**Background document for**

**validation submissions**

*(This template should be completed electronically; boxes will expand as you type)*

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| Programme Title: |  |
| Teaching Institution: |  |
| Site(s) where the programme is to be delivered |  | Proposed start date |  |

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| 1. Background to the proposal and rationale of the programme (and of its pathways as applicable). |
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| 2. Details of market research and evidence of demand for the programme |
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| 3. Where there are employer links, please provide details of employer consultation in the development of the proposal |
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| 4. Admission criteria and recruitment strategy and projections |
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| 5. Details of relevant professional accreditation or recognition (as, for example, for programmes in Nursing, Engineering, or Teaching), and currency of the curriculum in light of developments in professional practice. |
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| 6. Evaluation of the currency of the curriculum in light of:* developments in the subject area
* development of QAA subject benchmarks
* developments in professional practice
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| 7. Summary of the outcomes of the internal audit of physical resources to support the programme, including an account on how the financial resources are being secured:* library resources
* multimedia resources
* workshop space, laboratories and other specialist accommodation, as applicable.
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| 8. Staff List |
| Staff Name | Brief description of role (e.g. programme leader, module tutor) | FT/PT? |
| [Name of staff] | [area(s) of expertise/any particular responsibilities] |  |
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| Total FTE (full-time equivalent) = | [SUM] |

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| 9. Where use will be made of external associate lectures of visiting speakers, please indicate the extent of their contribution. |
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| 10. Details of how the research/professional activity of staff informs the curriculum *(Brief CVs of teaching staff must be attached)* |
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| 11. If the proposed programme is replacing an existing programme, include details of consultations with registered students over the change. |
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| 12. Details of any proposals for dual accreditation or recognition. |
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| 13. Details of the proposed programme management arrangements, including the composition and terms of reference of a programme committee or equivalent. |
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| 14. Arrangements for student guidance, support and advice systems, including those related to work placements and study period abroad where applicable.  |
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| 15. Where applicable, reference to any subject reviews undertaken by the QAA- or equivalent in other countries – and by professional, statutory and regulatory body in the last 5 years. |
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| 16. Opportunities for personal development planning within the proposal. |
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| 17. An account of how the proposal has been collectively produced and agreed and the extent to which it has been subject to consultation across the institution. |
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18. Appendices

 The following must be appended to the submission:

1. CVs of all teaching staff, including areas of research and scholarship, and indication of their commitment to other programmes.

2. Underpinning Subject Benchmark statement(s)

3. Report on the internal audit of physical learning resources

4. Membership and terms of reference of board of examiners, covering, where applicable, all tiered boards of examiners