

**CTMC FORM 1: Amendments to Approved Modules (AAM)**

For **Category 1** amendments, please complete the details below and return to your School/Institute Quality Administrator and College Director LTQE. Please also attach the revised Module Specification, highlighting the changes. For further details of requirements for module/course amendments please see paragraphs 76-90 of the [Course Planning and Approval/Re-approval Process.](https://www2.worc.ac.uk/aqu/documents/CourseApprovalProcess.pdf)

If these amendments will affect the award map in the Programme Specification, please contact your School /Institute Quality Administrator to obtain the most up to date version. These are held centrally in AQU to ensure accuracy of version control and are published on the [AQU webpages](http://www.worc.ac.uk/aqu/662.htm). **Please attach the amended award map with this form.**

With the Course Leader’s assent (see section 16), **Category 1** amendments may be presented by the Module Leader to the relevant CMAS sub-group.

**1. Module Information**

|  |  |
| --- | --- |
| **School/Institute/Department:** |  |

|  |  |
| --- | --- |
| **Course Title:** |  |

|  |  |
| --- | --- |
| **Module Code:** |  |

|  |  |
| --- | --- |
| **Module Author/ Proposer:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status of module in relation to course** | [ ]  | Mandatory | [ ]  | Optional |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Credits** | [ ]  | 15 | [ ]  | 30 |

|  |  |
| --- | --- |
| **Date change to take effect from:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Which students will be affected:** | [ ]  | New | [ ]  | Existing |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. Have existing students been consulted about the proposed change?** | [ ]  | Yes | [ ]  | No |
| Give details of consultation (ie: means of consultation, outcome of discussion/feedback) |
|  |

|  |  |
| --- | --- |
| **3. Details of External Examiner** |  |
| **Has the External Examiner been informed/comments received?** | [ ]  | Yes | [ ]  | No |
| Give details of External Examiner correspondence and any comments received  |
|  |

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| --- | --- | --- | --- | --- |
| **4. Is the module shared by any other course?** | [ ]  | Yes | [ ]  | No |
| Where the module is shared by another course or courses, the proposer must ensure that the course leader/s have been consulted in order to consider implications of the proposed change for students on the other course/s. Where there is a significant practice element, changes must be discussed with relevant partners/placement providers. |
| **Shared by Course/s:** |  |
| **Status of module in relation to these courses** (i.e., Mandatory or Optional) |  |
| **Has the course leader been consulted? Give details** e.g., name, course, date of discussion, etc. |  |
| **Have partners/placement providers been consulted?** (where relevant) |  |

**Nature of Change**

Where there is a change of module title, module code, status, pre-requisites, or excluded combinations, these will also need to be amended in the Award Map (Section 15) of the Programme Specification for the course(s) and the date of the revision noted.

Please complete the relevant box(es) below.

**5. Change of Title/Code**

|  |  |
| --- | --- |
| **Old Title/Code** |  |
| **New Title/Code** |  |

**6. Change of Status** (Mandatory (M) or Optional (O))

**Note: Changing status of optional module to mandatory is a significant category 3a change.**

|  |  |
| --- | --- |
| **Old status:** |  |
| **New status:** |  |

**7. Change of Pre-requisites and/or Excluded Combination**

|  |  |
| --- | --- |
| **Old status:** |  |
| **New status:** |  |

**8. Change to learning outcome/s**

|  |  |
| --- | --- |
| **Old Learning Outcome/s:** |  |
| **New Learning Outcome/s:** |  |

**9. Changes to Assessment pattern**: include assessment type, word/time, limits, weightings, etc.

|  |  |
| --- | --- |
| **Original Assessment Pattern:** |  |
| **New Assessment Pattern:** |  |

**10. Changes to Learning and Teaching Activities:** include changes to type of activity, breakdown of learning time hours etc.

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| --- | --- |
| **Give details:** |  |

**11. Other considerations**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Does this course have a PSRB?** | [ ]  | Yes | [ ]  | No |
| If yes, give details: |  |
| Will the change impact upon PSRB accreditation? | [ ]  | Yes | [ ]  | No |
| If yes, give details: |  |
| Has the PSRB been contacted in relation to the proposed change? | [x]  | Yes | [ ]  | No |
| If yes, give details: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Does this course have work based learning/placements?** | [ ]  | Yes | [ ]  | No |
| If yes, give details: |  |

**12. Any other changes not listed above**

|  |  |
| --- | --- |
| **Give details:** |  |

**Commentary**

**13. Rationale for the amendments**

This should include reference to the learning outcomes of the module and course assessment strategy as appropriate. How do the new arrangements support the Course aims? Is the proposed change a response to student, staff or External Examiner evaluation?

Does the assessment strategy comply with the policy and procedure on inclusive assessment?

|  |  |
| --- | --- |
| **Give details:** |  |

**14. Other implications**

Will the changes to this module affect or have implications for other modules on the course and/or for the course as a whole? For example, 30 credit modules with related 15 credit “exchange” modules; removal of PDP from a module; employability skills or mapping of key skills across a course.

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| --- | --- |
| **Give details:** |  |

**15. Cumulative change**

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| --- | --- | --- | --- | --- |
| Have other changes been made to this course within the last 3 years? | [ ]  | Yes | [ ]  | No |
| Sections 12 and 13 of the Programme Specification should be checked as changes may affect course learning outcomes etc. All modules and course changes should be recorded by the School/Institute Quality Administrator onto the School’s/Institute’s [Cumulative Change Tracking Spreadsheet](https://www2.worc.ac.uk/aqu/documents/CTMCForm4CumulativeChangeTemplate.xlsx). |
| **Please list all changed in last 3 years** |  |

**16. Course leader consultation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Has the course leader been consulted about the proposed change?** | [ ]  | Yes | [ ]  | No |
| Give details e.g., name, date of discussion etc. |  |
| Give details of discussion including any discussion of cumulative change that might lead to significant revision of the originally approved course: |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Who is to present the proposal at CMAS?** | [ ]  | Module leader | [ ]  | Course leader |
| If module leader, course leader to give consent: | Signed:  |

**Signatures**

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| --- |
| **Course Leader** |
| Signed: |  | Date: |  |

|  |
| --- |
| **Head of Department** |
| Signed: |  | Date: |  |

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| --- |
| **Agreed by Link Tutor** (Collaborative only) |
| Signed: |  | Date: |  |

Please send completed form to the School /Institute Quality Administrator and College Director LTQE.

## **Checklist for consideration prior to proposal sign off:**

*Module Leaders and Course Leaders should note that a proposal to CMAS is comparable to final course approval and that final documentation submitted should be of the same high standard. Module Leaders and Course Leaders need to give themselves sufficient time to look critically at the proposed changes which are to be accurately presented on the correct template.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Has the QC advised on category and appropriate CTMC form? | Yes | [ ]  | No | [ ]  |
| Has the most up to date [Module Specification](https://www2.worc.ac.uk/aqu/documents/ModuleSpecificationTemplate.docx) been used. Has it been completed appropriately and been checked for typos and grammatical errors? | Yes | [ ]  | No | [ ]  |
| Have both the original module specification and revised version been submitted to CMAS? | Yes | [ ]  | No | [ ]  |
| Has the proposal been checked against the Programme Specification? | Yes | [ ]  | No | [ ]  |
| Do the proposed changes impact the Award Map? | Yes | [ ]  | No | [ ]  |
| If ‘Yes’ has the Award Map (and Programme Spec) been amended? | Yes | [ ]  | No | [ ]  |
| Are the original and revised module specifications, award map and programme specification, where applicable, attached with changes highlighted? | Yes | [ ]  | No | [ ]  |
| Has the cumulative change spreadsheet been checked to consider previous changes and whether the cumulative changes are likely to trigger a course reapproval? | Yes | [ ]  | No | [ ]  |
| Have any revised learning outcomes been reviewed against the **grade descriptors**? (See [Assessment Practice page](https://www2.worc.ac.uk/aqu/668.htm)) | Yes | [ ]  | No | [ ]  |
| Have the principles of assessment set out in the **Assessment Policy (Appendix 1)** been considered (See [Assessment Practice page](https://www2.worc.ac.uk/aqu/668.htm)). For example (not exhaustive): | Yes | [ ]  | No | [ ]  |
| * is assessment appropriate: does it align with course aims and learning outcomes (will it enable students to demonstrate meeting learning outcomes)?
 | Yes | [ ]  | No | [ ]  |
| * is the weighting appropriate as set out in the Assessment Policy?
 | Yes | [ ]  | No | [ ]  |
| * does the loading of assessment across modules at each level and for the course remain appropriate?
 | Yes | [ ]  | No | [ ]  |
| * has consideration been given to group work?
 | Yes | [ ]  | No | [ ]  |
| Does the module map against any professional accreditation? | Yes | [ ]  | No | [ ]  |
| Has the PSRB been contacted in relation to the changes? | Yes | [ ]  | No | [ ]  |
| Has the response from the PSRB been considered and recorded? | Yes | [ ]  | No | [ ]  |
| Do the proposed changes, including those of the learning outcomes, impact on professional accreditation? | Yes | [ ]  | No | [ ]  |
| Are you sure that changes will not invalidate professional accreditation? | Yes | [ ]  | No | [ ]  |
| Has compensation been considered/noted on the module specification? | Yes | [ ]  | No | [ ]  |
| Have you considered whether changes impact the academic level and the overall course and how this module sits with other modules in the course)?  | Yes | [ ]  | No | [ ]  |