

**Course Development and Approval: Course Sponsor Check List  
(NTU course development and approvals, 2020)**

<p><b>Initial idea and development</b> <i>For collaborative consult C&amp;P; for apprenticeships also consult Apprenticeship Team</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss initial proposal with course team, Head of Department and School Standards and Quality Manager (and Degree Apprenticeship Manager if appropriate)</li> <li><input type="checkbox"/> Seek course team approval of draft approval (where possible / timing allows this should be done through the Course Committee)</li> <li><input type="checkbox"/> If supported, consult the correct Business Evaluation process</li> <li><input type="checkbox"/> If change to existing course, also complete Course Change form and follow process</li> <li><input type="checkbox"/> Update School Standards and Quality Manager</li> </ul>
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<p><b>Business Evaluation (business sign-off)</b> <i>For collaborative consult C&amp;P; for apprenticeships also consult Apprenticeship Team</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> For NTU courses, complete outline business case and then full business case (as per guidance)</li> <li><input type="checkbox"/> For non-school based collaborative courses consult the Collaborations &amp; Partnerships Team (C&amp;P) in CADQ in the first instance and follow the appropriate processes</li> <li><input type="checkbox"/> To support OBC and FBC – liaise with key stakeholders e.g. Marketing, Finance, School Administration (see OBC and FBC for full details)</li> <li><input type="checkbox"/> Update School Standards and Quality Manager</li> </ul>
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<p><b>Course Development</b> <i>For collaborative consult C&amp;P; for apprenticeships also consult Apprenticeship Team</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Lead the development of the new or revised course</li> <li><input type="checkbox"/> Present course development ideas to the course team and/or Course Committee; work with course team on course development</li> <li><input type="checkbox"/> Liaise with the School Standards and Quality Manager</li> <li><input type="checkbox"/> For NTU courses, contact CADQ School Liaison Officer – have initial discussion about proposal; for collaborative liaise with C&amp;P Team</li> <li><input type="checkbox"/> Gather stakeholder feedback (e.g. external examiner, students etc.)</li> <li><input type="checkbox"/> Identify any course development support needs (e.g. learning and teaching, on-line delivery, apprenticeships, etc.)</li> <li><input type="checkbox"/> Prepare for and participate in a Scoping meeting with the CADQ School Liaison Officer and School Standards and Quality Manager</li> <li><input type="checkbox"/> Agree draft development timeline with CADQ School Liaison Officer</li> </ul>
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<p><b>Course Approval</b> <i>(note: bespoke arrangements for apprenticeship documentation and approval)</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Liaise with CADQ DAG Officer to finalise approval arrangements (CADQ DAG Officer allocated after Business Evaluation completed)</li> <li><input type="checkbox"/> Prepare for Consultative meeting (organised by CADQ DAG Officer)</li> <li><input type="checkbox"/> Identify and make initial contact with a suitable external specialist, inviting them to take part as an external panel member. Pass details to CADQ DAG Officer to confirm requirements and arrangements</li> <li><input type="checkbox"/> Co-ordinate the course development at course and school level</li> <li><input type="checkbox"/> Co-ordinate preparation of DAG documentation on behalf of the course team</li> <li><input type="checkbox"/> Liaise with CADQ DAG Officer and submit the paperwork for one iteration (as appropriate)</li> <li><input type="checkbox"/> Respond to SASQC requests for updates on progress with course approval</li> <li><input type="checkbox"/> Liaise with CADQ DAG Officer on run-up to Scrutiny DAG</li> <li><input type="checkbox"/> Share final course documentation electronically with the panel and CADQ on the date agreed</li> <li><input type="checkbox"/> Participate in the Scrutiny DAG and ensure that the course team is also appropriately briefed and represented</li> </ul>
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<p><b>Post-approval and course set-up</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Feedback the outcome of the Scrutiny DAG to the course team and key stakeholders in the school (as appropriate)</li> <li><input type="checkbox"/> Receive a copy of the confirmed DAG Scrutiny report from CADQ 2 working weeks after the DAG Scrutiny event</li> <li><input type="checkbox"/> Respond to any conditions (by the date stated) including a supporting document outlining the changes made</li> <li><input type="checkbox"/> Respond to all Standard Requirements (by the date stated)</li> <li><input type="checkbox"/> Coordinate with SASQC Chair / School Standards and Quality Manager to provide an update to SASQC on progress with any recommendations</li> </ul>