**The Programme Development Record**

The Proposal Development Record (PDR) is a virtual folder that contains evidence of the design, development and approval of a programme. Access is given to key participants in the process to enable them to submit items of evidence to the folder.

The contents of the PDR-folder comprise the formal record of the process of design, development and consultation - including all final programme documents.

Once the provision is approved, the access rights to the folder will be restricted to members of SEO and the PDR will become the definitive set of programme documents.

**FORMAT OF THE PDR**

**1. Key Information** - to be completed by SEO Officer

Titles of Programmes being developed:

School/Division:

Off Campus Partnership:

Proposer:

Internal Advisor:

External Advisor:

SEO Officer:

**2. Brief overview of the development** - to be completed by the Proposer

**3. Guidance and Templates**

Annex 1: Programme Approval Process

Annex 2: Criteria for Approval

Annex 4vi-xi: Programme Tables and Maps

Annex 9: External Advisor and Templates

Annex 10: Internal Advisor Templates

Annex 12: University Standing Panel Templates

Annex 13: Programme Approval Panel Templates

**Programme Development Record Documents**

**4. Initial Approval Documents** – To be uploaded by SEO Officer

4.1 Programme Approval Form

4.2 Planning Meeting Minutes

+ 4.3 Apprenticeship Scoping Form (SEO to delete section if not applicable)

**5. Stakeholder Feedback and Responses** – To be uploaded by the Proposer

5.1 Employer and PSRB Feedback and Consultation Report (see Annex 8ii)

5.2 Student Feedback and Consultation Report (see Annex 8iii)

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** – To be uploaded by the Proposer

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 (SEO to delete sub-section if not apprenticeship)

6.11 **Online Programmes** (SEO to delete sub-section if not Online)

6.11A Link to Programme landing page

6.11B Link to fully populated Module Moodle Classes and Module Guides

6.12 **Off Campus Programmes** (SEO to delete sub-section if not OfCD)

6.12A Partnership Initial Assessment of Operations (for new partners)

6.12B Partner Student Handbook

6.12C Partner Operations Manual

6.12D Equivalency check List

6.12E Responsibilities Check List

**7. Resources and Marketing Information** – To be uploaded by the Proposer

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 –** To be uploaded by document completers

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

8.4 SEO PDR Check

**9. Route A - Approval Panel Documentation** (SEO to delete section if not applicable)

9.1 USP Panel Members Report Pre-Meeting

9.2 USP Programme Approval Proforma

9.3 USP Report

**9. Route B - Approval Panel Documentation** (SEO to delete section if not applicable)

9.1 Programme Approval Event Schedule

9.2 Programme Approval Panel Lines of Enquiry

9.3 Programme Approval Proforma

9.4 Programme Approval Panel Summary Report

9.5 Programme Approval Panel Full Report

9.6 Signed Contract – for Off Campus Programmes to be submitted to SEO Officer but NOT to be included on the PDR. (SEO to delete sub-section if not applicable) -