**Client Proposal for Accreditation**

This proposal for Accreditation is for clients (e.g. employers, sector bodies, commercial training and development organisations) who wish to accredit sector–specific or generic courses that are not linked to UWTSD validated programmes. Distinguishing characteristics of this provision include:

* **Teaching**. Delivery of the learning experience will be undertaken by the client.
* **Enrolment and Registration**. The learners will be not be enrolled on the UWTSD Student Record System (SITS), but instead will be registered as external learners. Learners will receive a transcript stating the credits achieved.
* **Programme or Module Learning Outcomes**. The learning outcomes are developed by the client (see later section) and agreed by UWTSD, i.e. not associated with UWTSD modules.
* **Assessment**. Learners undertake assessment designed and first marked by the client (not linked to validated modules). UWTSD moderates the assessment.
* **Exam Board**. The RPEL and Accreditation Board considers the assessment (oversight by EE associated with claims for non-standard applications for credit).

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| **OVERVIEW OF THE PROPOSAL** | |
| **Course Title** |  |
| **Total number of course credits** |  |
| **CQFW level of client’s course** |  |

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| **CLIENT PROFILE**(to be completed by the client after consultation with the UWTSD adviser) |
| **Client name and address** |
| **A. Background information** | |
| 1. Description of the applicant organisation, to include: date established; legal status (with supporting documentation); private or public sector; size; organisation and management structure. | |
| 2. Summary of mission, values, and development plans | |
| **B. Academic background** | |
| 1. Brief details of Client’s training/professional development activities, e.g. scale, scope, audience/target group(s) | |
| 2. Client’s existing relationship with the University (if any) | |
| 3. Summary of experience in delivering higher education programmes, and details of any UK universities or accrediting bodies with which the organization has had a partnership during the last 10 years | |
| 4. List of academic programmes offered over the past 3 years, with details of language of provision, student numbers and any partner institutions or accrediting bodies | |
| 5. Details (with supporting documentation) of any reports on the organisation by relevant government, statutory and accrediting bodies (or equivalent) in the past 3 years | |
| **C. The proposal** | |
| 1. Reasons for proposing accreditation, especially relationship to client business objectives | |
| 1. Envisaged or actual start date | |
| 1. Mode of delivery (e.g. seminar, presentation, workshop) | |
| 1. Audience/target group (admission requirements, selection methods) | |
| 1. Duration of activity (hours)    1. Formal contact hours    2. Estimated other relevant participant activity    3. Total guided learning hours (a) + (b) | |
| 1. Estimated learner numbers involved per cohort and number of cohorts | |
| 1. Estimated frequency of delivery (e.g. once only, quarterly, etc.) | |
| 1. Content: append a copy of the detailed course outline/syllabus; example of programme materials issued to participants; specify ownership of copyright to programme and course materials | |
| 1. The proposed language of (i) delivery and (ii) assessment | |
| 1. Client programme learning outcomes: identify what the participant who successfully completes the activity will know and be able to do (must be approved by UWTSD) | |
| 1. Assessment of outcomes    1. detail method(s) used (e.g. oral, written, report, project)    2. assessor(s)    3. procedures to ensure assessment quality control (e.g. verification of assessment brief, first and second marking or moderation process, estimated sample size, etc.) | |
| 1. Resources:    1. Staffing – the number of training and support staff and their names, academic qualifications and employment status (i.e. whether they are full- or part-time); details of their teaching/training/assessing experience    2. Facilities – classrooms/workshops/training venues and learning support materials and equipment available to support the proposed programme(s) of study | |
| 1. Staff development and appraisal arrangements | |
| 1. English/Welsh language proficiency of staff and students, if appropriate | |
| 1. Any other information relevant to the proposal (Adviser to append Client’s publicity materials etc). | |

**Declaration**

**I declare that all information provided in this application is correct and true to the best of my knowledge and belief**

**SIGNATURE OF CLIENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date:

Name (please print): Title:

Number of attached sheets: