

**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 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)*

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| --- | --- | --- | --- | --- | --- |
| **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*

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| --- | --- | --- | --- |
|  | 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*

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| **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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