**VALIDATION RECOMMENDATION TRACKER**

*for new programme proposals and major restructuring of existing programmes*

The Tracker should be updated by the lead for programme development after each stage of the validation process. For programmes undergoing revalidation, normally only Stages 4-6 need to be completed, and the remaining stages can be deleted from the Tracker.

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| **Qualification and programme title** |  |
| **Intended launch date** |  |
| **Date of Last Update to Tracker** |  |

Stage 1: Engagement with the Curriculum Advisory Group (CAG)

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| **Meeting date:** | |  | |
| **No** | **Recommendation** | | **Response** |
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Please add/delete rows as necessary.

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| Following completion of Stage 1, the Tracker should be submitted to ESSC for information, as part of Stage 2. The Tracker does not normally need to be returned to CAG. |

Stage 2: Strategic approval at the Education and Student Strategy Committee (ESSC)

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| **Meeting date:** | |  | |
| **No** | **Condition** | | **Response** |
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| **No** | **Recommendation** | **Response** |
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| If conditions have been set by ESSC at Stage 2, the Tracker should be resubmitted to ESSC and the response must be signed-off before the proposed programme proceeds to the next stage.  If there are no outstanding conditions, the proposed programme should proceed to the next stage and the Tracker should be updated and provided to QAEC for information. |

Stage 3: Initial academic approval at the Quality Assurance and Enhancement Committee (QAEC)

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| **Meeting date:** | |  | |
| **No** | **Condition** | | **Response** |
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| **No** | **Recommendation** | **Response** |
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| If conditions have been set by QAEC at Stage 3, the Tracker should be resubmitted to QAEC and the response must be signed-off before the proposed programme proceeds to the next stage.  If there are no outstanding conditions, the proposed programme should proceed to the next stage and the Tracker should be updated and provided to ESSC for information. |

Stage 4: Business case development (approved by ESSC)

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| **Meeting date:** | |  | |
| **No** | **Condition** | | **Response** |
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| **No** | **Recommendation** | **Response** |
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| If conditions have been set by ESSC at Stage 4, the Tracker should be resubmitted to ESSC and the response must be signed-off before the proposed programme proceeds to the next stage.  If there are no outstanding conditions, the proposed programme should proceed to the next stage and the Tracker should be updated and provided to the QAEC Scrutiny Panel for information. |

Stage 5: Scrutiny of draft validation documents (by QAEC sub-group)

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| **Meeting date:** | |  | |
| **No** | **Recommendation** | | **Response** |
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| Following completion of Stage 5, The Tracker should be submitted to the Validation Panel and should be accompanied by the notes of the QAEC Scrutiny. |

Stage 6: Validation (through a Panel-based event)

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| **Meeting date:** | |  | |
| **No** | **Condition** | | **Response** |
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| **No** | **Recommendation** | **Response** |
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| Following completion of Stage 6, the Tracker should be submitted to the Validation Panel Chair and should be accompanied by amended versions of the Validation Documentation. |