**PROGRAMME AND CLIENT APPROVAL GROUP**

**(SUB-GROUP OF THE ACADEMIC PLANNING TEAM)**

**Application for approval of a new programme of study**

All proposals for new programme of study require the approval of the Academic Planning Team’s sub-group, the Programme and Client Approval Group (PCAG), prior to validation by the Academic Standards Committee (ASC). Such proposals must be developed with reference to the procedures set out in Chapter 4 of the Academic Quality Handbook and must be presented on this stage 1 form. The form must approved by the relevant Institute and as appropriate by the Apprenticeship Unit and Collaborative Partnership Office prior to submission by PCAG. Validation cannot progress before PCAG approval has been given. Decisions of the PCAG are reported to the Academic Planning Team.

**Collaborative programmes:** This process also applies to collaborative programmes which are delivered by the University. All proposals relating to, or having an impact on, partner institutions and collaborative programmes should be discussed with the Collaborative Partnerships Office who will help to ensure appropriate liaison between the partner institution and the Institute in the development of the proposal.

**Apprenticeship programmes**: This process also applies to apprenticeship programmes which are delivered by the University. All proposals relating to apprenticeship provision should be discussed with the Apprenticeship Unit.

Advice on the procedure is available from the Academic Office. Completed forms should be submitted to the Academic Office (quality@uwtsd.ac.uk) for presentation to PCAG at least 8 working days before the date of the next PCAG meeting (see the dates of the monthly meetings on the Academic Committee Calendar on the Academic Office tile on the Hwb). The frequency of meetings will be reduced outside term time.

**Summary – ALL SECTIONS MUST BE COMPLETED**

|  |  |
| --- | --- |
| Proposing Institute/Institutes |  |
| Proposed Programme Manager |  |
| Proposed HECOS Code (to be confirmed by AO) |  |
| Institute Cost Centre/Project Code |  |
| Proposing Academic Discipline(s) |  |
| Partner Institutions – please indicate the type of partner and whether this is an existing or new partnership | Collaborative Partner | [ ]  |
| External Partner | [ ]  |
| Constituent / UWTI Partner | [ ]  |
| Existing Partner | [ ]  |
| New Partner | [ ]  |
| Details of Partner Institution |  |
| Will the curriculum be designed by the University or the partner? | University | [ ]  |
| Partner | [ ]  |
| Both | [ ]  |
| Awarding Body (if not UWTSD) |  |
| Professional Accreditations – Please only select ‘Yes’ if this programme has already attained accreditation. Evidence of accreditation should be recorded on PSRB register. It is the responsibility of Assistant Dean (Quality) for each Institute to inform ASC if accreditation is lost.  | Yes [ ]  | No [ ]  |
| If yes, please detail: Link to record on PSRB:  |
| Apprenticeship | Yes [ ]  | No [ ]  |
| If Yes, please 1. list course titles that will be Apprenticeships'
2. identify Framework or Standard number
3. confirm whether an Industry Liaison Panel (ILP) has been established or is an ILP in place?
 |  |  |
| Disclosure and Barring Service (DBS) check required? | Yes [ ]  No [ ]  |
| If Yes, which DBS is required?1. Enhanced child [ ]
2. Enhanced Adult [ ]
3. Enhanced Child & Adult [ ]
 |
| During which year is DBS required?1. Start of course [ ]
2. During course, please specify year: ………………
3. Module-based? Yes [ ]  No [ ]

If yes, for which module? ………………………… |
| Wil the programme be advertised on UCAS? | Yes [ ]   | No [ ]  |
| Which students can apply for the programme? (tick all that apply) | Home [ ]  | International [ ]  |
| Is the programme funded by an External Body e.g. NHS?If this is an ESFA funded apprenticeship, please identify the funding band. | Yes [ ]  No [ ] If yes, please state the funding body and any other details:  |
| Health check required prior to course commencement? On programmes with vocational outcomes, providers have a responsibility to ensure that trainees have the health and physical capacity to work and study. | Yes [ ]  | No [ ]  |
| Is another Institute involved? | Yes [ ]  | No [ ]  |
| If yes, please detail:  |

**Programme Information**

Please detail the full title of the proposed programme. If the programme is to be offered bilingually then please include the title in English and Welsh, or English and any other language it will be presented in.

For Joint Honours programmes: please list the subjects in alphabetical order using the word **and** to separate them e.g. BA (Hons) History and Theology.

For Combined or Major/Minor programmes: please also list the subjects in alphabetical order but using the word **with** as a separator e.g. BA (Hons) Ethics, Philosophy with Religion.

|  |  |
| --- | --- |
| Programme title including award (English) e.g. BA/DipHE/CertHE Acting |  |
| Programme title including award (Welsh) |  |
| Programme available to study and apply to via the medium of Welsh? | Yes [ ] No [ ]  |
| If yes, what percentage is available to study via the medium of Welsh? |  |
| Programme title (Other) |  |
| Validated: Modes of Attendance (tick all that apply) | Full time  | [ ]  |
|  | Part Time  | [ ]  |
|  | Year out (Sandwich) or abroad | [ ]  |
|  | Apprenticeship | [ ]  |
| Promotion: Mode of Attendance available for next recruitment cycle (tick all that apply)  | Full time  | [ ]  |
|  | Part Time  | [ ]  |
|  | Year out (Sandwich) or abroad | [ ]  |
|  | Apprenticeship | [ ]  |
| Validated: Course Length (tick all that apply) | Normal | [ ]  |
|  | Flexi  | [ ]  |
|  | Accelerated  | [ ]  |
|  | Other: (Specify) | [ ]  |
| Promotion: Course Length available for next recruitment cycle (tick all that apply) | Normal | [ ]  |
|  | Flexi  | [ ]  |
|  | Accelerated  | [ ]  |
|  | Apprenticeship | [ ]  |
|  | Other: (Specify) | [ ]  |
| Intake Months | September: [ ] October: [ ] November: [ ] December: [ ] January: [ ]  February: [ ] March: [ ] April: [ ] May: [ ] June: [ ] July: [ ]  August: [ ]  |
|  |  |  |  |  |  |  |
|  |  |
|  | Please Specify: |
| Intakes per year | 1 [ ]  2 [ ]  3 [ ]  >3 (please detail) [ ]   |
| Proposed Intake Month(s) and number of intakes in next recruitment cycle(where these are specified as e.g. Sept/Oct or Jan/Feb, these may be varied between the specified months in agreement with Registry without needing to amend the PV1a or DPD) |  |
| Proposed annual student intake (headcount) | Yr 1 |  | Yr 2 |  | Yr 3 |  |
| Proposed annual student intake (FTE) | Yr 1 |  | Yr 2 |  | Yr 3 |  |
| Proposed Start Year |  |
| Does the programme include a mandatory placement of over 10 weeks (this may affect the staff student ratio and will need to be coded appropriately)? | Yes [ ]  No [ ]  |
|  | If yes, please detail (e.g. Length of the mandatory placement and embedded within which level(s) of study):  |
| Subject Area  | Arts (e.g. BA, BAED)  |[ ]
|  | Science (e.g. BSc)  |[ ]
|  | Engineering (e.g. BEng)  |[ ]
|  | Theology (e.g. MTh)  |[ ]
|  | Teaching (e.g. PGCE) |[ ]
|  | Business (e.g. MBA)  |[ ]
| Level | Undergraduate  |[ ]
|  | Postgraduate  |[ ]
|  | Other (specify) |[ ]
| Undergraduate (Tick all that apply) | Higher National Certificate  |[ ]
|  | Certificate of Higher Education  |[ ]
|  | Foundation Degree  |[ ]
|  | Higher National Diploma  |[ ]
|  | Diploma of Higher Education  |[ ]
|  | Graduate Certificate  |[ ]
|  | Graduate Diploma  |[ ]
|  | Bachelor's Degree (BA, BSc, BEng, BMus, BTh, LL.B)  |[ ]
|  | Master of Computing (Integrated Masters)  |[ ]
|  | Master of Engineering (Integrated Masters) |[ ]
| Undergraduate awards to be enrolled on during first recruitment cycle (Tick all that apply) | Higher National Certificate  |[ ]
|  | Certificate of Higher Education  |[ ]
|  | Foundation Degree  |[ ]
|  | Higher National Diploma  |[ ]
|  | Diploma of Higher Education  |[ ]
|  | Graduate Certificate  |[ ]
|  | Graduate Diploma  |[ ]
|  | Bachelor's Degree (BA, BSc, BEng, BMus, BTh, LL.B)  |[ ]
|  | Master of Computing (Integrated Masters)  |[ ]
|  | Master of Engineering (Integrated Masters) |[ ]
| Postgraduate (Tick all that apply) | Postgraduate Certificate  |[ ]
|  | Postgraduate Diploma  |[ ]
|  | Master's Degree (MA, MSc, MEng, MTh, MBA, MFA, MProf, MArch, MMus)  |[ ]
|  | MPhil |[ ]
|  | PhD  |[ ]
|  | ProfDoc, |[ ]
|  | MRes |[ ]
|  | MScRes |[ ]
|  | MARes |[ ]
|  | EdD |[ ]
|  | DBA |[ ]
|  | DProf |[ ]
| Postgraduate awards to be enrolled on during first recruitment cycle (Tick all that apply) | Postgraduate Certificate  |[ ]
|  | Postgraduate Diploma  |[ ]
|  | Master's Degree (MA, MSc, MEng, MTh, MBA, MFA, MProf, MArch, MMus)  |[ ]
|  | MPhil |[ ]
|  | PhD  |[ ]
|  | ProfDoc, |[ ]
|  | MRes |[ ]
|  | MScRes |[ ]
|  | MARes |[ ]
|  | EdD |[ ]
|  | DBA |[ ]
|  | DProf |[ ]
| Delivery Location (see below - tick all that apply)

|  |  |  |
| --- | --- | --- |
|  | In Person Contact | Online |
| On-campus | >=75% | <=25% |
| Blended (On-campus) | 51% to 75% | 25% to 49% |
| Distance | 0% to 50% | 50% to 100% |

 | Accredited External Location |[ ]
|  | New External Location |[ ]
|  | On-campus  |[ ]
|  | Blended (On-campus) |[ ]
|  | Distance |[ ]
| Apprenticeship (End Point Assessment) | Integrated [ ]   | Non-integrated [ ]  |  |
| Location(s) |  |  |

**2 Rationale**

***Please answer the questions below***

|  |  |
| --- | --- |
| Brief rationale for the introduction of the proposed programme |  |
| How does the programme / set of programmes fit in with the overall Institute and University’s strategic approach in relation to curriculum development and subject positioning? |  |
| Please give details of any progression route that this programme / set of programmes forms part of (for apprenticeship provision this would include details of frameworks or standards) |  |
| Please detail whether any programmes of study will be withdrawn as a result of this programme of study. If a programme of study will be withdrawn, please indicate the time scale and whether this programme will go into ‘teach out’. |  |
| Are there any unusual requirements associated with the validation process for this programme / set of programmes? (for Apprenticeship provision please include End Point Assessment details) | Yes [ ]  No [ ]  |
| If yes, please detail:  |

1. **Collaboration**

|  |  |
| --- | --- |
| Are there other areas within the UWTSD Group or Welsh regional partner institutions who have teaching interest in the broad subject area of the programme/set of programmes or who offer existing provision with similar titles? |  Yes [ ]  No [ ] If yes, please detail:  |
| If yes, please confirm that you have liaised with those subject areas to ensure that they are supportive of the proposal and that collaboration has been built in as appropriate. | Yes [ ]  No [ ] Please detail:  |
| Does the programme entail collaboration with an external/contributing/collaborative partner? |  Yes [ ]  No [ ] If yes, please detail (please ensure that you provide sufficient detail to justify your proposal):  |

1. **Resourcing**

Please detail how resource intensive the proposed programme of study is from a staffing point of view.

|  |  |
| --- | --- |
| Does the programme / set of programmes require the employment of additional staff in year one? This includes for apprenticeship provision the employment of additional Apprenticeship Liaison Officers |  Yes [ ]  No [ ] If yes, please detail (please ensure that you provide sufficient detail to justify your proposal):  |
| Does the programme / set of programmes require the employment of additional staff in subsequent years? | Yes [ ]  No [ ] Please detail (please ensure that you provide sufficient detail to justify your proposal):  |
| Does the programme / set of programmes require the employment of staff from an external partner? |  Yes [ ]  No [ ] If yes, please detail (please ensure that you provide sufficient detail to justify your proposal):  |
| Will the external partner (if any) provide staffing resources which are not employed by the University? | Yes [ ]  No [ ] If yes, please detail (please ensure that you provide sufficient detail):  |
| Does the programme require support from the UWTSD Apprenticeship Unit? | Yes [ ]  No [ ] If yes, please detail (please ensure that you provide sufficient detail):  |
| Does the programme / set of programmes require investment in resources that cannot be covered by existing budgets e.g. library resources? | Yes [ ]  No [ ] If yes, please detail (please ensure that you provide sufficient detail to justify your proposal):  |
| The programme requires the establishment of a new learning centre | Yes [ ]  No [ ] If yes, please detail (please ensure that you provide sufficient detail to justify your proposal):   |
| Does the programme / set of programme use the facilities of an external partner? | Yes [ ]  No [ ] If yes, please detail:  |
| Please confirm whether there are significant additional costs for the students. | Yes [ ]  No [ ] If yes, please detail:  |
| Is there a fee associated with PSRB accreditation? | Yes [ ]  No [ ] If yes, please detail:  |
| If the programme is to be delivered part-time, please confirm the part-time fee rate |  |
| If the programme is an apprenticeship please confirm funding body and agreed funding rate | Yes [ ]  N/A [ ] If yes, please detail:  |
| Are there any unusual costs associated with the validation process of this programme / set of programmes? | Yes [ ]  No [ ] If yes, please detail:  |

**6 Summary of approvals**

***This section should be signed by the Dean(s) below PRIOR TO SUBMISSION TO PCAG. In signing the form, the Dean(s) are confirming that the appropriate consultation has taken place and that they support the development of the proposed programme as outlined on this PV1 form.***

I confirm that the proposal was supported by the Institute Board on ……………… (Date)

I confirm that, if the proposal involves a partner institution, this has been discussed with the Collaborative Partnerships Office: **YES / Not applicable**

I confirm that, if this proposal involves an apprenticeship programme, this has been discussed with the Apprenticeship Unit: **YES / Not applicable**

Signed …………………………………… Date ……………………………………….

Dean of Institute

Where the proposal involves more than one Institute, the signatures of the other relevant Dean(s) should be provided below

…………………………………………………………………………………………………………………………