**Client Proposal for Commercial Provision associated with the Professional Practice Framework**

This proposal is for clients (e.g. employers, sector bodies, commercial training and development organisations) who deliver their in-house programme of study to their employees or clients and who wish to access validated modules within the Professional Practice Framework (PPF) for UWTSD assessment and credit. Distinguishing characteristics of this provision include:

* **Teaching**. Delivery of the learning experience will be undertaken by the client.
* **Enrolment and Registration**. The learners will be enrolled on the UWTSD Student Record System (SITS), allowing the learner to receive standard credits, a transcript of results and an award certificate, if relevant.
* **Programme or Module Learning Outcomes**. The client’s programme learning outcomes map to the learning outcomes of UWTSD modules and/or programmes and learners will be enrolled on these UWTSD programmes/modules.
* **Assessment**. Learners undertake assessment designed by UWTSD (linked to validated modules). UWTSD either conducts all marking or moderates the marking of the assessment.
* **Exam Board**. The standard PPF Exam Board considers the assessment (oversight by EE associated with the modules within the validated programme of study)

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| **OVERVIEW OF THE PROPOSAL**  |
| **Course Title** |  |
| **Total number of course credits**  |  |
| **CQFW level of client’s course** |  |

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| **CLIENT PROFILE**(to be completed by the client after consultation with the UWTSD adviser) |
| **Client name and address** |
| **A. Background information** |
| 1. Description of the applicant organisation, to include: date established; legal status (with supporting documentation); private or public sector; size; organisation and management structure. |
| 2. Summary of mission, values, and development plans  |
| **B. Academic background** |
| 1. Brief details of Client’s training/professional development activities, e.g. scale, scope, audience/target group(s) |
| 2. Client’s existing relationship with the University (if any) |
| 3. Summary of experience in delivering higher education programmes, and details of any UK universities or accrediting bodies with which the organization has had a partnership during the last 10 years  |
| 4. List of academic programmes offered over the past 3 years, with details of language of provision, student numbers and any partner institutions or accrediting bodies  |
| 5. Details (with supporting documentation) of any reports on the organisation by relevant government, statutory and accrediting bodies (or equivalent) in the past 3 years |
| **C. The proposal** |
| 1. Reasons for proposing accreditation, especially relationship to client business objectives
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| 1. Envisaged or actual start date
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| 1. Mode of delivery (e.g. seminar, presentation, workshop)
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| 1. Audience/target group (admission requirements, selection methods)
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| 1. Duration of activity (hours)
	1. Formal contact hours
	2. Estimated other relevant participant activity
	3. Total guided learning hours (a) + (b)
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| 1. Estimated learner numbers involved per cohort and number of cohorts
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| 1. Estimated frequency of delivery (e.g. once only, quarterly, etc.)
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| 1. Content: append a copy of the detailed course outline/syllabus; example of programme materials issued to participants; specify ownership of copyright to programme and course materials
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| 1. The proposed language of (i) delivery and (ii) assessment
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| 1. Detail if any learners are in the UK on an international (including EU) visa. Such applicants must:
* Submit a full UWTSD application 3 weeks prior to starting the course (but no need for personal statement).
* Meet admissions criteria as specified for the PPF.
* Provide evidence of a 6.0 English language score, as per the UWTSD English Language Policy.
* Provide copies of their passport and visa (to check it permits study). Where the visa has an expiry date due before the end of the programme, UWTSD will not sponsor the applicant.
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| 1. Client programme learning outcomes: identify what the participant who successfully completes the activity will know and be able to do (must align to the UWTSD learning outcomes)
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| 1. Assessment of outcomes
	1. detail method(s) used (e.g. oral, written, report, project)
	2. assessor(s)
	3. procedures to ensure assessment quality control (e.g. verification of assessment brief, first and second marking or moderation process, estimated sample size, etc.)
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| 1. Resources:
	1. Staffing – the number of training and support staff and their names, academic qualifications and employment status (i.e. whether they are full- or part-time); details of their teaching/training/assessing experience
	2. Facilities – classrooms/workshops/training venues and learning support materials and equipment available to support the proposed programme(s) of study
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| 1. Staff development and appraisal arrangements
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| 1. English/Welsh language proficiency of staff and students, if appropriate
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| 1. Any other information relevant to the proposal (Adviser to append Client’s publicity materials etc).
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**Declaration**

**I declare that all information provided in this application is correct and true to the best of my knowledge and belief**

**SIGNATURE OF CLIENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date:

Name (please print): Title:

Number of attached sheets: