



LEARNING & TEACHING SERVICE

MINOR CHANGES COURSE PROPOSAL FORM

(taught programmes only)

for **NEW COURSES** and
MINOR AMENDMENTS
 with **NO RESOURCE IMPLICATIONS**

Please refer to the course proposal Procedure and Guidance CP-2013 to complete this or any other course proposal form: to ensure the correct form is being used; for information on early considerations and timescales; for general guidance on the course approval process; and for notes on completing the form.

Course Title(s)	new course? <i>note 1</i>	If no, please give existing course code
Post Graduate Certificate: Approved Mental Health Professional	Y, using existing modules	
School(s) of study & Faculty		
School of Social Work; Faculty of Social Science		
Proposer & proposer's school		
Gill Whadcoat, School of Social Work		
Proposed start date (of new course or of changes)		<i>note 2</i>
Sept 2014		
I can confirm that this proposal meets the criteria for using the Minor Changes Course Proposal Form <i>note 3</i>		Y

This form is in 5 parts:

- Part 1 Summary and Rationale
- Part 2 Impact Assessment
- Part 3 Academic Case including Programme Specification

Part 4

Key Information Set (KIS) data

Part 5

Approvals and Notification

The initiator is responsible for completing parts 1-4

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Part 1 SUMMARY AND RATIONALE

Course One				
S1	a	SCHOOL(S) OF STUDY	School of Social Work	
<i>note S1c</i>	b	FACULTY or FACULTIES	SSF	
	c	JOINT COURSE? (ie owned/taught by more than one School)	YES	
			NO x	
	d	NAME OF COURSE DIRECTOR (Home School)	Gill Whadcoat	
	e	NAME OF DEPUTY COURSE DIRECTOR (partner School, for Joint Courses only)		
S2 <i>note S2a</i>	a	COURSE TITLE	Post Graduate Certificate: Approved Mental Health Professional	
<i>note S2b</i>	b	COURSE CODE		
<i>note S2c & S2d</i>	c	AWARD	Post Graduate Certificate: Approved Mental Health Professional	
	d	EXIT AWARD(S) AND TITLE(S)		
	e	FULL/PART-TIME (please specify)	Part time	
	f	LOCATION (UEA Norwich, UEA London, Distance Learning)	UEA Norwich	
	g	AVAILABLE FROM:	2014	
S3 <i>note S3a</i> <i>note S3b</i>	a	PROFESSIONAL AWARD (if any)	Eligible for application to Social Services Authority for approval as an AMHP	
	b	ACCREDITING/VALIDATING BODY (if relevant)	HCPC	
		Website (URL)	www.hpc-uk.org	
		Date when accreditation/validation may take place	Autumn 2014 (8/9 th October0	
S4 <i>note S4</i>	LEVEL	Sub-degree (e.g. Cert. Dip.)		
		Undergraduate		
		Integrated Masters		
		Masters	Level 7	
		Other postgraduate (please specify)		

S5 <i>note</i> S5a	a	DURATION (years or months)	1 year			
<i>note</i> S5b	b	MODE OF ATTENDANCE (full-time, part-time, distance, other)	Part time			
S6 <i>note</i> S6		PLACEMENT(S)/WORK-BASED LEARNING REQUIRED	YES	<input checked="" type="checkbox"/>	NO	Most of these students will be sponsored by their Local Authority and Section 1.12.2. of the Code of Practice indicates that the CoP does not apply. However, there are quality assurance processes in place which mirror this code.
			If YES, does this conform with the UEA's code of practice on placements?			
S7 <i>note</i> S7		RELEVANT SUBJECT BENCHMARK STATEMENT(S)	Social Work			
S8 <i>note</i> S8		ENTRY REQUIREMENTS	A relevant professional qualification, (nursing, social work, occupational therapy or clinical psychology); current registration with relevant professional body; 2 years post qualifying experience; an ability to work with complexity; demonstrate the potential to meet the standards for work at Master's Level.			
S9		JACS Subject Level Code(s) To be completed by the Planning Office following approval of the Business Case				
S10		UCAS ADMISSION CODE / COURSE CODE To be completed by the Planning Office following approval of the Business Case	N/A			
S11 <i>note</i> S11		FURTHER INFORMATION available via...	g.whadcoat@uea.ac.uk m.brandon@uea.ac.uk			
S12		COURSE HIGHLIGHTS (for publication in University Prospectus / Website / other publicity) NB Please include employability prospects/career possibilities				

<p><i>note</i> S12</p>	<p>This is a multi disciplinary course open to professionally registered social workers, nurses, occupations therapists and clinical psychologists, which contains 60 credits of professional training for the role of the Approved Mental Health Professional (AMHP) under the Mental Health Act 1983 (as amended 2007). The AMHP modules (AMHP 1, 20 credits and AMHP 2, 40 credits) are the modules within which the professional training takes place, but in view of the expectations of this course and in order to prepare for the specific AMHP modules students normally take an introductory module, Policy, Practice and Evidence in Mental Health (SWK M437 20 credits) in the autumn prior to starting the core AMHP modules. This introductory module has been developed in response to Local Authority demand for participants on the AMHP training to be well prepared for the rigours of the core professional elements of the AMHP course and is also available as part of the MA in Advanced Social Work programme.</p> <p>In certain circumstances (evidence of recent study/knowledge relevant to AMHP course and competencies) candidates will not be expected to complete the introductory module. This will be determined via written evidence from the candidate and discussion with their sponsoring agency (if applicable) and the Programme Director.</p> <p>On completion of the AMHP modules (60 credits) students will receive a:</p> <ul style="list-style-type: none"> • Post Graduate Certificate: Approved Mental Health Professional . This will accord them the ability to apply for approval to become an AMHP. Local Social Services Authorities are the only organisations that can confer this approval under The Mental Health (Approved Mental Health Professionals) (Approval) (England) Regulations 2008 Statutory Instrument No 1206. <p>If students have also completed SWK M437 (20 credits) as part of their preparation for the AMHP course they will have 80 credits in total rather than 60. In either case these credits can be transferred to:</p> <ul style="list-style-type: none"> • the MA Mental Health programme to enable them to complete a Post Graduate Diploma or MA Mental Health: • Post Graduate Diploma Mental Health (120 credits in total) taking an additional 40 credits (or an additional 60 if only 60 credits completed for AMHP) from a range of options • MA Mental Health (180 credits) by taking 2 further core modules beyond the PG Diploma involving research methods and an applied dissertation <p style="text-align: center;">Or transfer to</p> <ul style="list-style-type: none"> • MA in Advanced Social Work (social workers only) to enable social workers to complete a Post Graduate Diploma in Advanced Social Work or MA in Advanced Social Work: • Post Graduate Diploma in Advanced Social Work (120 credits in total) taking an additional 40 credits (or an additional 60 if only 60 credits completed for AMHP) from a range of optional modules • MA in Advanced Social Work (180 credits) by taking further optional modules beyond the PG Dip to make 180 credits in total. <p>AMHPs are highly regarded professionals with significant legal responsibilities under the Mental Health legislation. Local authorities have a responsibility for providing an AMHP service at all times and, once approved, AMHPs are expected to continue with their professional development and learning (also a legal requirement). Student AMHPs are normally therefore sponsored by their Local Authority through the introductory module (where needed) and the Certificate stage of the programme and, on approval, taken on to a professional rota system with relevant support within their agencies. Independent students who wish to apply will need meet the standard entry criteria and be prepared to self –fund their studies, including the placement. All professionals eligible for AMHP training are required to engage in ongoing professional development and AMHPs who continue with their studies to Post</p>
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	Graduate Diploma or MA stages are in a strong position for professional enhancement.
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****Please copy and paste the above table for additional (related) courses****

S13	RATIONALE FOR PROPOSAL
<i>note S13</i>	Please explain why you are proposing this/these new course(s) or these course amendments, and why this proposal is being offered at this time. See guidance notes for further indication of what to include in this section.
	<p>The AMHP modules (SWK M430 and M432) have always been the core modules for those from the relevant professions to become Approved Mental Health Professionals under the Mental Health Act 1983 (as amended 2007). This is a tightly regulated role and Local Authorities are the only organisations that can legally approve and authorise relevant professionals to work as AMHPs. UEA has worked closely with Norfolk and Suffolk County Councils since the original modules were set up in 2009 to provide a course that meets the legal requirements for the professionals undertaking training as well as the professional regulatory requirements (initially the General Social Care Council and now the Health and Care Professions Council) and the UEA standards.</p> <p>The course was initially centred around a Post Graduate Diploma Specialist Practice (Mental Health) and the MA Mental Health and involved additional modules undertaken in the School of Nursing Sciences and the School of Social Work. These proposed changes represent a response to agency and student feedback and an expectation from the HCPC that the 'AMHP course' is clearly delineated within any programme specification. In view of the ongoing relevance and strength of the original AMHP modules (SWK 430 at 20 credits and SWK M432 at 40 credits) the proposal is to retain these as compulsory modules for the AMHP professional training and provide a Certificate specifically tied to these modules.</p> <p>In order to ensure that students undertaking the Certificate are well prepared for their professional training the Local Authorities in Norfolk and Suffolk have requested that the School of Social use a recently developed module to replace earlier preparatory modules within the School of Nursing Sciences to lay strong foundations for the knowledge required for the key AMHP modules (including a focus on academic practice). This new module (SWK M437) has already been approved and is also available as part of the MA in Advanced Social Work.</p>

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Part 2 BUSINESS CASE

note BC

BC1	ACADEMIC AND RECRUITMENT STRATEGY	Consult with HOS, Faculty Dean, PLN, ARM (including Admissions)
	NOT REQUIRED	

BC2 <i>note BC2</i>	MARKET RESEARCH	Consult with Market Research team
	NOT REQUIRED	

BC3 <i>note BC3</i>	MARKET DEMAND AND RECRUITMENT	Consult with Careers and Employability team
	NOT REQUIRED	

BC4 <i>note BC4</i>	STUDENT NUMBERS AND TUITION FEES	Consult with HOS, PLN, Faculty Dean, FFM
	NOT REQUIRED	

BC5	IMPACT	
BC5.1 <i>note BC5.1</i>	EQUALITY AND DIVERSITY	Consult with Equality & Diversity Manager and Widening Participation team
a	Does the course and/or School cover a subject area(s) which traditionally attract(s) a very specific or narrow student profile?	YES It attracts a specific student profile in that there are particular professional requirements for entry. Beyond this the student profile is broad and includes professionals from a

			diverse range of personal, academic and professional experience.
		NO	
b	If yes, what steps will be taken to attract non-traditional students to the course/School? (Aspects to consider include: age, disability, ethnicity (home and international), gender, sexual orientation, religion and belief, and socio-economic group.)		
c	Will students undertake placements/ come into direct contact with vulnerable groups as part of their study? If so, will a CRB be required?		
	Yes, students are required to have an enhanced disclosure from the DBS. Sponsored students complete this via their agency representatives and independent students will use the DBS at UEA (numbers of independent candidates is expected to be very small). The DBS has been consulted about this development and candidates will be expected to fund their disclosure applications.		
BC 5.2 <i>note BC5.2</i>	CURRENT STUDENTS AND/OR APPLICANTS		
a	Have School SSLCs been consulted regarding this proposal? If YES, what has been their input/response?	YES	
		NO	x
b	Will any current students or applicants be affected by this proposal?	YES	
		NO (go to 5.3)	x
c	Evidence of consultation of current students and written consent obtained Please briefly describe what consultation has taken place and what responses there have been. Is there full support from all members of the relevant student cohort(s)?		
	Students who have recently completed the AMHP modules can continue with the MA Mental Health, exiting at the PG Diploma stage if preferred.		
d	Informing applicants What arrangements have been made (for informing applicants who may be affected by any change(s)? Written notification, including advice about any alternative options that may be given, must be sent to applicants holding unconditional/ conditional firm or conditional insurance offers.		
BC5.3 <i>note BC5.3</i>	ACADEMIC STAFF	Consult with HOS, Dean of Faculty	
	What is the impact / what are the resource implications of the proposal on academic staff?		

a	Please give an indicative number of <u>additional</u> teaching hours required within the school to deliver the new course/changes to the course in any one year		0 – modules already exist
b	Is a new discipline or specialism being introduced that requires a new appointment?	YES	
		NO	x
c	Are new appointments required to meet any additional hours?	YES	
		NO	x
d	If yes to either b or c above, how many of what type (eg Teaching and Scholarship, Teaching and Research) and at what level?		
e	What is the source of funding for new academic staff?		
f	Are there any implications outside the sponsoring School/s e.g. service teaching, by other Schools of Studies?		
g	Are any other teaching adjustments required? For example, will new modules be introduced, other modules withdrawn or combined?		
BC5.4 <i>note</i> BC5.4	COURSE RATIONALISATION	Consult with HOS, Dean of relevant Faculties, PLN	
a	DO ANY SIMILAR COURSES ALREADY EXIST AT UEA?	YES	
		NO	x
	If YES, please specify Course name, UCAS Code(s) / Course codes		
b	IS/ARE ANY COURSE(S) TO BE CLOSED TO NEW APPLICANTS AS PART OF THIS PROPOSAL?	YES	
		NO	x
	If YES, please specify Course name, UCAS Code(s) / Course codes and date from which course(s) is to be withdrawn?		
c	Please give an indicative number of teaching hours <u>released</u> within the school in any one year by the closure of the courses listed above		

BC6	PHYSICAL RESOURCES
	NOT REQUIRED

BC7 <i>note</i> BC7	IMPACT / RESOURCE IMPLICATIONS FOR OTHER UNIVERSITY SERVICES
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	NOT REQUIRED
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BC8	ADDITIONAL COMMENTS
	NOT REQUIRED

BC9	PROPOSER'S RESPONSE TO COMMENTS IN BC7 & BC8 ABOVE
	NOT REQUIRED

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Part 3 ACADEMIC CASE (including Programme Specification)

AC1	COURSE MANAGEMENT INFORMATION				
AC1.1	REGULATORY FRAMEWORK (please tick all that apply)				
	Undergraduate Regulations (including Integrated Masters)				
	Postgraduate Taught Regulations				x
	Graduate Diplomas				
	PGCE				
AC1.2a	Is the course as a whole assessed on a pass/fail basis?	YES		NO	x
AC1.2b	Are any modules assessed on a pass/fail basis?	YES		NO	x
AC1.2c	If so, how many modules and what is the credit volume for each module?				

AC2 <i>note AC2.1</i>	YEAR WEIGHTINGS AND PROGRESSION REQUIREMENTS (For undergraduate or integrated masters courses only)				
Please select only from the permitted options - see UG/PGT regulations					
Stage <i>Note AC2.2</i>	Level	Year of course	Weightings	Progression requirement	Exit Award <i>Note AC2.3</i>
Stage 0	Level 3				
Stage 1	Level 4				
Stage 2	Level 5				
Year Abroad / in Industry					
Stage 3	Level 6				
Stage M	Level 7			SWK M430 & SWK M432 must both be passed to gain the PG Certificate	

AC3	BOARD OF EXAMINERS				
AC3.1	Is there an existing Board of Examiners?	YES	x	NO	

AC3.2a	If YES, which existing board will be responsible for the course?	MA Mental Health		
AC3.2b	If NO, please enter details for new board of examiners			
	Are any new external examiner(s) required?	YES	<input type="checkbox"/>	NO
AC3.3b	If yes, how many?			

PS	PROGRAMME SPECIFICATION
<i>note</i> <i>PS</i>	This part of the form will serve a dual purpose. Please read the guidance note carefully before completing
PLEASE ATTACH AN UPDATED PROGRAMME SPECIFICATION WITH TRACKED CHANGES SHOWING AMENDMENTS TO THE COURSE	

AC4	MODULE OUTLINES FOR EXISTING COMPULSORY MODULES
	NOT REQUIRED

AC5	MINOR CHANGES TO EXISTING MODULES
	NOT REQUIRED

AC6	NEW MODULES
	NOT REQUIRED

AC 7 <i>note</i> <i>AC7</i>	DEFINED CHOICE
	NOT REQUIRED

AC8 <i>note</i> <i>AC8</i>	JOINT COURSES		
	Is the proposed course is a joint course?	YES	<input type="checkbox"/>
		NO	<input checked="" type="checkbox"/>
	If YES, how will the student experience be managed?		

AC9		COMMENTS/FEEDBACK FROM EXTERNAL PROFESSIONALS/ BODIES	
	Is this course accredited or validated by a Professional, Statutory or Regulatory Body (PSRB)?	YES	x
		NO	
	If NO, go to AC10		
<i>note AC9</i>	If YES, please provide a summary of Professional, Statutory or Regulatory Body (PSRB) approval, if appropriate. Append any relevant documents as Appendix 3		
	Health and Care Professions Council – appendix 3		

AC10		COMMENTS ON ACADEMIC CASE AND PROGRAMME SPECIFICATION	
I can see no problems with the academic case for this proposal. Naresh Pandit (NBS DoLTQ)			
<i>note AC10</i>	Please circulate Parts 1, 3 & 4 to the following for their additional comments (if any). Comments to be returned to proposer within 10 working days.		
	NB these comments should focus on the ACADEMIC CONTENT of the proposal		
Date of circulation:		22 nd July 2014	
AC10.1	Careers Manager (CCEN)		
AC10.2	Learning & Teaching Service (LTS) Manager (UG or PGT, as appropriate)		
AC10.2	Equality & Diversity Manager (PPE)		

AC11		PROPOSER'S RESPONSE TO COMMENTS IN AC9 & AC10 ABOVE	

<i>note</i> <i>AC11</i>	
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Part 4 KEY INFORMATION SET (KIS) DATA

KIS	KEY INFORMATION SET data (undergraduate courses only)						<i>Note KIS</i>
KIS1	Quantitative KIS data						<i>Note KIS1</i>
		Year 1	Year 2	Year 3	Year 4	Year 5	
1.1	Percentage of assessment by written exams						
1.2	Percentage of assessment by practical exams						
1.3	Percentage of assessment by coursework						
1.4	Percentage of time in scheduled learning and teaching activities						
1.5	Percentage of time in guided independent study						
1.6	Percentage of time on placements						
KIS2	Professional Accreditation						<i>Note KIS2</i>
2.1	Name of accrediting body (if applicable)						
2.2	Please give details, including any memberships, exemptions etc that the award confers. Please also give accrediting body website URL.						
2.3	Is the accreditation dependent on specific module choices? If so, please include URL of web pages where these details are outlined.						

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Part 5 APPROVALS AND NOTIFICATION

APPROVALS

Note AP

THIS SECTION WILL BE COORDINATED BY THE SECRETARY TO YOUR FACULTY TEACHING AND LEARNING QUALITY COMMITTEE (FLTQC)				
AP1	APPROVAL OF THE BUSINESS CASE			
	APPROVAL/SIGNATURES	Name	Signature/ evidence of approval	Date
AP1.1	School Director of Learning, Teaching and Quality	Marian Brandon	Marian Brandon	11.8.14
AP1.2	Head of School (on behalf of School Board)	Marian Brandon	Marian Brandon	11.8.14
AP1.3	Dean of Faculty (on behalf of Faculty Executive)	Jacqueline Collier	Jacqueline Collier	13.8.14
AP1.4	LTC (if relevant)			
AP1.5	Council (if relevant)			
AP1.6	Reasons for approval being withheld (and by whom)			

AP2	APPROVAL OF THE ACADEMIC CASE			
AP2.1	Head of School	Name	Signature	Date
	Approved:	Marion Brandon	Marion Brandon	11.8.14
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

AP2.2	Faculty Associate Dean (for Faculty LTQC)	Name	Signature	Date
	Approved:	Ratula Chakraborty	Ratula Chakraborty	6.8.14
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
AP2.3	PVC Academic (for LTC)	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			
Where applicable:				
AP2.4	Secretary to Council	Name	Signature	Date
	Approved:			
	Approved with amendments:			
	Rejected:			
	Comments (if any):			

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Note N1				NOTIFICATION OF APPROVAL			
This section should be completed by Faculty FLTQC Secretary once a course proposal has been approved. Its purpose is to ensure that relevant Offices are informed of the approval of course proposals (new courses and course amendments), in accordance with the procedures for course approval.							
FACULTY		SSF		SCHOOL		SWK	
NEW COURSE?		Y		If NO, please enter existing course code			
DEGREE AWARD (e.g. BSc/MA)				Post Graduate Certificate			
TITLE OF PROGRAMME				Post Graduate Certificate: Approved Mental Health Professional			
START DATE		Sept 2014 (part time)		LENGTH OF COURSE		1 Year	
Course Approved by:			Name of Committee Chair		Date of approval		
Faculty Learning and Teaching Quality Committee (FLTQC)			Ratula Chakraborty		6.8.14		
Learning and Teaching Committee (LTC)			To be reported				
RELEVANT OFFICE INFORMED? *insert date							
Planning Office		Admissions and Marketing		Learning and Teaching Service		Union of UEA Students	
*15.8.14		15.8.14		15.8.14		15.8.14	
sis.records@uea.ac.uk		arm.operations@uea.ac.uk		Email the LTS coordinator responsible for the course		union.academic@uea.ac.uk	

Note N1		IMPLEMENTATION ACTIONS	
COURSE NAME		NEW ROUTE CODE	
ACTION		DATE	
COURSE INFORMATION LIVE IN ADMISSIONS			
PROGRAMME SPECIFICATION UPLOADED ONTO WEBSITE			
COURSE PROFILE UPLOADED ONTO SITS			
COURSE CLOSURES COMMENCED (where appropriate)			