



## WC25 - Programme Approval Form

College Policy	
<b>Status</b>	Draft,
<b>Document Reference No</b>	WC25
<b>Document Title</b>	Programme Approval Form
<b>Version</b>	Version 1
<b>Last Updated</b>	27 <sup>th</sup> December 2025

Information Classification: Private

Status: Draft

## Contents

### Contents

<b>Introduction</b> .....	3
<b>Section A - Initial Proposal</b> .....	3
<b>SECTION B - Full Approval</b> .....	5
<b>Policy Review</b> .....	5
<b>Version History</b> .....	5

## Introduction

This section should provide a concise summary of the proposed pathway's main features to support a strategic decision regarding further development.

The College Proposer (Principal or Pathway Leader) will complete Section A to include a complete Discounted Cash Flow (DCF) model for internal and Westerfield College review. The college proposer (academic lead within the school) will complete Section B.

### Section A - Initial Proposal

To be completed by the College Proposer

College Proposer	Name	
	Position	
	Email	
Department/School		
Pathway		
Programme Title		

<p><b>Business Case inclusive of:</b></p> <ul style="list-style-type: none"> <li>• Executive Summary</li> <li>• Synopsis of Proposal</li> <li>• Rationale</li> <li>• Context against Current Provision</li> <li>• Competitor Analysis</li> <li>• Market Analysis</li> <li>• Curriculum Model</li> <li>• Initial College Intake Date</li> <li>• Initial FTEs of the Cohort</li> <li>• Projected Annual Progression Student Heads to University</li> <li>• Progression Rate for College stages</li> <li>• Course Fees per Student</li> <li>• Associated Costs to the Student</li> <li>• Additional College Resource Commitment</li> <li>• Cohort/s</li> <li>• Major Cohorts by Nationality</li> <li>• Proposed Working Party Members (inclusive of College Proposer )</li> <li>• Associated Publications and Reports to Support the Course/Stage/Pathway for Public Domain, e.g., Brochure, Flyers, Dual Brochure, etc.</li> </ul>	
<p><b>Summary of Recommendations</b></p>	

The relevant Proposer must refer the decision to the subsequent sessions of the following:

Academic Board	Date	Session	
----------------	------	---------	--

Information Classification: Private  
Status: Draft

## SECTION B - Full Approval

This Full Approval section may be completed where scrutiny and consensus on the fitness for the purpose of the curriculum of new pathways, has been agreed upon by the Academic Board following satisfaction completion of the recommendation.

Full approval by a Scrutiny Panel will include Programme Specification/s, required Definitive Module Documents, Pathway Operations Document and where applicable Student Handbook/Guide,

Completion of this Form indicates that 'full formal approval' has been granted to the pathway and programme curriculum.

College Principal	
Name	
Signature	
Date	

## Policy Review

This policy will be reviewed every two years by the Academic Board unless there are internal or legislative changes necessitating an earlier review.

## Version History

No	Revised on	Version	Changes	Approved by	Date of Approval	Revised by

Information Classification: Private

Status: Draft