University of Suffolk

**PROCEDURE FOR THE APPROVAL OF
NEW NON-CREDIT BEARING COURSES**

1.   Introduction to the approval process

1.1   The procedure outlines how non-credit bearing courses are approved for delivery by the University. Non-credit bearing continuing professional development (CPD) / short courses are 'planned and structured learning experiences that do not directly contribute to an award of the University and do not result in the award of academic credit upon completion'. Participants may receive a Certificate of Participation / Completion / Attendance from the host school or department, but it should be clear that this does not constitute a University award. All non-credit bearing courses are supported by the CPD team (cpd@uos.ac.uk).

1.2   Non-credit bearing courses can be delivered by academics, professional services departments within the University, external partner organisations and independent training providers. Due diligence for all external partners will form part of the risk assessment and will be undertaken by the CPD team and approved by the Dean of School (for academic schools) or the Director/Head of the relevant professional services department.

1.3   For courses that:

- have Professional, Statutory or Regulatory Body (PSRB) implications
- require specific resource access for professional learners (including access to Brightspace and/or learning resources within the University library)
- the Dean requests additional due diligence to be undertaken

the CPD team will liaise, as necessary, with the Validation and Exams team to determine any additional requirements for approval of the course.

2.   Approval process

2.1   The purpose of the approval process for non-credit bearing courses is to ensure that:

a)   there is an appropriate rationale for the introduction of the course, including market demand, financial viability and sustainability

b)   appropriate resources are available to support the delivery of the course (including staffing and course administration)

c)   course documentation is clear, accurate and accessible.

Stage 1: intention to develop, market and deliver the course

2.2   To gain initial approval to proceed with the development of the course, the non-credit bearing course proposal form should be completed by the CPD team and submitted for approval to the Dean of School (for academic schools) or the Director/Head of the relevant professional services department.

2.3   Once approved to proceed, the course can be advertised in accordance with the marketing plan outlined on the course proposal form, liaising with External Relations as appropriate.

Stage 2: approval of course for delivery

2.4   Once the decision has been made to deliver the course, the course must be given its own Project Code and a costing model should be completed and submitted to Finance for review (finance@uos.ac.uk) along with relevant course documentation.

2.5   Further details produced by the Course Leader/CPD team providing participants with information on course content and arrangements for course delivery must be sent with the costing model and initial proposal prepared for stage 2 approval.

2.6   Stage 2 approval must be obtained from the Dean of School (for academic schools) or the Director/Head of the relevant professional services department who will approve:

- Course proposal including course content and arrangements for delivery
- Costing model (reviewed by Finance)
- Risk assessment
- Speaker risk assessment(s)
- Terms and conditions
- If applicable, Memorandum or Service Level Agreement
- Online shop processes including any actioned refunds in line with Terms and Conditions.

3.   Sign off

3.1   A copy of the stage 2 approved course documentation must be submitted to the Director of Finance for sign off.

3.2   Documents should be submitted to the Validation and Exams team for publication in the course file.

3.3   The Portfolio Oversight Committee and Business Engagement and Entrepreneurship Group will be updated regularly on CPD activity.

4.   Ongoing monitoring and review

4.1   A mechanism should be in place to gather and respond to feedback from course participants, for example via the issue of the CPD evaluation form. This should feed into course evaluation processes and be incorporated into the annual school or departmental RiME report. An external examiner is not required for non-credit bearing provision.

4.2   The Dean of School (for academic schools) or the Director/Head of the relevant professional services department will approve any changes or updates to course information.