**Proposal Approval Form (PAF)**

Please complete form for Higher and Degree Apprenticeships also

**Part A: Proposal Details**

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| **Name of Programme Proposer** |  |
| **Role of Programme Proposer**  |  |
| **School/Division**  |  |
| **Date of PAF completion**  |  |
|  |  |
| **PAF authorised by:** Name ofHead of School, Dean etc.  |  |
| **Date PAF authorisation** |  |
| **Was the proposal included in the Annual Plan?**  | Yes/No  |

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| **Is a Strategic Approval Form (SAF) required?**  | Yes/No **If yes, reason for SAF and date of approval**  |
| **SPRDC Minute:** |

**Part B: Programme Overview**

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| **Programme Title(s) incl. Final Award(s)**  |  |
| **Exit Awards** |  |
| **Apprenticeship?** | Yes/No **If Yes, please complete additionally Section D**  |
| **Mode(s) of Delivery:** Full-time/Part-time |  |
| **Method of Delivery** e.g. Blended, Onlineonly |  |
| **Level of Final Award** |  |
| **Total Number of Credits of Final Award**  |  |
| **Length of Programme** – by mode (FT/PT) |  |
| **Date of intended first intake**  |  |
| **Professional Body accreditation?**  | Yes/No **If Yes, please specify**  |
|  |  |
| **Off Campus Partner(s) and location** if applicable |  |
| **Nature of Partnership Arrangement** e.g. Franchise, Validation if applicable |  |
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| **Target Market**  |  |
| **Entry tariff**, if not standard |  |
|  |  |
| **Fees if not standard** select either course fee or fee per credit not both: | **Full Time** | **Part Time** |
| Course fee - Home |  |  |
| Course fee - International |  |  |
| Fees per credit - Home |  |  |
| Fees per credit - International |  |  |
| Other fees (please specify) |  |
|  |  |
| **Minimum student numbers for viability**  |  |
| **UCAS course?** | Yes/No |
| **Fitness to Practice applicable?** | Yes/No |
| **DBS required?** |  |
| **If yes, select one from the below**Standard [ ]  Enhanced [ ] Enhanced with barred list check (children and adult) [ ]  |
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| **Proposed Programme Leader and/or** **Strategic Partnership Manager**  |  |
| **Proposed Admissions Tutor**  |  |

**Part C: Programme Details**

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| **C1 Brief overview of the programme – Aims, contents, structure and distinctive features.**  |

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| **C2 Rationale for the programme and evidence of demand\***\*Please provide evidence of market intelligence (including demand and consideration of any direct competitors), employer (please specify) and applicant/ student input, justifying why programme(s) recruitment and outcomes will be successful.  |

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| **C3 Statement indicating how the programme will adhere to University’s Curriculum Philosophy:**1. Using learning and teaching practices informed by TIRI- e.g. *Campus Plus model*
2. Offering a stimulating, relevant, personalised and inclusive experience *- including personal and career development planning*
3. Developing students as autonomous, self-directed, critical and reflective learners – *including use of projects and critical reflection*
4. Developing knowledge and relevant skills *– including work-related learning, entrepreneurship, environmental sustainability, the aging population*
5. Employing effective assessment/feedback practices *– including diverse and authentic assessment practices*
6. Delivery in partnership with students and other stake-holders e*.g. showcase assessments, knowledge exchange activities*
7. Using resources and technology effectively to support learning, teaching and assessment
8. Providing graduates with the opportunity to develop a unique and effective set of attributes – embedding GAME/GAME+
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| **C4 Marketing Information** In the event that the proposal is approved by Programmes Committee, a general statement which will appear on the University Course Website is required prior to programme approval to offer the course.  |

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| **C5 Resource Implications** What are the staffing and learning resource implications for this programme? i.e. The opportunity costs? |
| **C6: Confirmation that relevant support departments have been consulted regarding the development**  |
|  | **Name of contact**  | **Date** |
| **Library** |  |  |
| **Information Systems & Networks** |  |  |
| **Timetabling** |  |  |

**Part D: Apprenticeship Programmes Only**

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| **Title of Apprenticeship Standard and Weblink** |  |
| **End Point Assessment Organisation or** **Integrated Assessment**  |  |
| **Employers wishing to offer the proposed programme**  |  |
| **Scoping Meeting Approval Date** |  |

**Part E: Programmes Committee Decision**

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| **Programme Committee date or date of CA outcome**  |  |
| **Outcome**  |
| **Any Actions required:** |