

Appendix 11a: The role of the Academic Coordinator (SELE) during programme design, development and approval.

1. To provide expert advice and leadership from within the proposing School/Centre about University requirements for programme or apprenticeship design, development and approval.
2. To ensure that you have a detailed knowledge and understanding of the University's process for [Programme Design, Development and Approval](#) and to have participated in an updating session for the current year, with the Standards and Enhancement Office.
3. In conjunction with the programme/ apprenticeship proposer to nominate an External Advisor using the nomination form, advertisement and/or the list of Approved External Advisors
4. To attend the Virtual Planning Meeting.
5. To ensure that you and the programme/ apprenticeship proposer have a detailed knowledge and understanding of the content of the Appendices 13a A Best Practice Guide to Curriculum Design and 13b Programme Design and Development.
6. In conjunction with the programme/ apprenticeship proposer, to design and develop the Proposal following guidance and consulting the SEO Advisor as required (see Appendix 2 for contact details).
7. To ensure that the proposing team consult stakeholders (employers/ students) and use their views in the design and development of the proposal.
8. To ensure that the proposal is fully documented in the Proposal Development Record (PDR) ready for consideration by the External Advisor at a time to be agreed at the Virtual Planning Meeting.
9. To ensure that the programme/ apprenticeship proposer and team consider and respond, as required, to the comments within the Consultation Report from the External Advisor. To include finalizing the documentation and completing the PDR.
10. To ensure that the final version of all documents about the proposal are complete, and ready in the PDR for consideration by the SEO Officer's Curriculum Design and Specification Scrutiny.
11. In conjunction with the programme/ apprenticeship proposer to respond in a timely manner to comments/ requests from the SEO Officer to amend/finalise the documentation.
12. To complete a Consultation Report on the development of the proposal and to formally sign-off the PDR as ready for a University Standing Panel or a Programme Approval Panel, as relevant.
13. To be available to participate in the meeting(s) of the University Standing Panel or Programme Approval Panel, as relevant.
14. In conjunction with the programme/ apprenticeship proposer to respond in a timely manner to any conditions and recommendations from the Panel.