**Proposal for CPD/short course (non-credit bearing)**

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| **1. Title of course** |
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| **2. School / Department** |  |

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| **3. Course Leader** |  |

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| **4. Proposed starting date** | Month |  | Year |  |

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| **5. External input** *(please indicate whether any external individuals / organisations will be involved in course delivery)* | No | |  | Yes |  | *If yes, please provide further details below* |
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|  | | *Details of external input:* | | | | |

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| **6. Duration and attendance pattern** *(please outline the duration of the course and how participants are expected to engage in the course, e.g. attendance for one day per week; block delivery; online learning)* |
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| **7. Proposed delivery cycle** *(please outline how frequently the course will be delivered each academic year)* |
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| **8. Summary of course** *(please provide a brief summary of the course)* |
| *Introduction:* |
| *Proposed structure:* |
| *Intended learning outcomes* *(please list):* |
| *Approach to learning and teaching (how will the course be delivered?)* |

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| **9. Course rationale and market demand** *(please outline the rationale for introducing the course, including intended participants and anticipated numbers for each delivery cycle)* | | | | | | | |
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| **10. Plans for advertising/marketing the course** *(please indicate whether the course needs to appear on the course list on the University website)* | | Yes |  | No |  | |  |
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| **11. Application process** *(please summarise the intended application process, outlining any implications for Professional Services teams)* | | | | | | | |
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| **12. Certification arrangements** *(please outline any plans for the issue of certificates at the end of the course, including eligibility criteria and arrangements for their production)* | | | | | | | |
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| **13. Staffing** *(please list all staff contributing to course delivery)* | | | | | | | |
| Name | Department or external affiliation | | | | | | |
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| **14. Resource implications** *(please provide details of the resources required to deliver the course, including any additional resource requirements; please include plans for course administration)* |
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| **15. Financial viability of course** *(please demonstrate the course’s ability to be financially sustainable)* |
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| **16. External consultation** *(please provide details of plans for external consultation on course content and/or delivery)* |
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| **17. Monitoring and enhancement** *(please provide details of how the course will be monitored and evaluated, including arrangements for gathering and responding to feedback from participants)* |
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| **18. Approval (Stage One)** |
| I confirm that delivery of this short course, as outlined above, will not impact on my current workload:  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Course Leader  I approve this short course in principle for marketing purposes  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Dean of School (for academic schools) or the Director/Head of the relevant professional services department |
| **19. Approval (Stage Two)** |
| I approve this course for delivery and confirm sight of:  Course content and arrangements for delivery  Costing Model (reviewed)  Risk Assessment/s  Terms and Conditions  Memorandum/Service Level Agreement (if applicable)  I also confirm I am happy for any refunds to be processed in line with set terms and conditions.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Dean of School (for academic schools) or the Director/Head of the relevant professional services department** |