**Programme Approval Panel**

**Recommendation and Programme Approval Form**

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| --- | --- |
| **Programme(s) in Scope** |  |
| **Location of Delivery**  |  |
| **Link to the PDR** |  |

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| --- | --- |
| **Panel Date**  |  |
| **Panel Members** Panel Chair: Internal Panel Member:External Panel Member:SEO Officer: Others in attendance: |  XXX (Role and Area)XXX (Role and Area)XXX (Role and Institution) |

**PANEL OUTCOME**

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| **Commendations** XXX  |

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| **Panel Recommendation**  | **Date**  |
| Approval for 5 years or until next scheduled review |  |
| Approval for other duration  |  |
| Approval subject to conditions and recommendations – To be signed off by CA. **Conditions:****Recommendations** |  |
| Deferment for submission to future Panel |  |

**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: |

**SECTION A: PROCESS CHECK** To be completed by SEO Officer prior to Panel Meeting

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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 Internal Advisor sign-off? |  |  |
| **4:** Apprenticeships only: Has there been Apprenticeships Management Team Sign-off? |  |  |
| **5.** Has the required online documentation been provided? |  |  |
| **6:** Off Campus only: Is there an Operations Manual and Contract on the PDR?  |  |  |

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

**SECTION B - PANEL QUESTIONS, COMMENTS AND SIGN OFF**

**1. PROGRAMME RATIONALE AND DISTINCTIVENESS**

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| **List any questions and comments regarding the programme rationale and distinctiveness**  |
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| **Programme Rationale sign off by Chair**  |  |

**2. PROGRAMME STRUCTURE AND DELIVERY**

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| **List any questions and comments regarding the programme structure and delivery**  |
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| **Cohesion Map sign off by Chair**  |  |
| **Programme Guide (Delivery and 6 Cs) sign off**  |  |

**3. ASSESSMENT STRATEGY**

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| **List any questions and comments regarding the assessment strategy**  |
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| **Assessment Table sign off by Chair**  |  |
| **Assessment Journey Map sign off by Chair**  |  |

**4. SPECIFICATIONS**

**PROGRAMME SPECIFICATION and Learning Outcomes Map**

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| **List any questions and comments regarding the Programme Specification and LO Map** See also Lines of Enquiry Forms Part 3.1 – Checklist  |
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| **List any questions and comments regarding the Module Specification and LO Map**See Lines of Enquiry Forms Part 3.2 – Checklist |
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| **Programme Specification sign off by Chair**  |  |
| **Learning Outcomes Map sign off by Chair**  |  |
| **Module Specifications sign off by Chair**  |  |

**5. PROGRAMME RESOURCES**

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| **List any questions and comments regarding the staffing and learning resources**  |
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| **Staffing (CVs and allocation) sign off by Chair**  |  |
| **Staff Development Plan sign off by Chair**  |  |
| **Facilities and Learning Resources sign off**  |  |
| **Link Tutor (off campus) sign off by Chair**  |  |

**5. PROGRAMME SUPPORT**

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| **List any questions and comments regarding student support**  |
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| **Support mechanisms sign off by Chair** |  |
| **PAT identification sign off by Chair**  |  |
| **Work-based trainer (apprenticeships) sign off**  |  |

**SECTION C: Additional CONSIDERATIONS** Delete if not applicable

**C1 Apprenticeship Programmes**

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| **List any questions and comments regarding apprenticeships**  |
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| **KSB mapping sign off by Chair** |  |
| **EAP sign off by Chair**  |  |

**C2 ONLINE PROGRAMMES**

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| **List any questions and comments regarding online programmes**  |
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| **Online support sign off by Chair** |  |
| **Online technical requirements sign off** |  |
| **Programme landing page sign off by Chair**  |  |
| **Moodle class example sign off by Chair**  |  |
| **Sample of Module Guides sign off**  |  |

**C3 OFF CAMPUS PROGRAMMES**

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| **List any questions and comments regarding off campus delivery**  |
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| **Operations Manual sign off by Chair** |  |
| **Public/marketing information sign off by Chair**  |  |
| **OfCD support arrangements for partnership signed off by Chair**  |  |