

Blue guidance notes should be read and then deleted before the document is completed.

**PLEASE DELETE THIS TEXT BOX WHEN THE FORM HAS BEEN COMPLETED**

**CPD short course/unit approval form**

*NB- Changes to* ***indicative*** *content of Unit Specifications do not require formal modification.*

This form is to be used in cases where new or changes to existing ‘standalone’ CPD short courses/units are proposed.,

**Where units form part of a named award, the** [**programme modification**](https://intranetsp.bournemouth.ac.uk/pandptest/4b-appendix-3-modification-form.docx) **form should be used.**

This form should be submitted to the Faculty Education Committee for approval of changes within a validated CPD framework, notably:

• a modification to an existing short-course/unit;

• addition of a new short-course/unit.

Prior to delivery of a short-course/unit, the following must be formally approved by Faculty Education Committee:

• the Unit Specification;

• the place of delivery (unless hiring rooms see Appendix 2 of 4D – Continuing Professional Development (CPD): Policy and Procedure);

• the mode of delivery;

• the resources required and available for delivery;

• the costs associated with delivery and, where available, the market price;

• the involvement of any third party.

Where several short-courses/units are being considered for the same CPD framework, one form may be used to document all proposals provided that:

• the separate unit specifications are attached;

• the same delivery methods, resource requirements and support services apply.

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| **Basic Information** |
| Faculty |  |
| Partner (if Applicable)Where a partner is involved, the Partner Development Proposal Form submitted to Academic Quality should be appended and any relevant agreements must be in place before approval is granted. |  |
| Department |  |
| Name of Head of Department |  |
| Lead Academic  |  |

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| **Programme Information** |
| CPD framework title As it appears on the framework specification |  |
| Current framework specification version number |  |
| Date of last periodic review/approval  |  |

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| **Unit information** |
| Name of short-course/unit (s) |  |
| Current unit specification version number (s) |  |

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| **Approval/modification information** |
| Nature of approval/modification: (Please tick all that apply) |
| * Addition, substitution or removal of units from a CPD framework
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| * Change to the credit value and/or level of units
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| * Revision of a unit specification e.g. change to unit learning outcomes; change to delivery method or assessment methodology; change to summative assessment detail
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| * Exceptional changes to the admission regulations for the framework including any required by Professional, Statutory and Regulatory Bodies (PSRBs)
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| * Change to the site of delivery
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| * Addition of an alternative delivery mode e.g. to allow an already approved programme to be delivered in online mode or to allow an already approved full-time unit to be delivered in part-time mode;
 |  |
| * Changes to accreditation status of a unit
 |  |
| * Other change not specified above
 |  |
| If ‘other’ please describe here |  |
| Please provide any other relevant information |  |
| Rationale for approval/modification |  |
| Date the new unit/short-course or modification will come into effect |  |
| Does the modification impact on approved assessment regulations? (Yes/No) |  |

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| **Please confirm:** |
| If relevant PSRBs have been consulted, and if yes give a brief summary of their feedback on proposed changes Or state NA if none |  |
| What the feedback from External Examiner(s) on proposed changes was Can be appended as appropriate |  |
| If there are any changes to HECOS codes (Yes/No) If yes, please ensure the attached Programme Specification reflects the change |  |

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| **Confirmation of consideration** **(please tick to confirm that consideration has been given prior to submission to** **Faculty Education Committee)** |
| The proposed change has support from the Head of Department |  |
| The relevant Framework and Unit Specifications have been updated with tracked changes and are supplied with this form |  |
| All other relevant documentation has been supplied with this form |  |

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| **Resources, Cost and external examining arrangements (please tick to confirm that consideration has been given prior to submission to Faculty Education Committee)** |
| **Assessment of resources required / available**Outline the resources required to deliver this short-course/unit in terms of academic staff, administrative support, physical resources and learning resources. Where a third party is involved, indicate which resources are provided by the partner. |  |
| **Student Support Services** Outline what student support services students will be entitled to and how students will access these. |  |
| **Costing and pricing** Provide details of costs and pricing.Confirm that these have been considered and agreed by the Director of Operations (or equivalent). |  |
| **External Examiner** Please state what external examining arrangements will be put in place. |  |