STUDENT PROTECTION PLAN

Originated by:	Assistant Principal: Students and Improvement
Created on:	October 2018
Last Reviewed:	October 2018
Reviewed by:	Assistant Principal Students and Improvement
Review Frequency:	Annually
Next Review Due:	October 2019

Student protection plan for the period [2018/19]

1. An assessment of the range of risks to the continuation of study for your students, how those risks may differ based on your students' needs, characteristics and circumstances, and the likelihood that those risks will crystallise

The risk that Fareham College as a whole is unable to operate is very low because our financial performance is good and we have business continuity plans to deal with lack of recruitment to particular programmes or curriculum areas and contingencies for staff and physical resources needed to deliver the qualifications.

The College has a rigorous curriculum planning process, in which we will only look to deliver qualifications where there is substantive labour market intelligence, to warrant the demand for specific qualifications. This means, courses are often delivered in conjunction with employers, to ensure, there is no risk to the award being withdrawn at a given point in year.

There are no risks to the current quality of provision offered by Fareham College, which would mean we would need to withdraw our offer at any point. The College was inspected by Ofsted in October 2017 and graded Outstanding for overall effectiveness. The HEFCE Annual Provider Review confirms our HE provision meets expectations.

Fareham College has the flexibility to amend the delivery mode of the qualification, without risking the continuation of a student's studies and/or need to withdraw the qualification offer.

As the HE provision continues to grow at Fareham College, there is a potential risk to the College in terms of physical and human resource needed to deliver the qualifications. The College is looking to mitigate this, through further capital investment and recruitment strategies. There is also a risk, the College will recruit low numbers to provision and therefore the provision may not run.

2. The measures that you have put in place to mitigate those risks that you consider to be reasonably likely to crystallise

As the HE provision continues to grow, there is a potential risk that the physical and human resources needed to meet the demands of the qualification are limited. The College has secured capital investment to expand the current site. Staff resources are being reviewed and in the hardest to recruit to areas the College is looking to further support and enhance development of existing staff.

The risk of revising the mode of study, may affect individual students and their circumstances. In this instance before revisions of the delivery model and mode are undertaken the College would explore with students any potential impact and minimise this impact where possible for example, the proposal for provision to move to evening delivery, where all students cannot attend due to other commitments, would be explored before a decision is finalised.

If the mode of study was to change in year, due to circumstances listed above, the College, may decide to, teach out the existing cohort of students, offer an alternative course or support the student in sourcing an alternative provider.

If the course were not to run, due to low or no recruitment, we would communicate this well in

advance of the start date and in all instances refer back to our partner organisations offers of HE, as a suitable alternative.

3. Information about the policy you have in place to refund tuition fees and other relevant costs to your students and to provide compensation where necessary in the event that you are no longer able to preserve continuation of study

The following extract is taken from the Colleges fee policy

1. The College will refund all fees that have been paid, in full, where the College has cancelled a course prior to the start.

2. If the college cancels a course part way through the year students will be compensated for maintenance and lost time. Additional tuition cost, maintenance and travel costs will be compensated for in situations where students have to transfer course or providers. Fees will be refunded directly to sponsors, the Student Loan Company or to the student if appropriate.

3. Where a student withdraws from a course an application for refund of fees will only be considered in the following circumstances:
a) An application to withdraw is made in writing within the first 6 weeks of the course.
b) Withdrawal is due to the exceptional personal circumstances of the learner that prevent continued participation in the course.
(in both instances a £15 administration fee will apply)

All applications for a refund of fees must be made, in writing, to the Assistant Principal – Finance, Funding and Resources within three months of your last date of attendance, who will determine if a refund is due.

We have sufficient cash reserves which could provide refunds and compensation for those students for whom we have identified an increased risk of non-continuation of study.

4. Information about how you will communicate with students about your student protection plan Please provide a statement about how you will communicate the provisions in your student protection plan to current and future students:

We will publicise our student protection plan to current and future students by publishing this information on our website

We will ensure that staff are aware of the implications of our student protection plan when they propose course changes by ensuring the curriculum planning approval process, identifies any risk to continuation of studies, at the point of approval.

We will review our student protection plan by annually presenting it to Student Board for discussion and revision
We will inform our students if there are to be material changes to their course by formal letter after verbal negotiation and consultation has taken place with individual/groups of students, via Student Boards/HE Council