
To	Te Komiti Mātauranga Academic Committee	From	David Glover
Title	Programme development commercial approval process	Date	5/11/20

Recommendation

That the Committee notes

- The attached approval process (see flowchart 1.0)
- The Approval in Principle Memo template, and the Programme Development template

Background

The Portfolio Leadership Group was established to identify new revenue-generating opportunities and facilitate faster, more effective programme development.

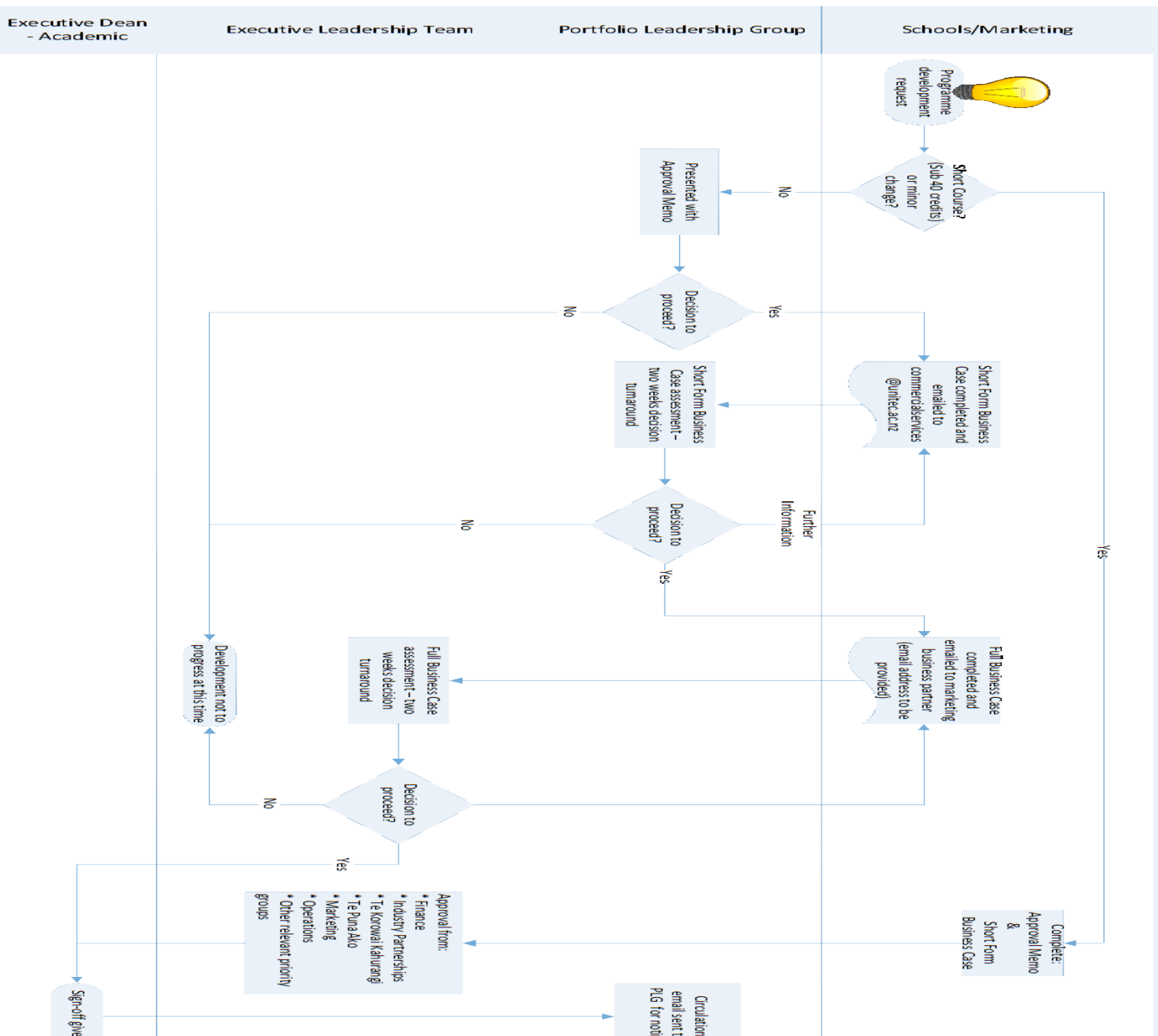
The process and templates have been trialed and refined over the last few months and are now finalised.

For Approval

Business Case Approval - Investment Decision Process

23/04/2020

This process is to be used for any request that would impact on Unitec's resources (including funding, people, facilities, brand).



**Application for Approval in Principle To Develop/Redevelop
A Programme of 40+ credits >0.33 EFTS Value**

PURPOSE:

The purpose of this application is to enable the Portfolio Leadership Group (PLG) to evaluate proposals for:

- The development of new programmes
- The redevelopment or significant change to existing programmes

The criteria for evaluation are:

- A. Congruence with Unitec's strategic direction.
- B. Programme development capability.
- C. Potential viability of the programme (projected numbers, physical/plant requirements and staff/capability requirements).

PROCESS:

1. Complete the Approval in Principle form below and the appropriate Business Case form (see below).
2. Email the Approval in Principle, and relevant Business Case, if required, to Marketing (marketing@unitec.ac.nz) who will facilitate the formal approval process. You will receive acknowledgement of receipt.
3. Te Korowai Kahurangi will coordinate the endorsement for the application. This is expected to take 5 working days.
4. Applications will be considered by the Portfolio Leadership Group who will consult with ELT and others as appropriate, once required endorsements are obtained. You can expect to receive a response from ELT within 10 working days.

Business Case Requirements

A Short Form Business Case is required for all existing programmes where the change is significant.

Significant change includes:

- where the proposed change will impact on the structure or resourcing requirements for the programme
- where there has been a change to the graduate profile of the qualification to which the programme leads

A Full Business Case is required for all new development proposals.

Approval in Principle authorises the Head of School (or equivalent) to invest in the development process. Further information on the Programme Development process is available on The Nest (provide link)

(Proposed) Programme Details

(Proposed) Programme name:			
Leading to the: <<Qualification name>> <<Qualification Number>> (leave blank if a new L7+ qualification)			
School:			
Other Schools with an interest:			
Is this programme in your approved Strategic Plan YES / NO			
If yes cross reference to the section this application applies:			
(Proposed) Level of Programme:		EFTS Value of the Programme:	
Proposed date for commencement of delivery:		Credit value of programme:	
Number of Weeks:		FT/PT:	
New or redeveloped:		Hours per Week:	

1. Provide a brief narrative explaining why Unitec should (re)develop this programme. Include notes on skills demand, competitors, market and relationship to existing pathways/staircasing.

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2. **Who will the School release to develop the programme?**

Include all team members and their relevant skills and experience.

Note that Te Korowai Kahurangi and Te Puna Ako will contribute appropriate development team members to work with School team members.

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3. Identify any new resource requirements needed to deliver the proposed / amended programme

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<i>Proposal submitted by:</i>	
<i>Head of School:</i>	<i>Date emailed to Marketing:</i>

In submitting this application, the following teams will have had input into the final application for approval in principle:

Manager, Te Korowai Kahurangi
Manager, Te Puna Ako
Director, Marketing and Student Attraction
Director, Industry Partnerships
Director, Business Performance
Director, Ako

(list others where relevant)

<i>Chief Executive approval:</i>	<i>Date Approved:</i>
<i>Subject to (state conditions):</i>	

The signed copy of this approval must be emailed to tkk@unitec.ac.nz to initiate the programme development and for record keeping purposes.