**Appendix 10b**



**Course Development and Approval Process**

**Employer Adviser's Report Form**

**Name**…………………………………………………………………………………………..

**Post title ………………………………………………**

**Institution/Organisation**……………………………………………………………………

**University Programme/Course Title:**……………………………………………………

*Please provide a report on the course proposal using the following headings, identifying where necessary any matters that you consider require further consideration or discussion.*

1. Brief description of your involvement in activities undertaken in course development and approval process (e.g. meetings and documentation reviewed) and commentary on how the course team has responded/engaged with your advice.
2. Rationale and market for the proposed course.
3. Arrangements for work-based learning (including for example, aims and learning outcomes, time spent in work-place and activities required, student preparation and support, requirements for assessment and successful completion, arrangements for monitoring and recording progress).
4. Approach to developing student employability, including careers education, guidance and information.
5. Links with employers, including in support of students and work-based learning, and information and support provided by the course to employers/mentors etc. as relevant.
6. Currency, coherence and appropriateness of curriculum and modules in relation to aims of the course.
7. Extent to which the learning outcomes, assessment strategy and course content develop the skills needed in the sector.
8. Other – comment on other matters of relevance not included in the above.

*Please return this report to the Academic Quality Unit with your Expenses Claim form.*

**Signed………………………. Date……………………………**

*(if returning by email, please type name)*