.essex.ac.uk/staff/academic-standards-and-quality/new-courses) and [modules](https://www.essex.ac.uk/staff/academic-standards-and-quality/new-modules). Information is also available on [course validation](https://www.essex.ac.uk/staff/academic-standards-and-quality/course-design-validation) processes and [work-based learning](https://www.essex.ac.uk/staff/academic-standards-and-quality/work-based-learning) should this be required.

Changes to courses and modules are processed from [Curriculum Update](https://internal.essex.ac.uk/CurriculumUpdateEssex/), the University’s system for making changes to courses and modules. Before any staff member uses this system, you must do the pre-work and training. Course Records post their new user training videos on the [professional development Moodle site](https://moodle.essex.ac.uk/mod/book/view.php?id=881521). The videos break down each of the areas of the Update and use screenshots of the system to guide you through the process. CRT also offer zoom drop-in sessions where they/you can share screens to show/watch how screens work and what tools are available to help you complete any part of the process. For an overview of the Curriculum Update system, please see the [Manual](https://moodle.essex.ac.uk/pluginfile.php/1713485/mod_book/chapter/26000/Curriculum%20Update%20Manual%202022%20Update.pdf). Departments are also welcome to contact us at any time to seek advice or training on specific aspects of course design. ([crt@essex.ac.uk](mailto:crt@essex.ac.uk) or [quad@essex.ac.uk](mailto:quad@essex.ac.uk)).

* The [**Postgraduate Research Education Team**](https://www.essex.ac.uk/staff/professional-services/postgraduate-research-education-team) supports many aspects of the University's postgraduate research education provision, including the creation of Doctoral Training Partnerships and postgraduate research student skills development.
* The [**Organisational Development team**](https://www.essex.ac.uk/staff/professional-services/organisational-development-team) offer a range of [resources and training](https://www.essex.ac.uk/staff/professional-development-and-training#academic-development) which help staff who are designing courses and modules. Their [Education Insights Workshops](https://www.essex.ac.uk/staff/professional-development-and-training/education-insights-workshops-series) are designed to provide you with an all-round development of your practice inside and outside the classroom.
* The **Office for Students (OfS)** [conditions of registration](https://www.officeforstudents.org.uk/media/084f719f-5344-4717-a71b-a7ea00b9f53f/quality-and-standards-conditions.pdf) require that for all awards:
* any standards set appropriately reflect any applicable [sector-recognised standards](https://www.officeforstudents.org.uk/media/53821cbf-5779-4380-bf2a-aa8f5c53ecd4/sector-recognised-standards.pdf); and
* awards are only granted to students whose knowledge and skills appropriately reflect any applicable sector-recognised standards.

The sector-recognised standards for qualifications in England are published by the OfS, drawing on other sources, including typical higher education qualifications at each level and degree classification descriptions for bachelors’ degrees.

* The **Quality Assurance Agency (QAA)** UK Quality Code for Higher Education includes: [Advice and guidance: Course design and development](https://www.qaa.ac.uk/en/the-quality-code/advice-and-guidance/course-design-and-development) (November 2018). This sets out the recommended expectations and practices and offers some additional advice. Departments should also map courses to [Subject Benchmark Statements](https://www.qaa.ac.uk/en/the-quality-code/subject-benchmark-statements) and ensure familiarity with the [Qualification Frameworks](https://www.qaa.ac.uk/the-quality-code/qualifications-frameworks) which set out the different levels of higher education qualifications and the requirements of reach of these. The 2021 Higher Education Credit Framework for England, which is embedded in University of Essex courses, as well as [accompanying guidance](https://www.qaa.ac.uk/docs/qaa/quality-code/making-use-of-credit.pdf?sfvrsn=d878d781_8) on how credit can be used flexibly, could be of particular interest for particular types of provision, including continuing professional development, ‘top-up’ degrees and accelerated degrees.
* For apprenticeships, overall accountability for the quality, including the occupational standard and the end-point assessment sit with the [Department for Education (DfE)](https://www.gov.uk/government/organisations/department-for-education) acting through the [Education and Skills Funding Agency (ESFA)](https://www.gov.uk/government/organisations/education-and-skills-funding-agency). The [Institute for Apprenticeships and Technical Education](https://www.instituteforapprenticeships.org/) are responsible for the development, review, approval and publishing of apprenticeship standards upon which apprenticeship programmes are based. It is therefore essential to map to the relevant apprenticeship standard when designing new higher and degree apprenticeships. [Ofsted](https://www.gov.uk/government/organisations/ofsted)inspect the quality of apprenticeship training that is delivered by providers to ensure it is high-quality and meets the needs of employers and apprentices.
* It is important to take [Professional, Statutory and Regulatory Body (PSRB)](https://www.essex.ac.uk/staff/academic-standards-and-quality/external-regulation-and-monitoring) requirements into account when designing new, and amending existing, courses and modules, because they ensure that courses meet the professional standards and quality required for students to gain the knowledge and skills they need for their future careers.
* Other external organisations may also offer useful guidance, for example [AdvanceHE](https://www.advance-he.ac.uk/guidance).

# [Further advice and guidance](https://edrm.essex.ac.uk/reporting/sao/CRRM/default.aspx)

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| Area | Teams to contact |
| How to seek approval for new courses and modules | [Quality and Academic Development](https://www.essex.ac.uk/staff/professional-services/quality-and-development-team)  [Postgraduate Research Education team](https://www.essex.ac.uk/staff/professional-services/postgraduate-research-education-team) |
| Apprenticeships and summer schools | [Essex Apprenticeships and Summer Schools team](https://www.essex.ac.uk/staff/professional-services/apprenticeships-team) |
| Sector guidance and reference points | [Guidance on internal and external reference points](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/guidance-on-internal-and-external-reference-points.docx) |
| Distance learning / Technology-Enhanced learning | [Organisational Development / Learning Technology team](https://www.essex.ac.uk/staff/professional-services/organisational-development-team) |
| Immigration and visa requirements to take into account for overseas students | [International Services team](https://www.essex.ac.uk/staff/professional-services/international-services-team) |
| Library resources | [Library Services team](https://www.essex.ac.uk/staff/professional-services/library-services-team) |
| Market research | [Marketing and Student Recruitment](https://www.essex.ac.uk/staff/professional-services/marketing-and-student-recruitment) (also see [online guide](https://www1.essex.ac.uk/quality/Documents/course_design_approval_and_modifications/Market_Research.pdf)) |
| Modular study and credit accumulation | [Quality and Academic Development](https://www.essex.ac.uk/-/media/documents/directories/academic-section/academic-standards-and-quality/credit-accumulation-modular-study.pdf) |
| Professional, statutory and regulatory bodies | [Quality and Academic Development](https://www1.essex.ac.uk/quality/monitoring_and_review/psrbs.asp)  You may also need to contact other departments where accreditation needs to be taken into account (e.g. EBS) |
| Resourcing and alignment with Faculty and Department plans | [Faculty Managers and Faculty Accountants](https://www.essex.ac.uk/departments) |
| Rules of Assessment | [Quality and Academic Development or the Assessment team](https://www1.essex.ac.uk/quality/university_policies/Statement_variation.asp) |
| Student mobility | [Essex Abroad team](https://www.essex.ac.uk/staff/professional-services/essex-abroad-team) |
| Timetabling | [Timetabling team](https://www.essex.ac.uk/staff/timetables) (part of the Systems Development team) |
| Work-based and placement learning / careers and employability | [Student Development Careers Services](https://www1.essex.ac.uk/careers/) and [online guidance](https://www1.essex.ac.uk/quality/university_policies/WBL.asp)  Also consider consulting through your Industry Advisory Boards and any Professional Body contacts. |
| University policies (where you need to discuss a potential variation from the policy) | Contact the relevant [Professional Services team](https://www.essex.ac.uk/staff/professional-services#academic-section). Please contact the QUAD team initially if unsure about which team to contact. |
| Delivering in partnership with another institution | [Partnerships team](https://www.essex.ac.uk/staff/university-partnerships#setting-up-a-new-partnership) |
| Inclusive practice and accessibility | [Student Wellbeing and Inclusivity Team](https://www.essex.ac.uk/staff/professional-services/student-wellbeing-and-inclusivity-team) |

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