

## **Approval of units within an UG or PG programme for delivery as CPD provision**

The process differentiates between units within a standard undergraduate or postgraduate programme which are delivered on a CPD basis and individual CPD units which do not belong/sit within a named programme award but belong to a CPD Framework.

1. **Where CPD units belong within a CPD Framework**, these are managed, monitored and reviewed in association and in line with the requirements and demands of the CPD Framework itself. It is anticipated that all credit-bearing units that fall into this category are already explicitly approved on a CPD basis.

2. **Where units (this may be all or some units) within a standard undergraduate or postgraduate programme will be delivered / studied on a CPD basis**, formal approval of this delivery needs to take place and the programme documentation needs to be updated to ensure that the possibility of studying units on a CPD basis is explicitly stated within the key information for the programme.

**In case (2) for action:** where this type of CPD activity is already occurring or teams intend to offer units on a CPD basis, the Programme Leader should provide a short paper to Faculty Education Committee (normally a couple of paragraphs) explaining the team's intentions (or perhaps informing Faculty Education Committee of what has already been happening) and as a minimum address the points raised at 5.2.1 of the CPD policy.

The paper should be discussed at Faculty Education Committee and recorded in the minutes. Although this is essentially a modification to the programme, there is no requirement on this occasion to complete a modification form.

If there are no objections to the proposal to deliver unit(s) as CPD and Faculty Education Committee is satisfied with how it will be managed, the team may market and deliver the listed units as CPD three weeks following availability of the approved documentation. This will not have implications under CMA legislation, as it is adding a choice for students and will not be classed as a significant change or cause a negative impact.

Academic Quality will record Faculty Education Committee agreement to offer units as CPD on the 'modifications log' and allocate a modification number. The paper taken to Faculty Education Committee will substitute the modification form and should be saved in [I:\Academic Services\Collaborative\Academic Quality\Programme Modifications](#) for the audit trail.

Academic Quality will send a confirmation email to the Faculty and relevant staff in Professional Services based on the modification approval email. This will inform Student Administration and Marketing and Communications that the delivery of unit(s) within a programme is available on a CPD basis. This information can then be added to Course Search. Academic Quality will update the version number of the programme specification and add 'CPD' to the delivery options on the 'Key Programme Information' sheet in the normal way.

The Programme Support Officer in the Faculty should contact [studentlifecycle@bournemouth.ac.uk](mailto:studentlifecycle@bournemouth.ac.uk) to discuss management of curriculum set up, applications and enrolments.