

**APPG FORM 1: New Course Proposal Form**

All new course proposals, including short courses, must be submitted to the **Academic Planning and Portfolio Group** **(APPG)** for approval. Formal approval will include agreement to commence marketing, and agreement to proceed via the [Course Planning and Approval/Re-approval Process.](https://www2.worc.ac.uk/aqu/documents/CourseApprovalProcess.pdf)

This form must be completed and submitted to the APPG Secretary by the paper deadline (2 weeks before the APPG meeting) and must include:

* APPG Costings Form (available from, and should be completed in conjunction with, Finance)
* APPG Form 4 - [Provision of Information for Prospective Students](https://www2.worc.ac.uk/aqu/documents/APPGForm4ProvisionOfInfoForProspectiveStudents.docx)

**Part 1 of the Form is also used to provide information for College Executive for consideration in advance of submission of all parts to APPG. Simply complete Part 1 and save a copy deleting all other parts to forward to the PVC. It is important that this is done in good time for the College Executive meeting bearing in mind the APPG dates.**

**PART 1: Course Proposal Summary**

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| **1.1 School** |  |

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| **1.2 Lead Contact** |  |

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| **1.3 Award, course title and qualification level** |  |

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| **1.4 Proposed start date (month and year)** |  |

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| **1.5 Is this course an Apprenticeship? ?** | [ ]  Yes | [ ]  No |
| **If yes, please state which level and which apprenticeship standard** |  |

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| **1.6 Is this course a replacement for an existing course?** | [ ]  Yes | [ ]  No |
| **If yes, which course does it replace?** |  |

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| **1.7 Is the course delivered through a Partnership?** | [ ]  UW | [ ]  Partner | [ ]  UW and Partner |
| **If yes, name of partner and site of delivery** |  |
| **UW or Partner student numbers?** | [ ]  UW | [ ]  Partner |

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| **1.8 Will the course have Professional, Statutory and Regulatory Body (PSRB) Accreditation?** | [ ]  Yes | [ ]  No |

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| **1.9 Mode of attendance** | [ ]  FT | [ ]  PT | [ ]  Apprenticeship |

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| **1.10 Duration (in months)** | [ ]  FT  | [ ]  PT  | [ ]  Apprenticeship  |

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| **1.11 Mode of Delivery*****(e.g. will the course be delivered on campus, through distance learning, block learning, or highly blended/online*** |  |

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| **1.12 Rationale for the proposal** *(e.g., changes in academic subject area, changes in School and curriculum, links to research area, meets the needs of an emerging employment market, evidence of growing interest in market, entry into new international market, etc.)* |
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| **1.13 Indicate briefly how the course fits with the School’s portfolio and University strategy** |  |

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| **1.14 Provide brief details of feeder and progression routes for the course** |  |

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| **1.15 Brief description of the course (max. 150 words)** |
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| **1.16 Is it anticipated that the course will be attractive to an international market?** *Please consult with the International office prior to filling this box.* | [ ]  Yes | [ ]  No |

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| **1.17 College Executive sign off** |
| **Name of Head of School:** |  |
| **Signature:** |  |
| **Date:** |  |
| **Name of PVC (academic):** |  |
| **Signature:** |  |
| **Date:** |  |

**The following sections must be completed for submission of the form for APPG, alongside Part 1.**

**PART 2: Market Assessment, Recruitment Strategy, Employer Engagement**

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| **2.1 Proposed entry requirements (including UCAS tariff points if relevant)** *This should be exactly as will be published on the webpages* |  |

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| **2.2 Proposed fee level (including rationale if this is NOT the current standard fee)** |  |

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| **2.3 Minimum intake in first three years** |  | FT | PT | Apprenticeship |
| Year 1 |  |  |  |
| Year 2 |  |  |  |
| Year 3 |  |  |  |

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| **2.4 Target intake** Please provide a short statement about the basis on which you have arrived at the intake figures and projections set out above |  |

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| **2.5 Market:** liaise with Communications and External Affairs to provide evidence to show employer/student demand for the course, who will be the target market, what competition there is, provide evidence of feeder courses (specific detail and numbers). |
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| **2.6 Characteristics of target market** *(e.g., mature, international, specific nationality associated with specific sector, employees from a specific sector etc.)* |  |

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| **2.7 Recruitment Strategy:** what is the School’s strategy for recruiting to the course (eg planned outreach, marketing initiatives, engagement of potential employers/students |
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| **2.8 Employer involvement:** how have/will employers be involved in the design, delivery and ongoing review of the course and, where relevant, the provision of placements/work-based learning. Provide evidence of significant employer engagement and consultation to establish employer demand for apprenticeships. |
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**PART 3: Proposed course structure**

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| **3.1 Modular Structure:** provide an outline of the basic modular structure of the proposal for each year of study; identify mandatory and optional modules, credits at each Level, new and existing modules. **Substitute or append diagram/award map if appropriate.** For apprenticeships, include link to relevant Apprenticeship Standard and confirm whether the HE Award has been mapped to the Standard. Outline arrangements for the end-point-assessment (EPA) (integrated or separate) and identity the pre-requisites for the gateway. |

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| **Level** | **Module Code**  | **Module Title** | **Credits** | **Status****(M or O)** | **Existing module *(tick if applicable)*** |
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| **3.2 Undergraduate courses only** (*tick and complete as appropriate)* | **Yes** | **No** | **Explanatory comment** |
| Are all Level 4 modules mandatory? | [ ]  | [ ]  |  |
| Is there a mandatory taught module at Level 6? | [ ]  | [ ]  |  |
| Will the Project or Dissertation module at Level 6 (if there is one) include at least 4 taught sessions? | [ ]  | [ ]  |  |

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| **3.3 Proposed web copy for UW website to be provided for approval:**  | *Complete and attach the* [*Provision of Information for Prospective Students*](https://www2.worc.ac.uk/aqu/documents/APPGForm4ProvisionOfInfoForProspectiveStudents.docx) *in conjunction with the associated* [*Policy for Provision of Information for Prospective Students*](https://www2.worc.ac.uk/aqu/documents/PolicyforProvisionofInformationforProspectiveStudents.pdf)  |

**PART 4: Resources**

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| **4.1 Estimated resource requirements to deliver the course** *(staff requirements, taught within or separate to existing courses, new/specialist equipment, rental of specialist space, etc; further detail required for Part 2.) If the course is a Higher or Degree Apprenticeship, please confirm how the course will be resourced to meet the funding rule requirements, including: 20% minimum off-the-job learning hours, management of Commitment Statement, Individualised Learning Plans, regular learner Tri-Partite Reviews and the completion of an End-Point Assessment* |
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| **4.2 Staffing Implications: Academic, Technical and Administrative Support** Provide details of existing and required new staff FTEs who will be involved in course delivery over the first three years. Include information about administrative resources, **particularly in relation to Apprenticeships and Dudley University College developments.** |
| **Existing staff** including workload and capacity. |  |
| **New staff** |  |

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| **4.3 Resources to support development** Provide details of staff capacity to lead course planning and development, including time allocation, and to staff the course, together with general and subject specific resources, including learning resources and services to support students. Include UW support which will be required for collaborative provision. |
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| **4.4 Specialist Resource Implications** Provide details and costs of any other resources required to support the delivery of the course, for example, equipment, specialist rooms, special arrangements to manage placements, Apprenticeship External Regulation, i.e., Ofsted and Education and Skills Funding Agency requirements etc, external agent fees, travel and subsistence if delivered off site. |
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| **4.5 Resource Implications: Library Resources** Consultation with the Director of Library and Professional Administrative Services and Academic Liaison Librarians required. Please provide details and costs of library resources, including e-resources needed to support the proposed course. Please identify any new resources required, including journal subscriptions. Where existing library resources are to be used, provide confirmation of capacity to meet needs of additional student numbers |
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| **4.6 Resource Implications: Teaching and IT requirements** Provide details of requirements for teaching accommodation, i.e., size and nature of rooms, and any specific timetabling requirements plus any specialist IT requirements |
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| **4.7 Confirmation that requirements** (e.g., in relation to Blackboard) have been discussed with the TEL team in advance of submitting proposal | [ ]  |

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| **4.8 Student Related Costs.** Indicate any module related costs to students which are not covered by the tuition fee. |
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**PART 5: Collaborative Provision**

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| **5.1 Is the Partner** | [ ]  New | [ ]  Existing |

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| **5.2 The course arrangement** *(please see* [*Collaborative Academic Arrangements Policy*](https://www2.worc.ac.uk/aqu/documents/CollaborativeAcademicArrangementsPolicy.pdf) *for details)* | [ ]  Franchise | [ ]  Validated | [ ]  Other |

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| **5.3 Student numbers**  | [ ]  UW | [ ]  Partner |

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| **5.4 Rationale for collaboration/ course development** |
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| **5.5 Progression Opportunities**From Level 3 course to proposed course *(provide details of student numbers and current progression to HE)* |  |
| From proposed course to UW courses *(provide course details and estimated numbers)* |  |

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| **5.6 Partner resources to support development** Provide details of partner staff capacity to lead development, including qualifications and time and to staff the course, together with general and subject specific resources, including learning resources and services to support students |
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**PART 6: Distance Learning or Highly Blended Learning**

If the course is proposed to be delivered via either Distance Learning or Highly Blended Learning, please provide the following information about the proposed study schedule and hours for the course.

Note: A full time course UG is normally 1200 study hours scheduled over a minimum of 24 weeks of teaching (2 semester) for 38 hours per week within a standard academic year schedule. A full- time PG course is normally 1800 study hours scheduled over a minimum of 36 weeks of teaching (3 semesters) for 38 hours per week within a full calendar year – see University course calendars

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| **6.1 Does the course operate to standard academic year and semester dates?****Please check against semester dates on website:** [**https://www2.worc.ac.uk/registryservices/655.htm**](https://www2.worc.ac.uk/registryservices/655.htm) | [ ]  Yes | [ ]  No |

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| **6.2 Does the course require attendance at the University (or other site) for teaching purposes?** | [ ]  Yes | [ ]  No |
| If yes, please indicate the number of weeks and hours per week required and venue |  |

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| **6.3 Does the course include scheduled (synchronous) online teaching?** | [ ]  Yes | [ ]  No |
| If yes, please indicate the number of weeks and hours per week  |  |

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| **6.4 Does the course require work-based learning/placement?** | [ ]  Yes | [ ]  No |
| If yes, please indicate the proposed number of weeks and total number of days per week, or other arrangements in terms of hours etc. and when this will take place. |  |

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| **6.5 Does the course include completion of asynchronous online learning activities?** | [ ]  Yes | [ ]  No |
| If yes, please indicate the nature of the learning activities expected and give an indication of the hours per week involved (note this learning is different from independent study). |  |

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| **6.6 Please provide an indicative schedule for the course using a course calendar template showing the taught learning activities (hours per week for on-site, synchronous online and asynchronous teaching) for the first year of the course).** |
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**PART 7: Contacts and Signatures**

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| **7.1 Name of School Representative/s who will answer APPG questions:** *(Normally Course Proposer and Head of Department)* |  |
| **7.2 Name of Management Accountant who prepared APPG Costings Form** |  |

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| **7.3 Supporting statement by Head of School** |
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| Signed: |  | Date: |  |

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| **For Apprenticeships Only****7.4 Supporting statement by Director of Apprenticeships and Employability** |
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| Signed: |  | Date: |  |

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| **For Partnership/Collaborative Courses only** **7.5 Supporting statement by Head of Partner Institution (where applicable)** |
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| Signed: |  | Date: |  |

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| **7.6 Supporting statement by Pro Vice Chancellor Partnerships (where applicable)** |
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| Signed: |  | Date: |  |