**Step 1 – Scoping Meeting** - Scoping Meeting – prior to the planning meeting SEO Officer and Planning Meeting Chair (Senior SEO representative) determine level of support and composition of panel – Officer to recruit Panel Chair and Internal Panel Member. Officer organises planning meeting

**Step 2 - Programme Design Guidance**

**See Annex 4 for programme development guidance documents.**

The Programme/Subject Team and AC SELE contact the SEO Adviser (Head or Deputy Heads of Standards and Enhancement (Taught Provision)) to arrange a design meeting at which advice and guidance is given and key requirements are outlined. This will include KSB mapping and EPA arrangements for apprenticeship programmes.

The design meeting should involve all members of the Programme Development Team including any partner staff if the programme(s) are delivered off campus to secure their contribution to the review and agreement for proposed changes. This is an iterative process to ensure partners are on board with changes. The Partner Consultation Form (Annex 9a) will be required to confirm how partner organisations have been consulted and involved in the process.

**Step 3 - Planning Meeting –** SEO Officer invites Chair of Planning Meeting and Chair of PRR Panel/Head of School/Centre, AC (SELE), Programme Leaders, Off Campus Division representative and Director of Apprenticeships (or nominee) (when Apprenticeships are in scope). Programme/Subject Team submits External Advisor/Panel Member nomination form(s) (See Annex 8i – Criteria for Approval of External Advisor and Annex 8ii Nomination Form) and CV(s) to SEO Officer for approval by the Chair. Note: when Apprenticeship Route included external advisor with Apprenticeship experience should be sought. Meeting will agree initial scope (Annex 2), timeline and requirements. Call out for Student Representative is completed by the SEO Officer. In the event that investment is required or development of online programmes proposed, process is halted until approval from SPRDC obtained.

Annex 11 explains the additional process and documentation relating to the re-approval of Apprenticeships

**Step 4 - Production of Critical Appraisal -** Programme/Subject Team begin to produce the Draft Critical Appraisal Document (Annex 5) including Annexes 6 and 7 (which explain what the planned changes are with rationale). This is an iterative process and will be informed by Steps 6/7 below. Consideration must be given to co-owned modules that may be used by other areas of the University to ensure all module delivery teams are aware of changes.

**Step 5 - PRR-PDR set up -** PRR-PDR Moodle Site is set up following Annex 3b - External Advisor/Panel Member is provided with external account and all panel members are provided with access to the PRR-PDR. Programme/Subject Team are added to the PRR-PDR

**Step 6 - Stakeholder Consultation -** Programme/Subject Team consults employers (which may be via IAB), PSRB, Partners, students and the External Advisor/Panel Member with existing and new programme specifications, module specifications and Annexes 6 and 7 which provide the explanation of what has changed (Annex 9 and 10 stakeholder consultation to be uploaded to the PDR).

**Step 7** - **PRR Mid-point Gateway –** If there are proposals for **new** **programmes**, **new** **delivery** methods (such as online delivery) or **investment** is required,SEO Officer invites Chairs of Planning Meeting and PRR Panel/Dean of Faculty/Head of School/Centre, AC (SELE), Programme Leaders, Off Campus Division Representative, *Director of Apprenticeships (when Apprenticeships are in scope), relevant members of student recruitment and admission and the research and doctoral division as appropriate to a Mid-point Gateway meeting to discuss changes and potential new programmes*. Draft Critical Appraisal Document circulated with Annexes 6 and 7 to inform the discussion. In the event that investment is required or development of online programmes proposed, the PRR process will be halted until approval from SPRDC has been obtained (submission of SAF required) and/or approval from Programmes Committee (submission of PAF required).

Direction given to Programme/Subject Team by PRR Mid-point Gateway Meeting Participants. (See Annex 12 for Generic Agenda for the meeting).

Final Critical Appraisal (Annex 5 including Annexe 6 and 7) agreed and signed off by Head of School.

**Step 8 – Post Gateway Programme Review, Redesign and Development Activity -** if requiredProgramme/Subject Team with Academic Coordinator(s) (SELE) to consult SEO Advisor about the academic standards, programme aims, learning outcomes and assessment methods if required during production of the additional/revised documents.

**Step 9 – Documents uploaded -** Programme/Subject Team upload the finalised Critical Appraisal document (Annex 5, 6 and 7) with evidence, any relevant PSRB framework and correspondence plus reports of consultation with partner organisations, employers and students. Programme/Subject Team complete the draft programme documentation and upload to PRR-PDR. External Advisor/Panel Member is notified of readiness of documents via Moodle Forum and email.

**Step 10 - External Scrutiny** - Programme/Subject Team liaise with External Advisor/Panel Member for final confirmation regarding curriculum content.

**Step 11 -** **Programme/Subject Team sign off** -finalisation of documentation and AC SELE and/or appropriate Off Campus Representative (where relevant) confirms that the re-approval documents are ready for Step 12 by completing Annex 1a Checklist and Annex 1b School Sign Off Report. (Where the AC SELE is involved in the programme development the school sign off is referred to the Head of School/Division (or Dean of Faculty/OCD) for alternative sign off arrangements).

**Step 12 - PRR Completion Check** - SEO Officer undertakes completion check including sample audit of documents. and advises Programme/Subject Team whether proposal can progress to the Panel or returns the proposal to the AC (SELE) and Programme/Subject Team, if PDR found to be incomplete.

SEO Officer confirms the programmes that are to be included in the approval event.

Where PDR is complete, SEO Officer completes Annex 1c Sign Off Report and opens PRR-PDR to members of the Panel at least 3 weeks before it meets. MOODLE is locked down.

**Step 13 - Lines of Enquiry Generation -** Panel reviews PDR and completes and submits Lines of Enquiry form (Annex 15) to SEO Officer who collates Lines of Enquiry in consultation with Chair of Panel and sent to the Programme/Subject Team through the AC SELE(s)

**Step 14 - Periodic Review and Re-approval** **Meeting/event**– Programme/Subject Team(s) meet with the Panel and explore the Lines of Enquiry – the meeting follows the generic schedule for the meeting (Annex 14). The panel reports through the Chair on the outcome of the process providing commendations and, where appropriate, conditions and recommendations. The panel will confirm the duration of any approval period and the date when response to conditions/recommendations (if any) is be required.

**Step 15 - Response to Conditions and Recommendations** - Programme/Subject Team submits revised programme documents to PRR-PDR site and alerts Officer and Panel via the Moodle Forum.

**Step 16 - Approval Sign Off** - Programme Review and Re-approval Panel Chair considers response to any conditions and recommendations. For Off Campus programmes the relevant addendum to the contract must be available to enable sign-off. Approved programme signed-off and set-up on SITs ready for recruitment (Annex 16)

Full Report to Education Committee and Summary Report to Senate with recommendation to re-approve (Annex 17a and 17b)