|  |  |
| --- | --- |
| Course Title | **[INSERT COURSE TITLE]** |
| Awarding Body | **University of Suffolk** |
| Level of Award[[1]](#footnote-1) | **FHEQ Level 5/FHEQ Level 6 [DELETE AS APPROPRIATE]** |
| Professional, Statutory and Regulatory Bodies Recognition | **[None OR INSERT AS APPROPRIATE]** |
| Credit Structure[[2]](#footnote-2) | **120/240/360 Credits** **Level 4: 120 Credits****Level 5: 120 Credits****Level 6: 120 Credits [DELETE AS APPROPRIATE]** |
| Mode of Attendance | **Full-time and part-time [DELETE AS APPROPRIATE]** |
| Standard Length of Course[[3]](#footnote-3) | **3 years full-time (AMEND AS APPROPRIATE)** |
| Intended Award | **[INSERT FULL AWARD TITLE]** |
| Named Exit Awards | **[None OR INSERT AS APPROPRIATE]** |
| Entry Requirements[[4]](#footnote-4) | **[INSERT STANDARD/TYPICAL OFFER CRITERIA INCLUDING TARIFF POINTS AND ANY ADDITIONAL, SPECIFIC ENTRY REQUIREMENTS]** |
| Delivering Institution(s) | **[INSERT CENTRE(S) AT WHICH COURSE IS OFFERED]** |
| UCAS Code | **[INSERT UCAS CODE]** |

This definitive record sets out the essential features and characteristics of the [INSERT FULL COURSE TITLE] course. The information provided is accurate for students entering level 4 in the [INSERT ACADEMIC YEAR] academic year[[5]](#footnote-5).

**Course Summary**

[INSERT SUMMARY OF COURSE IN APPROXIMATELY 1,000 CHARACTERS]

**Course Aims**

[INSERT COURSE AIMS]

**Course Learning Outcomes**

The following statements define what students graduating from the [INSERT FULL COURSE TITLE] course will have been judged to have demonstrated in order to achieve the award. These statements, known as learning outcomes, have been formally approved as aligned with the generic qualification descriptor for level 4/5/6 awards as set out by the UK Quality Assurance Agency (QAA)[[6]](#footnote-6).

[INSERT COURSE LEARNING OUTCOMES]

**Course Design**

The design of this course has been guided by the following QAA Benchmarks / Professional Standards / [name of PSRB] Competency Frameworks / Apprenticeship Standards:

* [List benchmarks/professional standards/competency frameworks/Apprenticeship Standards that have been consulted (INSERT YEAR OF PUBLICATION)]

**Course Structure**

The [INSERT FULL COURSE TITLE] comprises modules at levels 4, 5 and 6.

[INSERT MODULE STRUCTURE IN TABLE BELOW]

Module Specifications for each of these modules is included within the course handbook, available to students on-line at the beginning of each academic year.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Module | Credits | Module Type[[7]](#footnote-7) |
| Level 4 |
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| Level 5 |
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| Level 6 |
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|  |  |  |  |

[Where there are validated optional modules, please indicate whether the options are offered every year or only offered in particular years.]

**Awards**

On successful completion of the course, students will be awarded a [INSERT FULL AWARD TITLE]. Students who leave the course early may be eligible for a [INSERT NAMED DipHE EXIT AWARD] on successful completion of 240 credits including all mandatory modules at levels 4 and 5, or a [INSERT NAMED CertHE EXIT AWARD] on successful completion of 120 credits including all mandatory modules at level 4. (DELETE AS APPROPRIATE)

**Course Delivery**

The course is delivered at [INSERT LOCATION(S)]. Students studying full-time on [INSERT FULL COURSE TITLE] are likely to have approximately [NUMBER] contact hours for level 4, [NUMBER] contact hours for level 5 and [NUMBER] contact hours for level 6 (DELETE AS APPROPRIATE). The contact hours will be a mix of [PROVIDE APPROPRIATE DETAIL e.g. lecture, seminar, practical activity] and students will also be required to participate in [NUMBER] hours/days of work placement [INCLUDE LOCATION OF PLACEMENT WHERE KNOWN] (DELETE AS APPROPRIATE). Placements will be arranged by the University/Students will be expected to find their own placement (DELETE AS APPROPRIATE). Students will normally be expected to undertake [NUMBER] hours of independent study in an average week, but should be prepared for this to vary based on assignment deadlines and class exercises.

**Course Assessment**

A variety of assessments will be used on the course to enable students to experience and adapt to different assessment styles. The assessment methods used will be appropriate to assess each module’s intended learning outcomes. Assessment on the course overall will be approximately [NUMBER]% coursework (including essays, reports, presentations, group work, reflective learning journals and research projects) (DELETE/ADD AS APPROPRIATE), [NUMBER]% examinations and [NUMBER]% practical assessments. (DELETE/ADD AS APPROPRIATE)

**Special Features**

[THIS SECTION SHOULD INCLUDE FURTHER INFORMATION ON THE PSRB OR PARTNERSHIP WORKING] e.g. On successful completion of the [INSERT FULL AWARD TITLE(S)] students are eligible for membership with the [PSRB]. This course is delivered in partnership with [ORGANISATION]. (DELETE AS APPROPRIATE).

**End Point Assessment**

All students on the course undertake an End Point Assessment (EPA) to complete their [INSERT FULL APPRENTICESHIP TITLE]. Students will be expected to undertake the EPA as part of their degree/after the successful competition of their degree (DELETE AS APPROPRIATE). The EPA will be delivered by the University/by a separate training provider (DELETE AS APPROPRIATE). The EPA will be approximately [NUMBER]% coursework (including essays, reports, presentations, group work, reflective learning journals and research projects) (DELETE/ADD AS APPROPRIATE), [NUMBER]% examinations and [NUMBER]% practical assessments (DELETE/ADD AS APPROPRIATE). Following successful completion of the EPA students will achieve their [INSERT FULL APPRENTICESHIP TITLE].

**Course Team**

The academic staff delivering this course are drawn from a team that includes teaching specialists and current practitioners. All staff are qualified in their subjects with their own specialist knowledge to contribute [and are registered with the appropriate professional body (i.e. NMC or HCPC)].

**Course Costs**

Students undertaking [INSERT FULL COURSE TITLE] will not be charged tuition fees directly. Tuition fees will be agreed between the University and a student’s employer. Students will be required to sign a commitment statement before starting their apprenticeship which will detail the student’s, employer’s, and University’s expectations under the apprenticeship agreement.

Students will be required to pay additional costs for [INSERT DETAILS e.g. trips, residentials] amounting to a maximum of £[AMOUNT] payable at a later date (give details where known). (DELETE AS APPROPRIATE)

Students are likely to incur other costs for [INSERT DETAILS e.g. equipment, materials, optional field trips, exhibitions] amounting to approximately £[AMOUNT] per year. (DELETE AS APPROPRIATE)

**Academic Framework and Regulations**

This course is delivered according to the Framework and Regulations for Undergraduate Awards and other academic policies and procedures of the University and published on the [website](https://www.uos.ac.uk/content/our-policies-and-procedures-delivering-our-services-and-responsibilities).

1. For an explanation of the levels of higher education study, see the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014)](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf) [↑](#footnote-ref-1)
2. All academic credit awarded as a result of study at the University adheres to the [Higher education credit framework for England](https://www.qaa.ac.uk/docs/qaa/quality-code/academic-credit-framework.pdf). [↑](#footnote-ref-2)
3. Where the course is delivered both full-time and part-time, the standard length of course is provided for the full-time mode of attendance only. The length of the part-time course is variable and dependent upon the intensity of study. Further information about mode of study and maximum registration periods can be found in the [Framework and Regulations for Undergraduate Awards](https://www.uos.ac.uk/sites/default/files/Framework-and-Regulations-for-Undergraduate-Awards.pdf). [↑](#footnote-ref-3)
4. Details of standard entry requirements can be found in the [Admissions Policy](https://www.uos.ac.uk/sites/default/files/Admissions-Policy.pdf) and further details about Disclosure and Barring Checks (DBS) can be found on the [University’s DBS webpage](https://www.uos.ac.uk/content/disclosure-and-barring-service-checks-dbs). [↑](#footnote-ref-4)
5. The University reserves the right to make changes to course content, structure, teaching and assessment as outlined in the [Admissions Policy](https://www.uos.ac.uk/sites/default/files/Admissions-Policy.pdf). [↑](#footnote-ref-5)
6. As set out in the [QAA Frameworks for Higher Education Qualifications of UK Degree-Awarding Bodies (2014)](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf) [↑](#footnote-ref-6)
7. Modules are designated as either mandatory (M), requisite (R) or optional (O). For definitions, see the [Framework and Regulations for Undergraduate Awards](https://www.uos.ac.uk/sites/default/files/Framework-and-Regulations-for-Undergraduate-Awards.pdf) [↑](#footnote-ref-7)