**SEO PROGRAMME DEVELOPMENT RECORD CHECK**

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| **Programme Titles and Course Codes for Approval** |  |
| **Name of SEO Officer** |  |
| **Date(s)** |  |

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| **PDR Item** | **Confirmation this is on the PDR** |
| **4. Initial Approval Documents**  4.1 Programme Approval Form  4.2 Planning Meeting Minutes  + 4.3 Apprenticeship Scoping Form (If applicable)  **5. Stakeholder Feedback and Responses** – To be uploaded by the Proposer  5.1 Employer and PSRB Feedback and Consultation Report (see Annex 7ii)  5.2 Student Feedback and Consultation Report (see Annex 7iii)  5.3 Internal Advisor Feedback and Responses NB See Section 8 for Final Consultation Report  5.4 External Advisor and PSRB Feedback and Responses NB See Section 8 for Final Consultation Report  5.5 Partner Feedback and Responses (SEO to delete section if not applicable)  **6. Programme Documentation** 6.1 Programme Specification versions  6.2 Module Specification versions  6.3 Programme Guide versions  6.4 Programme Learning Outcome Map  6.5 Coherence Map  6.6 Assessment Table  6.7 Assessment Journey Map  6.8 GAME or GAME+ Map  6.9 Placement and Project Handbooks  6.10 **Apprenticeship Programmes -** End Point Assessment Information (If relevant)  6.11 **Online Programmes** (if relevant)  6.11A Link to Programme landing page a  6.11B Link to fully populated Module Moodle Classes and Module Guides  6.12 **Off Campus Programmes** (if relevant)  6.12A Partnership Initial Assessment of Operations (for new partners)  6.12B Partner Student Handbook  6.13C Partner Operations Manual  6.13D Equivalency check List  6.13E Responsibilities Check List  **7. Resources and Marketing Information**  7.1Programme Leader and Module Tutor names, responsibilities and CVs  7.2 Staff Development Plan  7.3 Learning Resources Information  7.4 Marketing Information  7.5 Off Campus Programmes (SEO to delete sub-section if not OfCD)  7.5A Link Tutor Name and CV  7.5B Link to partner website and CMA tracker  **8. Programme Sign-Off Pre-Panel**  8.1 Programme Proposer Approval Check List – Self-Assessment  8.2 External Advisor Approval Check List and Consultation Report  8.3 Internal Advisor Approval Check List and Consultation Report |  |

**SEO OFFICER COMMENTS**

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