Annex 3b: Contents of the PRR-PDR

The Periodic Review and Re-approval Proposal Development Record is a virtual folder that contains evidence of the Critical Appraislal and the design, development and approval of a suite of programmes. Access is given to key participants in the process to enable them to submit items of evidence to the folder and for the panel members to access the documentation.

The contents of the PRR-PDR comprise the formal record of the process of design, development and consultation – including all final programme documents.

Once the provision is approved, the access rights to the folder will be restricted to members of SEO and the PRR-PDR will become the definitive set of programme documents.

**Format of the PRR-PDR**

1. **Key Information** – to be completed by the SEO Officer

Title of programmes in scope

School/Division

Off Campus Partnership

Key development personnel within School/Division

AC SELE (or equivalent)

External Advisor

SEO Officer

1. **Critical Appraisal** – to be completed by Programme Team

2.1 Citical Appraisal Document

2.2 Rationale for changes

2.3 Detail of changes

2.4 Evidence that has been used by the Programme Team to inform the Critical Review is to be uploaded to the PRR-PDR and will include the following non exhaustive list:

* + Annual monitoring reports such as the Programme Plans for the preceding three years;
	+ External Examiners’ Reports for the preceding three years and the formal written responses to the external examiners from the programme(s)/ subject team(s);
	+ Professional Statutory and Regulatory Body (PSRB) reports, frameworks and/ or criteria (where relevant);
	+ Student-Staff Liaison Committee/School Board Minutes
1. **Guidance and Templates**

3.1 Critical Appraisal of performance of the programme(s)

3.2 A rationale for any proposed changes to programmes

3.3 Matrix of any proposed changes – what is to be changed (identified by programme(s) and modules);

1. **Approval Documents (where necessary) and Planning Documents** – to be completed by the SEO Officer

4.1 Notes from the Planning Meeting

4.2 Evidence of Strategic and/or Academic Approval (where relevant);

4.3 Apprenticeship Scoping Form (SEO to delete section if not applicable)

1. **Stakeholder Feedback and Responses and Student/Applicant Communication** – to be completed by Programme Team

5.1 Employer and PSRB Feedback and Consultation Report

5.2 Student Feedback and Consultation Report

5.3 Partner Feedback and Responses (SEO to delete section if not applicable)

1. **Programme Documentation** – to be uploaded by Programme Team

6.1 PDFs of updated (and were approved by SPRDC and/or Programmes Committee new) Programme Specifications from the Database – version controlled to show development

6.2 PDFs of updated Module Specification(s) from the Database – version controlled to show development

6.3 Teaching Intensive, Research Informed (TIRI) Statement and research strategy

6.4 Programme Guides

6.5 Programme Learning Outcomes Map(s)

6.6 Coherence Map(s)

6.7 Assessment Table(s)

6.8 Assessment Journey Map(s)

6.9 GAME or GAME+ Map

6.10 Mapping to show how the programmes meet PSRB Standards (where relevant) and any further PSRB accreditation requirements

6.11 Placement and Project Handbooks, as relevant

**6.12 Apprentice Programmes** – to be uploaded by Programme Team (SEO to delete sub-section if no apprenticeships included in PRR process)

6.12a A list of all higher and degree apprenticeships, using exact title(s) together with the target qualifications

6.12.b Relevant IfATE Apprenticeship Standards

6.12.c Gateway Requirements;

6.12.d End Point Assessment Information and Plan

6.12.e Curriculum Mapping to IfATE Apprenticeship Standard

6.12.f End Point Assessment Plan

6.12.g Apprenticeship Employer Handbook

6.12.h Apprenticeship Programme Handbook/Guide

Note – the IfATE Apprenticeship Standard will determine the EPA and are categorised as follow:

Fully integrated – EPA is included within the total number of credits for the award (eg BSc (Hons) Digital Technology)

Partially integrated – independent assessor the EPA and credits count to the award (eg MSc Advanced Clinical Practitioner)

Non-integrated – EPA is conducted by a third party organisation (eg BEng (Hons) Civil Engineering)

**6.13 Online Programmes** – to be uploaded by Programme Team (SEO to delete sub-section if no online programmes included in PRR process)

6.13a Link to Programme landing page

6.13b Link to fully populated Module Moodle Classes and Module Guides

**6.14 Off Campus Programmes** – to be uploaded by Programme Team (SEO to delete sub-section if no Off Campus programmes included in PRR process)

6.14a Partnership Initial Assessment of Operations (for new partners)

6.14b Partner Student Handbook

6.14c Partner Operations Manual

6.14d Equivalency check List

6.14e Responsibilities Check List

1. **Resources and Marketing Information** – to be uploaded by Programme Team

7.1 Programme Management Responsibilities Listing (eg Programme Leader, Module Tutors, Link Tutor, Enhanced Personal Tutors, etc);

7.2 List showing the staff who lead and teach all modules ;

7.3 Staff CVs;

7.4 Staff Development Plan

7.5 Draft entry for the Course Marketing Database

7.6 Learning Resources Information and Strategy - to include human and physical resources;

7.7 **For Off Campus Programmes**

7.7a Link Tutor Name(s) and CV(s)

7.7b Link to partner website and CMA tracker

1. **Sign Off Pre Panel –** to be uploaded by the document completers

8.1 AC SELE Approval Check List

8.2 SEO PRR PRR Completion Check

1. **Approval Panel Documentation – to be uploaded by SEO Officer**

9.1 PRR Event Schedule

9.2 PRR Lines of Enquiry

9.3 PRR Panel Chair Sign Off Form

9.4 PRR Summary Report

9.5 PRR Full Report

Note + Draft Contract – for Off Campus Programmes to be submitted to SEO Officer but NOT to be included on the PRR-PDR.