**Pro forma for new Continued Professional Development (CPD)**

*This pro forma is designed for all new continued professional development (CPD) modules, courses, programmes, events and activities aimed at industry and wider partners (not existing staff or students).*

*In addition:*

* *For credit-bearing activities, you should also refer to the usual student education process – this pro forma is an additional step required when modules or programmes are to be offered externally as CPD:* [*http://ses.leeds.ac.uk/info/21010/programme\_and\_module\_approval/593/taught\_module\_approval*](http://ses.leeds.ac.uk/info/21010/programme_and_module_approval/593/taught_module_approval)
* *If considering online or blended learning please consult with the Digital Education Service or your Faculty Digital Education Academic Lead:* [*https://digitaleducation.leeds.ac.uk/our-work-with/academics*](https://digitaleducation.leeds.ac.uk/our-work-with/academics)*.*
* *There are additional considerations for distance learning provision during both programme approval and ongoing review stages:* [*http://ses.leeds.ac.uk/info/22170/quality\_assurance-related\_policies/640/distance\_learning\_taught\_students*](http://ses.leeds.ac.uk/info/22170/quality_assurance-related_policies/640/distance_learning_taught_students)*.*

*Once this pro forma is completed and signed, please forward a copy to* [*professionaldevelopment@leeds.ac.uk*](mailto:professionaldevelopment@leeds.ac.uk) *to ensure the item is:*

* *Considered at the next CPD Approval Group meeting (or by circulation if urgent)*
* *Accurately recorded for the annual returns (subject to approval).*

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| **Course Details** | | |
| Academic Lead / Subject Expert | | Full name and email address |
| Faculty | |  |
| School | |  |
| Is the course linked to a particular research centre or service? | |  |
| Is the course based upon research from the University of Leeds? | | Yes/No  If yes could this be used as a REF impact case study? |
| Proposed Course Title | |  |
| Is the course credit-bearing? | | If yes, the usual student education process must be followed in addition to completion of this pro forma. |
| Length and mode of delivery | | E.g. 10 weeks part time, at 2 hours a week, face to face/blended/online |
| Who is the primary audience for the course? | | E.g. public sector/private sector/specified other |
| Is the course Open or Closed? | | “Open” means individuals can apply to the course. “Closed” means the course is intended for a group of delegates such as employees from a specific company. |
| Proposed Course Type  *(If bespoke/closed give name and contact details of buyer and confirm any contracts related to the course have been approved by the contracts office)* | | E.g. workshop/short course/bespoke/specified other |
| Partnership provision  (*Please ensure you have followed the University collaborative provision process:* [*http://ses.leeds.ac.uk/collaborativeapproval*](http://ses.leeds.ac.uk/collaborativeapproval)*)* | | Is the course to be delivered in partnership with any other institution or organisation? If so, please give full details which may be continued in the rationale section.  If delivered by external partners/consultants are contracts/MOU in place? |
| Entry requirements/prerequisites | |  |
| What are the minimum delegate numbers for a viable course? | |  |
| What are the maximum delegate numbers? | |  |
| What are the projected delegate numbers (first intake)? | |  |
| What are the projected delegate numbers (steady state)? | |  |
| Is this an existing module on a Leeds programme of study? | | Yes / No |
| If yes, list all programmes that the module is included on and whether it is core or elective | | E.g. MSc in Civil Engineering (option)  MSc in Engineering (compulsory) |
| **Course Outline** | | |
| Please give a brief outline of the course and include details of assessment, if any, and professional accreditation. | | |
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| How will learner experience be collected and implemented? | | |
| For example, how will you obtain feedback from programme participants and how will this be acted upon? | | |
| Does the course give rise to any ethical issues, which might warrant wider consideration within the University? | | |
| E.g. will the course receive sponsorship from an organisation that is involved in activities that might give rise to ethical concerns (e.g. tobacco/arms) | | |
| **Rationale** | | |
| Please describe the rationale for the introduction of the course: | | |
| For example:   * Is there high demand for the topic in the market? * Is there a potential for creating new/additional revenue? * Are there potential opportunity for collaborations (e.g. with an existing educational or research collaborator)? * Has the course been developed in response to external prompting e.g. from professional bodies or organisations? | | |
| Please explain how the course supports the objectives of the current University and Faculty strategy. | | |
| For example: how does the course build on the strength of Leeds core academic disciplines? | | |
| **Market Demand** *(seek advice from the Market Research and Insight Manager)* | | |
| Please provide details of the market demand (UK and Internationally). | | |
|  | | |
| Please provide details of any competitor courses (UK and Internationally) and say how the proposed course will distinguish itself from these | | |
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| What will attract delegates to this course? | | |
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| Marketing approach | | |
| Please discuss with the Market Research and Insight Manager.  Please provide a link to (or copy of) any existing marketing materials (if applicable). | | |
| CPD Certification | | |
| Are you interested in seeking accreditation from the CPD Certification Service for the course? Yes / No  <https://cpduk.co.uk/>  The CPD Certification Service is an independent CPD accreditation institution, operating across industry sectors to compliment the CPD policies of professional institutes and academic bodies. The University is member of the service and can submit a number of CPD accreditations per year. This would require completion of a submission form alongside a sample of materials for the course. A Delegate Certificate Service (DCS) is available for successfully certified activities, alternatively a certificate template or logo can be included on your certificate. | | |
| **Resources** | | |
| Please describe the resource requirements for establishing and maintaining the course. Please also cover any collaborative arrangements in your response. | | |
| Space | Including lecture rooms, laboratories, seminar rooms, student study areas, administrative offices, etc. Also consider any overnight accommodation requirements, which may include signposting to local hotels. | |
| Human Resources | Including academic/teaching and administrative time involved in managing and delivery of the course. If applicable include time spent on supervising student projects and/or setting and marking assessment. -Please indicate whether staff are internal or external. | |
| IT and Equipment | Where applicable include details of E-learning resources, access to Minerva, hardware, software, access to specialist machinery, laboratory and workshop equipment, consumables, etc. | |
| Economies of scale | E.g.: Are there any existing teaching materials that can be reused in the new course for example: book, slides, image collections, videos, e-learning material?  Alternatively can the course (or elements of the course) used to contribute towards credit bearing programmes? | |
| Intellectual Property and Copyright | How will you protect your intellectual property?  Do you have copyright for the material you intend to use or can you request this? | |
| **Finance** *(seek advice from your Faculty Finance Manager)* | | |
| Please detail full financial viability and considerations for the course. Ensure you include the cost and price of the course and plans for cost recovery. | | |
| Please provide a full financial summary in the CPD costings template (excel document) with any commentary to be detailed here.  For the current version of the costings template please contact: [*professionaldevelopment@leeds.ac.uk*](mailto:professionaldevelopment@leeds.ac.uk) | | |
| **Confirmation** | | |
| Please seek approval from colleagues listed below: | | |
| Head of School | Name, sign and date. (Agreeing strategic fit) | |
| Pro-Dean  Student Education/Research and Innovation | Name, sign and date. (Agreement on portfolio/research fit) | |
| Market Research and Insight Manager | Name, sign and date. (Agreement that market research is complete and marketing plan in place) | |
| Faculty Finance Manager | Name, sign and date. (Agreement of financial summary) | |
| Faculty Education Service Manager | Name, sign and date. (Agreement of operational delivery) | |
| **Equality and Inclusion** [***https://equality.leeds.ac.uk/equality-inclusion-framework/***](https://equality.leeds.ac.uk/equality-inclusion-framework/) | Course proposer to confirm that delivery of the course will comply with the University’s Equality and Inclusion Framework.  Yes / No | |
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