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**PLANNING STAGE 2**

**All guidance and example text appears in blue. Please delete blue text prior to submission to Faculty Portfolio Planning Executive.**

**If you have any queries regarding this form, please contact your Faculty Quality Office.**

**Items 17 – 29 of section A will be combined with items 1-16 from PLANNING STAGE 1, to create the Course Specification.**

Planning Stage 2 consists of the details of academic planning for a course of study. It is not an application for a budget, resources for the course are secured through the Faculty Business Planning Process.

All course planning proposals are subject to approval by the relevant Faculty Portfolio Planning Executive (FPPE). Where there are serious financial or quality concerns, the FPPE may determine that the proposal should not proceed or that further work is required before the course can proceed to approval.

This form must be accompanied by the annexes listed below:

1. Curriculum set up grid
2. Copies of communication (relevant to section B5: Consultation with other relevant Departments or Schools)
3. Prospectus entry (relevant to section B7: Marketing Arrangements)
4. Where relevant, the communications for applicants relevant to section B7 Marketing Arrangements

**Section A**

**Summary of the proposal as outlined at Planning STAGE 1:**

|  |  |
| --- | --- |
| **Main Award and Title of Course from Planning Stage 1, approved by the ASC** | Refer to Planning Stage 1 to ensure the approved title is used |
| **State the approval period of the proposal** | E.g. the approval period of a Route must align with the approval period of the existing course  New courses/routes are approved for a period of six years |
| **Date of Faculty Portfolio Planning Executive approval of Planning Stage 1** | If the course title changes, it must be referred back to the Academic Strategy Committee for in-principle approval |
| **Date of Academic Strategy Committee approval for Planning Stage 1** |  |
| **Conditions imposed by the Academic Strategy Committee (if applicable)** | The ASC may grant in-principle approval subject to further work, please include those conditions here |

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| --- | --- | --- |
| **17.** | **Subject Benchmark Statements or other subject reference points** |  |
| **18.** | **Mode of delivery** | Choose an item. |
| **19.** | **Mode(s) of attendance** | Choose an item. |
| **20.** | **Location(s) of delivery** | Choose an item.  If an apprenticeship, state delivery location(s): |
| **21.** | **Does this course have Additional Course Regulations?** | Additional Course Regulations must be approved by the Academic Board prior to approval of the course |
| **22.** | **UCAS Code** | May be required to complete at a later stage – please check with applicant services |
| **23.** | **Version and previous course code if applicable** | Version number of the course specification |
| **24.** | **Date revised** | Month and Year |
| **25.** | **Aims of the Course**  *The aims establish the way in which course content and structure provides students with opportunities for learning and assessment to achieve the Course Learning Outcomes at the requisite level.*  *With the emphasis on what is to be accomplished, succinct aims will provide students with an overview of what to expect on the course.*  <https://canterbury.ac.uk/learning-and-teaching-enhancement/docs/Guidance-and-books/Guidance-for-Programme-Design-and-Development-Final-Feb-2019.pdf> | |
|  | The aims of the course are to:  **1.**  **2.**  **3.**  **4.** | |
| **26.** | **Indicative Course Learning Outcomes**  *All outcomes must align with the* [*Frameworks for Higher Educations Qualifications (FHEQ).*](https://www.qaa.ac.uk/docs/qaa/quality-code/qualifications-frameworks.pdf) *It is recognised that the Course Learning Outcomes (CLOs) below may be subject to change as course development progresses. Unless requested by FPPE, reapproval of the CLOS by FPPE is not required.*  *The CLOs presented on the final Course Specification for approval by the Academic Board will be the correct and final ones.*  *Please rename the sections below to indicate the precise award title.*  *For the scale of differentiation required at each level of a named award, see section 4 of the Academic Framework.* [*https://www.canterbury.ac.uk/quality-and-standards-office/docs/regulations/Academic-Framework-22-23.pdf*](https://www.canterbury.ac.uk/quality-and-standards-office/docs/regulations/Academic-Framework-22-23.pdf)  *Section 26 should be the final course or route learning outcomes. Sections 27 - 28 are exit award outcomes. Add the name of the other exit awards where there are square brackets.*  *The name of the course or route(s) must match the name approved by the Academic Strategy Committee. Changes to the course/route name MUST be referred back to Academic Strategy Committee for approval before proceeding to this stage of course planning*  *If there is only one exit award, please delete 28. If there is no exit award, please delete 27 and 28*  <https://canterbury.ac.uk/learning-and-teaching-enhancement/docs/Guidance-and-books/Guidance-for-Programme-Design-and-Development-Final-Feb-2019.pdf> | |
| **26a** | **Course Learning Outcomes [Course title]**  On successful completion of the course, students will be able to:  1.  2.  3.  4.  [add further lines as required] | |
| **26b** | **Route Learning Outcomes (If applicable) [Route title]**  On successful completion of the route, students will be able to:  1.  2.  3.  4.  [add further lines as required] | |
| **26c** | **Route Learning Outcomes (If applicable) [Route title]**  On successful completion of the route, students will be able to:  1.  2.  3.  4.  [add further lines as required] | |
|  | *Add further rows for additional titles as required* | |
| **27.** | **Level Learning Outcomes [Exit award title]**  On successful completion of the [Exit award title], students will be able to:  1.  2.  3.  4.  [add further lines as required] | |
| **28.** | **Level Learning Outcomes [Exit award title]**  On successful completion of the [Exit award title], students will be able to:  1.  2.  3.  4.  [add further lines as required] | |
| **29.** | **Entry Requirements** | |
|  | |  |  | | --- | --- | | **Categories for confirmation** | **Details / Y/N** | | **The course meets the Standard entry tariff (if no, what tariff is required and why)** |  | | **DBS checks are required (this must be confirmed if any core modules require a DBS check)** |  | | **OH check is required** |  | | **The course requires standard IELTS (if no, must confirm with the Assistant Director (Admissions) the requirement)** |  | | **Pleas confirm any additional entry requirements eg interviews, auditions, PSRB requirements** |  | | |

**Section B: Additional Information for the Faculty Portfolio Planning Executive**

**B1** **Partnership Details (if relevant)**

**Additional costs/resource must be identified within the financial annex**

|  |  |  |
| --- | --- | --- |
| **B1.1** | Confirm whether the proposal is with a new Partner or an existing partner (an MoA will be in place)  If an existing partner, please confirm which Faculties are currently working with the partner.  *NB: A venue check is not required at this stage of planning, however it will need to be in place prior to course commencement, if not already completed.* |  |
| **B1.2** | Nature of partnership arrangement (eg franchise) and their involvement in delivery and assessment of the course | *Eg Franchise, % to be taught by partner staff* |
| **B1.3** | Name of Academic Link Tutor(s) |  |
| **B1.4** | Has an External Examiner been identified? If not, when will they be appointed. |  |

**B2 Indicative Structure of the Course**

In completing this section, please reference the curriculum set up table. Please consider the delivery of modules within the proposed course and provide as much detail as possible. If you are planning different structures for modules within the same level, then please identify this in the curriculum set up table.

|  |  |  |
| --- | --- | --- |
| **B2.1** | **Calendar Exceptions request submitted to the Academic Strategy Committee, if applicable:** | **Date of approval by ASC** |
| Please highlight whether the exception relates to:   * Delivery in line with an approved Academic Calendar and/or: * Module delivery in a semester / trimester-length pattern with an equal number of credits taken in each semester / trimester   **For courses with professionally regulated placements to meet professional requirements only:**  Delete as appropriate.   * Delivery of non-placement modules as semester / trimester length * Equal number of credits taken in each semester / trimester * Delivery of module(s) to commence in the first week of a semester / trimester | |  |

**B2.2: Please complete the Curriculum Set Up Table (Planning Stage 2 columns) and submit with this form**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B2.3** | **Please complete during consultation with the Faculty Office. Please use as few codes as possible.**  **HECoS Subjects Codes with % of each subject – this must be populated to support curriculum set up for all courses.** <https://www.hesa.ac.uk/support/documentation/hecos> | | | |
| **Subject and code %** | |  | **Subject and code %** |  |

**B3 Resources**

**Which additional non-staffing resources will be needed to deliver the Learning and Teaching Strategy for the course, over and beyond the standard resources and University services expected for any course? Please provide details of the resources needed to achieve your aims in terms of:**

|  |  |
| --- | --- |
| **B3.1** | L&T pedagogies mediated by technology and the development of students’ digital capabilities as relevant for the course (specific use of the Virtual Learning Environment, specific software and equipment, simulation, online learning objects, and including the use of technology to facilitate flexible and blended curriculum delivery)  Please consider what is currently technically supported by the University and consult with your Digital Academic Developer and Faculty Director of Learning and Teaching (FDLT) when considering possible avenues and resources needed, included those related to flexible and blended delivery of courses. You may also want to talk to your Learning & Research Librarian regarding resources and input to enhance students’ digital capabilities, or the creation of bespoke learning objects or additional resources. |
|  | |

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| **B3.2** | The **employability** of your students and their **graduate outcomes**, e.g. 20 credit requirement of work-related experience at undergraduate level, placements (including those required by the PSRB), work based learning, employers’ input (for guest lectures, live briefs, etc.), field trips, cost of joining a professional body or society, etc. Please consult with your Faculty Director of Learning and Teaching (FDLT), with Enterprise and Employability and your Placement Office (in some Faculties) when considering possible avenues and resources needed. |
|  | |

|  |  |
| --- | --- |
| **B3.3** | The inclusivity, internationalisation and sustainability of the curriculum. You may want to consult with your FDLT when considering possible avenues and resources needed, e.g. guest speakers, field trips, books, audio and video materials, etc. Please speak to your Faculty Learning Developer regarding removing barriers to learning or other matters. |
|  | |
| **B3.4** | The fostering of **students’ sense of belonging** to the University community, their **health and wellbeing**. You may want to consult with your FDLT or the Student Transition and Orientation Manager in Learning and Teaching Enhancement (LTE) when considering possible avenues and resources needed, e.g. pre-arrival, induction, transition and retention activities. Please discuss with your Learning Developer how students can be supported in developing growth mindsets and access appropriate, relevant resources at key points throughout the student journey |
|  | |

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| --- | --- |
| **B3.5** | Are there any course requirements that will **involve costs to students** over and above the tuition fee? For example, field trips, equipment etc. Please provide details. As far as possible, these costs must be kept to a minimum and curricular activities must be funded by the course. |
|  | |

**B4 New / Additional Academic and Support Staff**

Please include FTE – when comparing with the finance annex please bear in mind that this is costed in teaching hours and not FTE. These numbers should **not** be cumulative (e.g. If you need 1 new person in year 1 and another new person in year 2, please put 1 in both years). This should not include staffing needs met by redeployment from other areas.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Year of operation of the course** | **New staff appointment both academic and professional support (required due to capacity)** | **New staff appointment (required due to expertise and/or capacity)** | **Staffing required from other Schools** | **Sessional staff required in addition to existing staff base** | **Estimated cost of essential staff development needed to run the course** |
| Year 1 |  |  |  |  |  |
| Year 2 |  |  |  |  |  |
| Year 3 |  |  |  |  |  |
| Year 4 |  |  |  |  |  |

**B5 Consultation with other relevant Departments or Schools**

Please include only direct costs to the course, resources for which will need to be requested through the business planning process. Please also indicate any capital cost. Please also state if any costs are needed before the course can start e.g. set up costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Professional Services Department** | **Considerations for course teams when consulting with Professional Services** | **Nature of any requirements identified following consultations & estimated costs, as identified in the Financial Annexe and/or Faculty Business Plan** | |
| Marketing and Communications | | |
| Further Market Research [roz.barley@canterbury.ac.uk](mailto:roz.barley@canterbury.ac.uk) | If market insight is required assessments can take between 6-10 weeks to complete  Considerations include:  applicant profiling and competitor analysis |  |
| Marketing Communications  Marketing Managers:  Fiona Bradley (Education)  Alison Cody (Arts and Humanities)  Emma Nevill (Health)  Miranda Vernon (Engineering)  (via [marcomms@canterbury.ac.uk](mailto:marcomms@canterbury.ac.uk) ) | Online Course Page Template must be completed and appended to PS2 for approval by Faculty Portfolio Planning Executive (FPPE)  Considerations include:  USPs, Target audience and whether additional budget has been allocated |  |
| Registry | | |
| Assessment Administration | Considerations include:  whether students will be invited to Graduation, particularly if studying at a partner institution |  |
| Partnership Registry  [Partnerships.registry@canterbury.ac.uk](mailto:Partnerships.registry@canterbury.ac.uk) | If the proposal is collaborative, then consultation is required.  Considerations include: entry requirements, multiple cohorts and start points, details of exception calendar |  |
| Student Systems (SITS)  [sits-curriculum@canterbury.ac.uk](mailto:sits-curriculum@canterbury.ac.uk) | If a new curriculum structure is being proposed consultation is required.  Considerations include :  avoidance of generic module titles and clarity over start and end dates. |  |
| Student Systems (Timetabling and Attendance)  [Ontime@canterbury.ac.uk](mailto:Ontime@canterbury.ac.uk) | Early consultation is required to ensure course requirements can be met  Considerations include:  delivery patterns, required resource (specialist rooms), weeks and duration and concentrated delivery with any variations |  |
| Admissions | | |
| Undergraduate Admissions  [ugadmissions@canterbury.ac.uk](mailto:ugadmissions@canterbury.ac.uk) | Early consultation is required.  Considerations include:  accreditation requirements, work placement requirements, if applications can be made to a specific exit award as well as main award. |  |
| Postgraduate Admissions  [pgadmissions@canterbury.ac.uk](mailto:pgadmissions@canterbury.ac.uk) |  |
| Compliance  [Ukvi.compliance@canterbury](mailto:Ukvi.compliance@canterbury).ac.uk | If recruiting international students, consultation must be undertaken with the Compliance Team  Work placements may impact on student visa arrangements |  |
| Infrastructure Resources | | |
| Estates and Facilities Services  [Facilities-helpdesk@canterbury.ac.uk](mailto:Facilities-helpdesk@canterbury.ac.uk) | Consultation if new facilities are required.  Consideration include:  whether building/conversion works are required, bidding for work to be undertaken, for sourcing funding and access to campuses outside of normal hours. |  |
| Information Technology  IT Business Partner assigned to each Faculty :  Jay Bugden (MHSC & KMMS)  Shireen Dorosti (AHE & SESS) | Consultation is required.  Considerations include:  new software, licences, specialist equipment, Additional equipment must be included in the Faculty Business Plan budget |  |
| Accommodation Office  [accommodation@canterbury.ac.uk](mailto:accommodation@canterbury.ac.uk) | Consultation is required, for example for international students, varied delivery location etc |  |
| Delivery Resources | | |
| Library and Learning Resources  (printed and enhanced online resources)  [learner@canterbury.ac.uk](mailto:learner@canterbury.ac.uk)  Find a list of Learning and Research librarians for specific subject areas at: <https://cccu.canterbury.ac.uk/library-and-learning-resources/contact-us/subject-enquiries/subject-enquiries.aspx> | Consultation is required with your Learning and Research Librarian on the information resource requirements (existing or new) for your course so that they can advise on embedding academic skills in the curriculum and support required, the availability of resource, licensing implications and provide costings. Any additional costs may need to be considered through Faculty Business Planning  Considerations include:  mode of delivery and venue, how to enhance students’ digital capabilities, or the creation of bespoke learning objects or additional resources to support student learning development.  Outcomes of the consultation with your Learning and Research Librarian should be captured here, including confirmation of whether or not bids for resources will be included in the LLR business planning process by the Director of Library and Learning Resources. |  |
| University Bookshop  [bookshop@canterbury.ac.uk](mailto:bookshop@canterbury.ac.uk) | Consultation is required as the Bookshop is part of Library & Learning Resources.  Considerations include:  student numbers, editions, availability, pricing, format, and when books are no longer needed. |  |
| Learning and Teaching Enhancement (LTE)  [LTE-admin@canterbury.ac.uk](mailto:LTE-admin@canterbury.ac.uk) | Staff must consult with their Faculty Director of Learning and Teaching and any proposed/updated course design with LTE.  Considerations include:  design of course, module learning outcomes, engagement with relevant policies and L&T Strategy, curriculum design toolkits, assessment and marking policy and assessment criteria and types. |  |
| Staffing required from other Departments or Schools | Consultation must be undertaken with the relevant Head of School |  |
| Careers and Enterprise  [Employability@canterbury.ac.uk](mailto:Employability@canterbury.ac.uk) | Consultation required with Careers and Enterprise  Considerations include:  how students will engage with Work Related Experience equivalent to 20 credits, engagement with Future 360, Career Pulse self-assessment tool |  |

**B6 Funding for the course**

|  |  |
| --- | --- |
| **Is this course returnable to the Office for Students (OfS)?**  *See below definition.* | Choose an item. |
| **What is the primary source of funding for the course?** *(delete as appropriate)*  This field is not necessarily the main source of finance as it excludes the tuition fee element. In the majority of cases, the source of funding will be the appropriate funding council. The predominant source of funding should be selected where there is more than one source. | Choose an item. |
| **Other (Please specify)** | Full list of major sources of funding can be found [here](https://www.hesa.ac.uk/collection/c18051/a/msfund)  (hesa.ac.uk) |

**Definition of Recognised HE**

A course is recognised higher education for OfS funding purposes if it is:

* A course that is designated under the Education (Student Support) regulations 2011
* A ‘course of higher education’ as defined in Schedule 6 of the Education Reform Act 1988, other than one leading to a qualification in the Register of Regulated Qualifications.

Study for higher education-level credit (rather than towards a specific qualification) may be included if it meets the criteria in Schedule 6 of the Education Reform Act 1988 and either:

* It is not credit that may count only towards a qualification in the Register of Regulated Qualifications
* It is credit that may count towards a course that is designated under the Education (Student Support) Regulations 2011.

**Partnerships: validation and sub-contractual arrangements**

OfS funding powers apply to the provider with full contractual responsibility: the registering provider.

* SLC pays tuition fee loans to registering provider
* For apprenticeships – this is the same as the lead provider for the ESFA – the provider that receives the apprenticeship funding from the ESFA.

**Validation only arrangement**

Student is registered with the teaching provider and they report students in their data returns

**Sub-contractual (‘Franchise’) arrangement**

* Student is not registered by the teaching provider
* The teaching provider does not report students in their data returns

**MARKETING ARRANGEMENTS**

**B7**  **Permission to Advertise ‘Subject to Validation’**

|  |  |
| --- | --- |
| **Is permission sought to advertise this course ‘subject to validation/approval’ at this stage?**  **The on-line prospectus text will require approval before the course can be advertised. Text required must be supplied on a timely basis to ensure it can be included in online and in print marketing materials. Please contact your Faculty Marketing Manager for further information.** | Choose an item. |
| **If NO, has the course already had permission to advertise ‘subject to validation’ from the Chair of the Academic Strategy Committee (only in exceptional circumstances), or will it be advertised after the approval event?** | |
|  | |
| **Is there a change to published material information which has been provided to applicants?**  **See the following guidance:** [**https://www.canterbury.ac.uk/quality-and-standards-office/docs/Change-Policy.pdf**](https://www.canterbury.ac.uk/quality-and-standards-office/docs/Change-Policy.pdf) |  |
| **If yes, please provide draft communication to be shared with applicants regarding the specific changes** | |

**RISKS ASSOCIATED WITH THE COURSE**

**B8 Risk management**

|  |  |  |
| --- | --- | --- |
| **IDENTIFIED RISKS** | **Applicable**  **Yes/No** | **If yes, how will this risk be managed?**  **What will you do if the initial methods of managing the risk fail?** |
| **Risks associated with international delivery** |  |  |
| **Risks associated with collaborative delivery – control over student learning experience and/or assessment is exercised through a partner, and liability for students if the partnership closes** |  |  |
| **Risk where successful delivery of the course relies upon the availability of external organisations or agents to fulfil the requisite criteria, for example placement providers or specialist rooming** |  |  |
| **Reputational risks relating to course structure or title** |  |  |
| **Risk of entering a new market or subject area of which the University has little experience** |  |  |
| **Course features unsupervised contact between students and children or vulnerable adults** |  |  |
| **Any other risks. (Please specify)** |  |  |

**B9 Signatures required prior to FPPE**

|  |
| --- |
| **B9.1 On behalf of the School/Centre** |
| I confirm that the resources required for this course are available, or where this is not the case that they have been included in the School / Centre Business Plan for approval by the Dean of Faculty and SMT. |
| **HEAD OF SCHOOL/CENTRE**  **Name and Signature: Date:** |

|  |
| --- |
| **B9.2 On behalf of International / UK Partnerships (only where collaborative provision is required)** |
| I confirm that the development is aligned with the University’s strategy for International / UK partnerships and I agree the proposal should proceed to approval. |
| **Director of International Partnerships and Development / Director of UK Partnerships and Apprenticeships Unit**  **Name and Signature: Date:** |

|  |
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| **B9.3 On behalf of Resources (only where additional expenditure/resources are required)** |
| This course involves expenditure/resources additional to those already provided within budget. I confirm that these resources have been agreed through the Business Planning Process. |
| **Director of Finance**  **Name and Signature: Date:** |

**B10 Signature required prior to submission to the Quality and Standards Office for the Standing Approval Panel (or equivalent approval body)**

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| --- |
| **B10.1 On behalf of the Faculty (to be signed by the Dean of Faculty following consideration at the Faculty Portfolio Planning Executive)** |
| Delete as appropriate:  Either  I confirm that this development is within the scope of the Faculty Business Plan and that expenditure will be met from the Faculty budget. I agree that the course should proceed to approval.  Or  I confirm that this course proposal features expenditure or resources that are additional to the Faculty Business Plan and Faculty Budget. An application for these resources has been made through the Business Planning Process for approval by SMT. |
| **DEAN OF FACULTY**  **Name and Signature: Date:** |

**Once this form is completed and approved by the FPPE, the form will be circulated by the FPPE Secretary to the following:**

Director of Registry Services

Interim Deputy Director of Registry Services

Assistant Director of Registry Services (Student Administration)

Assistant Director (SITS Lifecycle)

Assistant Director (Admissions)

Quality Manager

Quality Officers

Quality Administrator

Director of Library and Learning Resources

Learning and Research Librarian for the relevant faculty

Learning Developer for the relevant faculty

Manager of i-Zone and Student Information

Dean of Faculty for the relevant faculty

Faculty Registrar for the relevant faculty

Faculty Director of Quality for the relevant faculty

Faculty Director of Learning and Teaching for the relevant faculty

Faculty Manager/s Administration and Operations for the relevant faculty

Head of School for the relevant faculty

Head of Partnership Administration and Campus Hubs

Planning Office (via [planning@canterbury.ac.uk](mailto:planning@canterbury.ac.uk)),

International Partnerships and Development (via [international@canterbury.ac.uk](mailto:international@canterbury.ac.uk)),

UK Partnerships and Apprenticeships Unit (via [UKPAU@canterbury.ac.uk](mailto:ukpartnerships@canterbury.ac.uk)),

IT (via [it-service@canterbury.ac.uk](mailto:it-service@canterbury.ac.uk))

Marketing (via [marcomms@cantebrury.ac.uk](mailto:marcomms@cantebrury.ac.uk))

Student Record Systems set-up (SITS) [sits-curriculum@canterbury.ac.uk](mailto:sits-curriculum@canterbury.ac.uk)

Admissions [applicantservices@canterbury.ac.uk](mailto:applicantservices@canterbury.ac.uk)

Registry [student.records@canterbury.ac.uk](mailto:student.records@canterbury.ac.uk)

Partnership Registry (collaborative proposals) [partnership.registry@canterbury.ac.uk](mailto:partnership.registry@canterbury.ac.uk)