

Minor Modifications

Training for Programme Managers

What is this about?

- What is Minor Modifications
- PV9 form and what to care for

Places you need to know

[AQH Chapter 4](#)

[The PV Appendices](#), especially PV9

What process do you need?

Minor changes to existing programme → PV9 → Institute Board → ASC (reporting)

Major vs Minor Changes (AQH 4.8)

MAJOR

- Title
- Mode of Delivery
- Location of Delivery
- New pathway
- Material Change**
- Intake Dates
- Major resource changes

MINOR

- Module Learning outcomes
- Module assessments
- Module indicative content
- Module title
- New modules but not Material Change**
- Minor structural changes
- Module change language

Material Change: Triggers

- Significant changes to assessments (for example, introducing assessment by examination, where previously examinations had not been used at all)
- Significant change between optional vs. compulsory modules
- Changes to the programme specification (including learning outcomes) for an existing programme
- Loss of professional body accreditation

AQH 4.8.5 On Minor Modifications

The following non-material changes may be approved by the relevant Institute Board and reported to ASC using Appendix PV9:

- changes to the learning outcomes, the assessment methodology, or the indicative content of existing modules;
- a change to the title of an approved module;
- the addition of an approved module to a named pathway;
- the introduction of new material or new modules which do not result in a material change (see 4.8.8) to the programme (where a material change would occur, then the procedures for major modifications (4.8.4) or revalidation set out in Section 4.7 should be followed);
- minor structural changes;
- offering an approved module within the programme in a different language.

From Minor to Material Changes

The following non-material changes may be approved by the relevant Institute Board and reported to ASC using Appendix PV9:

- changes to the learning outcomes, the assessment methodology, or the indicative content of existing modules;
 - Think of:
 - the programme loses professional body accreditation.
 - the types of assessment tool used are significantly changed. Ex. Introducing exams, where there are no exams in the programme, and students have been told this!
- a change to the title of an approved module;
- the addition of an approved module to a named pathway;
- the introduction of new material or new modules which do not result in a material change (see 4.8.8) to the programme (where a material change would occur, then the procedures for major modifications (4.8.4) or revalidation set out in Section 4.7 should be followed);
 - Think of:
 - the programme loses professional body accreditation.

- the types of assessment tool used are significantly changed. Ex. Introducing exams, where there are no exams in the programme, and students have been told this!
- minor structural changes;
- offering an approved module within the programme in a different language.

Consulting the External Examiner

Regulation: "Changes to the learning outcomes, the assessment methodology or the indicative content of existing modules (changes to learning outcomes and assessment methodology require consultation with the external examiner)"

Good Practice: Any changes to modules, addition of modules, introduction of new material.

Common Sense: Offering an approved module within the programme in a different language → Can the EE still examine the module?

Deadlines!

No later than 28 Feb of the year in which the minor mod is to take effect (ie 28/02/2023 for 01/09/2023 delivery).

BUT – check on CMA requirements! If the mod affects current students and applicants, it might need to be considered earlier in the academic year, and appropriate notification given to students and applicants.

!! Deadline for September delivery might be earlier due to CMA requirements!!

PV9 form

Always use the most up-to-date version! Found in: : [Appendices and Forms | UWTSD](#)

Check out the training document in the PM Handbook separately - PV9 Training doc

