**Guidance for completing the Design Narrative**

Design Narratives provide a commentary of the programme i.e. why and how the programme is as it is, plus additional necessary information for quality assurance.

Please refer to the OfS conditions of Registration can be found [here](https://www.officeforstudents.org.uk/for-providers/registering-with-the-ofs/registration-with-the-ofs-a-guide/conditions-of-registration/). The QAA Quality Code for HE Principles can be found [here](https://www.qaa.ac.uk/docs/qaa/quality-code/uk-quality-code-for-higher-education-2024-sector-agreed-principles.pdf?sfvrsn=6da5b881_11). You will note that there is reference to the OfS Conditions of Registration and the QAA Quality Code for HE Principles in most sections, where possible consider and refer to these within your answers.

**Intended Award and programme title**

State the intended award and programme title.

**Opt-in YSJU Placement Year Opportunity**

This relates to the University-wide placement opportunity that students may opt into rather than integral placements that are reflected in the intended award title. Please note this is for full-time students only as part-time students undertaking a full-time placement year will be ineligible for funding.

**Brief Programme Overview**

Provide a brief description of the programme, the types of students it is intended for and what, if anything, makes the programme distinct to others of its kind.

Re-validation proposals should provide a reflection on how well the programme achieved its initial aims and whether there has been any issues and how these have been addressed in the proposal.

**Learning and teaching**

Provide information on the learning and teaching strategy for the programme, specifying how this supports the development and progression of students, and why the types of learning and teaching activities outlined in the programme specification support that. Has the use of digital technologies and AI been considered?

**Assessment Strategy and Plan**

Assessment Strategy: Provide information on the assessment strategy for the programme, specifying how this supports the development and progression of students and why particular forms of assessment have been chosen. Provide information on how formative assessment supports summative assessment. If summative group work assessments are employed, provide a rationale for this and a description of how they will be marked.

Assessment Plan: For each level, provide detailed information on the assessment description, assessment type, PLO mapping, a rationale for how the assessment enables the PLOs to be demonstrated, the assessment deadline week, and total WREL hours (where applicable).

**Inclusive HE, Liberation, Equality and Diversity**

Provide information on how the design of the programme has utilised the Inclusive HE Framework, e.g.

* how inclusive are the teaching and assessment strategies?
* Does the curriculum promote diversity?
* Do the teaching, resources (e.g. case studies) and reading lists reflect diversity?
* to what extent is the curriculum relatable for students?
* Has the programme been designed in a way that everyone can take part, and no-one is excluded?
* Does the design and delivery of the programme promote social justice?
* How will all students, regardless of background or belief, engage with the programme?

**What will your Graduates look like?**

Provide detail on how students will be able to meet the graduate outcomes, including examples of where this is achieved through the modules

**Positive Outcomes for all**

Provide information on the framework of support for, and active engagement with, students that will enable them to achieve their potential and demonstrate academic and professional skills and competencies.

**PLEASE COMPLETE WHEN SUBMITTING FINAL DOCUMENTATION FOR COMPLIANCE**

|  |  |
| --- | --- |
| **Programme title/s:** |  |

|  |  |
| --- | --- |
| **Is this a new programme or revalidation:** |  |
| **For revalidations, if the title has changed, has this been approved by the University?** |  |

**Compliance documentation approval**

Please confirm that the School Quality Panel (SQP) has reviewed the programme documentation and recommends that it proceeds to the compliance stage of validation.

|  |  |
| --- | --- |
| SQP sign off (date of meeting or chair’s action) |  |

**Business Case – has any information changed since the Business Case was approved? E.g., Programme title (intended and/or exit awards), entry months**

|  |  |
| --- | --- |
| Yes/no (if no, why) | Have changes been submitted to SPC for approval? |
|  |  |

**Module Sharing – will modules be shared with other awards outside of those proposed for validation here, if so, please list the awards:**

|  |  |
| --- | --- |
| Module code | Award |
|  |  |
|  |  |
|  |  |
|  |  |

 **Design Narrative for validating partner provision**

*Intended Award and programme title(s)****[[1]](#footnote-1)***

|  |  |
| --- | --- |
| *School:* |  |
| *Entry in academic year:* | *state year of entry applicable to this version* |
| *Entry months* | s*tate months of entry* |
| *Awarding institution:* | York St John University |
| *Teaching institution:* |  |
| *Delivery location:* |  |
| *Programme/s accredited by:* |  |
| *Exit awards:* |  |
| *UCAS code / GTTR / other:* |  |
| *Joint Honours combinations:* |  |
| *QAA benchmark group(s):* |  |
| *Mode/s of study:* | full time for XX years  part time for XX years |
| *Language of study:* | English |
| *Study abroad opportunities:* | yes/no |
| *Opt-in YSJU Placement Year opportunity:* | yes/no |
|  |  |

|  |
| --- |
| Brief Programme Overview  *Provide a brief overview of the programme, the types of students you hope to attract and the unique selling points*  *(This section links to the OfS condition of registration B2 and the QAA Quality Code Principle 9)[[2]](#footnote-2)* |
|  |

|  |
| --- |
| FOR REVALIDATIONS  What are your general reflections on how the programme met the original aims on delivery?  *It is useful to consider here whether you attracted the types of students you aimed to attract and how you linked learning and teaching to scholarship, research or professional practice for the students on the programme.*  *How will the revalidation address any issues identified in the current programme?*  *(This section links to the OfS condition of registration B2 and the QAA Quality Code Principles 5, 7 and 9)* |
|  |

**TEACHING LEARNING AND ASSESSMENT**

|  |
| --- |
| Teaching and Learning  *Please outline your proposed approach to learning and teaching. This should not be a list of types of teaching but should provide an explanation as to the approach you will take and why this is appropriate for this type of programme. How have you designed your strategies to consider the types of students you are trying to recruit?*  *You should also make explicit reference to:*   * *any disciplinary and/or practice-based approaches to learning and teaching that will underpin the educational experience of the programme and will support the types of students that you are expecting to attract.*   *(This section links to the OfS conditions of registration B1, B2 and B5, and the QAA Quality Code Principles 2, 3, 5, 7, 10 and 11)* |
|  |

**Assessment Strategy and Plan**

|  |  |
| --- | --- |
| **Guidance** *(Quality will delete guidance once sections a and b have been completed)*  *There must be a clearly defined and rigorous assessment strategy for the entire programme that clearly specifies the requirements for the students’ progression and achievement within the programme.* | |
| ***Assessment Strategy:***  *When developing your strategy, please consider the* [*University’s Principles of Assessment*](https://www.yorksj.ac.uk/media/content-assets/quality-gateway/documents/Principles-of-Assessment-(Doc-37KB).docx) *and the QAA guiding principles (noting that these are intended as a framework and are not exhaustive).*  *In* ***Section a****, provide details of how you have considered and incorporated these guiding principles, or other approaches, within the programme and assessment design.* | |
| ***QAA guiding principles:*** | |
| *Assessment methods and criteria are aligned to learning outcomes and teaching activities.*   * *There is alignment between intended learning outcomes, teaching strategies, methods of assessment and assessment criteria.* * *Learning outcomes, assessment criteria and learning and teaching activities are developed in accordance with the academic level of study, using appropriate descriptors and consistent language* | *Assessment design*   * *Effective design of assessment ensures that programme learning outcomes (which themselves fulfil the requirements of, where appropriate, the relevant qualification frameworks, credit framework, Subject Benchmark Statements, and guidance on qualifications’ characteristics) are addressed through the assessment of the modules.* |
| *Assessment design is approached holistically.*   * *Assessment design considers all modes of course delivery and environment.* * *Variety in modes of assessment meets a need, based on academic judgement, and is not just for the sake of variety. Variety helps develop a range of skills and competencies and assesses a range of learning styles* * *Assessment design needs to develop across stages as the student develops, as well as levels of study, as part of the overarching award design process and on an ongoing basis.* | *Assessment and feedback is purposeful and supports the learning process.*   * *Assessment is fit for purpose and methods are valid in measuring achievement against learning outcomes.* * *Assessment enables students to benchmark their current level of knowledge or skills, identify areas for improvement and make judgements about the overall progress made.* * *Feedback on assessment builds on dialogue and opportunities for students to reflect on their learning. The teaching and assessment strategy progressively enhances students’ assessment literacy to enable them to increasingly regulate their own learning and performance.* |
| *Assessment is timely.*   * *Assessment tasks and feedback are timed appropriately to promote student learning and facilitate improvement.* * *A holistic view of assessment deadlines can help to ensure that they are timed appropriately, to avoid over-burdening students* | *Assessment is efficient and manageable.*   * *The spread, number and methods of assessment are considered with other, concurrent modules in mind to ensure that the burden of assessment is not excessive.* |
| *Students are supported and prepared for assessment.*   * *Students are given opportunities to develop assessment literacy, practise subject-related skills and knowledge, engage with content and develop the competencies required to meet learning outcomes.* * ***Include formative assessment opportunities****.* | *Assessment encourages academic integrity.*   * *Wherever possible, a suitable variety of assessment methods should be used, to minimise the availability of opportunities for students to incorporate plagiarised work by another author, or previous work by the student, either within the level of study or across levels.* |
| *Inclusive assessment*   * *Assessment tasks provide every student with an equal opportunity to demonstrate their achievement of learning outcomes through inclusive design wherever feasible and through individual reasonable adjustments as required. In designing assessments, consideration is given to all students, including those with protected characteristics.* | *The role of the student:*  *Where possible students need to be involved as active participants, not just in the process but also in the research, design and evaluation of assessment.*  *Students as (co-)designers:*   * *Choice of task, design of the assessment brief, development of grading criteria, provision of alternative methods for accessibility and even choice of tools and technologies can all be usefully informed by dialogue between tutors and students.*   *Students as assessors:*   * *Active engagement with grading criteria and processes can equip students with the skills to “monitor, manage and evaluate” their own learning.*   *Students as researchers:*   * *As well as being subjects of research in the evaluation of assessment practice, students can also be active researchers. This could be for academic credit (as a third year or Masters level project, for example) or as an extra-curricular activity.* |
| ***Assessment Plan:***  *The assessment plan (****Section b****) is intended to provide a summary of the types of assessment used for each module, the PLOs linked to each module and a brief description of the rationale for the choice of assessment and how it will enable assessment of the PLOs (information can be drawn from the module descriptors).*  *Allocate each assessment component its own row, add or delete rows as necessary.* | |

|  |
| --- |
| 1. **Assessment Strategy** *(Please use as much space as required)*   *(This section links to the OfS condition of registration B4, and the QAA Quality Code Principles 1, 4, 5, 7 and 11)* |
|  |

**b. Assessment Plan**

**Level 3/4/7/8** *(Delete as applicable)*

*Add additional rows where necessary*

*If you are proposing a suite of programmes: all modules for the suite can be included in the table for each level (Quality can provide additional guidance on how to compete the table if required)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module /credits** | **Compulsory/**  **Optional** | **Assessment Description** | **Assessment type** | **PLOs** | **Rationale for assessment choice and how it enables the PLOs to be assessed** | **Assessment submitted - Semester and Week** |
| ***Example:***  ***GEO4005M***  *Political Ecology / 30* | ***O*** | *Critical Evaluation (2,000 words)* | *Written work* | *4.1*  *4.2*  *4.3* | *Students are expected to summarise and critically evaluate selected theoretical approaches to political ecology discussed on the module and the means in which these can be applied in specific contexts / to the understanding of particular environmental issues (4.1, 4.2, 4.3).* | *S1, WK6* |
| *Literature Review (3,000 words)* | *Written work* | *4.1*  *4.2*  *4.3* | *A systematic review of relevant academic research literature with a focus on a specified environmental issue of the student’s choosing (4.1, 4.3) with an awareness of key debates and challenges as relevant when researching / responding to this issue (4.2).* | *S1, WK10* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Exit Award: e.g. Certificate of Higher Education XXXXXX | | | | | | |

**Level 5** *(Delete this section if not required)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module /credits** | **Compulsory/**  **Optional** | **Assessment Description** | **Assessment type** | **PLOs** | **Rationale for assessment choice and how it enables the PLOs to be assessed** | **Assessment submitted - Semester and Week** |
| ***Example:***  *GEO5006M*  *Sustainability in Practice / 30* | ***C*** | Sustainability initiative proposal (5,000 words) | *Written work* | *5.2*  *5.5*  *5.6* | *Through their proposal students will demonstrate application of core sustainability concepts to a specific issue in a particular context (5.2, 5.3). The proposal will develop and communicate an initiative to address this issue with an understanding of the need to engage both academic and non-academic audiences (5.6).* | *S1, WK13* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| Exit Award: Diploma of Higher Education XXXXXX | | | | | | |

**Level 6** *(Delete this section if not required)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Module /credits** | **Compulsory/**  **Optional** | **Assessment Description** | **Assessment type** | **PLOs** | **Rationale for assessment choice and how it enables the PLOs to be assessed** | **Assessment submitted - Semester and Week** |
| ***Example:***  GEO6004M  Environmental Policy / 40 | ***C*** | *Policy Evaluation (2,000 words) – Group Assessment* | *Written work* | *6.1*  *6.2*  *6.5*  *6.6* | *A document to be produced as a group, submitted with an accompanying summary document that identifies how work was delegated within the group. The submission will be awarded a single mark, received by all students, to support the development of teamworking and project management skills, as well as communication, creativity and self-direction (6.5).*  *The policy evaluation will require application of concepts and theoretical frameworks to evaluate a policy and its implications for specific contexts (6.1, 6.2). The final document will be expected to be produced to professional industry standards (6.6).* | *S1, WK13* |
| *Policy Proposal (3,000 words)* | *Presentation* | *6.2*  *6.5*  *6.6* | *In designing / proposing a new or improved environmental policy response to an identified issue, students will be required to apply their knowledge and understanding from the module to the solving of real-world problems (6.2).*  *In addition, students will be expected to either: a) consult with and incorporate the responses of an identified stakeholder(s) into their policy proposal to identify potential challenges/opportunities arising from its implementation; or b) identify a range of stakeholders of relevance and set out a clear process for consulting with each, recording, and responding to their views. Engaging and communicating with stakeholders is necessary for the development of a new or improvement environmental policy (6.5, 6.6).* | *S2, WK15* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Exit award**: Ordinary Degree XXXXXX | | | | | | |
| **Final award:** XXXXXXX | | | | | | |

|  |
| --- |
| Inclusive Higher Education, Liberation, Equality and Diversity *Please outline how you have used the* [*Inclusive Higher Education Framework*](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.inclusiveeducationframework.info%2F&data=05%7C01%7Ca.baker%40yorksj.ac.uk%7Cffe2b61286e54231824c08dbad462738%7C5c8ae38ef85b4309b7ec862815a37aee%7C0%7C0%7C638294289031866271%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=WGnoCT5pJciOB5tJ4GX5lEKABQtr%2F9ml80op6GH%2F%2Fqc%3D&reserved=0) *as a tool for helping you to design a programme that removes barriers to access, attainment and progression.*  *Such considerations might include:*   * *How will all students, regardless of background or belief, engage with your programme? Will they all be able to relate to what you are teaching and their learning?* * *How did you ensure your learning outcomes are equitable, so as not to introduce any unnecessary or unintended barriers?* * *Does your curriculum promote diversity?  Have you sought advice on decolonising your curriculum?*   *Further information can be found* [*in the ‘Liberation, Equality and Diversity prompts for validation documents’*](https://www.yorksj.ac.uk/quality-gateway/programme-design-amendment-and-approval/tool-kit-guidance-forms-and-templates/#validation-and-re-validation:-process-and-guidance)  *(This section links to the OfS conditions of registration B1, B2, B3 and B4, and the QAA Quality Code Principles 2, 3, 5, 7, 9, 10 and 11)* |
|  |

|  |
| --- |
| What will your graduates look like?  *How will you support student employability, digital literacy and engagement with enhancement or extra curricula opportunities?*  *(This section links to the OfS conditions of registration B1, B2, B3 and B5, and the QAA Quality Code Principles 2, 3, 7, 9, 10 and 11)* |
|  |
| *Please include how the programme will help students to meet the University graduate attributes:* |

|  |  |
| --- | --- |
| ***Graduate attribute*** | ***How this programme helps students to achieve this*** |
| Confident   * Persuasive, able to negotiate constructively and influence others * Communicate, in a range of formats and for different audiences * Confident in your skills and aspirational in setting goals for the future |  |
| Authentic   * Making considerate and ethical decisions with integrity * Community minded, aware of global perspectives and embracing of difference * Engaged with relevant technology and using it in a socially responsible way |  |
| Resilient   * Self-aware, collaborative and emotionally intelligent * Able to identify opportunities for support and growth in response to new challenges * Able to adapt to technological change and agile in approach to learning |  |
| Enterprising   * Aware of resources and able to utilise these to support personal and professional development * Creative in applying solutions to complex problems * A collaborative team member and leader |  |
| Professional   * Commercially aware * Able to manage time and competing priorities * Knowledgeable, evidence led and intellectually curious |  |

|  |
| --- |
| Study Abroad  *If students have the opportunity to study abroad for a Semester or full year, please confirm you have considered the implications of the proposed programme structure i.e.*   * *If there are year-long modules, has an alternative structure for study abroad been provided that can only be taken in a specified Semester at YSJU? Will the student only be permitted to study abroad for the full year?* * *The implications of study abroad and non-compensable modules have been considered i.e. students may take comparable modules at the partner institution but they must be passed* |
|  |

|  |
| --- |
| Student experience  *Please indicate how you intend to create a community of learners, and how you will make sure the curriculum is inclusive. If the programme will have shared modules, please indicate how you will ensure a consistent student experience. How will students be supported to meet the learning outcomes? Have you considered how to personalise each student’s learning journey?*  *(This section links to the OfS conditions of registration B1, B2, and B3, and the QAA Quality Code Principles 2, 3, 5, 7, 10 and 11)* |
|  |

|  |
| --- |
| Employability/Transferable skills  *Please outline the approach taken by the programme to prepare students for future employment. How will employability underpin the programme?*  *(This section links to the OfS conditions of registration B1, B2 and B3, and the QAA Quality Code Principles 2, 3, 5, 7, 10 and 11)* |
|  |

|  |
| --- |
| Positive outcomes for all  *How will you support all students to be successful? How will you ensure that all students have positive experiences?*  *(This section links to the OfS conditions of registration B1, B2, B3 and B4, and the QAA Quality Code Principles 2, 3, 4, 5, 7, 10 and 11)* |
|  |

|  |
| --- |
| Students as partners  *Please refer to the* [*Student Partnership Plus Policy*](https://www.yorksj.ac.uk/media/content-assets/document-directory/documents/student_partnership_plus_policy.pdf) *when considering your response to this section.*  *How have you involved students in the curriculum development process?*  *How will you engage them in monitoring and evaluating the programme and its effectiveness?*  *For revalidations:*  *How well did the programme create a cohesive community of learners, and was the curriculum inclusive as designed?*  *What feedback did you receive from students, and how has that feedback informed the operation of the programme and the revalidation process?*  *How have you involved students in the curriculum development process?*  *How will you continue to engage them in the monitoring and evaluation of the programme going forward?*  *(This section links to the OfS conditions of registration B1, B2, and B4, and the QAA Quality Code Principles 2, 3, 4, 5, 7, 10 and 11)* |
|  |

**Anonymous Marking – please list any modules that are exempt from anonymous marking and provide a rationale for that exemption:**

|  |  |
| --- | --- |
| Module code(s): | Rationale |
|  |  |
|  |  |
|  |  |
|  |  |

**Programme structures for non-standard entry points and part-time routes**

*For part time routes*

* *Semesters should be 1, 2*
* *Year should be 1, 2, 3, 4, 5, 6*

*Delete the year column if it is not applicable*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Code | Level | Semester | Year | Title | Credits | O/C | NC or X |
| *\* SPO4010M* | *4* | *1* | *1* | *Anatomy and Physiology for Sport and Exercise* | *20* | *C* | *NC* |
| *\* SPO4012M* | *4* | *2* | *2* | *Kinesiology and the Biomechanical Principles of Human Movement* | *20* | *O* | *X* |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

*\*Delete example rows*

**Curriculum Mapping – complete for suites of programmes only**

*Use the code: C = Compulsory, O = Optional*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Programmes** |  |  |  |  |  |
| **Module Code** | **Module Title** | **Semester** | BSc (Hons) Rocket Science | BSc (Hons) Rocket Engineering | BA (Hons) Rocket Science and Management |  |  |  |
| 1RS001 | Three-dimensional computational geometry | 1 + 2 | C | C | O |  |  |  |
| 1RS002 | Gravitational mechanics | 1 + 2 | C | C | O |  |  |  |
| 1RS003 | Entrepreneurship | 1 | C | C |  |  |  |  |
| 2RS001 | Autonomous unmanned vehicles | 1 |  | C | C |  |  |  |
| 2RS002 | Business stewardship in astronautics | 1 | C | C | C |  |  |  |
| 2RS003 | Qualitative research methods | 1 + 2 | O | O | O |  |  |  |
| 3RS010 | Large-scale engineering and climate change | 1 | O | O | O |  |  |  |
| 3RS020 | Four-dimensional computational geometry | 1 |  |  | C |  |  |  |
| 3RS030 | Literature and commercial review | 1 + 2 | C | C | C |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

*\* Please delete the example above before submitting your completed mapping*

1. The design narrative can cover a suite of programmes; list all the award titles that are included in the suite. [↑](#footnote-ref-1)
2. The OfS conditions of Registration can be found [here](https://www.officeforstudents.org.uk/for-providers/registering-with-the-ofs/registration-with-the-ofs-a-guide/conditions-of-registration/). The QAA Quality Code for HE Principles can be found [here](https://www.qaa.ac.uk/docs/qaa/quality-code/uk-quality-code-for-higher-education-2024-sector-agreed-principles.pdf?sfvrsn=6da5b881_11). [↑](#footnote-ref-2)