

General Chiropractic Council

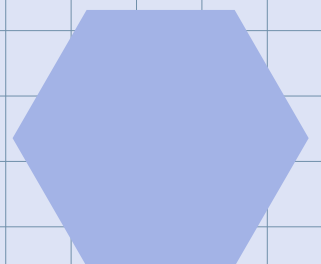
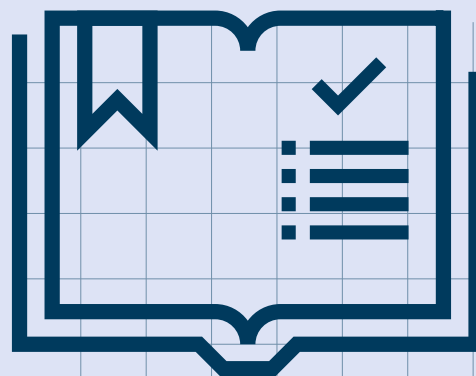
Templates Guidance



Guidance

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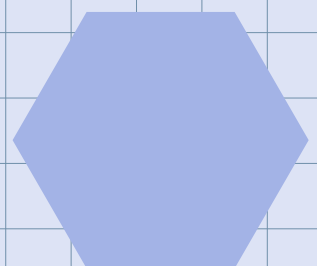


Introduction

Providers applying for new programme approval from the GCC must meet the following eligibility criteria:

- have objectives that meet GCC standards of conduct, performance and ethics as detailed in the Code
- have a robust business case that supports the development and the implementation of a new chiropractic degree programme over the first five years of its delivery
- hold sufficient financial resources to fully support the programme in its development and delivery for at least one cohort of students
- have the necessary facilities, equipment, staff and resources to support the use of research and evidence and to underpin teaching and learning in accordance with the requirements of the GCC's Education Standards
- have the necessary facilities, equipment, staff and resources to provide and support clinical experiential learning settings, in accordance with the requirements of the GCC's Education Standards
- be quality assured by the QAA or equivalent if based outside of England
- propose a programme for which validation has been granted or is being sought in conjunction with GCC approval. (This is important as validation is a requirement of GCC recognition)

This document introduces a series of **submission templates** along with guidance on how to complete each template. These templates are designed to support current or prospective providers of GCC approved qualifications to record and submit evidence to demonstrate how they meet, or intend to meet, the eligibility criteria set out in detail in the QA Handbook. These templates should be used in conjunction with the '**Expectations**' within the Education Standards document.





How to complete the submission templates

Please refer to the GCC Education Standards and Quality Assurance Handbook before completing the templates.

Please select and complete the relevant submission template(s) required to support your submission at each stage.

- when completing a submission template, please fill in the relevant sections as indicated but do not alter the formatting or orientation of the submission template
- your completed template(s) should be submitted as a single document (word or PDF) with any accompanying appendices (if relevant) submitted separately
- we will agree with you the timescale and deadline for your submission and associated evidence, in advance of any quality assurance activity
- following review of your completed submission template(s) and associated evidence, you may be required to submit additional items of evidence. If this is necessary, we will contact you
- if you are not sure which templates you should complete or you have any questions regarding your submission, please contact the GCC's Education team at education@GCC-uk.org
- any supplementary documentation submitted at any stage must be recorded on template 4 'List of supplementary documentation / appendices'
- The GCC is committed to compliance with the General Data Protection Regulation (GDPR)

Stage 1 (all providers)

Stage 1 – Form 1.1: Application for qualification approval

Prospective providers of unapproved qualifications should complete this form to notify the GCC of intent to introduce a new programme.

How to complete this form:

This form should be completed with reference to the **GCC Education Standards and Quality Assurance Handbook**

- please complete all questions in **section one and two** of this form. If information is not yet available, please indicate when such information will be ready to be submitted.
- please complete the boxes highlighted in grey and sign the **declaration**
- this form must be submitted for stage one of the application and approval process, as described in our Quality Assurance Handbook
- should your plans change, a revised form must be submitted and may result in any stage being repeated



Stage 3: Programme Submission (all providers)

The GCC will require a full documentary submission from the provider which must include detailed information on how the new programme will meet all aspects of the GCC's Education Standards. To aid the submission process we have produced a series of templates, which must be completed in full.

These templates should be completed with reference to the **GCC Education Standards and Quality Assurance Handbook**

In addition to these templates, the submission **must also include**:

- detailed module descriptors covering each year of the programme
- validation (notification of status and the final report)
- policies covering student recruitment / admissions processes / student support / Equality Diversity and Inclusion / teaching learning and assessment
- continuous improvement and quality assurance processes
- staffing structure, including staff profiles, roles and responsibilities
- resources available for the programme
- plans for the clinical experiential learning

These supporting documents should be included as appendices provided separately. The file names in your narrative should be listed using 'Template 4 'List of Supplementary Documentation / Appendices'. Please ensure that file names of supporting documents included as appendices are identical to those listed in Template 4 and are numbered sequentially and are concise.

Stage 3 – Template 3.1: Introduction to the Programme

This template requires the provider to give an overview of the proposed programme and how it will be designed and delivered.

How to complete this template:

Your introduction should include:

- information about the provider and the qualification
- introduction detailing the institution structure and governance
- an overview of the qualification and how the qualification has been developed
- details on the validation of the programme (including any conditions imposed) that demonstrates the degree programme is being set at the appropriate level for the degree being awarded

Stage 3 – Template 3.2: Standards Cross-Referencing Document

This template consists of ten spreadsheets covering each domain in sections one and two of the Education Standards. Providers are required to cross reference evidence / documentation against the Standards within each domain.

You will also need to list your supplementary evidence / documentation in Template 4

How to complete this template:

- on each spreadsheet the Standards are listed in Columns A & B
- please populate Row 2 of each spreadsheet with the titles of the documents related to each number, as listed in Template 4 - list of supplementary documentation
- you should then identify which Standards each document provides evidence for by ticking the checkbox in the relevant cell next to the specific Standard
- identify the page number, or range within the document where the evidence can be found. **An example is shown on the 'Care of Patients' sheet**



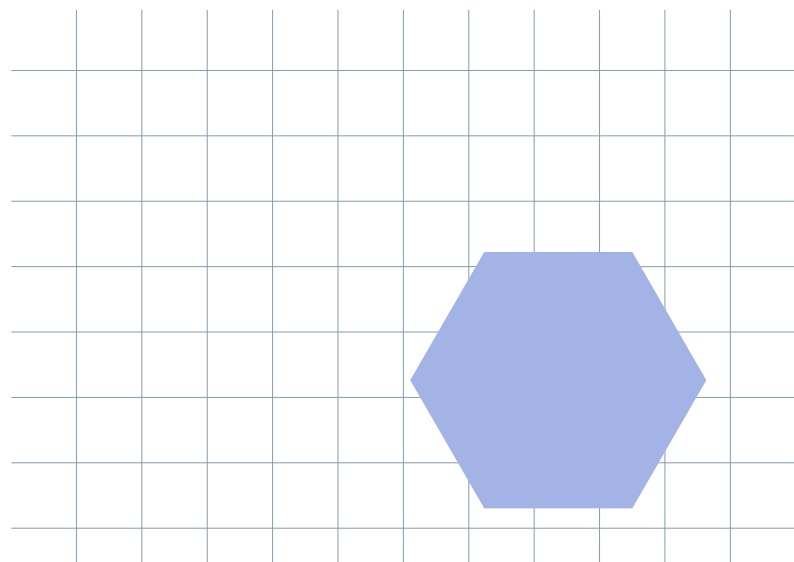
Stage 3 – Template 3.3: Education Standards Mapping Document

This template requires the provider to set out the details of how it will meet each individual Education Standard (2023)

How to complete this template:

- please complete a box (as per the example below) for each of the required criterion
- each criterion should include a short narrative in the box entitled 'Provider's commentary' to explain how the criterion is met or is likely to be met and describes the evidence which demonstrates this
- please refer to the '**Expectations**' within the Education Standards document which provides further detail of the evidence you need to consider providing when completing this section of the template
- supporting documents may be included as appendices and should be provided separately from this submission template. The file names in your narrative should be listed using 'Template 4 'List of Supplementary Documentation / Appendices'. Please ensure that file names of supporting documents included as appendices are identical to those listed in Template 4, and are numbered sequentially and are concise
- should your narrative relate to more than one criterion, it does not need to be repeated. Simply include a note referencing to the relevant commentary, e.g., 'please refer to narrative under criterion S2.1'. You do not need to duplicate evidence - you may find that you can refer to a single supporting document / appendix multiple times across more than one criterion
- modules should be referred to by their full title and module code
- please refer to staff by their name and title, and not by initials
- following review of your submission template and associated evidence you may be required to submit additional items of evidence. If this is necessary, we will contact you

No.	Criteria
S1.1	Demonstrate understanding and implement relevant safeguarding procedures and guidance in relation to vulnerable people
Provider's commentary (Please refer to the ' Expectations ' within the Standards document for the type of evidence required to demonstrate how you meet, or intend to meet, the criterion above)	





Stage 3 – Template 3.4: Programme Structure

This template is to illustrate how your qualification is structured.

How to complete this template:

- please insert a diagram / narrative in the box which best describes how your qualification is structured across the years
- please ensure your diagram/narrative explains how your qualification is organised, for example, in terms of modules / credits / guided learning / hours / years of study.
- modules should be referred to by their full title and module code
- supporting documents such as **module descriptors** should be included as appendices and should be provided separately from this submission template. The file names in your narrative should be listed using 'Template 4 'List of Supplementary Documentation / Appendices'. Please ensure that file names of supporting documents included as appendices are identical to those listed in Template 4, and are numbered sequentially and are concise

Stage 3 – Template 3.5: Teaching, Learning and Assessment Strategy

This template requires you to set out your teaching, learning and assessment strategy.

How to complete this template:

- Please insert a description in each box which:
 1. best describes how the teaching strategies on the programme promote learning and support students through the learning process and demonstrate horizontal / vertical integration within the course design

2. best describes how the assessment of your qualification and the outcomes are organised (for example, by module and year) and how each assessment item (diagnostic, formative and summative) contributes to the award of the qualification (for example, description of assessment items, range of techniques used, credit allocation, pass criteria / mark, weighting per module etc.)
- modules, if referenced, should be referred to by their full title and module code

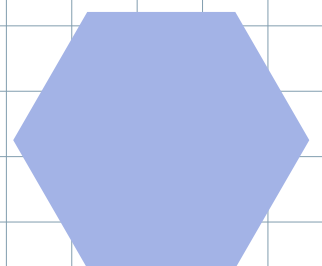
Template 4: List of Supplementary Documentation/Appendices

How to complete this template:

This template should be completed with reference to the **GCC Education Standards and Quality Assurance Handbook**

List in the boxes the documentary evidence that you are providing (suggested maximum 50) in the table.

- the file names in your narrative should be identical to those listed in template 4
- please ensure that file names of supporting documents included as appendices are numbered sequentially and are concise



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