



# Common Awards Bulletin

## Consultations now open:

### Boards of Examiners

We have produced a set of initial guidance documents to provide information about the intended structure for, and operation of, the Common Awards Boards of Examiners.

Members of staff in TEIs are invited to provide feedback on the planned structure and operation of Boards of Examiners. If there is any specific advice or guidance you would like us to provide at this stage, please highlight this in your consultation feedback.

Please note that we will be producing more detailed guidance, templates, and training during 2014/15.

Please visit our [online consultation on Boards of Examiners](#) to find out more and send us your feedback.

The consultation will remain open until **Monday 15th September**.

### Annual Self-Evaluation

Durham University and Ministry Division are working together to develop a joined-up process for Annual Self Evaluation (ASE). The new ASE process will begin in 2014/15.

Members of staff in TEIs are invited to provide feedback on the proposed ASE process and the draft documents to support the ASE process.

Please visit our [online consultation on ASE](#) to find out more and send us your feedback.

The consultation will remain open until **Friday 26th September**.

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# Update on APL

## Summary of recent developments:

### APL Guidance

Following our [consultation on APL](#) (9th June - 4th July 2014), we have now finalised our guidance and templates relating to APL policies and procedures.

Information on APL is now provided in the [TEI Handbook](#). TEIs are advised to familiarise themselves with this information.

The **procedural aspects of the APL guidance need to be implemented with immediate effect** (i.e. for students entering Common Awards programmes in 2014/15). TEIs are advised to use the published guidance when considering APL claims. Any claims that need to be approved by the University should be sent to [common.awards@durham.ac.uk](mailto:common.awards@durham.ac.uk).

### APEL Guidance

We have now also published additional guidance on the Accreditation of Prior Experiential Learning (APEL). You can find the guidance and the related APEL Checklist and Mapping Document template in the [APEL section of the TEI Handbook](#).

### Priorities for TEIs

MONTH*	ACTIVITY	BRIEF DESCRIPTION
AUG	Cohort-level APL requests	TEIs to send any outstanding cohort-level APL requests to the Common Awards team for approval.
	Individual APL requests	TEIs to use the published <a href="#">guidance</a> when considering individual APL claims, and send any claims that need to be approved by the University to <a href="mailto:common.awards@durham.ac.uk">common.awards@durham.ac.uk</a> .
	AP(E)L requests	TEIs to use the published <a href="#">guidance</a> when considering AP(E)L claims, and send any claims that need to be approved by the University to <a href="mailto:common.awards@durham.ac.uk">common.awards@durham.ac.uk</a> .
	APL Policies	TEIs to develop a very brief policy on APL in line with the principles set out in the <a href="#">APL guidance</a> (see para. 19-20 of the guidance).  As we anticipate that TEIs will want to progress this work alongside - or as part of - their admissions policies, we are inviting TEIs to send us their APL policies now.

# Partnership changes

## Guidance on changes to partnerships

Guidance on the process for proposing changes to the approved Common Awards partnerships is now available in the TEI Handbook:

- [Proposing changes to approved partnerships](#)

TEIs are advised to note that partnership changes include, but are not limited to:

changes in ownership or legal status of the TEI
significant changes in the TEI's financial standing
changes to constituent delivery centres (or equivalent) in multi-centre TEIs, including: <ul style="list-style-type: none"><li>• adding a new centre</li><li>• changing the title of an approved centre</li><li>• merging two or more approved centres</li><li>• incorporating or merging a new centre within an approved centre</li><li>• closing or removing an approved centre</li><li>• changes to relationships between constituent centres, where those changes alter the status of the TEI as a single legal entity</li></ul>
changes to campuses or delivery sites, including: <ul style="list-style-type: none"><li>• opening a new campus</li><li>• closing an approved campus</li><li>• changing the name of an approved campus</li></ul>

For more information, please see the [TEI Handbook](#).

If you have any questions about partnership changes, or you are anticipating the need to propose a partnership change, please [contact us](#) as soon as possible.



## Coming soon

- Guidance on concessions
- Initial guidance on assessment and moderation
- Initial guidance on placements

Once our work has progressed further, we will provide more detailed information, advice, guidance, and support.

In the meantime, TEIs are reminded that they can keep up-to-date with any developments by:

- signing-up to the Common Awards [Announcements](#),
- consulting the [TEI Handbook](#) (including [Boards of Examiners information](#))
- reading our [Bulletins](#),
- browsing our updated [FAQs page](#).

## Common Awards Team Contacts

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