**NEW OUTCENTRE QUESTIONNAIRE**

**APAG APPROVAL: include completed questionnaire with CA3 and programme costings**

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| Name and Address of Proposed Outcentre  |  |
| Type of Outcentre Arrangement Proposed * Use of rooms only
* Use of rooms plus:
	+ Library / IT resources / VLE
	+ Support for programme promotion / recruitment
	+ Support for programme delivery.
 |  |
| Confirm that any physical resources to be utilised in programme delivery have been inspected and are suitable for the number of users and anticipated mode of delivery. |  |
| Has the proposed outcentre appropriate insurance cover in place in the event of personal injury to University staff or students? |  |
| For UK based outcentres, does the premises meet the expectations of SENDO in terms of accessibility?  |  |
| Are you satisfied that the proposed outcentre is established on a sufficiently permanent and financially secure basis to maintain access to resources there for the duration of the proposed provision?  |  |
| If the outcentre can no longer be accessed for the purposes of programme delivery are acceptable alternatives available in the same location to enable students to complete their studies there? Would any of the alternative premises available represent a better option at this stage?  |  |
| If staff employed by the proposed outcentre are to be used to support programme delivery:* Identify in what capacity they are to be used:
	+ academic or pastoral support;
	+ teaching/ assessment of modules.
* Identify the extent of use (how many staff required);
* Confirm that all staff to be involved in teaching and assessment are suitably qualified and will have recognised teacher status confirmed before programme commencement.
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| Are there any reputational risks from association with the proposed out centre partner? |  |
| Will the standard outcentre agreement be signed with the partner? If not, specify the form of legal contract. |  |

I confirm that the Faculty supports this proposed outcentre development:

Signed Executive Dean

Date:

Quality Enhancement

July 2019