**Programme Approval Process in Detail**

|  |  |  |
| --- | --- | --- |
| **Step: Focus** | **Step: Summary**  | **Step: Details** |
| **Step 0:** **Apprenticeship Scoping Meeting**  | Proposing team identify demand for an apprenticeship and the relevant standard and hold discussions with Apprenticeship Team.  | Proposing team to complete Apprenticeship Scoping Form and meet with Apprenticeship Team to scrutinise demand, end point assessment requirements, resource/training needs, PSRB requirements, delivery model.  |
| **Step 1:** **Strategic Approval and Academic Approval** | Strategic Approval Forms (SAFs) approved via SPRDC (for some proposals only) Programme Approval Forms (PAF) and Apprenticeship Approval Form (AAF) approval by Programmes Committee (all proposals). | The Proposer, AC SELE/Quality Lead and Head of area discuss the proposal at subject level and/or with any relevant partner organisation and then seek approval from the University. University level approval is required to confirm that the proposing team may proceed with a programme development.**Strategic Approval** If the development requires investment, is for online delivery, and/or relates to new or existing partner organisations a SAF must first be completed and submitted in advance of the SPRDC meeting. Dates when SPRDC Secretary requires all papers containing proposals: 14 Sept 2023; 12 October 2023; 30 November 2023; 08 February 2024; 11 April 2024; 02 May 2024.**Academic Approval** Following SPRDC approval (where required), a PAF or an AAF (following endorsement of the proposal by the Director of Apprenticeships) is completed and submitted in advance of the Programmes Committee meeting.Dates when PC Secretary requires all papers containing proposals: 29 September 2023; 5 January 2024; 8 March 2024; 24 May 2024. |
| **Step 2**: **SEO Scoping Meeting** | Risk assessment of required level of academic support, identification of SEO officer, Proposal Development Record (PDR) set up.  | Once a proposal gains approval to proceed, the Standards and Enhancement Office (SEO) notifies the Proposer that the development is approved to be taken forward for development and the next steps of the process. A SEO meeting is convened to:* assign an SEO Officer to manage the process
* assess required level of academic support
* assign an Internal Advisor

The assigned SEO Officer then * **convenes a Planning Meeting** – inviting:
* The Proposer (For OfCD proposals the Proposer is invited by the Partnership Co-ordinator)
* The Head and/or Academic Operational Lead
* The Internal Advisor - AC SELE, Senior Partnership Manager (SPM) or equivalent Quality Lead for the area
* + Partnership Co-ordinator (PC) if an OfCD proposal
* The Director of Apprenticeships (for apprenticeship programmes)
* The nominated Programme Approval Panel Chair for Route B approvals
* **sets up the Programme Development Record** (See Annex 3) on Moodle and notifies the Proposer and Internal Advisor.
* **issues Course Code(s)** to the Proposer and Internal Advisor
* **creates blank Programme Specification template(s)** in the Programme Database for use by the Proposer and Internal Advisor
* **refers the Proposer and Internal Advisor** **to a member of Student Data Management for the generation of Module Codes** and the creation of blank Module Specification templates in the Module Database.
 |
| **Step 3**: **Initial Programme Development**  | Programme design advice and guidance provided by SEO and/or AC SELE. Can be concurrent with Step 2.  | The Proposer and Internal Advisor contact the Head or Deputy Heads of Standards and Enhancement (Taught Provision) to arrange a design meeting at which advice and guidance is given and key requirements are outlined. This will include KSB mapping and EPA arrangements for apprenticeship programmes. The design meeting should involve all members of the Programme Development Team (including any partner staff if delivered off campus)See Annex 4 for programme development guidance documents. |
| **Step 4:** **Planning Meeting** | Planning Meeting to discuss nature of the proposal, proposed route and steps Programme approval criteria documentary requirements. External Advisor is considered/approved if details presented.  | A Planning Meeting is convened with the SEO Officer, the SEO Chair and those identified in the SEO Scoping Meeting.Items for consideration include:* Nature of the proposal and Route to be undertaken
* Subsequent steps and deadlines to determine a target date of the Approval Panel/USP (Annex 1)
* Programme Approval Criteria (Annex 2)
* PDR Requirements (Annex 3).
* Completed Nomination Form and CV for new External Advisor or member(s) of External Advisor Pool to be approved at the Planning Meeting (Annex 8ii)

**In the case of Route B: The External Advisor for the development will also be the External Panel Member for the Programme Approval Panel.** |
| **Step 5**: **Programme Refinement and Consultation****+ Completion of Approval Check-List by Programme Proposer**  | Consultation with Internal and External Advisors, partner staff (if delivered off campus), students, employers/professionals and relevant PSRBs to refine programme structure and documentation.  | Stakeholders are consulted on programme contents and structure/cohesion, delivery and assessment strategy/assessment journey. Proposer completes Student Consultation Report (Annex 7iii) and Employer Consultation Report (Annex 7ii)Proposer responds to Internal and External Advisor Comments and amends draft programme documents accordingly – with versions uploaded onto the PDR. Programme Proposer completes a self-check via the Approval Check-List (Annex 2) to confirm all criteria have been met from a proposing team perspective.  |
| **Step 6**: **External Advisor Consultation Report (and Sign-off for Route A)** | External Advisor Completes Check List and EA Consultation Report  | Following responses to any stakeholder feedback and the completion of the Approval Check-List by the Programme Proposer to confirm all criteria have been met, the Proposer notifies the External Advisor/PSRB representative(s) that the documents are available on the PDR for final scrutiny. External Advisor completes the Programme Approval Checklist 2023/24 (Annex 2) **Parts B-F ONLY** for standard programmes and **Parts I, J or K** for online, apprenticeship and off campus programmes only, as well as the External Advisor Consultation Report – Annex 8iii.Any amended documents uploaded to the PDR. |
| **Step 7 Internal Advisor Sign Off**  | Internal Advisor Completes Check List and IA Consultation Report | Following receipt of the External Advisor Consultation Report (Route A only) and any responses to EA feedback, revised documents are uploaded onto PDR by the Proposer and their team. The Proposer notifies the Internal Advisor that finalised draft documents are available on the PDR.Internal Advisor completes the Programme Approval Checklist 2023/24 and the Internal Advisor Consultation Report – Annex 9iAny further requirements are referred back to the Proposer and team.The SEO Officer is notified that the PDR is ready for the SEO Check.  |
| **Step 8:** **SEO PDR Completion Check**  | SEO Officer conducts a PDR completion check.  | The SEO Officer completes a PDR Completion Check Report Annex 10i and advises whether proposal can progress or refers proposal back to proposing team and Internal Advisor. |
| **Step 9:** **PDR Open to Panel for Scrutiny**  | SEO Officer confirms that PDR documentation is available to the Panel for scrutiny.  | **SEO Officer places a notice on the Discussion Forum to confirm that final versions of programme documents are ready for Panel scrutiny.** |

**Route A via University Standing Panel (USP)** **– Step 10 onwards**

|  |  |  |
| --- | --- | --- |
| **Step: Focus** | **Step: Summary**  | **Step: Details** |
| **Step 10RA:** **Scrutiny of documents by USP members**  | USP members scrutinise documentation on the PDR and submit feedback prior to meeting.  | Terms of Reference and USP membership can found on Annex 11iThe dates of meetings of the University Standing Panel are given in the annual Senate Calendar that is published on the SEO webpage for Committees.A USP will ONLY consider programme proposals with a complete Proposal Development Record. USP members check due process has been followed and scrutinise a sample of documentation. Each member completes a USP Panel Member Report prior to the meeting and uploads this to the PDR.  |
| **Step 11RA**: **USP Meeting and Outcome**  | The Panel meets to determine whether due process has been followed, there is complete and acceptable set of final programme documentations and the programme is ready for recruitment and delivery. USP recommends an outcome and the Secretary completes a USP Report. | The USP Secretary convenes the meeting. The USP Agenda can be found on Annex 11iiFollowing scrutiny of final programme documentation, will determine an recommendation:- to approve the programme for a 5-year period or until the next Periodic Review and Re- approval;- to approve for a designated period that is less than 5-years;- not to approve with detailed reasons- to require that the proposal is returned to an appropriate earlier stage or is considered at a Programme Approval Panel event.An Outcome Report of the USP proceedings is then produced by the USP Secretary. Once the Report has been approved by the USP Chair, the USP Secretary uploads it to the PDR and places a note in the PDR Forum to disseminate the outcomes to all involved simultaneously.If the Panel recommend that the proposal is approved by Senate, this is recorded on the USP Recommendation Report. Proposer and Internal Advisor respond to any USP requirements. Any new revised documents are uploaded to the PDR and a note is added to the discussion Forum to alert the USP secretary. Minor changes are signed off as a Chair’s Action. Responses to significant conditions are considered by the next USP.  |
| **Step 12RA**: **Endorsement and** **Approval**  | Programmes recommended for approval are referred to Education Committee for endorsement and Senate for approval. | USP Secretary submits the USP Outcome Report (Annex 11v) to Education Committee, which is invited to consider and endorse the USP Report. USP Secretary also submits the USP Recommendation Report (Annex 11iv) to Senate which is invited to approve the USP Recommendation. NB Reports only go to Education Committee and Senate when there are no conditions and/or when any conditions have been met and any required contract has been signed. |
| **Step 13RA**: **Programme made “live”** | Once the programme is approved, it can be made live on “SITs”. Programme and Module specifications are also made public online.  | When the proposal has been approved: * the PDR becomes the definitive record of programme documentation and all users are given Non-Editing teacher status apart from the USP Secretary.
* A SEO Officer activates the programme(s) on SITS by removing STV and sends out the SRL to alert other professional departments to the approval of the programme(s).
* ONLY THEN can students be recruited and commence to study the programme.
* Proposer, SEO and Internal Advisor complete progression of programme and module specifications on the databases ready for recruitment.
 |

**Route B via Programme Approval Panel (PAP)** **– Step 10 onwards**

|  |  |  |
| --- | --- | --- |
| **Step: Focus** | **Step: Summary**  | **Step: Details** |
| **Step 10RB:** **Scrutiny of documents by Approval Panel members** | Panel members scrutinise documentation on the PDR and submit lines of enquiry.  | Terms of Reference and PAP membership can found on Annex 12iA PAP will ONLY consider programme proposals with a complete Proposal Development Record (PDR).The SEO Officer will convene a Panel and arrange an approval event which provides the opportunity to meet with staff, students and employers and discuss the proposal in detail.NB: The External Advisor for the development will also be the External Panel Member for the Programme Approval Panel.The Panel will develop lines of enquiry in relevant areas (Annex 12ii) **Lines of Enquiry are sent to the SEO Officer who collates them into one document, shares them across the Panel and with the Development Team and uploads to the PDR.** The Proposer and team and may be asked to submit any required additional evidence by an agreed date in advance of the event.  |
| **Step 11RB**: **Programme Approval Panel Meeting and Outcome**  | The Panel meets with programme/management staff, potential students, and employers to determine if the programme is ready for recruitment and delivery | The schedule for the event is determined at the Planning Meeting – Step 4. The Proposer identifies staff, students and employers to support the proposal and invites them to attend as per the schedule. A list of attendees and their roles will be provided to the SEO Officer ahead of the event. Following scrutiny of documentation and completion of meetings, the Panel recommends that (1) the proposal is approved by Senate for a 5 year period (2) the proposal is approved for a designated period of time (less than 5 years) (3) the proposal is not approved by Senate. A summary report (Annex 12v) is produced by the SEO Officer within five working and following approval by the Chair, **is uploaded to the PDR and a note is placed in the Discussion Forum****When approval is recommended,** the Chair completes Programme Approval Panel Recommendation Report (Annex 12iv)For off-campus programmes the relevant draft contract must be available to the Chair to enable sign-off. For non-integrated Apprenticeship programmes the EPAO must be appointed to enable sign-off. **When approval is subject to any conditions and recommendations:** The Proposer and team responds and completes any required actions. The Proposer uploads any responses or new/updated documents to the PDR and a note is placed on the Discussion Forum. When conditions and recommendations are satisfactorily met, the Chair completes Programme Approval Recommendation Sign Off form – (Annex 12iv)A full report (Annex 12vi) is completed within 20 working days and uploaded to the PDR by the SEO Officer. **When approval is NOT recommended:** The programme development is referred back to the Proposer and an earlier relevant step (as determined by the Chair)  |
| **Step 12RB**: **Endorsement and** **Approval**  | Programmes recommended for approval are referred to Education Committee (which receives the full report) for endorsement and Senate (which receives the summary report) for approval. | Secretary submits the Full Report to Education Committee, which is invited to consider and endorse the contents. Secretary submits the Summary Report to Senate which is invited approve the contents. In the case of an integrated apprenticeships, following Senate approval,the Director of Apprenticeships confirms the status of the application to DfE for the subject team to become the EPAO – at this stage CRS in SITS is coded as *Subject to DfE Approval.*  |
| **Step 13RB**: **Programme made “live”**  | Once the programme is approved, it can be made live on “SITs”. Programme and Module specifications are also made public online.  | When the proposal has been approved, and a written agreement has been signed for the University for any partner provision: - the PDR becomes the definitive record of programme documentation and all users are given Non-Editing teacher status apart from the USP Secretary.- A SEO Officer activates the programme(s) on SITS by removing STV and sends out the SRL to alert other professional departments to the approval of the programme(s). - ONLY THEN can students be recruited and commence to study the programme. - Proposer, SEO and Internal Advisor complete progression of programme and module specifications on the databases ready for recruitment.  |