**QF2a Post Co-design Record for Document Creation**

**Name of Award/Major ……………………………………………….**

**Person Responsible (usually Subject Lead/HOS/D) ………………………………………………**

**COMPLIANCE**

A co-design event has been held on [ insert DATE]. We can confirm that the event ensured that the new/revised provision: (please tick as appropriate)

Meets integrated curriculum requirements

Acknowledges and/or references subject benchmark statements (where available)

Acknowledges and/or references FHEQ level descriptors

Acknowledges and/or references PSRB requirements (if relevant)

Adheres to the principles of inclusive curriculum design

**CURRICULUM/ organisation/ innovation**

Essential Components of the Curriculum

|  |  |
| --- | --- |
|  | List agreed curriculum components |
| Level F |  |
| Level C |  |
| Level I |  |
| Level H |  |
| Level M |  |

Main organisational ideas from the day

|  |  |
| --- | --- |
|  | List agreed organisational ideas |
| Level F |  |
| Level C |  |
| Level I |  |
| Level H |  |
| Level M |  |

Main innovations from the day

|  |  |
| --- | --- |
|  | List main innovations |
| Level F |  |
| Level C |  |
| Level I |  |
| Level H |  |
| Level M |  |

**OUTSTANDING ISSUES (add further rows if necessary)**

|  |  |  |
| --- | --- | --- |
|  | Issue | Responsibility (when/by when) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |

**Agreed timeline (insert relevant dates as appropriate)**

|  |  |
| --- | --- |
| Action | Date |
| Completion of first draft of documentation and sign off by HOS/D (max 30 days after co-design event). Document should be sent to external reviewers at this time. |  |
| Comment to be received from External Reviewers (max 30 days after receipt of documents). |  |
| School/Department to make formal response to External comments. |  |
| Confirmation Meeting.Following this meeting any necessary amendments should be made and the final version should be recommended to Senate. |  |

Signed by

HOS/D (or their representative …………………………………………...

Co-design facilitator …………………………………………….