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| Proposal for New CPD Offering (Non-ECTS) – CPD3 |
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| Section 1: This should be completed for **all new non-ECTS CPD offerings** and submitted for review and approval to the Host School/Department. This form is designed to capture considerations specific to all non-ECTS CPD offerings.. |
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| **1** | Title of CPD Offering  |   |
| **2** | Type of Activity and Mode: Workshop / Lecture / Seminar / Other (provide details). Specify Venue and blended/online |   |
| **3** | CPD Offering ObjectiveDetail of CPD offering / topics covered |   |
| **4** | RationaleDetail any insight you have into the need for the proposed offering. |   |
| **5** | Justification for the OfferingHow does the offering align with the School’s strategy on CPD? What is the marketing strategy for the offering including competitor analysis? | Dependent on type of offering (not required for smaller offerings) |
| **6** | Length of Activity:Days/weeks/hours as applicable |   |
| **7** | CPD Proposer (Academic) |   |
| **8** | CPD Co-ordinator (if different to proposer) |   |
| **9** | Anchored School/Department/Unit |   |
| **10** | If offering is interdisciplinary, please detail partnering School/Dept here | School/Dept: Contact: |
| **11** | Learner Fee |   |
| **12** | Inclusions as part of learner feeDetail anything that is included as part of course e.g. library access, refreshments etc. |   |   |
| **13** | Minimum/Maximum Attendees |   |
| **14** | Target Audience(s)Include primary and secondary audience(s)(as appropriate). |   |
| **15** | Professional AccreditationWhat (if any) professional body or bodies recognise the offering for their CPD requirements? Please include the name(s) of the professional body and CPD (or other) units/hours associated with the offering |   |
| **16** | Time Commitment (Hours)Include contact and self-directed time |  Contact Hours: Self-directed Learning (if applicable): |
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| Section 2: Facilities/Admin Detail - to be completed where applicable prior to submission to CCPD |
| **1** | Costs DetailConsider listing individual costs for: room hire, catering, external lecturer/speaker fees, travel costs, handouts | Non mandatory - to be confirmed school level |
| **2** | \*Include total projected costs here -> | Non mandatory - to be confirmed school level |
| **3** | Include Agresso Cost Centre Code:Code to be used for transfer of funds |  |
| **4** | Frequency of OfferingWill the CPD offering be once-off/offered on request/ every semester/once in an academic year etc. |   |
| **5** | Proposed Dates/TimePlease include details on the proposed timings of the event. |   |
| **6** | Facilities Used for Delivery |   |
| **7** | Marketing/Upload to CPD Website Y/N |   |
| **8** | Certification RequiredState whether Attendance/Completion and ensure wording for Certificate template attached as part of submission. If other, please provide details. |   |
| **9** | Offering Description for Upload to WebsiteEnsure appropriate detail completed for advertising on CPD website - high level overview of CPD Offering, not more than 150 words |   |
| **10** | Cancellation FeeDetail if any cancellation fee required on cancellation by student. |   |
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| **SIGNATURES** |
| By signing this form, you are indicating that any necessary initial consultations have occurred and that the offering has been reviewed and approved locally in the School. |
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| Head of Anchored School (or Nominee) |   | Date: |
| (Print Name & Signature) |
| School CPD Contact |   | Date: |
| (Print Name & Signature) |