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| **Stage 1 Validation - Strategic Planning Approval (HE05A)** |

**All Forms must be submitted electronically (including signatures) to the HEQIC Secretary via** [**heqa@tecpartnership.ac.uk**](mailto:heqa@tecpartnership.ac.uk)

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|  | **Cost Centre** | |  | | | | | | | | | | |
|  | **Faculty** | |  | | | | | | | | | | |
|  | **Associate Principal (or equivalent) who is responsible for development** | |  | | | | | | | | | | |
|  | **Names and job titles of team writing programme** | |  | | | | | | | | | | |
|  | **Awarding Body** | |  | | | | | | | | | | |
| **1** | **Award(s)/Title(s)** | | | | | | | | | | | | |
|  | (a) Final Award(s) | | |  | | | | | | | | | |
|  | (b) Intermediate Named Award(s) | | |  | | | | | | | | | |
| **2** | **Mode of Attendance**  *(please tick relevant option)* | | | Full-timePart-time | | | | | | | | | |
| **3** | **Method of Delivery**  (*e.g. predominantly face-to-face learning, e-learning, or blended*) | | |  | | | | | | | | | |
| **4** | **Delivery Location(s)** | | |  | | | | | | | | | |
|  |  | | |
| **6** | **Duration(s)** | | |  | | | | | | | | | |
| **7** | **FHEQ Level**  *(please tick relevant option)* | | | 3 | 4 | | 5 | 6 | | 7 | | 8 | |
| **8** | | **Proposed Start Date for** | | | | | | | | | | | |
|  | | 1. Marketing the Award to prospective students | | Month: | |  | | Year: |  | | | | |
|  | | 1. Recruitment activities | | Month: | |  | | Year: |  | | | | |
|  | | 1. Programme Approval | | Month: | |  | | Year: |  | | | | |
|  | | 1. Programme Commencement | | Month: | |  | | Year: |  | | | | |
| **9** | | **Will there be any PSRB Accreditation associated with this development?** | | | | | | | | | **YES** | | **NO** | |
|  | | (a) If **YES**, please list the PSRB(s) from which accreditation will be sought: | | | | | | | | | | | | |
|  | | (b) Please note the outcome of PSRB liaison/consultation regarding proposals and accreditation process below: | | | | | | | | | | | | |
|  | | (c) If **YES**, has a PSRB required specific wording within the title of the award? | | | | | | | | | **YES** | | **NO** | |
|  | | ***If so, please attach written evidence to support the requirement.*** | | | | | | | | | | | | |
| **10** | | **Is this award suitable for international students studying in the UK?** | | | | | | | | | **YES** | | **NO** | |

**SECTION B RATIONALE, MARKET AND DEMAND**

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| **11** | **Academic rationale including the distinctive features of the award**  Provide a description of the programme  What makes this programme distinctive against other providers?  How does it match and compliment current provision? |
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| **12** | **References to be used in designing this programme**  State the QAA Benchmarks it will align to. |
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| **13** | **Partnership Strategic Priorities**  Describe how this programme meets the strategy |
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| **14** | **Identify employer engagement.**   1. Provide evidence of consultation with employers. 2. Provide an outline of how employers will be involved in the design and regular review of the programme. |
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| **15** | **Labour Market Intelligence**  Show engagement with Labour Market Intelligence evidencing the job market for graduates |
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| **16** | **Progression Opportunities**  For Foundation Degrees this must include the options available for graduates to enrol on a Level 6 programme |
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**SECTION C RESOURCING**

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| **17** | **Size of Proposed Annual Student Intake for each Mode of Attendance for the first three years** | | | | | |
|  | Year | FT | | PT | | |
|  | Year 1 |  | |  | | |
|  | Year 2 |  | |  | | |
|  | Year 3 |  | |  | | |
| **18** | **Student Cohort**   1. Identify internal progression routes 2. Identify if these students are likely to come from UCAS application 3. Identify if the programme is likely to take students from existing provision | | | | | |
| **19** | **Number of hours contact delivery required at each level (Normally circa 280)** | | | | | |
| **Level 4** | |  | | | |
| **Level 5** | |  | | | |
| **Level 6** | |  | | | |
| **20** | **Confirmation of Resources to Operate the Award (Non-Staffing, including ICT hardware and software)** | | | | | |
|  | i. Items/resources required to run the proposed award which the proposed site(s) currently have: | | | | | |
| ii. Items/resources to run the proposed award which the proposed site(s) would need to invest in including approximate costs: | | | | | |
|  | ***All resource requirements must be signed-off between Stage 2 and Stage 3. Evidence of this must be provided to the Full Approval Panel by the Associate Principal (or equivalent).*** | | | | | |
| **21** | **Does the Faculty need additional staff to run this programme?** | | | | **YES** | **NO** |
|  | If **YES**, please identify how this will be managed: | | | | | |

**SECTION D STANDARDS**

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| **22** | **Will the proposed programme be following the academic regulations of one of the following awarding bodies? (delete as required)** | | | | | | |
| TEC Partnership | University of Hull | University of Huddersfield | | Pearson Education | | Other |
| If the answer is ‘Other’ continue to question 23 below, **otherwise go to Section E** | | | | | | |
| **23** | **Please state below which academic regulations the programme will be using.** | | | | | | |
|  | | | | | | |
| **24** | **Where programmes are using alternative awarding bodies, the mapping document below should be completed to show where existing TECP regulations will be used and where those of the awarding body will be used** | | | | | | |
| **Regulation/Code of Practice** | | | **Yes/No** | | **If no, identify replacement, inc. link:** | |
| HE02 Consumer Protection | | | Yes/No | |  | |
| HE03 Continuous Improvement and Student Engagement | | | Yes/No | |  | |
| HE04 HE Teaching, Research and Scholarship | | | Yes/No | |  | |
| HE05 Validation and Amendment of Programmes | | | Yes/No | |  | |
| HE06 Exam Boards and External Examiners | | | Yes/No | |  | |
| HE07 Admissions and Admissions Appeals | | | Yes/No | |  | |
| HE08 Retention and Engagement of Students in Study | | | Yes/No | |  | |
| HE09 Assessment of Students | | | Yes/No | |  | |
| HE10 Mitigating Circumstances and Short Extensions | | | Yes/No | |  | |
| HE11 Academic Misconduct | | | Yes/No | |  | |
| HE12 Fitness to Study | | | Yes/No | |  | |
| HE13 Fitness to Practice | | | Yes/No | |  | |
| HE14 Ethical Approval | | | Yes/No | |  | |
| HE15 Intellectual Property Rights | | | Yes/No | |  | |
| HE16 Academic Appeals | | | Yes/No | |  | |
| HE17 Work Based Learning | | | Yes/No | |  | |
| HE18 Student Protection Plan | | | Yes/No | |  | |
| HE19 Access and Participation | | | Yes/No | |  | |
| HE20 Complaints | | | Yes/No | |  | |
| HE21 Student Transfers and APL | | | Yes/No | |  | |
| HE22 Student Engagement Framework | | | Yes/No | |  | |
|  | HE23 Recognised Teacher Status | | | Yes/No | |  | |
| **25** | **Please attach an exemplar programme handbook to the Stage 1 application. This should provide students with details and access to proposed regulations that govern the proposed programme.** | | | | | | |
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| **SECTION E CONFIRMATION OF INITIAL SUPPORT FOR THE PROPOSAL**   |  |  | | --- | --- | | **26** | ***Approval of the relevant College Principal:***  *I confirm support for the proposal as outlined above.*  *I can confirm that the SMT for the college agrees that this programme can be pursued as stated in this application.*  *I can confirm that the resource plans identified in the above proposal will be resourced in the business planning cycle.*  ***Signed: ……………………………………………………. Date: ……………………………….***  ***Name ………………………………………………….(please print)***  ***This form must be submitted to HEQIC (via*** [***heqa@tecpartnership.ac.uk***](mailto:heqa@tecpartnership.ac.uk)***) a minimum of one week before the meeting it is being considered in. It must include formal evidence of engagement with external stakeholders.*** | | **27** | ***Chair of HEQIC***  *I confirm the committee’s support for the proposal as outlined above on grounds that it:*   * meets TEC Partnership priorities; * is likely to recruit enough students to be viable; * has demonstrated a need in the labour market; * Is likely to get employer support during the validation process; * is aligned to QAA FHEQ, QAA Foundation Degree characteristic statement, and relevant QAA subject benchmark statements.   The programme has Permission to proceed.  ***Signed: ……………………………………………………. Date: ……………………………….***  ***Name ………………………………………………….(please print)*** | |
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***For HE Quality use only***

Date of HEQIC Permission to proceed: ...…………………………………………………………………….

HEQIC Approval Minute Reference: ...…………………………………………………………………….

**NB: *Following approval, in principle, by HEQIC, this information will be passed to HE Quality Office to allow scheduling of formal Approval Event arrangement***