# Role outline

**Role title: Course Leader (Higher and Degree Apprenticeships)**

This role is a high level outline of the key responsibilities of a course leader. The context and precise activities may differ according to type, size and complexity of course. This document should therefore be read in conjunction with more detailed guidance available on the '[Course Leaders](https://blogs.shu.ac.uk/cle/) and [Higher and Degree Apprenticeship](https://blogs.shu.ac.uk/wblapprenticeships/?doing_wp_cron=1552391101.5846269130706787109375) Essentials' sites. For the purposes of this role outline the definition of the course team will included colleagues based in the employment setting.

**Role purpose:**

# To provide academic leadership, to the course team, in relation to course design and delivery and ensure the ongoing development of a designated course is fit for purpose in delivering an excellent student experience and continues to meet the needs of the employer(s).

**The course leader, supported in their role by the course team, is responsible for:**

**Providing academic leadership in relation to course design, delivery and enhancement by:**

# Working with relevant colleagues and employer(s) to design the course ensuring employer(s) needs are met alongside the requirements of the apprenticeship standard and any professional body requirements, using the University's Apprenticeship and work based learning framework.

# Creating a sense of identity and ownership amongst the course delivery team, providing focus and enabling staff to understand their contribution to the course, (e.g. by meeting regularly with the course delivery team to discuss the successful operation and development of the course).

# Working with the course delivery team to identify and advise on opportunities for academic development of the course in line with the strategic priorities of the Department, College and University.

# Advising key stakeholders/managers on the course specific resource requirements.

**Ensuring an optimum student experience by:**

# Building a sense of student community, acting as a key contact for students and liaising with student course representatives and the wider student cohort.

# Reviewing course timetables, assessment schedules and other organisational aspects prior to the commencement of the academic year. Working with relevant academic and professional services staff to improve the overall organisation of the course delivery, relevant off the job training and any gateway activities.

# Working with module delivery teams to ensure module documentation and content are correctly branded and that teams understand and can articulate to students how the module meets the requirements of the Degree and Higher Degree Apprenticeship (HDA) standards, in addition to any professional and statutory regulatory body requirements.

# Overseeing student recruitment and induction, preparing key information for students including course guides and the timely provision of pre-enrolment information to support transition.

# Working with colleagues to ensure students are aware and can access the full range of student support service available from the University.

* Monitoring operational delivery of the course to proactively address any emerging issues.
* Ensuring the continuous improvement of the course by sharing course specific knowledge and experiences through the course development process.
* Working with academic and professional services colleagues to identify opportunities to equip students with the skills, knowledge and behaviours required by and developed with employers and embed them into the course.

**Overseeing and reporting on the development and achievement of quality assurance and enhancement activities and facilitating the identification of opportunities for continuous improvement of the course by:**

* Contributing to the development and achievement of quality standards and criteria and identifies opportunities for continuous improvement of the course, reflecting on relevant performance indicators such as the National Student and Post Graduate Taught Experience Survey results.
* Ensuring that the module management is in line with University expectations e.g. moderation, verification, evaluation and review.
* Providing appropriate input to relevant course evaluation processes and identifying areas for further improvement.
* Engaging with external examiners at course level, professional and statutory regulatorybodies and end point assessors.
* Contributing to reports in accordance with published schedules and taking appropriate action in the light of quality judgements.
* Overseeing the monitoring and reporting on student progress and attendance to ensure funding returns can be made accurately and in the required timescale.
* Leading enhancements to the course ensuring that it reflects student and employer needs.

**Ensuring effective team working and communications by:**

* Representing the course by attending relevant events Departmental, College and University forums e.g. welcome evenings, graduation ceremonies.
* Building effective working relationships within the course team, including arranging regular team meetings with academics and professional services colleagues.
* Regularly visiting the employment setting(s) and meeting with the student(s) and workplace mentors.
* Ensuring that employers are kept informed of student achievement and overseeing regular review meetings with the employer to discuss student progress against the requirements of the degree programme and the apprenticeship standard.
* Meeting and liaising with current and potential employer(s) as appropriate.
* Building effective working relationships with external stakeholders relevant to the approval, delivery and quality enhancement of the course.

**Ensuring that students are recruited appropriately onto the course and progression opportunities are optimised by:**

* Supporting the recruitment and enrolment of new students including understanding and applying specific entry requirements, attending recruitment events, assessment days and apprentice\employer welcome events, where appropriate.
* Acting as an advocate for, and contributing to the marketing of the course.
* Ensuring that admissions procedures and progression opportunities are being undertaken in line with the University's admissions policy, including Recognition of Prior Learning (RPL).