|  |  |  |
| --- | --- | --- |
| **NEW COURSE PROPOSAL FORM** | |  |
| General Information | | |
| Title of Proposed Course |  | |
| Proposer |  | |
| Date |  | |

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| --- |
| **Consultation/Research** |
| Who has been consulted? |
|  |
| What is the competition? |
|  |
| What is the course? |
|  |
| What type of employment? |
|  |
| What is the target market? |
|  |
| What evidence is there of demand? |
|  |

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| **Strategic Objectives** |
| How does the new course fit into the strategic plan? |
|  |

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| **Resource Implications** |
| Accommodation |
|  |
| Capital Equipment |
|  |
| Staffing |
|  |
| Consumables |
|  |

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| --- | --- |
| **Approval** | |
| SMT | *Date* |
| Academic Board | *Date* |

**Reporting: Please see Sections A & B below to be completed by the Course Leader/Proposer.**

|  |  |
| --- | --- |
| **Reporting: Section A** | |
| Course Name |  |
| Qualification Name |  |
| Qualification Number (PMI to complete) |  |
| Awarding Body |  |
| Guided Learning Hours |  |

|  |  |
| --- | --- |
| **Reporting: Section B** | |
| Duration of Course | |
| Start Date |  |
| End Date |  |
| No of Years |  |
| No of Weeks Per Year |  |
| Total Hours Per Week |  |

|  |  |  |
| --- | --- | --- |
| **Section C (PMI Use Only)** | | |
| Course Reference No. |  | |
| Data Set Up By |  | *Date* |

|  |  |
| --- | --- |
| **Section D** | |
| Copies To | Date Sent |
| Admissions |  |
| Examinations |  |
| Finance |  |
| Marketing |  |
| Human Resources |  |
| Reception |  |
| Student Advice |  |
| Student Administration |  |