# **Annex 1c: SEO Officer’s Report Confirming PRR-PDR is complete and PRR Scrutiny Changes have been completed**

|  |
| --- |
| Name of the Officer completing this report: |
| Date of report completion: |

# Section 1: Key Programme Information

|  |  |
| --- | --- |
| Date of School Sign Off to confirm that PDR was complete and ready for PRR Panel to view: |  |
| Name of School, Centre or Division: |  |
| Name of Academic Coordinator: |  |
| Name of Programme Leader: |  |
| Title(s) of the programme(s), their CRS codes and award(s) |  |
| Title(s) of NEW programme(s) or programmes subject to changes in delivery method, the CRS codes and awards |  |
| Target qualification(s) *and all exit qualifications:* |  |
| Name of PSRB or awarding body: |  |
| Proposed start date (*Month and year):* |  |
| Mode of attendance: | *Insert full time/ part time / both* |
| Name and location of any relevant Partner Organisation(s): | *Insert full name of partner organisation* |
| Approved site(s) for delivery of the programme: |  |

# Section 2: Process Details

*[Note: The following text to be included as standard]:*

Documentation has been completed in line with the agreed processes for Period Review and Re-approval. This documentation has now been stored as evidence within the relevant PRR-PDR-folder and may be accessed via the following link: *[Note: insert link to the PDR-folder]*

*Prompt: Please include an overview and any specific points about the process and the approaches adopted by the programme team that you would wish to draw to the attention of the Periodic Review and Re-approval Panel.*

*Prompt: Where applicable, a statement should be included to indicate that any actions identified at STEP 10: External Scrutiny have been completed and the documentation updated accordingly.*

I can confirm that the PDR has been confirmed as being complete (1b School Sign Off completed) and sample audit of the documentation has been undertaken at step 12