**Guide for Schools: consideration of CPD opportunities**

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| 1. **When considering whether to offer a module as CPD Schools should consider:** | |
| Consideration: | Notes: |
| 1. What is the target market: employer demand or individuals seeking CPD?   For a new standalone module, has the market viability been tested through unaccredited workshop/short course? Future potential market: would the module meet the Skills England priority skills needs /New Growth and Skills Levy requirements (once confirmed by DfE: 2025)? |  |
| 1. Consider whether the student can study with or without credit (non-credit students are attendance only and do not take assessments). |  |
| 1. Can the module be completed standalone (to other modules on the course), is prior subject knowledge required to complete the module, are there co-requisites or pre-requisites, what are the entry requirements? |  |
| 1. If students are infilling what are the practicalities for the student of delivery mode: evening, weekends, block, online, blended? If separate cohort what is the appropriate delivery mode for the market? |  |
| 1. Consider implications of assessment requirements of the module, eg. group work, exam? |  |
| 1. If existing module is being used as CPD, it must have same learning outcomes and assessment as module delivered to other students. |  |
| 1. When will the assessment take place and which Exam Board will ratify results? Assessment arrangements (marking, moderation, externals, confirmation at relevant Board etc) should be the same as for students on host course. |  |
| In addition, for new standalone module or change to mode of delivery to run module as separate cohort: | |
| 1. Can the module be delivered by multiple members of the Department? (to avoid reputational risk of having to cancel sessions) |  |
| 1. What are resource requirements (staff/specialist space/library resource capacity) / costings? |  |
| 1. Decide which Semester the module will be delivered in (to enable students to plan programme of modular study). |  |

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| 1. **When considering whether to offer a module as part of the** [**Postgraduate Professional Development award**](https://www.worcester.ac.uk/courses/postgraduate-professional-development?option=19067d51-fb14-5432-ad01-e4ce65d779ca) **Schools should consider:** | |
| Consideration: | Notes: |
| 1. How will the module contribute to the achievement of the Professional Development programme learning outcomes? |  |
| 1. Does the module have a high likelihood of running every year? |  |

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| 1. **Key Principles for Professional Development award modules:** | |
| Consideration: | Notes: |
| 1. PD portfolio is transdisciplinary (not subject specific) |  |
| 1. PG modules students typically infill and will be taught alongside students on existing approved modules\* |  |
| 1. UG modules will typically be designed for CPD and will have their own CPD cohort on a standalone module. *L6 programme not currently in development* |  |
| 1. Students will be in employment or regularly volunteering |  |
| 1. Any additional entry requirements to the module |  |
| 1. If existing module is being used as part of PD offer, module will have the same learning outcomes and assessment etc as module delivered to other students. |  |

\*Initially the PD award will use existing validated modules that are already running – while the programme is establishing and numbers to individual modules may be low, to reduce reputational risk of modules being offered but not viable to run.

For new standalone accredited modules Schools should initially test the market viability for new opportunities through unaccredited workshops/short courses (follow process: Pre-Award Processes for Externally Funded Projects).

**Approval process for credit-bearing modules** – see flowchart (Annex A)

* For **existing credit-bearing module to be considered as part of the** [**Postgraduate Professional Development award**](https://www.worcester.ac.uk/courses/postgraduate-professional-development?option=19067d51-fb14-5432-ad01-e4ce65d779ca)**,** submit *CPD Form 1: Request for Credit-bearing module as CPD* and *CPD Form 2: Website – module information form* for each module to School of Nursing and Midwifery CMAS.
* For **new standalone credit-bearing module or change to existing module to be considered as part of CPD offer:** submit *CPD Form 1: Request for Credit-bearing module as CPD* and *CPD Form 2: Website – module information form* for each module to relevant College Executive.

Once approved to proceed by your College Executive, submit *CPD Form 1: Request for Credit-bearing module as CPD*, *CPD Form 2 Website – module information form*, new or amended Module Specification and APPG Costings Form (available from, and completed in conjunction with, Finance), to relevant School CMAS or Extra Ordinary School Sub-Group (where earlier meeting is required to respond to market demand).

**Following approval:**

* School Quality Administrator informs Registry of changes to module and sends definitive documentation.
* Central record/ module occurrence code (if applicable) /admissions/comms/ assessment/Exam Board arrangements/ notify EE /PD webpage etc

**Note: Approval process for non-credit bearing modules**

* Non-credit bearing modules to follow process for Pre-Award Processes for Externally Funded Projects

**Annex A**

