Programme Design and Consultation Document C: New programme/ high impact change for delivery at a Partner institution (including Degree Apprenticeships)

The purpose of this form is to bring together and evidence the design process for new 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: |  |
| Partner Institution: |  |
| Partnership Lead: |  |
| Collaborative Provision Officer: |  |
| Partnership Operations Contact (Delete as appropriate):  | Helen Dewar (International Partners) orSarah Howell (UK Partners) |
| Design Team Academic lead: |  |
| Link Tutor(s): |  |
| Quality Account 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/ Extension Proposal Form 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 and Partner Institution Strategy**

Please indicate how University strategies (eg Strategy 2020), Partner Institution strategies and any faculty priorities have been considered in the design of the programme.

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**4. Research and Scholarship**

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

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**5. 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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**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 and Teaching Enhancement Team**

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

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Please indicate how any recommendations from the Collaborative Provision Manager have been taken into account.

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**9. Library Services**

Please indicate how Library Services have been consulted and how any recommendations have been taken into account.

Most *but not all* of UWE library Services electronic resources are available to partner based staff and students (with publisher licences restricting access to some). Availability can be determined via the ‘Access Restrictions’ detailed for each resource in the [Databases: A-Z / by subject](http://www1.uwe.ac.uk/library/searchforthingsa-z/databases.aspx) - expanding the database description to see this. Please be mindful of this with regard to your modules/programmes delivered, or intended for delivery, with partners and please do [contact the subject librarian](http://www1.uwe.ac.uk/library/yoursubject/subjectlibrariansstudents.aspx) or Ian Collins (Partnership Librarian) for any help with clarification on resource availability or to discuss alternative sources where necessary.

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**10. Professional Bodies and other Accreditation / Approval Requirements**

Is the programme accredited with any PSRBs in the UK? If so, will this accreditation automatically apply at the partner? If not, will accreditation with the PSRB be sought for the provision at the partner and if so, what will the process and timeline be?

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Will accreditation with any other UK or overseas body be sought for the delivery at the Partner? If so, what will the process and timeline be?

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

Please highlight any aspects of the programme that fall outside of 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 please discuss the proposed programme structure with the Curriculum Architect Team (CAT@uwe.ac.uk). Please 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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For delivery at UK Partners only: Legislation around student funding and immigration changes frequently, and can have a serious impact on students. If there are any aspects of the programme that fall outside of the “standard” delivery pattern, then the latest advice and guidance should be sought from the Student Finance Team (ian.stratton@uwe.ac.uk), the Immigration Advice Team (simon2.cox@uwe.ac.uk). Please outline any feedback and actions below.

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**12. 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 curriculum approval scrutiny. Examples are available from your Quality Account Manager.

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Will assessments be contextualized for local delivery and if so, who will be responsible for doing this?

**Reminder:** if there might be changes to assessments at partners, check if library resources (databases, journals etc) can support any significant differences in student research expectations. Contact your [subject librarian](http://www1.uwe.ac.uk/library/yoursubject/subjectlibrariansstudents.aspx) or Ian Collins (Partnerships Librarian) to discuss and capture any discussions in Q6.

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**13. Partnership Operations**

Please consult with either the UK Partners Coordinator (Sarah Howell) or International Partnership Operations Team (Helen Dewar) around the delivery and operational calendar for the programme. Please indicate how any feedback was taken into account in the programme design.

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**14. Resources**

Please indicate any additional resources / costs involved in this new development (including staffing/specialist equipment, IT resources, software, labs). **Please attach CVs of all staff that will deliver the programme.**

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How will teaching materials be shared? If using Blackboard, is the Partner happy to copy materials from our site to their own?

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Describe the peer scrutiny process and how samples will be provided for external examiners. Please indicate which Field External Examiner(s) will be responsible for the additional delivery instances of each module following approval. The same External Examiner should be allocated to all runs of a module delivered at UWE and Collaborative Provision partner(s).

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**15. Careers and Employability**

Please indicate the policies, guidance and support available at both UWE and the Partner Institution to enhance the [employability](http://www1.uwe.ac.uk/students/careersandemployability.aspx) of graduates of the award. Please indicate how any feedback from the Partner Institution with regards to employability has been taken into account.

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**16. Widening Participation**

Please indicate the policies, guidance and support available at both UWE and the Partner Institution to support [widening participation](https://intranet.uwe.ac.uk/about-uwe/supporting-strategies/widening-participation). Please indicate how any feedback from the Partner Institution with regards to widening participationhas been taken into account.

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**17. Support for Students with Disabilities**

Please indicate the policies, guidance and support available at both UWE and the Partner Institution to support students with disabilities, mental health conditions, medical conditions and Specific Learning Difficulties (SpLD).Please indicate how any feedback from the Partner Institution has been taken into account.

Please also indicate how [inclusivity considerations](http://www2.uwe.ac.uk/services/Marketing/about-us/cas/CDA_Inclusive_Curriculum.pdf) have been taken into account and how reasonable adjustments can be made in the assessment models.

Further guidance can be obtained from the [QAA Code of Practice Section 3 Disabled Students](http://www.admin.cam.ac.uk/univ/disability/practice/pdf/qaa.pdf) and from disability.advisers@uwe.ac.uk

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**18. Education for Sustainable Development**

Please consider the Education for Sustainable Development (ESD) themes which are available in 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) (developing an understanding and knowledge about the role and importance of global citizenship, social justice and equity, environmental stewardship and a future facing outlook). Please indicate below how ESD considerations have been incorporated into this proposal and how any feedback from the Partner Institution has been taken into account.

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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 |  |