**PROPOSAL FORM FOR APPROVAL BY DP VPET OF A**

**NEW NON-ACCREDITED COURSE / NEW UNIT OF STUDY (Stage 1 of 2)**

**Refer also to Doc 013 : Design, Development, Approval of Programmes/Courses)**

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| **Section A : General Information (Tobe filled- in FULL by Course Porposer)** |
| Title of Course / Unit of study |  |
| Name of Institute / Centre hosting Course / Unit of study |  |
| Proposed by |  |

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| 1. Overall rationale and objectives of Course / Unit of Study |
| 2. Overall Learning Outcomes |
| 3. Minimum / suggested entry requirements (if applicable) |
| 4. Course structure – if applicable (List of units, mode of delivery (face to face, online, blended, practical, WBL etc). |
| 5. Internal and external stakeholder feedback (students/student. industry, employers, NGOs etc) (Note: It is understood that, in the case of courses/units of study being advertised by MG2I, the due diligence and market research has been conducted and is available on file at MG2I. It is therefore the prerogative of the DP approving the course/unit of study to decide on whether the information is also to be requested from MG2I). |
| 6. Details of external expertise (competences, qualifications) required to develop and deliver qualification. |
| 7. List of physical resources (and approximate cost) that need to be procured specifically for the teaching, learning and assessment of the units of this qualification.  |
| 8. Marketing by MCAST or MG2I |  | 9. Launch date of the Course / Unit of Study |  |

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| **Section B : Pre Approval by Proposer & Institute Director** |
| **Title** | **Signature** | **Date** | **Comments** |
| Proposer |  |  |  |
| Institute Director |  |  |  |

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| **SectionC : Pre Approval by Director Education & Training Programmes and Registrar** |
| **Title** | **Signature** | **Date** | **Comments** |
| Director E&T |  |  |  |
| Registrar |  |  |  |

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| **Section D : Approval by DP VPET** |
| **DP VPET Decision** *(Please tick, ‘X’ where applicable)* |
| Approved, proceed to full development (Stage 2 of 2) |  | Rejected. No further action required. |  | Requires Further Information. |  |
| **Comments / Conditions** |
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| **Note to DP VPET : If approved, Course / Unit of Study will proceed to full development (Stage 2 of 2, Doc 013 refers).** |

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| **Approval Signatures** |
| **Deputy Principal VET** | **Date** |
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| **Note :** Original of signed Form to be scanned and sent by email to (a) Registrar, (b) Director Quality Assurance, (c) Director Curriculum, (d) Institute Director, (e) Course proposer and (e) MG2I GM (if applicable). Original of signed Form to be retained by DP VPET. | **Page \_\_ of \_\_** |