HE05P TEC Partnership Awards at a New Site

This form is to be used when it is proposed to add a new delivery site to an existing TEC Partnership HE Award.

This form must be completed by the Head of Area/Head of Faculty of the proposing curriculum area and submitted to [HEQA@tecpartnership.ac.uk](mailto:HEQA@tecpartnership.ac.uk) at least 7 days before any booked site visit.

Completed forms must be submitted to HECQS for final approval.

If this process identifies amendments required to the existing programme validation documentation, then this form, once completed, must be submitted to the approvals panel.

Part A: Completed by the Programme Team.

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| Course Name  List all course names including named fallbacks from validation document. |  |
| Proposed Delivery Location  List all delivery locations. |  |
| Delivery Commencement Date |  |
| Funding  State whether SFE or Full Cost or Apprenticeship. |  |
| Existing Teaching Staff  Please attached all staff CVs to this form. |  |
| Proposed Teaching Staff  Please outline any gaps in the delivery team and how this will be filled. |  |
| Resources already available to deliver the programme.  Please list all resources that the new site already has to deliver. |  |
| Resources required to deliver the programme.  Please list all resources that need to be purchased, with proposed costs. |  |
| Review of programme validation documentation  List any contentious issues in the programme specification and the proposed amendments. |  |

Part B: Completed by the site visit team (HEQA).

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| Review of proposed site:  Taking account of physical resources, virtual resources and that the plans for resources are credible. |
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| Review of the existing proposed teaching staff:  Taking account of existing RTS and whether plans for staffing the programme are credible. |
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| Review of programme validation documentation: |
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| Recommendation of the site visit team |
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Please note, if validation amendments have been noted as required to add a site to the validation document, then the amendment process must also be completed before submitting to HECQS.

Part C: Approval by HECQS

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| Approval comments from HECQS/Chair of HECQS |  |
| Signature the Chair of HECQS |  |
| Print Name |  |
| Date |  |