**QD05 Curriculum Plan – Guidance for long courses**

Where tutors are delivering long courses (more than 10 weeks) they can divide curriculum plans into topics/units/terms, to prevent unwieldy documentation.

There should be sufficient detail in the curriculum plan for another tutor to be able to cover a session. The curriculum plans should be stored on SharePoint for easy access by all the team.

Each session should be supported by a Presentation document, and the link to the document should be inserted into the appropriate session (these should also be available on the VLE as well as SharePoint). Tutors should make use of the notes features in PowerPoint to add in specific details/questions/assessment.

**Part 1: Intent**

Rolling programmes: for rolling programmes where learners will join at different points, tutors should note which week/session learners are starting in the personalisation section. For the date and times sections these can be completed as variable. Total number of weeks can be changed to sessions.

Where group profiles are being used a link to these can be added to the personalisation section.

For accredited programmes with multiple units and assessment it is not realistic to include all the learning objectives within the Smart Learning Objectives, again a link can be made to the course specification, and where appropriate the units being covered noted.

**Part 2: Implementation**

To help with formatting separate cells for the three elements of a session have been removed and are contained within one row, we would still like tutors to consider how the session will be structured to include these elements.

We have added a review section after each session to make it easier to record tutor reflections and notes for next delivery.

**Part 3: Impact**

Course should be reviewed at least annually, to reflect on the impact of the course and consider changes to delivery to improve the learner experience.

**Curriculum plan overview**

Tutors could consider a curriculum plan overview which identifies the topic/unit/Assessment references, without further elaboration as a quick guide to ensure all units/AC are suitably covered.