******Resource and Delivery Document**

For new programme proposals and major restructuring of existing programmes.

This template forms part of the core documentation for the Panel of a (re)validation event and supports them in ensuring that:

* The arrangements for the recruitment, selection and admission of students are fair, clear and explicit,
* The necessary resources are available to support the programme,
* Arrangements are in place for evaluating the quality of the programme. These arrangements allow students to comment on their experience as learners and understand how their feedback will be used to enhance the programme.

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| **Programme title** |  |
| **Date of (re)validation event** |  |

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| **Recruitment, selection and admissions** |
| Briefly explain what student groups are being targeted and what evidence exists of demand for the programme.Describe how you intend to select and determine the eligibility of prospective students. This section should provide information about:* Whether students are required to complete an interview or test prior to joining the programme and how these tests would be consistently administered.
* Where responsibility lies for making admission decisions.
* How you adapt your processes to cater for different types of student (for example, international students and mature students) and different courses with varying modes of delivery.
* The extent to which the recognition of prior certificated and/or experiential learning will be employed, including how students would be informed of and supported through the process and how the prior learning is accurately mapped against the programme.

(150 – 250 words) |
| **Work-based and practice learning** |
| If applicable to the programme, describe arrangements for providing work-based and practice learning and how processes for quality assuring practice placements. This should include information about:* Regular and effective collaboration between the education provider and practice education providers.
* How you maintain contact with the student in the workplace and how you ensure that the student is fully supported in accordance with your agreement with the employer.
* How you ensure that students and employers understand their own, and others’, roles and responsibilities for the different aspects of the work-based learning and assessment that is required.
* Procedures for visiting the student in the workplace and how is this communicated to the student and the employer.
* Measures in place for the student, the employer or the education organisation to raise complaints or concerns and how these are communicated.
* Measures in place for seeking feedback on work-based learning and how employers and other stakeholders are included in the feedback that is collected.
* How you ensure that work-based learning is inclusive (ensuring that reasonable adjustments are made for those with disabilities).

(150 – 350 words) |
| **Research projects and supervision** |
| If applicable to the programme, this section should provide information about:* How appropriate matches between students and supervisors with a relevant area of expertise will be made.
* How projects will be allocated, including whether projects are shared with other programmes.
* Mechanisms in place to monitor and review the supervisory support system, including opportunities for supervisors to report concerns and to provide feedback.
* Opportunities for students to report concerns about their supervisor.

(150 – 250 words) |
| **Programme management arrangements** |
| This section should include information about:* Where accountability for the programme rests.
* The key roles of the course management team members.
* The reporting line of the committees relevant to the programme management, including course committees and monitoring committees.

(150 – 250 words) |
| **Quality assurance**  |
| This section should encompass SGUL mandatory quality assurance mechanisms as outlined in section H of the [Quality Manual](https://www.sgul.ac.uk/about/our-professional-services/quality-and-partnerships-directorate/quality-assurance-at-st-georges/quality-manual) (student engagement), as well as measures specific to the programme.(150 – 300 words) |
| **Resources** |
| Describe the human and physical resources that will be in place to ensure a high-quality academic experience for students. This section should provide assurance that:* The person holding overall professional responsibility for the programme is appropriately qualified and experienced.
* There will be an adequate number of appropriately qualified and experienced staff in place to deliver an effective programme. This should include academic staff and administrative and technical support.
* Subject areas will be delivered by educators with relevant specialist knowledge and expertise.
* An effective programme will be in place to ensure the continuing professional and academic development of educators, appropriate to their role in the programme.
* The facilities, learning resources and student support services needed to deliver a high quality academic experience are in place. This may include resources specific to the programme.
* The maximum and minimum number of students to run the programme/module have been considered.
* Opportunities to coordinate the programme with other activities and programmes within SGUL have been explored.
* For an online programme assurance must be provided of the relevance, life expectancy, security and reliability of the learning platform and software applications. Issues with regards to copyright or the licensing of materials to go online (and these may vary depending on the country from which the materials are being accessed) would need to be considered and there should be contingency plans in place in case issues arise with the learning platform.

(150 – 450 words) |