**SEDA-PDF**

**Minor Modifications Form[[1]](#footnote-1)**

|  |  |
| --- | --- |
| Name of Institution |  |
| Programme Leader(s) |  |
| Name of Programme |  |
| SEDA-PDF award |  |
| Date of last accreditation |  |
| Proposed date for the implementation of changes  |  |

Please read the guidance (Appendix 1) to complete the table below with the modifications that you are proposing to make to your current programme. Once you have completed the form you should send it, together with the updated version of the participant-facing information, to the Co-Chairs of the SEDA-PDF Committee who will arrange for your proposed changes to be reviewed.

|  |  |  |  |
| --- | --- | --- | --- |
| Original | Changes  | Rationale for change | Impact on SEDA outcomes and/or values if any |
|  |  |  |   |

**Appendix 1**

* Please indicate the proposed changes to the provision that you are putting forward. This might relate to, *inter alia*:
	+ to the format of delivery;
	+ the content of the programme;
	+ the name of the programme (although not the SEDA-PDF award for which it is accredited);
	+ the learning outcomes of the programme
* For each of the changes listed, you should provide a concise rationale, and outline the impact that this will have on the mapping of the programme to the SEDA Values and Core Development Outcomes, as well as to the Specialist Learning Outcomes of the named SEDA-PDF award.
* In addition to the form above, you should revise the participant-facing information to reflect the changes outlined. These changes may simply require minor changes to the existing information and might be indicated through highlighting the relevant text in a different colour.
* You should send the updated participant-facing information together with your form to the Co-Chairs of the SEDA-PDF Committee and the SEDA Office.
* The Co-Chairs will allocate your documentation to a member of the SEDA-PDF Committee for review, and you will receive a response within 4 weeks. Please note that you may be required to submit additional details if requested.

**Data-protection**

We ensure that we comply with all applicable data protection laws when handling personal information. Personal data will be processed in accordance with the General Data Protection Regulation 2016/679 of the European Union and the Data Protection Act 2018. For more information about this, your rights, and our approach to Data Protection and Privacy, please see our Privacy Notice: <https://www.seda.ac.uk/resources/files/SEDA%20Privacy%20Notice%201.0.pdf>.

1. This form should only be used for modifications to programmes currently accredited under SEDA-PDF, and where there is no change to the SEDA-PDF award. Where this latter is the case, you will need to re-accredit the programme as a new element of provision. [↑](#footnote-ref-1)