



Core Approval Document (CAD) table of contents

The CAD is the key document for a standalone Delivery Approval event or a Programme Validation event and accompanies a Partner Approval. The CAD should be completed by the partner in liaison with the faculty and in consultation with the EP/GPU Account Manager and the Servicing Officer, where appropriate. The sections below can be used as section headings in a table of contents for the CAD.

Note the priority documents in the list below which are ["Guide to Managing Collaborative Provision"](#). Section 1 expands on some of the headings below.

| A) Programme information and rationale | Faculty owned (franchise) | Faculty owned (non-franchise) | Validation Service |
|--|---------------------------|-------------------------------|--------------------|
| | 9 | 9 | 9 |
| Overview of modules forming the award | 9 | 9 | 9 |
| Rationale for programme, including <ul style="list-style-type: none"> x 3 year cohort projections x target market and evidence of market demand x internationalisation of the curriculum and x external consultation including employers and potential students. Any endorsement should also be added to the CAD as Appendices. x A statement identifying action to be taken should projected numbers not be reached | 9 | 9 | 9 |
| Strategic context and fit with DMU: <p>Teaching, learning and assessment strategy or statement of approach (incl. reference to Universal Design for Learning and DMU's framework that underpins teaching, learning and assessment) and how these principles will be implemented in the proposed delivery. Further references include the Empowering University strategy and the DMU Assessment and Feedback Policy</p> | 9 | 9 | 9 |
| Programme team listing | 9 | 9 | 9 |
| Programme structure to include course and module templates, indicating which are new/existing (to be signposted or included as verbatim in the programme/student handbook). See Module specification (module template) and guidance and Programme specification (course template) and guidance in the DAQ webpage under Programme approval and management for more information. <p>When completing this section, consider the following:</p> <ul style="list-style-type: none"> x Does the module content justify the title of the award? x Does the content allow students to sufficiently meet the desired learning outcomes? x Are the assessments commensurate to the level of award offered? | 9 | 9 | 9 |

| C) Programme management | Faculty owned (franchise) | Faculty owned (non-franchise) | Validation Service |
|---|---------------------------|-------------------------------|--------------------|
| Arrangements for programme management. partner institution arrangements for self-evaluation, review and monitoring, programme management board meetings schedule and alignment with DMU faculty's governance structure | 9 | 9 | 9 |
| Arrangements for programme marketing, recruitment, selection and admissions. Special attention should be given to the Competition and Markets Authority CMA) advice to Higher Education accuracy of public information and the strategies that the partner has agreed with DMU to ensure compliance. See Section 1 in the Guide to Managing Collaborative Provision | 9 | 9 | 9 |
| Roles and responsibilities of senior staff/programme team | 9 | 9 | 9 |
| Student guidance/welfare & academic support – including <ul style="list-style-type: none"> x Comment on the Personal Tutor role x Support for non-standard entrants and students with learning disabilities/differences x Wider support services and pastoral provision | 9 | 9 | 9 |
| Arrangements for capturing the Student Voice (student feedback & representation) | 9 | 9 | 9 |
| QA mechanisms, including <ul style="list-style-type: none"> external examiner arrangements (particularly if the subject is niche/potential examiners likely to be in short supply) | 9 | 9 | 9 |
| steps in identifying suitable External Subject Advisers (ESAs) (applicable for Validation Service provision only) | x | x | 9 |



