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**Course Scrutiny Group – Stage 2 Course Proposal Form**

**Course Proposals**

All new course development proposals, including short-courses, must be reviewed and granted permission to progress via Course Scrutiny Group (Stage 1) in the first instance.

Agreement by Course Scrutiny Group (Stage 2) is required before the proposal is submitted to VCAG for approval to progress through to the [Course Planning and Approval/Re-approval Process](https://www.worc.ac.uk/aqu/documents/_ApprovalsProcessFull.pdf) or implementation.

The FULL proposal (Stage 2) will be presented to Course Scrutiny Group by the Course Leader (or representative)**.**

This form must be completed and submitted by the paper deadline and must include:

* **Full proposal and annotated response from CSG Stage 1**
* **Full market assessment to ensure that demand justifies a new course (if required by CSG Stage 1)**
* **Full financial assessment to ensure viability -** [**CSG Stage 2 Course Proposal Costings Form**](https://www.worc.ac.uk/aqu/documents/CSG_Stage_2_Course_Proposal_Costings.xlsx) **to be completed**
* **Proposed web copy –** [**CSG2 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)

Please submit to the [Secretary](mailto:s.gibbon@worc.ac.uk) of Course Scrutiny Group with all of the information detailed above.

**STAGE 2 PROPOSAL**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Award(s):** | eg FdA, FdSc, HND, BA, MA, MSc, PG Cert, PG Dip, IM, etc | | | | | | | | | |
| **Award Title:** | *Proposed title of the (new) course* | | | | | | | | | |
| **Delivered by:** | UW | | | Partner | | | UW & Partner | | | Franchise |
| **Mode of Attendance:** | FT |  | PT | |  | Apprenticeship | | |  | |
| **Mode of Delivery:** | Distance learning | | | | Blended learning | | | Block learning | | |
| **Length of Course:** |  | | | | | | | | | |
| **Start date:** | *Month / year in which it is intended to register first intake* | | | | | | | | | |
| **Pathway Available for UWIC students :** Yes/ No **Entry Level:** 3 / 4 / 5 / 6 / 7 / 8 | | | | | | | | | | |

**DETAILS OF PROPOSAL**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **For BA/BSc Award(s) only:** | | Single Hons | | | Joint Hons | | Major/Minor | | |
| *(tick as appropriate)* | |  | | |  | |  | | |
| *If Joint/Major/Minor, which subjects will it be combined with?* | | | | | | | | | |
| **Credits:** | *Give credit rating of the course (total and number at each level)* | | | | | | | | |
| Level 3 | | Level 4 | Level 5 | | Level 6 | Level 7 | Level 8 | Total |
|  | |  |  | |  |  |  |  |

**DETAILS OF PROPOSER**

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| **Course Leader or representative who will present proposal to CSG:** |  |
| **UW Institute leading the development:** |  |
| **Management Accountant who prepared Financial Annex:** |  |

**COLLABORATION**

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| **Is the course franchised?**  **(see UW** [Collaborative Academic Arrangements Policy)](http://www.worcester.ac.uk/documents/Collaborative_Academic_Arrangements_Policy.pdf) |  |
| **Confirmation of partnership agreement:** | YES / NO / In Development |

**EXTERNAL ACCREDITATION**

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| --- | --- | --- |
| **External accreditation or involvement with any Professional Statutory or Regulatory Body:** | | *Provide details of any external or professional body, e.g. PSRB that will be involved in accreditation or endorsement of the course* |
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**MARKET (completion only if required by Stage 1 process)**

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| **Market Demand** |
| *Does market demand justify a new course?*  *Evidence should be presented to show that there is potential demand from students for the course or from specific organisations. This should include details of current demand for similar courses elsewhere (also indicating potential competition), ‘feeder’ courses and progression links with local / regional schools and colleges, together with outcomes of consultations with employers, potential students etc and any market research carried out*  ***Clear evidence of market demand obtained in liaison with Communications and Development to be provided.*** |

**DETAILS OF EMPLOYER INVOLVEMENT** (**must be completed for Foundation Degree, Apprenticeships and other work-based learning proposals)**

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| 1. **Current employer engagement/involvement in vocational area**   *Provide brief details of track record and current activity* |

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| 1. **Planned employer engagement**   *Provide brief details of specific employers who will be involved in the course and the nature of their involvement* |

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| 1. **Strategy for employer involvement**   *Provide brief details of strategy, including details of how employers will be involved in the design and review of the course, and where appropriate, involvement in delivery and assessment* |

**INDICATIVE STRUCTURE**

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| **Outline of the proposal to include diagram showing modular structure**  *Provide an outline of the* ***basic*** *modular and curriculum structure of the course, clearly identifying mandatory and optional modules, new and existing modules. Ensure that you clearly indicate the length of each module* |

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| --- | --- |
| **Proposed web copy for UW website to be provided for approval** | *Complete* [*CSG2 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) *ensuring that it meets marketing strategy and recruitment objectives detailed above.* |

**Signatures:**

**Head of Lead Institute**

Name:

Signature:

Date:

**Head of Collaborating Institute/Institution**

Name:

Signature:

Date: