

**Academic Planning and Portfolio Group - New Course Proposal Form:**

**COLLABORATIVE**

All new course proposals must be submitted to **Academic Planning and Portfolio Group (APPG)** for approval. Formal approval will include agreement to commence marketing, agreement to proceed via the Course Planning and Approval/Re-approval Process.

If the proposal involves collaborative provision, this supplement must be completed **in addition to** the following:

* **APPG Course Proposal Form**
* **APPG Costings Form**
* **APPG** [**Template for Provision of Information for Prospective Students**](http://www.worc.ac.uk/aqu/documents/CSG_Stage_2_Provision_of_Info_for_Prospective_Students.docx)

This form must be completed by the Partner in association with the University (relevant School contact), and must be submitted to the APPG [Secretary](mailto:s.gibbon@worc.ac.uk) with all of the information detailed above by the paper deadline (2 weeks before the APPG meeting).

The proposal will be presented to Academic Planning and Portfolio Group by a School Representative.

**1. PARTNER ORGANISATION**

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| **Lead Contact** |  |
| **Job Title** |  |
| **Email address** |  |

**2. COURSE/PROJECT DEVELOPMENT LEADER AT PARTNER ORGANISATION**

**(if different from above)**

|  |  |
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| **Name** |  |
| **Job Title** |  |
| **Email address** |  |

**3. UNIVERSITY OF WORCESTER – LEAD CONTACT**

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| **Name and**  **School** |  |
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**4. COLLABORATION**

**4a) Is the Course franchised? (ie is the course already delivered at/by the University)** *(see UW* [*Collaborative Academic Arrangements Policy*](http://www.worcester.ac.uk/documents/Collaborative_Academic_Arrangements_Policy.pdf) *and tick as appropriate)*

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| **No** |  | **Yes** |  |

**4b) Confirmation of Partnership Agreement** *(tick as appropriate)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** |  | **Yes** |  | **In development** |  |

**4c) Target Intake** *provide the target intake for the first three years, completing the table below, and/or providing further information if eg multiple cohorts per annum, or other non-standard*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 20xx/20xx | | 20xx/20xx | | 20xx/20xx | |
| FT | PT | FT | PT | FT | PT |
|  |
| **Level 3** |  |  |  |  |  |  |
| **Level 4** |  |  |  |  |  |  |
| **Level 5** |  |  |  |  |  |  |
| **Level 6** |  |  |  |  |  |  |
| **Level 7** |  |  |  |  |  |  |

*Please provide a short statement about the basis on which you have arrived at these intake figures and projections*

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**5. BRIEF OUTLINE OF NATURE OF THE PROPOSED COLLABORATIVE ARRANGEMENT AND RESPONSIBILITIES**

*Please specify any specific responsibilities of the Partner(s), eg in relation to Apprenticeships, ESFA, joint teaching, teaching sites, agents etc*

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| **6. DETAILS OF PROPOSED PROGRESSION OPPORTUNITIES TO UNIVERSITY PROGRAMMES**  *Please provide full details of UW courses, estimated take-up and rational* |
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**7. DETAILS OF RESOURCES REQUIRED TO RUN PROGRAMME AT PARTNER ORGANISATION**

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| **7a) Staffing Implications – Academic, Technical and Support**  *Provide details of existing teaching staff and their qualifications/HE teaching experience/expertise plus details of any planned new appointments specific to the course delivery over the first three years.* |
| **Existing Staff** *including workload and capacity*  **New Staff** |

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| **7b) Project development lead**  *Provide brief details of the qualifications and experience of the person leading the development project (named above) and the time available for the project leadership* |
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| **7c) Staff and professional development**  *Provide details of anticipated development for staff who will teach on the programme*   |  | | --- | |  | | |
| **7d) Learning resources**  *Provide brief details of the strategy for access to learning resources, including library/journal, VLE and electronic submission systems and other general and specialist learning resources available to support the proposed course and any planned expenditure – if appropriate provide details/business plan separately* |
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| **7e) HE environment/culture**  P*rovide a brief evaluation of the appropriateness of the HE environment for the students who will take the course* |
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| **7f) Subject/discipline track record**  *Provide a brief statement identifying evidence regarding the institutional track record in this subject/vocational area, including any reference to external reviews/inspections* |
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**8. COMMENTS FROM THE HEAD OF SCHOOL, UNIVERSITY OF WORCESTER**

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