Programme Design and Consultation Document A: New programme/high impact change for delivery at UWE (including Degree Apprenticeships)

The purpose of this form is to bring together and evidence the design process for new programmes and high impact changes to programmes.

Your Quality Account Manager can offer advice and guidance in completing this form and supporting design team meetings.

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| Programme Title/s: |  |
| Faculty: |  |
| Department: |  |
| Design Team Academic lead: |  |
| Quality Account Manager: |  |
| Programme Manager: |  |
| Design Team Members: |  |
| PSRB (if any): |  |
| Date expected to be available to students (first intake): |  |
| Subject External Consulted (*Name, title and Institution)*: |  |

1. For new programmes only, please indicate how any conditions resulting from the MIA process have been met:

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**2. External benchmark statements**

Please indicate how the [UK Quality Code for Higher Education](http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code) (including the Framework for Higher Education Qualifications and relevant Subject Benchmarking Statements) have been considered in the design of the programme.

If this programme is to be offered as a higher or degree apprenticeship, please also indicate how alignment with the competencies outlined in the relevant [Apprenticeship Standard](https://www.gov.uk/government/collections/apprenticeship-standards) and Assessment Plan have been considered.

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**3. University strategy**

Please indicate how Strategy 2020 and any faculty priorities have been considered in the design of the programme.

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**4. Consultation with employers/industry**

Please indicate the format of employer/industry expert consultation and how any feedback was taken into account in the programme design.

If this programme is to be offered as a higher or degree apprenticeship, please also provide a brief summary of and outline the nature of any discussions held with employers who are considering enrolling apprentices on the programme.

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**5. Professional Bodies (if applicable)**

Please state the accrediting body:

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**New programmes:**

If accreditation is to be sought what will the process and timeline be?

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**Existing programmes:**

Please confirm what discussions have taken place with the PSRB and any impact of the changes on accreditation status.

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**6. Subject External**

Please indicate how the subject external adviser has contributed to the design of the programme and how any feedback was taken into account. If a subject external adviser was not able to attend any Design Team meetings, the programme team will need to ask them to complete a report which should be appended to this document.

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**7. Consultation with students/alumni**

Please indicate the format of student/alumni consultation and how any feedback has been taken into account.

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**8. Learning, Teaching and Enhancement Team**

Please indicate how any recommendations from your Quality Account Manager have been taken into account.

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**9. Library Services**

Consider whether appropriate resources are in place to support the delivery of the programme and if not, what additional cost might be incurred, eg when recommending a core text for all students on a module. Click [here](http://www1.uwe.ac.uk/library/usingthelibrary/searchforthingsa-z/databases/bysubject.aspx) to see information on each resource and whether it is already licensed for use by students and staff overseas.

**Skills-** does your proposal make it clear where academic literacy skills will be developed throughout the programme and how they will be assessed? Further guidance can be obtained from the library subject teams. Click [here](http://www1.uwe.ac.uk/library/yoursubject/subjectlibrariansstudents.aspx) for their contact details and further information on how they can help.

Please indicate the format of consultation with Library Services and how any feedback has been incorporated into the programme.

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**10. Career Services**

Please indicate the format of consultation with the Careers Service and how any feedback has been taken into account.

Guidance can be obtained from:

*ACE – Lucy Cox* [*Lucy2.cox@uwe.ac.uk*](mailto:Lucy2.cox@uwe.ac.uk)

*FET – Tilly Line* [*Tilly.Line@uwe.ac.uk*](mailto:Tilly.Line@uwe.ac.uk)

*FBL – Paula Tynan* [*Paula.Tynan@uwe.ac.uk*](mailto:Paula.Tynan@uwe.ac.uk)

*HAS – Jenny Ahern* [*Jenny.Ahern@uwe.ac.uk*](mailto:Jenny.Ahern@uwe.ac.uk)

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**11. Widening Participation**

Consider the appropriateness of admissions criteria, curriculum content and mode of delivery for a diverse range of students at the University. Refer to the [UWE Access Agreements](http://www1.uwe.ac.uk/about/visionandmission/strategy/strategydocuments.aspx) for more information about our targets and initiatives.

Contact Suzanne Carrie *(*[*Suzanne.carrie@uwe.ac.uk*](mailto:Suzanne.carrie@uwe.ac.uk)*)* for advice and guidance.

Please indicate the format of any widening participation consultation and how any recommendations were taken into account.

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**12. Disability Services**

Guidance – consider in the programme design, inclusivity in the categories identified on ISIS, eg dyslexia, deaf/hearing impairment, blind/partial sight, mental health conditions, and mobility impairments.

How have the learning, teaching and assessment modules taken account of reasonable adjustments which may be required, eg lecture materials 48 hours in advance, negotiating alternative assessment methods and reasonable adjustments to deadlines?

Further guidance can be obtained from the QAA code of practice – Part B, Assuring and enhancing academic quality. Click [here](http://www.qaa.ac.uk/assuring-standards-and-quality/the-quality-code/quality-code-part-b)to access Part B, then select Chapter B1, Programme design, development and approval, and see page 5, Disabled students.

For advice and guidance, contact[*disability.advisers@uwe.ac.uk*](mailto:disability.advisers@uwe.ac.uk)

For a definition of Inclusive Curriculum, follow this link to the[guidance notes](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/CDA_Inclusive_Curriculum.pdf).

**Useful Links and documents:**

1. [Equality Challenge Unit: Disability Legislation: A Practical Guide for Academic Staff](http://www.ecu.ac.uk/publications/disability-legislation-practical-guidance-for-academic-staff-revised/)
2. [Higher Education Academy: Inclusive Curriculum Design](https://www.heacademy.ac.uk/resources/detail/inclusion/Disability/Inclusive_curriculum_design_in_higher_education)
3. [University of Strathclyde (2000–04) ‘Creating an Accessible Curriculum for Students with Disabilities’](http://www.teachability.strath.ac.uk/chapter_1/tableofcontents1.html)

Please indicate how the programme design has considered inclusivity and how reasonable adjustments can be made in the assessment models.

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**13. Research and Scholarship**

Please indicate how the design was informed by current research and scholarship.

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**14. Education for Sustainable Development (ESD)**

Please consider the ESD prompts made in the Design Team Guidance, which is available on the [Design Team Guidance](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/CDA_Design_Team_Purpose.pdf) and the Education for Sustainable Development and QMEF Guidance document [ESD Framework](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/ESD_and_QMEF.pdf). *Further guidance can be obtained from: Dr Georgina Gough* [*Georgina.Gough@uwe.ac.uk*](mailto:Georgina.Gough@uwe.ac.uk)*.*

Indicate below how you have incorporated ESD into the design of this programme.

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**15. Programme structure and mode of delivery.**

Please highlight any aspects of the programme that fall outside the “standard” delivery pattern. This may include; inclusion of a Level 0 year, integrated Masters programmes, distance learning, flexible learning or alternative patterns of attendance or delivery. In these instances, advice should be sought from the Student Finance Team ([ian.stratton@uwe.ac.uk](mailto:ian.stratton@uwe.ac.uk)), the Immigration Advice Team ([simon2.cox@uwe.ac.uk](mailto:simon2.cox@uwe.ac.uk)) and the Curriculum Architect Team ([CAT@uwe.ac.uk](mailto:CAT@uwe.ac.uk)). Legislation around student funding and immigration changes frequently, and can have serious impact on students, so please contact the teams to receive the latest advice and guidance and outline any feedback and actions below.

If this programme is to be offered as a higher or degree apprenticeship, please also indicate any effect this is expected to have on the programme delivery; for example non-standard delivery to meet employer requirements, or to accommodate specific requirements around the apprenticeship end-point assessment.

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**16. UWE BIC**

If you have indicated in the MIA that this programme can be offered to UWEBIC students who complete International Year One in Business or International Year One in Engineering for progression into year two of this programme you will need to carry out a mapping exercise in order to assess suitability. Please contact the [Academic Partnership Development Team](http://www1.uwe.ac.uk/about/departmentsandservices/professionalservices/academicservices/qualitymanagement/qualitymanagementcontacts.aspx) for more information.

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**17. Programme Assessment Calendar**

UWE has developed a new University Assessment Cycle policy for all taught provision. The policy underpins and supports how assessment and feedback form a critical aspect of the learning process. Follow this link to find out more about the [Assessment Cycle policy](http://www1.uwe.ac.uk/aboutus/policies/assessmentcycle.aspx).

As part of the design process programme teams are expected to produce an assessment calendar map, which clearly shows the different types of assessment and the submission week across the programme. The format is at the discretion of the team but must be produced with the rest of the documentation for CAP scrutiny. Examples are available from your Quality Account Manager.

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**Resources**

18. Please indicate any additional resources / costs involved in this new development (including staffing/specialist equipment)

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19. Please indicate how CETTS (Central Examinations, Timetabling and Technical Services) have been consulted in relation to the timetabling of this programme, including space planning; has this had any impact on the structure/delivery of the programme?

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20. Please indicate the outcome of any IT Services consultation (if relevant).

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21. Indicate the name of the Field External Examiner(s) who will be responsible for any new modules on this programme following approval.

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**FACULTY SIGN-OFF**

**Design Team:**

Please detail any areas of good practice which were identified during the designing of this programme and indicate how these can be disseminated Department / Faculty / University-wide.

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I confirm that the Design Team has consulted appropriately and that all documentation has been fully scrutinised by the Team.

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| Signature of Design Team Chair |  |
| Name and Title |  |
| Date |  |

**Faculty scrutiny:**

Please outline below any areas the CAP should specifically consider in its deliberations on the approval of this proposal.

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I confirm that the programme meets Faculty subject strategy and University strategy and is ready to go forward to the Curriculum Approval Panel for approval.

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| Name of ASQC Chair |  |
| Date |  |