**Proposal for Accreditation**

This proposal for Accreditation is for clients (e.g. employers, sector bodies, commercial training and development organisations) who wish to accredit sector–specific or generic courses that are not linked to UWTSD validated programmes. Distinguishing characteristics of this provision include:

* **Teaching**. Delivery of the learning experience will be undertaken by the client.
* **Enrolment and Registration**. The learners will be not be enrolled on the UWTSD Student Record System (SITS), but instead will be registered as external learners. Learners will receive a transcript stating the credits achieved.
* **Programme or Module Learning Outcomes**. The learning outcomes are developed by the client (see later section) and agreed by UWTSD, i.e. not associated with UWTSD modules.
* **Assessment**. Learners undertake assessment designed and first marked by the client (not linked to validated modules). UWTSD moderates the assessment.
* **Exam Board**. The RPEL and Accreditation Board considers the assessment (oversight by EE associated with claims for non-standard applications for credit).

**This form is in three parts. Part 1, provides an overview of the proposal. Part 2 is for consideration by the Due Diligence Group (DDG). Part 3 is for consideration by the Curriculum Planning Group (CPG).**

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| **PART 1 : OVERVIEW OF THE PROPOSAL (to be completed by UWTSD)** |
| **Proposed client name and address** |  |
| **Course Title** |  |
| **Total number of course credits**  |  |
| **CQFW level of client’s course** |  |
| **Envisaged or actual start date** |  |
| **Estimated learner numbers involved per cohort and number of cohorts** |  |
| **Estimated frequency of delivery (e.g. once only, quarterly, etc.)** |  |
| **The proposed language of (i) delivery and (ii) assessment** |  |
| **Conditions of entry to course (selection methods)** |  |
| **Rationale for working with this client** |  |
| **The University’s Strategic Priorities that are met through this proposal**  |[ ]  Strategic Priority 1: Putting Learners First |
|  |[ ]  Strategic Priority 2: Excellence in Teaching, Scholarship and Applied Research |
|  |[ ]  Strategic Priority 3: Creation of Opportunities through Partnerships |
|  |[ ]  Strategic Priority 4: A University for Wales |
| **Any special conditions or features of the proposal (e.g. PSRB accreditation)** |  |
| **Declaration of any conflict, or potential conflict,****of interest held by a member of staff at the University, or a wider stakeholder, in relation to the proposed accreditation** |  |

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| **PART 2: DUE DILIGENCE AND AGREEMENT TO SUPPLY SERVICES**  |

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| Please list the documents to be considered by the Due Diligence Group: |

|  |  |  |
| --- | --- | --- |
| Yes | No |  |
|[ ] [ ]  Confirmation that the Due Diligence Group has approved the due diligence. |
|[ ] [ ]  Confirmation that the Due Diligence Group has approved the Agreement to Supply Services. |
| Comments/recommendations from the DDG: |

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| **PART 3a: RISK ASSESSMENT**  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Rating 1** | **Tick** | **Rating 2** | **Tick** | **Rating 3** | **Tick** |
| **Geographic Location of proposed partner** | UK |  | Europe |  | Rest of world |  |
| **County Economic Rating (Euler Hermes Medium-Term Rating)** | AA-A |  | BB-B |  | C-D |  |
| **Political/social climate of location (Amfori BSCI countries risk classification)** | Average rating 60-100 |  | Average rating 40-60 |  | Average rating 0-40 |  |
| **Safety of location (Drum Cussac security rating)** | No advise issued against travel in host country |  | Advice issued against travel in host country but not in/near region where proposed partner is based |  | Advice issued against all travel in host county  |  |
| **External academic regulatory requirements** | Has a national quality assurance agency with strong comparability with the UK |  | Has a national quality assurance agency with some comparability with the UK |  | Has no national quality assurance agency/has a quality assurance agency with limited comparability with the UK |  |
| **Freedom of speech Framework** (Reporters without Borders Freedom Index) | Average rating 0-25 |  | Average rating 25-36 |  | Average rating 37-100 |  |
| **Partner status** | Publicly funded UG and PG/ university |  | Publicly funded UG only |  | Privately funded |  |
| **Nature of link** | Off-campus |  | Franchise  |  | Validation  |  |
| **Student language** | English/Welsh first language |  | UK based English 2nd language |  | OS English 2nd language |  |
| **Proposed language of delivery** | English/Welsh |  | Bilingual – English and other language |  | Other language |  |
| **Award level** | Level 4 |  | Level 5-6 |  | Above Level 6 |  |
| **Previous knowledge of partner (by UWTSD)** | Previous relationship with the University |  | Existing relationship with UW or another Welsh HEI |  | No previous knowledge |  |
| **Centres for delivery** | One centre – UK  |  | More than one centre – all UK |  | One or more centres – OS |  |
| **Initial view of partner staffing** | Stable and well provided |  | Relatively small and/or possible issues about turnover |  | Unknown, or potentially more serious issues |  |
| **Initial view of partner resources** | Large and well resourced |  | Small but well resourced |  | Unknown, or potentially more serious issues |  |
| **Subtotals** |  |  |  |  |  |  |
|  |  | x1= |  | x2= |  | x3= |

**TOTAL SCORE**......................................

**OVERALL LEVEL OF RISK: Low risk: 15-29; Medium risk: 30-36; High risk: 37-45**

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| **PART 3b: OUTLINE BUSINESS CASE (*please confirm if standard costing model has been used or consult finance department for estimates, where required*)** |

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| 1. | * **Financial Analysis e.g.**
* Fee Income Estimate
* Any initial visit costings (estimated)
* Initial additional resources
* Staffing cost Estimate
* Any additional Resources Estimate

(Provide estimated student numbers and an assessment of like costs as an initial estimate) |  |

|  |  |
| --- | --- |
| **Name of Proposer:**  |  |
| **Role within Institute:**  |  |
| **Signature:**  |  |
| **Date:**  |  |

**Confirmation that the Institute supports this proposal and seeks approval for the formal development of the above proposal**

|  |  |
| --- | --- |
| **Dean of Institute:** |  |
| **Signature:**  |  |
| **Date:**  |  |

**FOR UWTSD USE ONLY**

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| --- | --- | --- |
| **Date considered by DDG:** | ***Date*** | ***Recommendation*** |
| **Date considered by CPG:** | ***Date*** | ***Recommendation*** |
| **ASC noting or approval date:** |  |