

Programme Specification

Part 1: Basic Data			
Awarding Institution	Hartpury University		
Teaching Institution	Hartpury		
Delivery Location	Hartpury		
Department responsible for programme	Animal		
Programme Title	BSc (Hons) Animal Behaviour and Welfare		
Professional Statutory or Regulatory Body Links	None		
Highest Award Title	BSc (Hons) Animal Behaviour and Welfare BSc (Hons) Animal Behaviour and Welfare with Integrated Placement Year		
Default Award Title	None		
Interim Award Titles	BSc Animal Behaviour and Welfare BSc Animal Behaviour and Welfare with Integrated Placement Year BSc Animal Studies Diploma of Higher Education in Animal Behaviour and Welfare Certificate of Higher Education in Animal Studies Certificate in Animal Studies Higher Education Foundation Certificate in Academic Skills		
Mode(s) of Study	Full time / Part time		
Codes	UCAS: Foundation Stage: DF29 Stage 1: D329 Stage 3: D316		UNIT-e: BSHAABWX Stage 3: BSHAABW6
Relevant QAA Subject Benchmark Statements	Agriculture, Horticulture, Forestry, Food, Nutrition and Consumer Sciences.		
Last Major Approval Date	31 August 2018	Valid from	1 September 2018
Amendment Approval Date	6.3 - 13 February 2019 6.6 - 9 March 2020 6.9 - 13 August 2020 7.1 - 26 April 2021	Amended with effect from	V6.3 - 01 September 2019 V6.6 - 01 September 2020 V6.9 - 01 September 2020 V7.1 - 01 September 2021
Version	7.1		
Review Due By	1 September 2024		

Part 2: Educational Aims of the Programme

The degree programme in Animal Behaviour and Welfare aims to equip students with knowledge, practical skills and intellectual skills to challenge orthodox thinking about animal behaviour and welfare, develop new ideas and evaluate current processes and practices in animal behaviour and animal welfare sciences. Students should also develop a range of key skills to enable them to quantify the behaviour expressed by animals and to assess the welfare of animals. The educational aims of the programme are to enable students to:

1. Access a coherent and relevant programme of study that enhances their ability to work within animal behaviour and animal welfare related industries.
2. Apply practical skills of animal behaviour measurement and animal welfare assessment.
3. Evaluate and discuss concepts, recognise and utilise theories and critically analyse information.
4. Apply knowledge and critical understanding of the well-established principles of animal behaviour and animal welfare sciences.
5. Meet the needs of the industry sector providing the foundation for a range of careers
6. Transfer skills to different working environments.
7. Make full use of vocational opportunities and experiences within a vocational setting and the workplace.
8. Effectively communicate information, arguments and analysis in a variety of forms and deploy key techniques of the discipline effectively in their field of study and in a work context.
9. Access opportunities and awards, which previously they might not have been able to, including postgraduate study.

Programme requirements for the purposes of the Higher Education Achievement Record (HEAR)

The qualification is defined by the range of topic streams running through the programme which enables the student to tailor their qualification according to their own areas of interest and career aspirations. Irrespective of subjects chosen, the programme will promote skills in critical enquiry and evaluation of current processes and practices in animal behaviour and animal welfare science. This will enable them to not only acquire the most up to date knowledge relating to their chosen subject areas, but to also use that knowledge to problem solve and provide solutions to the challenges of the industry sector.

Part 3: Programme Structure

This structure diagram demonstrates the student journey from Entry through to Graduation for a typical **full time student**, including:

- 1 level and credit requirements
- 2 award requirements that are in addition to those described in the Hartpury Academic Regulations
- 3 module diet, including compulsory and optional modules

		Compulsory Modules	Optional Modules	Awards
	Foundation Stage	Academic Skills in Practice (HANV8B-30-3) Foundation Animal Studies (HANVFP-30-3) Foundation Biological Principles (HANV8E-30-3) Foundation Skills Development (HANVG4-15-3) Reviewing Literature (HANV8C-15-3)	Not applicable.	<u>Higher Education Foundation Certificate in Academic Skills</u> <u>Cert Animal Studies</u> <u>Cert HE Animal Studies</u> <u>Dip HE Animal Behaviour and Welfare</u>
	Stage 1	Animal Behaviour (HANXNS-30-4) Animal Genetics (HANXNV-15-4) Animal Health and Disease (HANXKK-15-4) Biodiversity (HANXK6-15-4) Fundamental Skills for the Animal Scientist (HANV69-15-4) Introduction to Animal Welfare (HANXK9-15-4) Systems Biology (HANXK4-15-4)	Not applicable.	<u>BSc Animal Studies</u> <u>BSc Animal Behaviour and Welfare</u> This must include Animal Trade and Welfare. <u>BSc Animal Behaviour and Welfare (IP)</u> This must include Animal Trade and Welfare and the Integrated Placement Year module.
	Stage 2	Animal Welfare Assessment (HANXSM-15-5) Ethics and Welfare (HANXSW-15-5) Undergraduate Research Process (HANXU5-15-5)	Behavioural Ecology (HANXSR-30-5) Companion Animal Behaviour and Training (HANXST-15-5) Field Course (HANXSY-15-5) Independent Report (HANXRX-15-5) International Academic Study Portfolio (HANXRP-15-5) International Academic Study Project (HANXRQ-30-5) International Academic Study Extended Project (HANXRR-45-5) Management of Domestic Animals (HANXT8-30-5) Measuring Animal Behaviour (HANXSS-15-5) New Venture Creation (HSPXTX-15-5)	<u>BSc (Hons) Animal Behaviour and Welfare</u> This must include all compulsory modules. <u>BSc (Hons) Animal Behaviour and Welfare (IP)</u> This must include all compulsory modules and the Integrated Placement Year module.
	Optional Year	Integrated Placement Year (HANVK6-15-5)		
	Stage 3	Animal Trade and Welfare (HANV37-15-6) Undergraduate Dissertation (HANV3R-45-6)	Animal Psychology (HANV4X-15-6) Anthrozoology (HANV38-15-6) Biodiversity & Conservation (HANV39-15-6) Developments in Animal Science (HANV3G-15-6) Pet Behaviour Counselling (HANV3K-15-6) Undergraduate Independent Study (HANV3M-15-6) Wildlife and Zoo Management (HANV3N-15-6)	

Part time:

The part time student journey from Entry through to Graduation is individually negotiated with the student.

**Part 3: Programme Structure for:
BSc (Hons) Animal Behaviour and Welfare (Level 6 entry)**

This structure diagram demonstrates the student journey from Enrolment through to Graduation for a typical **full time student**, including:

- level and credit requirements
- award requirements that are in addition to those described in the Hartpury Academic Regulations
- module diet, including compulsory, core and optional modules

	Core/ Compulsory Modules	Optional Modules	Awards
Stage 3	Animal Trade and Welfare (HANV37-15-6) Applied Research Project (HANV3S-30-6) Investigative Skills for the Successful Undergraduate (HANV4Y-15-6)	Animal Psychology (HANV4X-15-6) Anthrozoology (HANV38-15-6) Biodiversity & Conservation (HANV39-15-6) Developments in Animal Science (HANV3G-15-6) Pet Behaviour Counselling (HANV3K-15-6) Undergraduate Independent Study (HANV3M-15-6) Wildlife and Zoo Management (HANV3N-15-6) The optional modules listed may require evidence of pre-requisite learning in order to enrol on the module.	BSc Animal Studies <u>BSc Animal Behaviour and Welfare</u> This must include Animal Trade and Welfare. <u>BSc (Hons) Animal Behaviour and Welfare</u> This must include all compulsory modules.

Part time:

The part time student journey from entry through to graduation is individually negotiated with the student, based upon the student's specific requirements and will be individually negotiated and designed, with support from the programme manager.

Part 4: Learning Outcomes of the Programme	
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The award route provides opportunities for students to develop and demonstrate knowledge and understanding, qualities, skills and other attributes in the following areas:

[illegible]

[illegible]

Part 5: Student Learning and Student Support

Teaching and learning strategies to enable learning outcomes to be achieved and demonstrated

There is a policy for a minimum average requirement of 15 hours per week in the foundation stage and stage one. This contact time encompasses a range of face: face activities as described below. In addition, a range of other learning activities will be embedded within the programme which, together with the contact time, will enable learning outcomes to be achieved and demonstrated.

On the BSc (Hons) Animal Behaviour and Welfare there is a mixture of teaching approaches. Note that starred items exclude level 6 entry students since these activities are undertaken at earlier levels.

Scheduled learning

May include lectures, seminars, tutorials, project supervision, demonstration, practical classes and workshops; fieldwork; external visits. Scheduled sessions may vary slightly depending on the module choices made. Within the Foundation Stage a feature will be the facilitated workshops and individual study, enabling students to benefit from small-group study.

Independent learning

May include hours engaged with essential reading, case study preparation, assignment preparation and completion etc. These sessions constitute an average time per level. Scheduled sessions may vary slightly depending on the module choices made.

Placement learning

This programme includes an optional Integrated Placement Year and the option of an overseas field course.*

International Academic Study

Within this programme there is an opportunity to gain academic credit for a period of studying abroad. The student would be supported to identify an opportunity of interest, which may be with established institutions partners or by individual arrangement. All periods of study abroad would have to meet the institutions requirements before enrolment on the International Academic Study opportunity modules.*

Virtual Learning Environment (VLE) (or equivalent)

This specification is supported by a VLE where students will be able to find all necessary module information. Direct links to information sources will also be provided from within the VLE.

Careers

To support learner's career preparations, careers personnel visit the institution on a regular basis and the students can use all the online resources. Tutors will also offer subject specific careers advice through module sessions or individual tutorials. Careers Fairs are arranged periodically to allow students to engage directly with employers from the industry sector.

Description of any Distinctive Features

The purpose of the programme is to provide an intellectually challenging, vocationally relevant foundation for pursuing a career in animal behaviour and welfare or progressing to post-graduate study. The award has been designed to build on the competencies of a wide spectrum of students who should be capable of taking up appropriate positions of responsibility within the varied range of enterprises to be found operating within the animal based industries. There has been substantial employer input in the design of the honours degree in Animal Behaviour and Welfare through vocational panels representing employers from the local area, thus identifying employers' needs.

In the programme academic knowledge and understanding will reinforce and support the development of abilities to equip the student with the skills and knowledge relevant to their employment and to the needs of employers.

Having entry points into both a Foundation Stage and Levels Four and Six, enables the programme experience to facilitate the development of a successful undergraduate supporting a wide range of study backgrounds. The Foundation Stage will prepare students with general study skills and opportunities to develop subject specific skills and knowledge. Additionally, the Foundation stage includes an internship enabling a student to put their skills into practice and develop an early appreciation of employment opportunities and attributes necessary for enhanced employability. Note that starred items exclude level 6 entry students since these activities are undertaken at earlier levels.

The core modules, such as Animal Behaviour* and Animal Welfare Assessment* provide an understanding of the biological basis behind aspects of animal science as well as developing the necessary investigative skills for research. This knowledge is developed and expanded throughout the subsequent modules such as Ethics and Welfare and Dissertation*. Optional modules enable students to specialise in the type of animals they select to study, such as exotics or companion animals, or in the focus of the study, with opportunities to study topics such as behavioural ecology*, animal psychology, management of domestic animals* or the management of pet behavioural problems.

Work in the laboratory and field provides students with experience in the application of the theories learned in lectures. The programme utilises the extensive land and animal facilities present on site including the farm (which includes a dairy unit, a flock of Romney X Cheviots sheep and a red deer herd) and the animal care department (which has an extensive range of small and large mammals and vivarium species including reptiles, amphibians and invertebrates). Guest lecturers and visits to external organisations* (for example Bristol Zoo, Sequani, Guide Dogs) allow students to appreciate how these theories are applied in commercial organisations and real-life situations.

There are also two optional residential field trips available as part of the programme. A field course module to South Africa runs in the second stage of the programme*. This provides students with an opportunity to explore African ecology and ethology. In the third stage of the course there is a residential zoo/wildlife park visit that is part of the Wildlife and Zoo Management module. This trip enables students to identify and evaluate the environmental and behavioural needs of a range of non-domestic animal species and provides the opportunity to investigate the necessary criteria for the reintroduction of animals into the wild.

Students also have the opportunity to engage with the animal industry in the form of an Integrated Placement Year. Students are encouraged to undertake an optional placement module where they will gain both practical and business knowledge in the animal industry.*

Student study week which runs once every semester allows students to engage in a full programme of relevant short courses (such as animal first aid, animal handling, animal management, domestic animal microchipping, and lambing etc.) which often leads to either additional qualifications or the ability to gain relevant practical work experience.

This programme offers the opportunity for students to undertake an approved Exchange Programme, for an agreed period (one/two semesters), of overseas study at a higher education institution studying modules appropriate to their programme aims and which have been pre-approved by the Programme Manager. The Exchange Programme is dependent on an approved agreement between the institution and an approved International Institution for BSc (Hons) Animal Behaviour and Welfare.*

Part 6: Assessment

This programme will be assessed according to the Academic Regulations published for the academic year on the website <http://www.hartpury.ac.uk>

The distinctive module used by the Programme Examination Board to inform recommending differential awards for students when considering borderline performance profiles will be Undergraduate Dissertation or Applied Research Project.

Assessment Strategy

Assessment strategy to enable the learning outcomes to be achieved and demonstrated:

Assessment within the Foundation Stage had been designed to prepare a student for the assessment to come in following stages. As such, it demonstrates a breadth of type and gradual introduction to the expectations for HE level study.

Individuals learn through different methods, hence a range of teaching and assessment techniques are used throughout the programme. Theoretical lectures, practicals (computer based, laboratory, farm and estate), seminars and debates, industry based visits and guest speakers from within the industry enhance the students' academic knowledge, whilst giving the student the opportunity to practice and develop applied skills needed for industry. Module assessments are designed to apply the knowledge and experience gained from these learning opportunities to a real world context using a range of skills.

In line with the institution's commitment to facilitating equal opportunities, a student may apply for alternative means of assessment if appropriate. Each application will be considered on an individual basis taking into account learning and assessment needs. For further information regarding this please refer to the VLE.

Assessment Map

The programme encompasses a range of **assessment methods** and these are detailed in the following assessment map:

Assessment Map for BSc (Hons) Animal Behaviour and Welfare

		Type of Assessment*									
		Unseen Written Exam	Open Book Written Exam	In-class Written Test	Practical Exam	Practical Skills Assessment	Oral assessment and/or presentation	Written Assignment	Report / Project	Dissertation	Portfolio
Compulsory Modules Level 3	Foundation Skills Development			A (25)		B (75)					
	Academic Skills in Practice						A (25)		B (75)		
	Reviewing Literature							A (100)			
	Foundation Animal Studies	B (50)					A (50)				
	Foundation Biological Principles					A (50)					B (50)

Part 6: Assessment

Compulsory Modules Level 4	Animal Behaviour	A (40)						B (60)		
	Introduction to Animal Welfare	A (50)						B (50)		
	Systems Biology			A (50)				B (50)		
	Animal Genetics			B (25)			A (75)			
	Biodiversity	A (50)						B (50)		
	Fundamental Skills for the Animal Scientist					A (100)				
	Animal Health & Disease	A (70)						B (30)		
Compulsory Modules Level 5	Animal Welfare Assessment	A (40)						B (60)		
	Ethics & Welfare	A (50)					B (50)			
	Undergraduate Research Process							A/B (100)		
Optional Modules Level 5	Companion Animal Behaviour & Training	A (40)						B (60)		
	Management of Domestic Animals					A (30)		B (70)		
	Behavioural Ecology	A (50)					B (50)			
	Measuring Animal Behaviour			A (30)				B (70)		
	Field Course						A (25)	B (75)		
	Independent Report							A (100)		
	New Venture Creation						A(100)			
	International Academic Study Portfolio									A (100)
	International Academic Study Project						A (25)			B (75)
	International Academic Study Extended Project						A (25)			B (75)
Optional Year	Integrated Placement Year									A (100)
Compulsory Modules Level 6 (continuing students)	Undergraduate Dissertation									A (100)
	Animal Trade and Welfare	A (100)								
Compulsory Modules Level 6 (direct entry)	Applied Research Project							A (100)		
	Investigative Skills for the Successful Undergraduate			A (50)				A (50)		
	Animal Trade and Welfare	A (100)								
Optional Modules Level 6	Developments in Animal Science	A (100)								
	Pet Behaviour Counselling						A (50)	B (50)		
	Wildlife and Zoo Management						A (25)	B (75)		

Part 6: Assessment

	Undergraduate Independent Study								A (100)		
	Animal Psychology	A (60)							B (40)		
	Anthrozoology		A (100)								
	Biodiversity & Conservation						A (30)		B (70)		

*Assessment should be shown in terms of either **Written Exams**, **Practical exams**, or **Coursework** as indicated by the colour coding above.

Part 7: Entry Requirements

Applicants will have achieved entry criteria appropriate for the stage of entry, which can be found through the institution's website (www.hartpury.ac.uk).

We also welcome applicants from a diverse range of backgrounds who do not have the entry requirements outlined above. Applicants will be considered on the basis of evidence of personal, professional and educational experience which indicates an applicant's ability to meet the demands of the programme. Where appropriate experience or learning has been gained prior to enrolment on the programme RPL/RPEL may be possible.

Applicants whose first language is not English must also gain a minimum IELTS score of 6.0 prior to entry onto the programme.



Applicants for direct entry into Level 6 will typically have a Level 5 qualification, which will have content in animal science, behaviour and welfare. Direct entry into Level 6 of the programme can be subject to interview.

This specification provides a concise summary of the main features of the programme and the learning outcomes that a typical student might reasonably be expected to achieve and demonstrate if he/she takes full advantage of the learning opportunities that are provided. More detailed information on the learning outcomes, content and teaching, learning and assessment methods of individual modules can be found in module specifications, available on the Institution's website.

Programme Approval Log

Programme Title:	BSc (Hons) Animal Behaviour and Welfare
Programme Code:	D329/ BSHAABWX
Initial Approval Date:	01 September 2017
Approved by:	Hartpury Curriculum Approval Committee
Approved until:	01 September 2023
Original version number:	V2.0



Changes:


Current version number: 6.9	
Outline Change Details: Parts 3 and 6 updated in line with module amendments: HANVG4-15-3 Foundation Skills Development Module code changed from HANV8A-30-3 to HANVG4-15-3 - reduced to 15 credits. Assessment component A changed from written exam to in class test. HANVFP-30-3 Foundation Animal Studies Module code changed from HANV8G-15-3 to HANVFP-30-3 - increased to 30 credits. Assessment component B changed from in class test to written examination. Level 5 optional module HANXSR-30-5 changed from Behavioural and Evolutionary Ecology to Behavioural Ecology. Assessment component A (written exam) weighting changed to 50%. Component B changed from report to oral presentation and weighting changed to 50%. Part 6: Assessment map Level 4 compulsory module Animal Behaviour component A weighting changed to 40. Component B changed to 60 (report). Level 5 optional module Measuring Animal Behaviour - Component A (in class test) weighting changed to 30%. Component B (report) added. Parts 1 and 3: Foundation interim award updated to Higher Education Foundation Certificate in Academic Skills.	
Material Alteration: Yes	
Rationale: Parts 3 and 6 updated to reflect module changes: modules amended in response to students' request for more subject-specific content in the Foundation year second semester. Interim award: after a review of the interim award titles, it was agreed this revised title provided better clarity.	
Change requested by: Ben Brilot I can confirm that student representatives have been consulted about this change I can confirm that colleagues impacted by this change have been consulted I have retained evidence of these consultations, which will be summarized within the Programme Enhancement Report <div style="text-align: center; margin-top: 10px;">  </div>	
Signature:	Date: 06/03/21
Name of Head of Department: Dr Wanda McCormick I confirm that this change does not require additional resources beyond the scope of those already present or planned for by the department <div style="text-align: center; margin-top: 10px;">  </div>	
Signature:	Date: 8/3/2021
Approval Committee and Date:	CVC Chair's action 2021 04 26
Change approved with effect from:	01 September 2021
Resulting new version number:	7.1 (2021 intake onwards)

Current version number: 6.6	
Outline Change Details: Parts 3, 4, 5 & 6: Module HANVK6-15-5 name changed from Year Work Placement to Integrated Placement Year, in line with module amendment. Part 6: assessment for component A of module HANV8E-30-3 Foundation Biological Principles amended from practical exam to practical skills assessment. Part 5: distinctive features - text referring to number of weeks placement removed.	
Material Alteration: Yes and is accompanied by the relevant course information sheets.	
Rationale: to ensure accuracy	
Change requested by: CVC n/a I can confirm that student representatives have been consulted about this change n/a I can confirm that colleagues impacted by this change have been consulted n/a I have retained evidence of these consultations, which will be summarized within the Programme Enhancement Report <div style="text-align: right;">Date: 30/07/2020</div>	
Approval Committee and Date:	CVC Chair's action 2020 08 13
Change approved with effect from:	1 September 2020
Resulting new version number:	6.9 (2020 intake)

28 May 2020- Unit-e and UCAS code added for Level 6 entry.

Current version number: 6.3
Outline Change Details: Part 1 – interim awards updated. Part 3 - addition of programme structure for Level 6 entry. Investigative Skills for the Successful Undergraduate (HANV4Y-15-6) and Applied Research Project (HANV3S-30-6) added to part 4 - programme learning outcomes and part 6 - assessment map. Part 5 - Altered to make clearer which elements are applicable to which stages to ensure clarity for direct entry students. Part 6: Assessment for Level 5 optional module Independent Report (HANXRX-15-5) updated from 25% exam and 75% coursework to 100% coursework, in line with amendment to module. Altered to make clearer which elements are applicable to which stages to ensure clarity for direct entry students. Assessment for Level 4 module Systems Biology (HANXK4-15-4) updated in line with module amendment: Component A changed from practical exam to in-class test. Part 8 removed in line with current template. 'Year' replaced with 'stage' throughout the document, where appropriate, in line with current terminology.
Material Alteration: Yes and is accompanied by the relevant course information sheet (Level 6 entry).
Rationale: Addition of direct entry to Level 6.
Change requested by: Ben Brilot <input type="checkbox"/> I can confirm that student representatives have been consulted about this change <input type="checkbox"/> I can confirm that colleagues impacted by this change have been consulted <input type="checkbox"/> I have retained evidence of these consultations, which will be summarized within the Programme Enhancement Report

Signature: 	Date: 10/12/19
Name of Head of Department: Rob Graham	
<input type="checkbox"/> I confirm that this change does not require additional resources beyond the scope of those already present or planned for by the department	
Signature: 	Date: 6 th February 2020
Approval Committee and Date:	CVC Chair's action 2020 03 09
Change approved with effect from:	01 September 2020
Resulting new version number:	6.6 (intakes 2020+)

Current version number: V6.1 01 September 2018
Outline Change Details: Module name change from "Behavioural Measurement" to "Measuring Animal Behaviour"
Material Alteration: No
Rationale: Proposed name change makes the module clearer in terms of content covered.
Module description for Course Information Sheets: No changes to description, same as before. Only change is module name.
Change requested by: Sienna Taylor <input type="checkbox"/> I can confirm that all programme managers have been consulted and support this change <input type="checkbox"/> I can confirm that student representatives have been consulted about this change <input type="checkbox"/> I have retained evidence of this consultation which has been placed in the Module File <div style="text-align: center;"></div>
Signature: _____ Date: 20/11/2018
Name of Head of Department: Jane Williams
Yes I confirm that this change does not require additional resources beyond the scope of those already present or planned for by the department
Signature: Jane Williams Date: 20/11/18
Approval Committee and Date:
CVC 2019 02 13
Change approved with effect from:
1 September 2019
Resulting new version number:
V6.3 (Intake 2019+)

Rationale: After the successful application for University Title, amendments were required to all specifications.	
Material Alteration: Yes and Course Information Sheet amended appropriately: Not required	
Outline Change Details: 1. Part 1: Basic Data requires the Awarding Body to be amended from Hartpury College to Hartpury University.	
Change requested by:	Academic Registrar

CVC approval date:	31 August 2018
Change approved with effect from:	01 September 2018
New version number:	6.1

Version 3.1 (2019 intake)

Outline Change Details:	
1. Adjustment of assessment for Animal Genetics HANXNV-15-4 to amend assessment from 100% Oral Presentation to 75% Oral Presentation and 25% In-Class Test	
Rationale: To improve assessment balance and student experience.	
Change requested by:	Rachel Collins
CVC approval date:	01 March 2018
Change approved with effect from:	01 September 2019

Version 3.0 (2017/18 intake)

Outline Change Details:	
1. Addition of an Integrated Placement Year module HANVK6-15-5, and (IP) BSc (Hons) and BSc awards.	
2. Removal of requirement for FE study of Biological Science for entry onto BSc (Hons) Animal Behaviour and Welfare.	
Rationale: To enhance employability and increase access for this programme.	
Change requested by:	Jane Williams
CVC approval date:	17 January 2018
Change approved with effect from:	01 September 2018