**Programme Approval**

**Non-Higher Education Courses**

**Approval Form**

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| **Document Control Box**  |
| **Document title** (include version number if amended within same year as approved) | Programme Approval Non-Higher Education Courses Approval Form |
| **Reference Number** | 045/21 |
| **Approval category (Please indicate)** |
|  Governance/Governor  | X |
| MPRIG Executive/Other Committee (insert name) |  |
| Senior Staff (insert name) |  |
| **Date document approved**  | 18/11/21 |
| **Supersedes** (insert previous title and/or version date) | N/A |
| **Date document last reviewed and/or updated** |  |
| **Date next due for review** | February 2025 |
| **Related statutes or regulations**  |  |
| **Related policies/procedures/guidance/forms** | Programme Approval Procedure |
| **Staff member responsible for update** | Academic Director |

**Amendment History**

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| **Version** | **Revision Summary** | **Date Approved**  | **Author** |
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Programme Approval

Non-Higher Education Courses

Approval Form

* **This form should be read in conjunction with the Programme Approval Procedure.**
* Please fill in only those sections which are applicable.
* The term ‘Programme’ refers to programme or course as relevant to the proposal.
* Fields marked ‘CMA’ denote that the College must comply with regulations published by the Competition and Market Authority. Consult Head of Regulation and Transformation for advice.

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| **SECTION A: PROGRAMME OUTLINE** |
| **Key Contact** | *Provide the name and email of the key contact in relation to the proposed programme* |
| **Formal title of Programme (CMA)** | *Presented on transcripts and certificates and should include any pathways, shown in brackets, if they are intended to appear on the qualification certificate.* |
| **Short title description** **(if different)** |  |
| **Award (Entry) (CMA)** | *The qualification students register onto and is their intended final qualification if they successfully complete the programme.* |
| **Exit Award(s) (if applicable) (CMA)** | *List any exit awards and titles for the programme* |
| **Proposed start term** | *State the first term valid for all proposed delivery.* |
| **Student intake points** | *State all points within the session when students will be able to commence the programme* |
| **Name of campus where the programme will run** |  |
| **Mode and duration of study (CMA)** | *Full Time/Part Time* |
| **Type of delivery** | *On Campus/Distance Learning etc.* |
| **Placement/Work Year of study and Duration (CMA)** | *State N/A if the programme does not include a placement. Indicate possible or likely location where known* |
| **Academic entry requirements (CMA)** | *Indicate entry requirements including any professional or alternate requirements* |
| **English language entry requirements (CMA)** |  |
| **Programme Description (CMA)** | *This should be a description of the programme content i.e., what the applicant will study and what they should expect from the programme. Please make reference to the overall composition in relation to teaching and learning types, contact time and overall methods of assessment.* |
| **Programme aims and outcomes** | *List the aims, and the intended learning outcomes that a successful graduate should achieve as a result of completing the programme.* |
| **Programme unit summary (CMA)** | *List all mandatory units for each year of study, along with an indication (or likely indication) of optional course units.* |
| **Fee information (CMA)** | *For both domestic and international students* |
| **Funding Source (Bursaries)** | *Any opportunities for funding that may be of interest to applicants* |
| **Professional body accreditation (CMA)** | *Any external organisations that recognise the programme (or parts of it) for full or partial accreditation* |
| **Additional costs (CMA)** | *Please stipulate costs above £100. Examples may include trips, equipment, materials etc. Indicate how much these extra costs are likely to be. Where they are unknown, set out how they will be calculated and whether they are optional or mandatory for passing the programme. It is important to highlight those likely to have a direct impact on students’ academic success.* |
| **Student intake number** | *Specify projected numbers for the first three intakes for all proposed delivery types* |
| **External partner role** | *If relevant* |
| **External advisor** | *Name, position and email of nominated External Advisor* |
| **Regulator (OfS, Other)** |  |

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| **SECTION B: ACADEMIC PROPOSAL – PROGRAMME CONTENT, DESIGN AND DELIVERY** |
| **Programme Specification:** *Please include a Programme Specification. This should include aims and learning outcomes, teaching, learning and assessment methods, and programme structure. Consideration must be given to appropriate external reference points.*  |
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| **Unit Descriptors:** *Please attach complete unit descriptors for all mandatory units and any new optional course units that contribute to the programme.* |
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| **Use of existing units:** *Please confirm that existing units that contribute to the programme have been scrutinised to ensure that they remain current and fit for purpose.* |
| Signed:Name:Position: Date: |
| **Teaching and Learning Methods:** *Explain the choice of teaching and learning methods that will be employed. How has the variety and balance of methods been chosen and how do they relate to each other?* |
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| **Assessment Methods:** *Explain the proposed methods of assessment and how these will effectively measure the intended learning outcomes. What methods will be employed to ensure the security and integrity of assessment procedures?* |
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| **Assessment Criteria:** *Explain the assessment criteria and how these will effectively measure the different types and levels of achievement.* |
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| **Student Feedback:** *Provide details of how feedback will be given to students on formative and summative assessments.* |
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| **External Support:** *If the programme includes teaching delivered by external staff, please explain how their expertise will enhance the student learning experience and how this will be managed.*  |
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| **Equality, Diversity, and Inclusion:** *How has the programme design taken account of EDI issues?* |
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| **Learning Support:** *Are the proposed teaching, learning and assessment methods capable of being adapted to meet the needs of students with additional learning or support needs?* |
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| **Placement Learning:** *For programmes that include any period of study outside the College, how will this aspect of the student experience be safeguarded? How will the design and management of the placement enable students to achieve specific intended learning outcomes?* |
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| **PRSB Requirements:** *How have any PRSB requirements been taken into consideration?*  |
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| **Summary of student engagement and consultation:** *Attach evidence of student engagement in the development of the programme.*  |
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| **Summary of actions taken in response to the External Advisor Report:** *In addition to your summary please attach a copy of the External Advisors Report.*  |
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| **SECTION C: SENIOR MANAGEMENT TEAM AGREEMENT** for the proposal to proceed to the Validation Panel or PARRC. By signing below, the SMT have agreed the draft proposal in terms of resource and management implications prior to any academic assessment by the Validation Panel or PARRC. |
| **Signed by Chair of the Senior Management Team:** **Name:****Date:** |

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| **SECTION D: ACADEMIC PROPOSAL - APPROVAL DECISION**By signing below, the Committee is confirming that it believes that the academic standards and criteria for new programmes are met.**The Programme Approval, Revalidation and Review Committee (PARRC) should complete this section**. Please attach any evidence of the decision making or approval process as necessary. |
| **Approval for six years**, without or without conditions and/or required technical corrections, and/or recommendations |  |
| **Approval for a shorter fixed period**, with or without conditions and/or required technical corrections, and/or recommendations |  |
| **Not approved** – an invitation given to resubmit |  |
| **Not approved** – recommendation that the proposal be withdrawn |  |
| **Has approval been granted with any conditions and/or technical requirements? YES/NO**If yes, please note that the Academic Board should be notified of any conditions of validation/approval, and these conditions must be fully met prior to the commencement of the programme. |
| **Signed by:****Name:****Position:****Date:** |
| **Any other comments**  |
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| **Section E: SENIOR MANAGEMENT TEAM AGREEMENT**  |
| By signing below the SMT is confirming that it has scrutinised the resource and management implications arising from the final proposal and gives approval for the proposal to proceed to the Academic Board*.* |
| **Signed by Chair of the Senior Management Team:** **Name:****Date:** |

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| **SECTION F: ACADEMIC BOARD APPROVAL**  |
| This section gives final Academic approval for the programme.  |
| **APPROVED** |  | **NOT APPROVED** |  |
| **Comments:** |
| **Signed by Chair of Academic Board:** **Name:****Date:** |

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| **SECTION G: GOVERNORS APPROVAL**  |
| This section gives approval for the implementation of the programme(s) and for marketing and admissions to begin. |
| **APPROVED for implementation** |  | **NOT APPROVED for implementation**  |  |
| **Date of approval:**(Please attach minutes or other evidence of the decision-making process) |
| **If permission to proceed is not granted, please provide details, and attach any evidence of the decision-making process:** |