

Committee	Learning Teaching and Research		
Date paper prepared	04/11/2025	Date of committee meeting	19/11/2025
Subject	Course Development, Approval & Delivery		
Author	Tracy Kerr, Diana MacLeod		
Action requested	For discussion		
Purpose of the paper	To report on courses being developed/discontinued		
Summary of the paper	<ul style="list-style-type: none"> • Review of current approvals process • Implement a revised approach to course development/delivery/approvals • Ensure a robust system is in place for the discontinuation of courses 		
Consultation	With Academic Management Group and Curriculum Student Experience Group		
Resource implications	If applicable, discussed within paper.		
Risk implications	If applicable, discussed within paper.		
Link with strategy	Tertiary Curriculum Strategy, College Strategy, Curriculum Delivery Plan, Curriculum Review, Student Experience Strategy.		
<u>Equality, Diversity, and Inclusion</u>	Not required but key performance indicators analysed by protected characteristics where required.		
Island Community Impact	UHI are the relevant authority.		
Paper status	<input type="checkbox"/> Open – The paper may be circulated to non-members of the committee and published online without restriction. <input checked="" type="checkbox"/> Restricted – The paper must not be circulated to non-members or published online until after the committee meeting. <input type="checkbox"/> Confidential - The paper must not be circulated beyond the committee members and should not be published online. Some information is considered commercially sensitive. [Please note papers may still be subject to Freedom of Information requests – see below].		
<u>Freedom of information</u>	Open FOISA exemptions Scottish Information Commissioner (itspublicknowledge.info) If closed/ withheld, select date this will become 'open': Enter a date.		

Course Development, Costing, Delivery, and Set-Up

Formally called approvals in the three legacy colleges. This is an area currently under review to ensure that it is fit for purpose and meets the needs of our devolved authority status and the college.

The aim of the change in title is to ensure that discussions start at an early stage to allow for timely set up of the key areas for approving the course, costing the development, quality assuring the content and setting up the course as per Scottish Funding Council guidelines. Allowing for early marketing and visuality for applications and enrolments.

This revised process will cover all college delivery core funded and non-core funded and will contain three key stages.

1. Stage 1 – Agreement to Develop Course/s or Discontinue (includes assessing costs for development and delivery model)
2. Stage 2 – Scrutiny
3. Stage 3 – Setup and Assurance Checks

It was identified that our Curriculum Managers as part of the creation of the 3 year curriculum growth plans process had a wide range of courses to come forward for approval. A pre-approval tracker was created to capture this information to allow a schedule of approvals events to be arranged, please see excerpt from the full workbook below.

All paperwork Higher Education (HE) or Further Education (FE) will come to the stage 1 meeting; HE paperwork will then once approved internally be submitted to UHI by the quality department for scrutiny and agreement to proceed, this is given by UHI as per the university processes and timelines. FE development, costing and delivery is agreed internally by the senior curriculum team.

Once assurance and devolved authority to deliver the course have been checked and assured, development and costing discussions are undertaken with managers. The discontinuation of courses is part of this process. For all HE delivery UHI processes need to be adhered to, and an equivalent form is in place for requesting the discontinuation of a FE course. All forms are fully discussed at an approvals and scrutiny event to ensure full transparency and discussion has been completed.

The aim is to be planning approvals 18 months prior to delivery for core funded curriculum. There will always be a reactive cycle for development, costing and delivery to meet industry and sector needs.

The range of courses that are currently being scheduled for development, delivery and costing are listed in the table on the next page.

Mode of Delivery Coding | Campus Based | Work Based | Online | Blended

Manager Submitting	Course Title	Month of Delivery	SFC/Full Cost Recovery (FCR)/UHI FTE	Year of Delivery	Action Required
Claire Pardoe	Mental Health & Wellbeing Award SCQF 6	September	SFC	2025	Desk Top Approval
Laura Sutherland	Diploma for Hospitality Team member L5 (MA only) (Name & Framework Change)	October	SFC	2025	Desk Top Approval
Laura Sutherland	Diploma in Professional Cookery L5 (MA only) (Name & Framework Change)	October	SFC	2025	Desk Top Approval
Laura Sutherland	Diploma Professional Cookery L6 (MA only) (Name & Framework Change)	October	SFC	2025	Desk Top Approval
Claire Pardoe	Social Care Introductory Programme (Thurso)	January	SFC	2026	Desk Top Approval
Claire Pardoe	Counselling: An Introduction SCQF level 5 (Stornoway)	January	FCR	2026	Desk Top Approval
Claire Pardoe	Counselling Skills: An Introduction SCQF level 6 (Stornoway)	January	FCR	2026	Desk Top Approval
Claire Pardoe	NPA in Palliative and End of Life Care SCQF level 6	January	FCR	2026	Full Approval
Claire Pardoe	NC in Applied Sciences SCQF level 6	September	SFC	2026	Full Approval
Claire Pardoe	PDA Enhanced Home Care Workers SCQF level 7	September	UHI FTE	2026	Full Approval
Claire Pardoe	Career in Social Care: an Introduction Award SCQF level 5	September	FCR	2026	Full Approval
Claire Pardoe	NC Health and Social Care (self-study online) SCQF level 6	September	SFC	2026	Full Approval
Claire Pardoe	PDA Brief Interventions for Substance Misuse SCQF level 7	September	UHI FTE	2026	UHI
Claire Pardoe	NPA Oral Health Care: an Introduction SCQF level 5	September	SFC	2026	Full Approval
Claire Pardoe	NPA Oral Health Care SCQF level 6	September	SFC	2026	Full Approval
Claire Pardoe	NPA Health and Social Care: Skills for Practice SCQF level 6	September	SFC	2026	Full Approval
Claire Pardoe	PDA Dental and Medical Reception Skills SCQF level 6	September	FCR	2026	Full Approval
Claire Pardoe	NC Computing with Digital Media SCQF level 6	September	SFC	2026	Shared
Claire Pardoe	NQ Computing SCQF level 5	September	SFC	2026	Shared

Manager Submitting	Course Title	Month of Delivery	SFC/Full Cost Recovery (FCR)/UHI FTE	Year of Delivery	Action Required
Carl Harberl	NQ Maritime Studies and Port Operations (SCQF 5)	September	SFC	2026	Full Approval
Claire Thomson	Veterinary Care and Animal Welfare (SCQF5)	August	SFC	2026	Full Approval
Adrian Mackay	Access / Introduction To Engineering	September	SFC	2026	Full Approval
Adrian Mackay	Engineering Science (Nat 5)	September	SFC	2026	Full Approval
Roddy Ferguson	Hydrogen award (Micro-credentials/PDA - TBC)	September	UHI FTE	2026	UHI
Roddy Ferguson	PDA: Renewable Energy Systems (International delivery)	January	UHI FTE	2026	UHI
Roddy Ferguson	PDA Hydrogen: An Introduction for Technicians (International delivery) includes a mandatory residential	September	UHI FTE	2026	UHI
Peter Noble	NC Therapy Services & Treatment (SCQF 6)	September	SFC	2026	Full Approval
Peter Noble	NC Beauty Therapy Skills (SCQF 5)	September	SFC	2026	Full Approval
Peter Noble	NPA Beauty & Hairstyling	September	SFC	2026	Full Approval
Peter Noble	HNC Contemporary Art Practice	September	SFC	2026	UHI
Peter Noble	HNC Jewellery (2 x new modules)	January	SFC	2026	UHI
Peter Noble	SVQ Beauty Therapy	September	SFC	2026	Full Approval
Laura Sutherland	NQ Business L6 (Shared Delivery with other AC's)	September	SFC	2026	Shared
Claire Pardoe	SVQ Integrated Health and Social Care SCQF level 7	January	UHI FTE	2027	Full Approval
Claire Pardoe	NC Health and Social Care (Intensive) SCQF level 6	January	SFC	2027	Full Approval
Claire Pardoe	NPA in Scientific Technologies SCQF level 6 (Thurso/Stornoway)	January	FCR	2027	Full Approval
Claire Thomson	PDA Bricklaying SCQF6	September	SFC	2027	Full Approval
Morag McKie	Pathways to College & Employment	September	SFC	2026 or 2027	Desk Top Approval – new location
Laura Sutherland	HNC Professional Cookery (Shared delivery with other AC's)	September	SFC	2026 or 2027	Discussion with Head of Faculty

Manager Submitting	Course Title	Month of Delivery	SFC/Full Cost Recovery (FCR)/UHI FTE	Year of Delivery	Action Required
Carl Harberl	NPA Aquaculture SCQF4 (Industry)	January	FCR	2026	Desk top as already delivered in a different way
Claire Pardoe	Skills for Work Health Sector level 4				Pause Delivery
Claire Pardoe	Skills for Work Health Sector level 5				Pause Delivery
Claire Pardoe	Certificate of Wider Skills 2				Pause Delivery
Claire Pardoe	NQ Health, Sport and Fitness SCQF level 5				Pause Delivery