 **Programme Design and Consultation Document**

*It is anticipated that the design team for a new programme or a new pathway through a programme that is to be marketed separately, will bring experts into the discussions in order to enhance curriculum development. The purpose of this form is to give some guidance (in red) to the design team on the location of relevant expertise and to collate the evidence that the process of developing the programme has been thorough.*

*There are various sections of this form which will need to be completed as follows:*

* *New programme – All Sections A – D3 to be completed*
* *New pathway through a programme, to be marketed separately:*
  + *Section A*
  + *Section B (indicate whether the design remains the same as at MIA or additional consultation was necessary)*
  + *Section C (complete relevant sections dependent upon proposal)*
  + *Section D*

**SECTION A - Context**

|  |  |
| --- | --- |
| Programme Title (indicate whether BA/BSc etc): |  |
| Department: | Agriculture / Animal / Equine / Sport / Veterinary Nursing |
| Design Team Academic lead: |  |
| Programme Manager: |  |
| Design Team Members : |  |
| PSRB involvement: | No / Yes and the PSRB is … |
| Any approved / proposed variant regulations: | No / Yes, which are … |
| Date expected to be available to students (first intake): |  |
| Subject External Consulted | Name:  Title:  Institution: |

|  |
| --- |
| Please indicate how **any** conditions resulting from the MIA process have been met: |
| No conditions resulted / The conditions have been met by: |

**SECTION B - Design**

**B1 Subject benchmark statements**

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| --- |
| Please indicate how the subject benchmark statements have been considered in the design of this programme. |
|  |

**B2 Subject External**

|  |
| --- |
| Please indicate how external subject specialist(s) advice has contributed to the design of the programme. |
|  |
| Please outline the comments and recommendations made by external subject specialist(s) |
|  |
| Please explain how any recommendations were taken into account in the programme design. |
|  |

*For advice and guidance contact the Dean of Teaching and Learning*

|  |
| --- |
| How have you ensured the proposal has a teaching and learning strategy that will facilitate student engagement, continuation and success (including any consultation undertaken)? |
|  |

**B3 Scholarship**

|  |
| --- |
| How was the design informed by current research and scholarship, and in particular the scholarship activity of the Department and how this will underpin delivery. |
|  |

**B4 Quality Assurance**

|  |
| --- |
| Please indicate how you have ensured the proposal meets the requirements of the HQEF, Academic Regulations and the QAA Quality Code? |
|  |

**B5 Employability**

*Please book an appointment to map the ratings of your proposed programme at the start of your development and at the end through ICE*

|  |
| --- |
| Please indicate the format of any employer/industry expert consultation. |
|  |
| Please outline the comments and recommendations that emerged from the consultation. |
|  |
| Please explain how any recommendations were taken into account in the programme design. |
|  |

|  |
| --- |
| Please outline the ratings coming out of the Employability Mapping Database for this proposed programme |
|  |
| Explain how the Employability Mapping ratings have been used/developed to enhance the future employability of graduates. |
|  |
| Please outline the comments and recommendations received during consultation with the Innovation, Careers and Enterprise Centre |
|  |

**B6 Inclusivity**

*For advice and guidance contact the Head of Inclusivity*

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| --- |
| Please indicate how you have ensured the proposal meets the requirements of legislation and guidance surrounding widening participation (including any consultation undertaken)? |
|  |

|  |
| --- |
| Please indicate how you have ensured the proposal meets the requirements of legislation and guidance surrounding inclusivity whilst on programme and how reasonable adjustments can be made in the assessment models. |
|  |

**SECTION C – Consultation**

**C1 Existing students and/or graduates**

|  |
| --- |
| Please indicate the format of student and/or graduate consultation (eg group meetings, representative meetings, e-mail correspondence etc) |
|  |
| Please outline the comments and recommendations that emerged from the consultation. |
|  |
| Please explain how any recommendations were taken into account in the programme design. |
|  |

**C2 Existing Individuals with offers**

|  |
| --- |
| Please indicate the format of student and/or graduate consultation (eg group meetings, representative meetings, e-mail correspondence etc) |
|  |
| Please outline the comments and recommendations that emerged from the consultation. |
|  |
| Please explain how any recommendations were taken into account in the programme design. |
|  |

**C3 Library Resources**

|  |
| --- |
| Please indicate how Library consultation occurred, and its outcome. |
|  |

**C4 IT Resources**

|  |
| --- |
| Please indicate the outcome of any Information Technology and VLE Teams consultation. |
|  |

**C5 Professional Statutory and Regulatory Bodies**

*Only complete this section if there is PSRB involvement in the proposed programme.*

|  |
| --- |
| Please indicate the format of PSRB consultation (eg group meetings, representative meetings, e-mail correspondence etc) |
|  |
| Give a brief outline of their comments and any requirements for accreditation/affiliation. |
| If accreditation is to be sought what will the process and timeline be, ie will accreditation be required before the programme can run? |
| Yes / No because … |

**SECTION D – Operational**

**D1 External Examiners**

|  |
| --- |
| Please confirm whether the currently Programme External Examiner for the Department would be suitable to be responsible for this programme. |
| Yes / No |

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

**D2 Resources**

*Please ensure that this is completed fully as it will underpin budget and resource planning – has anything changed since the MIA was agreed? If not then please make this clear.*

|  |
| --- |
| Please indicate any additional resources / costs involved in this new curriculum development (both for the programme and for any new modules proposed as part of the programme) |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Academic year** | **Year(s) of students affected** | **Student cohort size** | **Resource required** | **Anticipated cost** | | 18/19 | 1 |  | IT package knitit – 10 licenses | £1000 | | 19/20 | 2 |  | IT package knitit – 20 licenses | £1500 | | 20/21 | 3 |  | IT package knitit – 20 licenses  0.5 Lecturer | £1500  £15,000 |   Has the additional resources outline below changed from MIA stage? No / Yes |

|  |
| --- |
| Please indicate any additional (hidden) costs for students, eg field trips, equipment, printing costs, text books, and please show if these are essential or optional |
|  |

**Design Team Sign-off:**

Please detail any areas of good practice which were identified during the designing of this programme and indicate how these can be disseminated.

|  |
| --- |
|  |

I confirm that the Design Team has consulted appropriately and that this is an accurate record of that consultation.

Curriculum Development Leader (or nominee) Name:

Signature: Date:

I confirm that this curriculum development is ready for scrutiny by the Curriculum Scrutiny Panel

I confirm that a revised Course Information Sheet is submitted with this form.

Head of Department (or nominee) Name:

Signature: Date:

*This form should be passed to the Curriculum Records Manager to confirm a date for Curriculum Scrutiny Panel consideration of the development.*

**Curriculum Scrutiny Panel:**

Date of consideration by Curriculum Scrutiny Panel:

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

|  |
| --- |
| Please outline below any areas the Curriculum Validation Committee should specifically consider in its deliberations on the approval of this proposal. |
|  |

I confirm that the programme meets academic regulations and is ready to go forward to the Curriculum Validation Committee for approval.

Chair of Curriculum Scrutiny Panel (or nominee) Name:

Signature: Date:

*This form should be passed to the Curriculum Records Manager to circulate to the Head of Department and the Curriculum Development Leader and confirm a date for Curriculum Validation Committee scrutiny of the development.*