



CURRICULUM POLICY

Summary Document

<i>Date of Policy</i>	<i>June 2008</i>
<i>Updated</i>	<i>June 2009</i>
<i>Approved by Principal(s)</i>	<i>June 2009</i>
<i>Review Date</i>	<i>June 2010</i>
<i>Key Staff</i>	<i>Tutors, Curriculum Teams, MDMs etc</i>
<i>Lead Staff for Review</i>	<i>Principal</i>

COURSE DELIVERY

Students' knowledge and understanding is developed through a blend of classroom tutorials, coursework (both assessed and non-assessed) and personal tutorials. Additional support is provided through self-access facilities such as the Personalised Learning Centre and the Internet.

Emphasis is placed on developing the students as confident, independent learners able to reflect on their learning, recognize, and react appropriately to, their own strengths and weaknesses.

Staff contributing to the Programme are normally experienced in teaching English and/or academic subjects to international students, and possess knowledge of the British higher education system.

Teaching is conducted in English and students are encouraged to use English at all times on School premises.

The aim of the academic staff is to select and implement methods that are most appropriate to each module and group, while preparing the students for the methodologies and techniques to which they will be exposed at University.

Course delivery involves a mix of classroom tutorials, Lectures, Workshops, Seminars and one to one tutorials, Group-work, Discussions and Self-Study.

In relation to all of its programmes, the College specifies a minimum level of English language ability (*IELTS 5 for A Level and 5.5 for Short A Level Courses. See Coursefinder booklet for other courses*), usually expressed in terms of an IELTS score, that it believes is necessary for students proposing to join a particular course.

STUDY PATHWAYS for UNIVERSITY FOUNDATION

Business, Economics, Finance and Management
Engineering and Sciences
Life Sciences
Humanities and Social Sciences

Media Arts

GCSE & IGCSE COURSES

Students generally study 5 core subjects, including mathematics and English on this one year, fast-track programme. Some students may take a Pre-A Level course which may incorporate GCSE, IGCSE or other examinations

A LEVEL PATHWAYS may include

Business, Economics, Finance and Management
Engineering and Sciences
Life Sciences
Humanities and Social Sciences
Media Arts
Business Creative Arts
Medical Pathway

CHECK COURSEFINDER FOR LATEST DETAILS

GIFTED AND TALENTED STUDENTS

Students who are particularly gifted are identified through assessment and ALIS data and are put onto a Pre-U Global Perspectives Course from October 2009. As we develop our provision in this area, we will work towards all of our gifted students being entered for the Pre-U Diploma. We will revise this policy in 2010-11 and assess its wider suitability. We are however committed to the provision of additional activities to stretch our most able students and provide them with suitable extra challenges

Other **Pre-U courses** will be offered from January in Maths, Economics, Physics and Further Maths with additional subjects being offered from September 2010. Students will follow a combination of Pre-U and A level courses as appropriate to their individual needs

STUDENTS WITH ENGLISH AS A SECOND LANGUAGE

Students with English as a second language all follow an ESL course at the College to support them in their studies. Students are expected to follow the relevant course until they obtain an IELTS score of 7.5 or equivalent in order to prepare them fully for the demand of A Level, Pre-U, FE, Pre-Masters, UFP and undergraduate programmes.

THE ACADEMIC ENGLISH PROGRAMME (AEP)

This programme is designed to assist students who wish to progress to Foundation or A-level studies but whose level of proficiency in English is insufficient.

There are currently two levels - pre-intermediate and intermediate. AEP 1 and AEP 2 study English language in separate classes. They are in some years combined for subject-content classes, although this depends on the student intake.

AEP is different from intensive English programmes in that it includes:
CLAIT, English for Business, English for Humanities, Science and Mathematics.

INTENSIVE ENGLISH courses are also available

THE PRE-MASTERS PROGRAMME

The Pre-Master's Programme is designed to prepare non-EU international students who:

- are graduates, or holders of an equivalent qualification, of a recognised non-EU international university or
- are holders of a three-year higher diploma (with relevant work experience), of a recognised non-EU international university

for study on specified courses at postgraduate master's or equivalent level at UK universities.

EXAMINATIONS

All Foundation examinations are set and marked by the College, and externally moderated.

REQUEST BY A STUDENT TO MOVE FROM ONE COURSE TO ANOTHER

Sometimes, for one reason or another, a parent/agent will request a transfer of their student from one course to another, which can be effected provided there are grounds for the request, it is possible with the constraints of the timetable and all those concerned are in agreement with the proposed change. Changes after the first two weeks of the commencement of the course are discouraged unless in exceptional circumstances

COMPULSORY SCHOOL AGE (CSA) STUDENTS

A person ceases to be of "compulsory school age" on the last Friday of June during the year that s/he becomes 16 provided that the child's birthday is before the beginning of the next school year.

CSA students may be studying on the Academic English Programme (AEP) or GCSE/IGCSE Programme.

PROGRESSION POLICIES

A student who does not attain an attendance level of 95% (at the discretion of the Principal) not be guaranteed entry to the next public examination session, and may be removed from their course.

ENTRANCE CRITERIA

SEE COURSEFINDER

Students who fail to meet the stated entrance criteria will be advised on a per sessional programme appropriate to their needs. Students are required to have a

score of IELTS 5 to enrol on an A level programme, or 5.5 for the fast track A level. Pre-A level and GCSE students are expected to have IELTS 4.5 or Low Intermediate for AEP (IELTS 3.5 or equivalent).

Date for full implementation: September 2009

Other Policies this Relates To: Assessment, Teaching and Learning

Arrangements for monitoring and evaluation of the policy: the evidence that will demonstrate the success of this policy include:

- Assessment and Examination results
- Feedback from students in surveys and evaluation forms or directly to members of staff
- Schemes of work
- Records of work done

Date for review: the college will review this policy annually and evaluate its effectiveness.