**PROPOSAL FOR THE VALIDATION OF A NEW NAMED AWARD/PROGRAMME**

REQUEST FOR INITIAL APPROVAL FOR DEVELOPMENT

This form is intended to support applications for initial approval for the development of a new programme. This stage of the process aims to secure early assurance that proposals fit with the Institutional strategy, are sustained by a sound business case and meet the requirements of the appropriate academic award.

# Core Information

|  |  |
| --- | --- |
| Host Faculty | Music/Dance |
| Award Title |  |
| Intermediate/Exit Awards (if any) | *e.g. DipHE, PgDip* |
| FHEQ Level | 4/5/6/7 |
| Modes of Study | Full time ☐ |
| Part time ☐ |
| Distance Learning ☐ |
| Other ☐  *Please Specify* |
| Proposed First year of entry |  |
| Number of weeks of study per year |  |
| Proposed Programme Development team members |  |
| Partners for delivery (if applicable) |  |
| Professional Accreditation | *Provide the name of the professional body and brief outline of the timescale and requirements for approval* |
| Proposed schedule for validation | *Refer to the minimum timescales outlined in Chapter C of the Academic Quality handbook* |

# programme outline

## Programme overview

A brief overview of the programme (approx. 200 words) for use in initial marketing (web/prospectus).

## programme structure

Draft programme structure including level and credit weighting of modules. e.g.

|  |  |  |  |
| --- | --- | --- | --- |
| **Part** | **Term 1** | **Term 2** | **Term 3** |
| **Part 1**  **(Level 4)** | Module 1 (Core)  X credits | Module 2 (Core)  X credits | |
| Module 3 (Core)  X credits | Module 4 (Option)  X credits | Module 5 (Option)  X credits |
| Module 6 (Core)  X credits | | |
| **Part 2**  **(Level 5)** | Module 1 (Option)  X credits | Module 2 (Core)  X credits | |
| Module 3 (Core)  X credits | Module 4 (Option)  X credits | Module 5 (Core)  X credits |
| Module 6 (Core)  X credits | | |
| **Part 3**  **(Level 6)** | Module 1 (Core)  X credits | Module 2 (Option)  X credits | |
| Module 3 (Core)  X credits | Module 4 (Option)  X credits | Module 3 (Core)  X credits |
| Module 6 (Core)  X credits | | |

All programmes should comply with the credit framework set out in Appendix 1 of the [Assessment Regulations for Taught Programmes](https://www.trinitylaban.ac.uk/about-us/academic-quality/assessment-regulations).

## indicative aims and learning outcomes

## Entry Requirements

Include entry qualifications, audition/interview requirements and any other key information.

## English Language requirements

The minimum requirements for TL programmes are:

|  |  |  |
| --- | --- | --- |
| **Programme type** | **IELTS** | **TCL** |
| Foundation with English | 4.5 in all areas | ISE I |
| Foundation without English | 5.5 in all areas | ISE II |
| Undergraduate degrees | 5.5 in all areas | ISE II |
| Level 6 Diplomas with English | 5.5 in all areas | ISE II |
| Level 6 and 7 certificates and diplomas without English | 6.5 in all areas | ISE III |
| Postgraduate degrees | 6.5 in all areas | ISE III |

Outline any additional English Language requirements for the programme, including a brief rationale.

## shared content

Summarise any proposals for sharing modules or teaching resources with other existing programmes.

# Rationale for the Programme

## academic and strategic rationale

Outline the rationale for the programme including:

* fit within the FHEQ
* fit within Trinity Laban’s academic portfolio
* relationship to the values and core aims set out in the strategic plan
* relationship to the Learning and Teaching Plan

## widening access

Outline the potential for the programme to increase the diversity of the student body.

## distinctive features

Summarise the distinctive features of USPs of the proposed programme.

# market research

## Employability

Outline the results of consultation with employers and evidence of employability for graduates of the proposed programme.

## student consultation

Outline findings from consultation with current and/or prospective students.

## Programme title

Comments on the outcome of programme title testing.

## market demand

Outline evidence of sustainable demand for the programme.

## Competitor Programmes

Summarise details of competitor programmes and comment on the relative strengths and weaknesses of the proposed offer.

## recruitment and marketing strategy

Outline the proposed recruitment and marketing strategy (e.g. plans to target key home or overseas markets and proposed publicity schedule)

# Approval – director of corporate affairs

**Signature Date**

# Financial Viability

## proposed fee level

Include details of the proposed fee level for home and overseas students.

## projected student numbers

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Expected applications** | | | **Expected enrolments** | | |
| Home/EU | Overseas | Total | Home/EU (state FT/PT) | Overseas | Total |
| 20XX/XX |  |  |  |  |  |  |
| 20XX/XX |  |  |  |  |  |  |
| 20XX/XX |  |  |  |  |  |  |
| 20XX/XX |  |  |  |  |  |  |
| 20XX/XX |  |  |  |  |  |  |

Rationale for the projections in the table above.

## staff resource

Details of staff resource required to develop and deliver the programme (academic and professional), including anticipated cost of additional staff. Programme development teams should consult with professional service departments to establish their resource needs.

## space

Details of space requirements, including cost of planned refurbishment and/or acquisition of additional space.

## equipment and learning resources

Details of anticipated equipment and learning resource requirements, including cost of additional IT, specialist equipment and library resources.

## set-up costs

Details of any additional set-up costs not already included in sections 18-20.

# Approval – director of finance and estates

**Signature Date**

# cost/benefit

## cost/benefit summary

The table below should be completed to summarise the main costs and benefits of the proposed programme in each category.

|  |  |  |
| --- | --- | --- |
| Category | Benefits | Costs |
| Educational |  |  |
| Financial |  |  |
| Reputational |  |  |
| Strategic |  |  |
| Other |  |  |

# key risks

## significant risks and controls

The table below should be completed to show key risks and strategies for mitigation associated with the proposal. Examples of possible risks include failure to recruit specialist staff, failure to recruit a viable cohort of students, pressure on estate and resources etc. Impact and likelihood should be scored on a 1 (low) to 9 (high) scale

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of risk** | **Impact** | **Likelihood** | **Controls to be implemented** | **Owner** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# authorisation to proceed

**Principal’s signature Date**

The Principal’s signature indicates authorisation from the Principal’s Management Group to proceed with the development of the programme. Approved forms should be sent to the Secretary of the Academic Standards and Quality Board.