

COURSE CLOSURE

Faculty	SSF	School	CCE (EDU)
Courses to be closed			
Course Title (incl. award)		Course Code	UCAS Code
Cert Emergency Medical Care			
CertHE Emergency Medical Care			
Academic year students will be / were last admitted to the above course(s)			
Are the above courses currently advertised in a prospectus?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Are there applicants for the above course(s) currently in the system?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Date course will cease to be delivered (i.e. academic year in which final student(s) will complete / completed)			2014/5
Will there be students continuing on the course after it ceases to recruit?			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, how many?			Yr2 <input type="checkbox"/> Yr3 <input type="checkbox"/> Ind/Abr <input type="checkbox"/> Yr4 <input type="checkbox"/>
What are the implications for students currently on the course(s)?			
<p>CCE and the Ambulance Trust are continuing to support the programme through to completion.</p> <p>The course was designed to deliver accredited / certificated professional development as part of the Trust's workforce plan. There are therefore commitments to complete the programme for all students currently enrolled.</p> <p>All students had completed the taught programme for which CCE was responsible at the point that the course ceased to recruit. The remaining two modules are delivered via the Ambulance Trust, with marking, moderation and quality assurance undertaken by UEA.</p>			

Plans for phasing out (including when all students should complete, modules to be offered during the phase out period)		
<p>A significant amount of energy and resource was committed by LTS and CCE to ensuring that through liaison with the Trust the programme remained on track and there was a clear pathway to completion for all students. Assessment processes have been revised and NSC has become actively involved in supporting the programme through marking of assessed work.</p> <p>All remaining students will be required to complete Modules 7 and 8, which are delivered by the Ambulance Trust or are based on placement opportunities provided by the Trust. There is limited capacity on each module and therefore a phased approach to completion is necessary, with students enrolling on modules when space permits and when they can be released from frontline duties. There is a completion plan agreed with the Trust, which anticipates that the last cohort of students will be completing in 2015.</p>		
Have continuing students affected by the closure of the course been consulted?	Yes	
	No	X
Reasons for discontinuation of course		
<p>The programme was developed under contract from the East of England Ambulance Trust. Priorities and training needs within the Trust have shifted and no more cohorts are required.</p> <p>The programme does not fit within the core profile of EDU courses and the Faculty has taken a strategic decision not to pursue further opportunities in this area. Such activity more appropriately sits in FMH and there are ongoing conversations between the Trust and FMH.</p>		
An Equality Impact Assessment Screening has been carried out (and is attached for the Head of School and Associate Dean)	Yes	X
	No	
A full Equality Impact Assessment has been carried out (and is attached for the Head of School and Associate Dean)	Yes	
	No	X
Who has been consulted in reaching the decision to close the course? (e.g. Marketing & Admissions Service)		
Ambulance Trust		
Signature of Course Director	Date	
Signature of Head of School	Date	
	May 2014.	

Signature of Associate Dean LTQ	Date

Once complete, please email a copy of this proforma to

- **Faculty Admissions Manager**
- **Marketing and Admissions Services**
- **Planning Office (CAMS Manager)**
- **Faculty Manager – Taught Programmes**
- **Learning, Teaching & Quality Office (for report to LTC)**

Robert Gray (LTS)

From: Luke Chamberlain <Luke.Chamberlain@eastamb.nhs.uk>
Sent: 23 July 2014 10:35
To: Robert Gray (LTS)
Subject: RE: EMC Course closure paperwork

Morning Rob,

I have read the document and to my knowledge all appears correct and therefore I agree and please take this email as my electronic signature.

Thanks,

Luke

From: Robert Gray (LTS) [<mailto:R.Gray@uea.ac.uk>]
Sent: 22 July 2014 15:28
To: Luke Chamberlain
Cc: Ruth Kemp (LTS)
Subject: EMC Course closure paperwork

Dear Luke, hope you are well. Attached is the course closure paperwork for the EMC course. This has been signed off by the Head of School, the next step is for the course Director to sign it. Rather than send you a copy to sign, if you are happy to agree via email then I can take this as the confirmation.

As a bit of background, this is the form which needs to be completed in order for us to technically close the course down (although we have already ceased recruiting). Let me know if you have any queries.

Many thanks,

Rob.

Robert Gray
L & T Coordinator
Learning and Teaching Services
University of East Anglia
Norwich Research Park

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