**SEDA-PDF**

**Programme Mapping Document**

**Institution or Organisation name:**

**Name of the Programme to be accredited or reviewed**:

**SEDA-PDF Named Award for which accreditation is required**:

**This is: an Initial Accreditation / a Five-year Review** (please delete one)

**Do you wish the accreditation to be back-dated, and if so to what date?**

*Back-dating of accreditation will only be considered in exceptional circumstances. For this to be granted, the institution/provider needs to provide evidence that all outcomes and values have been met in accordance with the named award during this period. Should a back-dating request be granted, any subsequent re-accreditation will be taken from that date.*

To be recognised as a provider of this SEDA PDF award the provider must demonstrate:

1. a clear rationale and outline for the programme
2. how participants develop and demonstrate the outcomes of the named award, in a way which is underpinned by the SEDA-PDF Values
3. that the programme and its assessment strategy is appropriate to support professional learning and development
4. that systems monitor, moderate and review assessment processes
(e.g. external examination/moderation, an appeals procedure)
5. that programme resources are appropriate
6. how the programme’s quality is reviewed and assured.

These points should be addressed in the six questions below, with appropriate references to the supporting documentation listed in the table below.

**Supporting Documents**List all the documents submitted, for example, Overview of the Programme; Resources (e.g study pack and other materials used); Validation documents; Participant facing Handbook; Programme Schedule (e.g. workshop plans, lesson plans etc);Evidence of Quality Assurance processes (e.g. participant feedback; or External Examiner’s report or equivalent); Action Plans.

Extend the table if necessary.

|  |  |
| --- | --- |
| Title of document |  |
|  | B1 |
|  | B2 |
|  | B3 |
|  | B4 |
|  | B5 |
|  | B6 |
|  | B7 |
|  | B8 |
|  | B9 |
|  | B10 |

Please answer the following questions, cross referencing to the supporting documents, as appropriate, and expanding the boxes as necessary.

|  |
| --- |
| **1. What is the rationale and outline of the programme?** |
|  |
|  |

|  |
| --- |
| **2. How will each participant develop and demonstrate the outcomes of the named award in a way which is underpinned by the SEDA-PDF Values?** |
|  |

|  |
| --- |
| **3. How is the assessment strategy appropriate to support professional learning and development?**  |
|  |

|  |
| --- |
| **4. What systems are in place to monitor, moderate and review assessment processes (assessing or evaluating the participants’ outcomes)? Include arrangements for external examination/moderation and an appeals procedure.** |
|  |

|  |
| --- |
| **5. Are programme resources appropriate?** |
|  |

|  |
| --- |
| **6.** **How is the programme’s quality reviewed and assured? If this is a review, you may find it helpful to draw upon the 1st year and pre-review reports where appropriate.** |
|  |

**Mapping the underpinning Values**

***You should indicate where in the programme (delivery, assessment, independent study) the participants engage with, develop and demonstrate an understanding of the SEDA values and the core/specialist outcomes? How do the programme leaders ensure/acknowledge this?***

|  |  |
| --- | --- |
| **Participants must show how their work is informed by:** | **Where in your programme do participants develop and demonstrate this Value?** |
| Developing understanding of how people learn |  |
| Practising in ways that are scholarly, professional and ethical |  |
| Working with and developing learning communities |  |
| Valuing diversity and promoting inclusivity |  |
| Continually reflecting on practice to develop ourselves, others and processes |  |

**Mapping the Core Development Outcomes**

|  |  |
| --- | --- |
| **Core Development Outcomes**Award participants will be able to: | **Where in your programme do participants develop and demonstrate this Outcome?** |
| Identify their own professional development goals, directions or priorities |  |
| Plan for their initial and/or continuing professional development |  |
| Undertake appropriate development activities |  |
| Review their development and their practice and the relations between them |  |

**Mapping the Specialist Outcomes for this named award**

|  |  |
| --- | --- |
| **Specialist Outcomes[[1]](#footnote-1)**Participants will be able to: | **Where in your programme do participants develop and demonstrate this Outcome?** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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. Insert the relevant Specialist Outcomes for the Named Award, as they appear on the SEDA web site [www.seda.ac.uk](http://www.seda.ac.uk)
 [↑](#footnote-ref-1)