**NEW COURSE RISK ASSESSMENT TOOL (NON-COLLABORATIVE PROPOSALS)**

**Introduction**

The New Course Risk Assessment tool should be completed by the Course Proposal and Development Group (CPDG) at Stage One review of the Business Plan template.

The New Course Risk Assessment tool is not intended to be used as a barrier to prevent a proposal from progressing to the next stage of the approval process (though please see note 1 below). Instead, it should be considered both as a tool to identify those proposals for which additional scrutiny by the College’s academic community is required (Part 1), and as an aide-memoire to inform discussion by the CPDG of the specific risk factors associated with a new proposal and identification of mitigating factors and/or actions that may be suggested to/required of the course proposal team (Part 2).

1 Should a proposal receive a score of DNP (Do Not Proceed) in any field the proposal will not be granted Stage One approval.

**Use of the New Course Risk Assessment Tool**

The New Course Risk Assessment tool (Non-collaborative Proposals) is split into two sections:

* Section A (Context-related risks)
* Section B (Course-related risks)

For each field a score will be input as follows:

0 or 1 No/Low risk

2 Medium risk

3 High risk

For each Section the scores will be summed and the total calculated. The total for each section will correspond to an overall *prima facie* risk score for each Section, as indicated in the below table:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Low overall Risk** | **Medium overall Risk** | **High overall Risk** |
| **Section A (Context)** | 1 - 4 | 5 - 7 | 8 - 9 |
| **Section B (Course)** | 4 – 7 | 8 – 11 | 12 - 14 |

The following outcomes will result in a requirement that the proposal be submitted to Stage Three approval by LTAC/RDC (as appropriate) and Academic Board:

* Identification of a high overall risk level in either or both of the two Sections
* Identification of a medium overall risk level in both Sections

Please note that a requirement to progress to Stage Three approval does not constitute a rejection of the proposal. It means simply that the views of the wider academic community must be sought and LTAC/RDC (as appropriate) and Academic Board approval gained prior to final approval (normally Stage Four approval at validation).

1. **NEW COURSE RISK ASSESSMENT TOOL – NON-COLLABORATIVE PROVISION**

Proposal Name:

Date of Risk Assessment:

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **Context-related risks** |  |  |
|  | **RISK FACTOR** | **RISK** | **SCORE** |
| **A1** | **Location of instruction/supervision** |  |  |
|  | UK | 0 |
|  | online (RVC Learn) | 0 |
|  | online (other) | 1 |
|  | European Higher Education Area | 1 |
|  | Other European | 2 |
|  | Other | 3 |
| **A2** | **Language of instruction/supervision** |  |  |
|  | UK or overseas: English as a first language | 1 |
|  | UK: English as a second language | 2 |
|  | Overseas: English as a second language | 3 |
| **A3** | **In-country approval/recognition:** |  |  |
|  | UK - none required | 0 |
|  | UK - recognition by PSRB required / Overseas - none required | 1 |
|  | Overseas - National recognition of the course only | 2 |
|  | Overseas - National approval of course required | 3 |
| **A** | **TOTAL SCORE** |  | |
| **A** | **OVERALL RISK SCORE** |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **B** | **Course-related risks** |  |  |
|  | **RISK FACTOR** | **RISK** | **SCORE** |
| **B1** | **RVC's expertise in this subject/field:** |  |  |
|  | At this academic level | 1 |
|  | At a different academic level | 2 |
|  | No experience in this field | 3 |
| **B2** | **Course/Credit:** |  |  |
|  | Established RVC or University of London credit only | 1 |
|  | New course/credit | 2 |
| **B3** | **Length of course:** |  |  |
|  | Up to six months | 1 |
|  | Six months to one academic year | 2 |
|  | More than one academic year | 3 |
| **B4** | **Number of expected students:** |  |  |
|  | Fewer than 10 (FTE) per annum | 1 |
|  | 10-30 students (FTE) per annum | 2 |
|  | more than 30 students (FTE) per annum | 3 |
| **B5** | **Financial contribution (income less expenditure) as % of income  (at steady state):** |  |  |
|  | Greater than 40% | 0 |
|  | Between 25% and 40% | 1 |
|  | Between 10% and 24% | 2 |
|  | Less than 10% | 3 |
| **B** | **TOTAL SCORE** |  | |
| **B** | **OVERALL RISK SCORE** |  | |

1. **SPECIFIC IDENTIFIED RISKS AND ANY MITIGATING ACTIONS AND/OR REQUIREMENTS**

*Completion of this part of the New Course Risk Assessment tool by the Course Proposal and Development Group is not mandatory but is encouraged.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk** | **Mitigating Factor(s)** | **Recommendation(s) made to the Course Proposal Team** | **Requirement(s) made of**  **Course Proposal Team** |
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