**New Programme Development Checklist**

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| **KEY KEY** |  | **College /School Action** | **Relevant template** | **check** |
|  | **Academic Quality Services** |
|  | **Collaborative action AQS/College/School Academic Records. Consultation with Academies and PSRBs (as necessary)** |
|  | **Key event** |
|  | **Academic records action** |
| **Concept and Business Planning Phase** | Idea for the new programme flagged within College/School |  |  |
| College/School consultation with Business Planning |  |  |
| College/School request market intelligence report from MRI | **AQSPD002** |  |
| AQSPD004 to be completed if there is a proposal for a new type of award for example an Integrated Masters to enable academic records and new regulation to be established is necessary | **AQSPD004** |  |
| Commencement of new regulations/new programme syllabus rules to be set up for above if necessary |  |  |
| Consult students - existing and alumni as appropriate |  |  |
| Consult industry - existing or intended employers |  |  |
| Consult with the Academies, SALT, SAILS, SEA, CAS, Library, HT, and PSRBs where necessary | Consultation continues into the detailed development stage |  |
| Complete Proof of Concept form | **AQSPD001** |  |
| College/School level approval L&TC |  |  |
| Provide completed Proof of Concept to AQS 2 weeks prior to PMB | **AQSPD001** |  |
| AQC to distribute PMB agenda at least 10 days before PMB event | PMB Agenda |  |
|  | **Programme Management Board** College/School reps including programme director (where appropriate/if appointed) attend PMB to present POC. PMB decides if the course can be advertised as ‘coming soon’ PAC aim date confirmed in minutes. | Event with minutes |  |
|  | College/School work with Marketing to devise ‘coming soon’ pages  |  |  |
| AQS will notify PMB decision re move to detailed development | **AQSPD019** |  |
| AQS to consult with academic records and assessment team to ensure their awareness of new programme proposal | AQS Meeting with Academic Records and Assessment |  |
| AQS to schedule approval at PAC  |  |  |
| **Development Phase** | College/ School to work with AQS and academic records to set up PAM pages |  |  |
| AQS to set up a shared programme development Team site and give appropriate permissions to academic staff and scrutineers |  |  |
| Design programme in consultation with students and employers.  |  |  |
| Consultation with Academies continues |  |  |
| Complete Programme specification |  |  |
| Complete Module specifications |  |  |
| Create programme structure diagram |  |  |
| Complete curriculum map |  |  |
| Complete assessment plan |  |  |
|  | College/School to nominate ESS for PAC in consultation with AQS  | **AQSPD005**  |  |
| Approval of ESS Nominations. PAC Chair on behalf of Pro Vice Chancellor Quality | via email |  |
| **Scrutiny/Approval Phase** | College/School to identify employer/s and secure completion of Employer Report form | **AQSPD007**  |  |
|  | Complete programme UKVI template and check with compliance | Scrutiny checklist PART A Appendix 1 UKVI  |  |
| **College/School level approval L&TC** | Event with minutes |  |
| AQS Identify and train ( if necessary) Lead Reviewer, Student Reviewer |  |  |
| Consultation with existing external examiner of related programme if appropriate |  |  |
| AQS to confirm date for PAC event |  |  |
| **PAC - 4 weeks** | 4 weeks before PAC College/School to send all documentation to AQS for internal scrutiny |  |  |
|  | AQS to lodge documentation on PAC Team site |  |  |
|  | AQS to confirm availability of ESS, set up contract and organise RTW check |  |  |
| **PAC - 2 weeks** | 2 weeks before PAC AQS to send paperwork to above PAC, LR SR, ESS (minus market intelligence) |  |  |
| **PAC - 2 weeks** | AQS to send ESS report form | **AQSPD006** |  |
| **PAC - 2 weeks** | College to send completed employer form to AQS | **AQSPD007** |  |
|  | ESS to return completed scrutiny form before PAC event |  |  |
| **PAC -10 days** | AQS to distribute PAC agenda |  |  |
|  | **Programme Approval Committee**  | Event with minutes |  |
| **PAC +1 day** | AQS to send out PAC Conditions Response  | **AQSPD016**  |  |
| **PAC +5 days** | AQS to distribute minutes | PAC minutes |  |
| **PAC+ 4 weeks** | College/School to act on conditions and return completed PAC Conditions Response to AQS | **AQSPD016** |  |
|  | AQS to confirm satisfactory response with PAC Panel  | via email |  |
| AQS to secure completed confirmation from ESS | **AQSPD017** |  |
| AQS to send confirmation of PAC decision | **AQSPD018** |  |
| College/School to ensure programme is complete on PAM |  |  |
| Programme Build commencesAcademic Records to provide Programme code send final notification - PROGRAMME APPROVED |  |  |
| Nomination of new external examiner |  |  |