University of Suffolk

APPROVAL PROCESS FOR NON-CREDIT BEARING CPD COURSES

Step 1: Course Proposal Proposer / CPD Team	Step 2: Initial Approval Dean / Director	Step 3: Additional Requirements (if necessary) Validation & Exams / CPD Team	Step 4: Approval for Delivery CPD Team, Course Leader and Dean / Director	Step 5: Delivery and Evaluation CPD Team / Course Leader
 Rationale Demand Research Discussion with businesses Financial viability Resources Learning outcomes Delivery methods 	 Consider workload Potential income Fit with School strategy Approve marketing Highlight implications – PSRB / external partners 	 Liaise with Validation & Exams team re: PSRBs Contracts Complex SLA External partner implications Registration of learners for resources 	 Project code Course proposal Learning resources Costing (reviewed by Finance) Risk assessment(s) Terms and conditions Online shop Contract / SEO If course not approved – remove from website 	 Marketing Registrations Event management Evaluation Income contribution Withdrawn courses Documents uploaded to Course File Regular updates to POC and BEEG