



London Professional Academy

Title:	Course Mapping
Policy Number	P017
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1. Purpose

To establish a consistent framework for the design, documentation, and review of course mapping across all learning provision, ensuring alignment with learning objectives, assessment requirements, and regulatory standards.

2. Scope

Applies to all courses and learning programmes delivered by LPA, including accredited qualifications, non-accredited programmes, bespoke training packages, apprenticeships, short courses, and all modes of delivery (in-person, online, blended). Applies to all staff involved in curriculum design, delivery, and quality assurance.

3. Definition of Course Mapping

Course mapping is the process of documenting the structure, content, delivery, and assessment of a learning programme to ensure coherence, alignment, and transparency. It shows how each component connects to learning outcomes, assessment methods, teaching activities, and quality assurance requirements.

4. Key Principles

- 4.1. Alignment – All elements must align with learning outcomes, assessment, and delivery.
- 4.2. Transparency – Course maps must be clearly documented and accessible to relevant staff.
- 4.3. Coherence – Structure must demonstrate logical progression of learning.
- 4.4. Compliance – Must evidence compliance with awarding organisation and regulatory requirements.
- 4.5. Inclusivity – Must embed equality, diversity, and inclusion principles.
- 4.6. Continuous Improvement – Must be reviewed and updated regularly.

5. Components of a Course Map

Each course map must document course information, learning outcomes, unit or module



structure, content outline, teaching and learning activities, assessment methods, resources and materials, progression pathways, and equality and diversity considerations.

6. Types of Course Mapping

6.1. Curriculum Mapping – Shows overall programme structure and how units build upon one another.

6.2. Assessment Mapping – Maps assessment tasks against learning outcomes and unit specifications.

6.3. Session-Level Mapping – Maps individual teaching sessions to unit outcomes, assessment requirements, and resources.

7. Alignment Requirements

Course maps must demonstrate clear alignment between learning outcomes and content, content and teaching activities, teaching activities and assessment, and assessment with awarding organisation requirements (where applicable). Gaps or misalignments must be addressed before delivery commences.

8. Documentation, Approval, and Review

Course maps must use LPA's standardised template and undergo formal approval including draft development, peer review, Curriculum Manager approval, and quality assurance sampling. Course maps must be reviewed annually (accredited and non-accredited programmes), prior to each delivery (bespoke packages and short courses), and following specification changes, evaluation findings, or learner feedback.

9. Equality, Diversity, and Inclusion

Course maps must explicitly document how EDI principles are embedded, including differentiation strategies, accessibility of materials, inclusive language and diverse examples,



reasonable adjustments, and cultural relevance. Course maps must be reviewed through an EDI lens to identify and address potential barriers to learner success.

10. Quality Assurance and Compliance

The Quality Manager conducts periodic audits of course maps for completeness, alignment, compliance, EDI considerations, and version control. Non-compliance may result in rejection of course maps, suspension of delivery, escalation, or performance management action.

This policy is reviewed annually by the Curriculum Manager in consultation with the Quality Manager, Programme Leads, and EDI Steering Group.

Related Policies

Curriculum Development Policy, Assessment Policy, Internal Verification Policy, Teaching and Learning Policy, Quality Assurance Strategy, Equality, Diversity, and Inclusion Policy, Bespoke Training Packages Policy, Data Protection Policy, Records Management Policy, Performance Management Policy.

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