**Approval Recommendation Panel (ARP) Recommendation**

**and Programme Approval Form**

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| --- | --- |
| **Programme in Scope** |  |
| **Location of Delivery** |  |

|  |  |
| --- | --- |
| **ARP Date** |  |
| **ARP Members**  Chair:  Panel Member 1:  Panel Member 2: | XXX (SEO Role)  XXX (Role and Area)  XXX (Role and Area) |

**PART 1: APPROVAL PROCESS** (see Annex 1)

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| --- | --- |
| **Comments** | **Date** |
|  |  |

**PART 2: PROGRAMME DOCUMENTATION** (see Annex 2)

|  |  |
| --- | --- |
| **Comments** | **Date** |
|  |  |

**PART 3: ARP OUTCOME**

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| **Recommendation** | **Date** |
| Recommend approval subject to minor amendments – To be signed off by CA. |  |
| Recommend referral back to team for submission to future ARP. |  |
|  |  |
| Recommend approval for 5 years or until next scheduled review |  |
| Recommend approval for other duration |  |

**PART 4: EDUCATION COMMITTEE CHAIR APPROVAL**

To be completed only once recommendation for approval is confirmed

**Programme Approved as above**

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| Signature: | Date: |

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| Comments: |

**ANNEX 1 - PART 1: PROCESS CHECK** To be completed by SEO Officer

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| --- | --- | --- |
|  | **Yes/No** | **Comments** |
| **1:** Have students been consulted and responded to? |  |  |
| **2:** Have employers been consulted and responded to? |  |  |
| **3:** Is there evidence of External Advisor sign-off/approval? |  |  |
| **4:** Is there evidence of Internal Advisor sign-off/approval? |  |  |
| **5:** Apprenticeships only: Has there been Apprentice Quality Sign-off? |  |  |
| **6:** Off Campus only: Is there an Operations Manual and Contract on the PDR? |  |  |

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| **Name of SEO Officer(s)** |  |
| **Date** |  |

If the answer is “No” to any of the above, please contact the ARP Chair.

No further documentation checks will take place until all Part 1 processes have been completed.

**ANNEX 2: PART 2: PROGRAMME DOCUMENTATION CHECK** To be completed by ARP Chair

**A1: PROGRAMME SPECIFICATION (and Learning Outcomes Map)**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No** | **Comments** |
| **1:** Do the Award Title and Exit Awards match the module diet? |  |  |
| **2:** Are the reference points up to date and relevant? |  |  |
| **3:** Are the Admissions Requirements satisfactory? |  |  |
| **4:** Are the Aims clear and relevant? |  |  |
| **5:** Are the Distinctive Features distinctive and relevant? |  |  |
| **6:** Are the K&U Learning Outcomes covered by the modules listed (check titles and LO Map)? |  |  |
| **7:** Do the other programme LOS match the Sector Recognised Standards? |  |  |
| **8:** Is the Programme Structure clearly laid out? |  |  |
| **9:** Are all modules listed and correctly identified as core and optional? |  |  |
| **10:** Are the L&T Strategy and Assessment Strategy expressed generically? |  |  |
| **11:** Is KIS information correct? |  |  |
| **12:** Is the Learning Outcomes Map accurate and are all LOs TDA? |  |  |

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| **List any amendments required to the Programme Specification** |
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| **Date Programme Specification signed off by ARP** |  |

**A2: MODULE SPECIFICATIONS** Include a table for every module

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| --- | --- | --- |
| **Module Code and Name:** | | |
|  | **Yes/No** | **Comments** |
| **1:** Does the Module Title match the module scope and contents? |  |  |
| **2:** Does the overview match the rest of the specification? Does it include GAME/GAME+? |  |  |
| **3**: Are the contents clear and inclusive? |  |  |
| **4:** Are the learning outcomes clear and at the right academic level? |  |  |
| **5:** Are the assessments clear and relevant? Do they cover the LOs? |  |  |
| **6:** Are the &T Strategy and Formative Assessment Strategy expressed generically and/or flexibly? |  |  |
| **7:** Are learning resources up-to-date, available in the library/online and referenced correctly? |  |  |

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| **List any amendments required to the Module Specification** |
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| --- | --- | --- |
| **Module Code and Name:** | | |
|  | **Yes/No** | **Comments** |
| **1:** Does the Module Title match the module scope and contents? |  |  |
| **2.** Does the overview match the rest of the specification? Does it include GAME/GAME+? |  |  |
| **3:**  Are the contents clear and inclusive? |  |  |
| **4:** Are the learning outcomes clear and at the right academic level? |  |  |
| **5:** Are the assessments clear and relevant? Do they cover the LOs? |  |  |
| **6:** Are the L&T Strategy and Formative Assessment Strategy expressed generically? |  |  |
| **7:** Are learning resources up-to-date, in the library/online and referenced correctly? |  |  |

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| **List any amendments required to the Module Specification** |
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| **Date Module Specifications signed off by ARP** |  |

*Add more Module where required*

**A3: PROGRAMME GUIDE**

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|  | **Yes/No** | **Comments** |
| **1:** Has the Programme Guide been approved by the Internal Advisor? |  |  |
| **2:** Is the Programme Guide accurate and complete? |  |  |

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| **List any amendments required to the Programme Guide** |
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| **Date Programme Guide signed off by ARP** |  |

**B: PROGRAMME DELIVERY AND ASSESSMENT**

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|  | **Yes/No** | **Comments** |
| **1: Cohesion Map**: Is the Cohesion Map clear and does it show a scaffolded/ sequenced approach to learning? |  |  |
| **2: Assessment Table:** Are assessment loads equal and in accordance with guidelines? |  |  |
| **3: Assessment Table:** Are assessments diverse and relevant? |  |  |
| **4: Assessment Table:** Are PDP and WBL embedded in assessments? |  |  |
| **5: Assessment Table:** Is the Anchor Module clear and well written? |  |  |
| **6: Assessment Table:** Is there a “Showcase” final assessment? |  |  |
| **7: Assessment Journey Map:** Has the assessment journey been well planned? Does it match the Assessment Table? |  |  |
| **8:** Are sustainability, aging population and Knowledge Exchange included in the programme? |  |  |

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| **List any amendments required to Programme Delivery and Assessment** |
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| **Date Programme Delivery and Assessment signed off by ARP** |  |

**C: PROGRAMME RESOURCES**

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|  | **Yes/No** | **Comments** |
| **1: CVs**: Are academic staff suitably qualified and experienced to lead assigned Modules? Check also if VHT. |  |  |
| **2:CVs**: Is the Programme Leader suitably qualified and experienced? |  |  |
| **3: Programme Guide:** Have PATs been identified? |  |  |
| **4: Off Campus:** Has a Link Tutor been identified? |  |  |
| **5: Apprenticeships:** Has a Work-based Trainer been identified? |  |  |

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| **List any amendments required to Programme Resources** |
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| **Date Programme Resources signed off by ARP** |  |

**D: Additional Criteria for Online Programmes**

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| **Criterion** | **Yes/No** | **Comments** |
| **1:** Is there a bespoke school-approved Online Programme Guide? |  |  |
| **2:** Is there a bespoke Online Programme Landing page on the web? |  |  |
| **3:** Are arrangements for delivery and engagement clear? |  |  |
| **4:** Has one fully populated Moodle (or alternative VLE) site per level been provided? |  |  |
| **5:** Have a sample of Module Guides been provided? |  |  |
| **6** Have social learning arrangements and peer support mechanisms been put in place? |  |  |
| **7** Is a summary of the technical requirements available to applicants? |  |  |

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| **List any amendments required** |
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| **Date Additional Information signed off** |  |

**E: Additional Criteria for Off-Campus Programmes**

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| **Criterion** | **Yes/No** | **Comments** |
| **1:** Are the UoB resources and resourcing plans sufficient to allow for effective academic oversight of the partnership? e.g. Link Tutor arrangements? |  |  |
| **2:** Are responsibilities of the UoB and the partner clearly defined? |  |  |
| **3:** Are any equivalent documents and processes appropriate to allow for effective academic oversight? |  |  |
| **4:** Is there a Student Protection Plan in place - if partner is OfS registered? |  |  |
| **5:** Is public information accurate? |  |  |

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| **List any amendments required** |
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| **Date Additional Information signed off** |  |

**F: Additional Criteria for Apprenticeship Programmes**

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| **Criterion** | **Yes/No** | **Comments** |
| **1:** Do the contents align with the relevant apprenticeship standard (KSBs)? |  |  |
| **2: For integrated apprenticeships:** Are the following available for the End Point Assessment (EPA)?  EPA delivery plan?  Assessor recruitment plan? |  |  |
| **3: For non-integrated apprenticeships:**  Is an end Point Assessor Organisation in place for the standard? |  |  |

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| **List any amendments required** |
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| **Date Additional Information signed off** |  |