**Approval Recommendation Panel (ARP)**

**Recommendation and Programme Approval Form**

|  |  |
| --- | --- |
| **Programme in Scope** |  |
| **Location of Delivery**  |  |
| **Link to the PDR** |  |

|  |  |
| --- | --- |
| **ARP Date**  |  |
| **ARP Members** Chair: Panel Member 1:Panel Member 2: |  XXX (SEO Role)XXX (Role and Area)XXX (Role and Area) |

**PART 1: APPROVAL PROCESS** (see Annex 1)

|  |  |
| --- | --- |
| **Comments** | **Date** |
|  |  |

**PART 2: PROGRAMME DOCUMENTATION AND FURTHER FEEDBACK** (see Annex 2)

|  |  |
| --- | --- |
| **Comments** – including recommendations and commendations | **Date**  |
|  |  |

**PART 3: ARP OUTCOME**

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| **Recommendation**  | **Date**  |
| Recommend approval subject to minor amendments – To be signed off by CA.  |  |
| Recommend referral back to team for submission to future ARP. |  |
| Recommend approval for 5 years or until next scheduled review |  |
| Recommend approval for other duration  |  |

**PART 4: EDUCATION COMMITTEE CHAIR APPROVAL**

To be completed only once recommendation for approval is confirmed

**Programme Approved as above**

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| --- | --- |
| Signature: | Date: |

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| Comments: |

**1. PROCESS CHECK** To be completed by SEO Officer

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| --- | --- | --- |
|  | **Yes/No** | **Comments** |
| **1:** Have students been consulted and responded to? |  |  |
| **2:** Have employers been consulted and responded to? |  |  |
| **3:** Is there evidence of External Advisor sign-off/approval? |  |  |
| **4:** Is there evidence of Internal Advisor sign-off/approval? |  |  |
| **5:** Apprenticeships only: Has there been Apprenticeships Management Team Sign-off? |  |  |
| **6:** Off Campus only: Is there an Operations Manual and Contract on the PDR?  |  |  |

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| **Name of SEO Officer(s)** |  |
| **Date**  |  |

If the answer is “No” to any of the above, please contact the ARP Chair.

No further documentation checks will take place until all Part 1 processes have been completed.

**2. PROGRAMME DOCUMENTATION CHECK** To be completed by ARP Chair

**SECTION A: PROGRAMME RATIONALE**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No** | **Comments** |
| **1:** Is there a clear rationale for the programme? |  |  |
| **2:** Is the programme distinctive?  |  |  |
| **3:** Are graduate prospects clearly defined?  |  |  |

**SECTION B: SPECIFICATIONS**

**B1: PROGRAMME SPECIFICATION and Learning Outcomes Map**

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| --- |
| **List any further amendments required to the Programme Specification and Learning Outcomes Map– See Lines of Enquiry Forms Part 3.1 – Checklist**  |
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| **Date Programme Specification signed off by ARP**  |  |

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| **List any further amendments required to the Module Specification – See Lines of Enquiry Forms Part 3.2 Checklists**  |
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| **Date Module Specifications signed off by ARP**  |  |

**SECTION C: PROGRAMME DELIVERY AND ASSESSMENT**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No** | **Comments** |
|  |  |  |
| **1: Cohesion Map**: Is the Cohesion Map clear and does it show a scaffolded/ sequenced approach to learning?  |  |  |
| **2: Assessment Table:** Are assessments diverse and relevant? |  |  |
| **3: Assessment Table:** Are PDP and WBL embedded in assessments? |  |  |
| **4: Assessment Table:** Are assessment loads equal and in accordance with guidelines? |  |  |
| **5: Assessment Table:** Is there an “anchor” first module & “Showcase” final module?  |  |  |
| **6: Assessment Journey Map:** Has the assessment journey been well planned? Does it match the Assessment Table? |  |  |
| **7. Programme Guide:** Are the 6 Cs specified?Is there a balanced delivery schedule provided? |  |  |
| **8:** **Module Specifications:**Are sustainability, ethics, personal responsibility, the aging population and Knowledge Exchange included in the programme?  |  |  |
| **List any amendments required to Programme Delivery and Assessment**  |
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| --- | --- |
| **Date Programme Delivery and Assessment signed off by ARP**  |  |

**SECTION D: PROGRAMME RESOURCES AND SUPPORT**

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|  | **Yes/No** | **Comments** |
| **1: CVs**: Are academic staff suitably qualified and experienced to lead assigned Modules? Check also if VHT.  |  |  |
| **2:CVs**: Is the Programme Leader suitably qualified and experienced?  |  |  |
| **3: Programme Guide**Are the following identified Programme Leader, Module Tutors, Personal Academic Tutors, Work-based trainers (apprenticeships) |  |  |
| **4: Additional Learning Resources**Are additional learning resources required and if so, have these been evidenced or a commitment to these made? |  |  |
| **5: Off Campus:** Has a Link Tutor been identified?  |  |  |

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| **List any amendments required to Programme Resources**  |
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| **Date Programme Resources signed off by ARP**  |  |

**SECTION E1: Additional Criteria for Apprenticeship Programmes**

Delete if not applicable

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| --- | --- | --- |
| **Criterion** | **Yes/No** | **Comments** |
| **1:** Do the contents align with the relevant apprenticeship standard (KSBs)? |  |  |
| **2: For integrated apprenticeships:** Are the following available for the End Point Assessment (EPA)?EPA delivery plan?Assessor recruitment plan? |  |  |
| **3: For non-integrated apprenticeships:** Is an end Point Assessor Organisation in place for the standard? |  |  |

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| **List any amendments required**  |
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| **Date Additional Information signed off**  |  |

**SECTION E2: Additional Criteria for Online Programmes**

Delete if not applicable

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| --- | --- | --- |
| **Criterion** | **Yes/No** | **Comments** |
| **1:** Is there a bespoke school-approved Online Programme Guide? |  |  |
| **2:** Is there a bespoke Online Programme Landing page on the web? |  |  |
| **3:** Are arrangements for delivery and engagement clear?  |  |  |
| **4:** Has one fully populated Moodle (or alternative VLE) site per level been provided?  |  |  |
| **5:** Have a sample of Module Guides been provided?  |  |  |
| **6** Have social learning arrangements and peer support mechanisms been put in place? |  |  |
| **7** Is a summary of the technical requirements available to applicants?  |  |  |

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| **List any amendments required**  |
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| **Date Additional Information signed off**  |  |

**SECTION E3: Additional Criteria for Off-Campus Programmes**

Delete if not applicable

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| **Criterion** | **Yes/No** | **Comments** |
| **1:** Are the UoB resources and resourcing plans sufficient to allow for effective academic oversight of the partnership? e.g. Link Tutor arrangements?  |  |  |
| **2.** Are partner student support and engagement mechanisms clearly defined? |  |  |
| **3:** Are responsibilities of the UoB and the partner clearly defined?  |  |  |
| **4:** Are any equivalent documents and processes appropriate to allow for effective academic oversight? |  |  |
| **5:** Is there a Student Protection Plan in place - if partner is OfS registered? |  |  |
| **6:** Is public information accurate?  |  |  |

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| **List any amendments required**  |
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| **Date Additional Information signed off**  |  |