**Proposal for Commercial Provision associated with the Professional Practice Framework**

This proposal is for clients (e.g. employers, sector bodies, commercial training and development organisations) who deliver their in-house programme of study to their employees or clients and who wish to access validated modules within the Professional Practice Framework (PPF) for UWTSD assessment and credit. 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 enrolled on the UWTSD Student Record System (SITS), allowing the learner to receive standard credits, a transcript of results and an award certificate, if relevant.
* **Programme or Module Learning Outcomes**. The client’s programme learning outcomes map to the learning outcomes of UWTSD modules and/or programmes and learners will be enrolled on these UWTSD programmes/modules.
* **Assessment**. Learners undertake assessment designed by UWTSD (linked to validated modules). UWTSD either conducts all marking or moderates the marking of the assessment.
* **Exam Board**. The standard PPF Exam Board considers the assessment (oversight by EE associated with the modules within the validated programme of study).
* **International (including EU) learners only.** Applicants must:
	+ Submit a full application 3 weeks prior to starting (but no need for personal statement).
	+ Meet admissions criteria as specified for the PPF.
	+ Provide evidence of a 6.0 English language score, as per the UWTSD English Language Policy.
	+ Provide copies of their passport and visa (to check it permits study). Where the visa has an expiry date due before the end of the programme, UWTSD will not sponsor the applicant.

**This form should be submitted for consideration by the Curriculum Planning Group (CPG). A profile of the proposed partner and the University resources to support the proposed provision (Appendix AC6) is required for initial submission of the programme approval request alongside this form. A site visit, where appropriate, is required as part of the approval process (Appendix AC7).**

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| **PART 1 : OVERVIEW OF THE PROPOSAL (to be completed by UWTSD)** |
| **Proposed client name and address** |  |
| **PPF programmes and/or modules****(list module codes and titles)** |  |
| **Total number of course credits**  |  |
| **CQFW level of course/modules** |  |
| **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 |
| **Detail any International Admissions issues****(e.g. language and visa)** |  |
| **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 provision** |  |

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| **PART 2: DUE DILIGENCE AND ANY AGREEMENTS OR MEMORANDA OF UNDERSTANDING OR ASSOCIATION**  |

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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 Agreements or Memoranda. |
| Comments/recommendations from the DDG: |

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| **PART 3a: RISK ASSESSMENT AND BUSINESS CASE (to be completed by UWTSD)** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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**

**PART 3b: OUTLINE BUSINESS CASE (*please confirm if the 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) |  |

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

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

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| **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 approval date:** |  |