

Purpose of Policy

The purpose of City College Coventry's Curriculum Policy is to publicise to staff, students and other stakeholders the College's commitment to providing a broad, challenging and purposeful curriculum experience for all students.

Policy

The College is committed to providing students with a framework which ensures that student learning and achievement is maximised. This is supported by an entitlement to progress tutoring, induction, additional support, and subject & skills development.

Contribution to Achievement of the College's Mission

The College's Mission is *'Responding to Diversity, Raising the Standard, Taking Education Further'*. This Policy contributes to the Mission by raising the standard of the curriculum.

Implementation

To achieve our commitment the College will:

- Provide each student with a nominated progress tutor who will help plan the student's programme and qualification aims and review their progress on a regular basis.
- Ensure that all full-time and Skills for Life students have a negotiated individual learning plan.
- Post-induction, ensure that all full-time students receive at least four further one-to-one tutorials per year
- Ensure that part-time students on courses over 120 hours receive one one-to-one tutorial per term; other part-time students to receive one-to-ones as appropriate.
- Ensure that all students receive an effective induction programme within the first week of the start of their course.
- Arrange for full-time students on 16-19 full-time courses to participate in five Learner Management Weeks per year.
- Provide a broad enrichment programme of extra-curricular activities to be available to all 16-19 full-time students in response to the themes and outcomes of 'Every Child Matters'.
- Ensure that all students on relevant 16-19 full-time courses can participate in an appropriate key skills development programme
- Provide opportunities for additional support in literacy, numeracy, ESOL and specific learning difficulties
- Provide all students on 16-19 full-time courses with an appropriately timed written report on progress.
- Provide sufficient library and IT resources to support learning.

- Provide a comprehensive student support service, e.g. careers, counselling, finance, welfare and specialist support.
- Provide full-time students and where appropriate part-time students with a course handbook during induction, incorporating an outline scheme of work and a schedule of internally assessed work for the academic year.

Monitoring and Impact Measurement

The effectiveness of the Curriculum Policy and in particular student entitlement to a range of support and curriculum initiatives will be monitored regularly by the Heads of School, the Executive and subject to annual review by Academic Board. The effectiveness of this policy will be measured by improvements in retention, achievement and satisfaction. The policy will be reviewed annually and amended accordingly.

Publication of Policy

This policy will be made publicly available, provided to all members of staff via the Intranet and forwarded to awarding bodies on request.

Policy Review Date	November 2010
Executive member responsible for implementation	Vice-Principal Quality & Curriculum

Approval and Review History
• Approved by the Corporation on 17th September 2002 (Minute C67/02)
• Reviewed and approved by the Corporation on 17th September 2003 (Minute C77/03)
• Reviewed and approved by the Corporation on 15th September 2004 (Minute C73/04)
• Reviewed and approved by the Corporation on 14th September 2005 (Minute C71/05)
• Reviewed and approved by the Corporation on 13th September 2006 (Minute C72/06)
• Reviewed and approved by the Corporation on 5th December 2007 (Minute C102/07)
• Reviewed and approved by the Principal (under delegated authority from the Corporation) at the Executive meeting of 23rd November 2009 (Minute X)