**SEO PROGRAMME DEVELOPMENT RECORD CHECK**

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| **Programme Titles and Course Codes for Approval**  |  |
| **Name of SEO Officer**  |  |
| **Date(s)** |  |

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| **PDR Item** | **Confirmation this is on the PDR** |
| **4. Initial Approval Documents** 4.1 Programme Approval Form 4.2 Planning Meeting Minutes + 4.3 Apprenticeship Scoping Form (If applicable)**5. Stakeholder Feedback and Responses** – To be uploaded by the Proposer5.1 Employer and PSRB Feedback and Consultation Report (see Annex 7ii)5.2 Student Feedback and Consultation Report (see Annex 7iii)5.3 Internal Advisor Feedback and Responses NB See Section 8 for Final Consultation Report 5.4 External Advisor and PSRB Feedback and Responses NB See Section 8 for Final Consultation Report 5.5 Partner Feedback and Responses (SEO to delete section if not applicable)**6. Programme Documentation** 6.1 Programme Specification versions 6.2 Module Specification versions 6.3 Programme Guide versions 6.4 Programme Learning Outcome Map 6.5 Coherence Map 6.6 Assessment Table6.7 Assessment Journey Map 6.8 GAME or GAME+ Map 6.9 Placement and Project Handbooks 6.10 **Apprenticeship Programmes -** End Point Assessment Information (If relevant)6.11 **Online Programmes** (if relevant)6.11A Link to Programme landing page a6.11B Link to fully populated Module Moodle Classes and Module Guides 6.12 **Off Campus Programmes** (if relevant)6.12A Partnership Initial Assessment of Operations (for new partners)6.12B Partner Student Handbook 6.13C Partner Operations Manual6.13D Equivalency check List6.13E Responsibilities Check List**7. Resources and Marketing Information** 7.1Programme Leader and Module Tutor names, responsibilities and CVs7.2 Staff Development Plan7.3 Learning Resources Information 7.4 Marketing Information 7.5 Off Campus Programmes (SEO to delete sub-section if not OfCD)7.5A Link Tutor Name and CV7.5B Link to partner website and CMA tracker**8. Programme Sign-Off Pre-Panel** 8.1 Programme Proposer Approval Check List – Self-Assessment 8.2 External Advisor Approval Check List and Consultation Report8.3 Internal Advisor Approval Check List and Consultation Report |  |

**SEO OFFICER COMMENTS**

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