



STUDENT PROTECTION PLAN

Audience	ALL COLLEGE
Requirement	ESSENTIAL
Policy Owner	DIRECTOR OF QUALITY, FACULTY & HE
1st Delegation	SLT
Last Delegation	TSCQ
Review Cycle	Annual
Last Review	Nov 22
Due for Review	Nov 23

Student protection plan for the period [2022-23]

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 This means, courses are often delivered in conjunction with employers, to ensure, there is no risk to the award being withdrawn at a given point in year.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 QAA require an annual return each year between full reviews to ensure 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 a course did not 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 HE Fees, Refund and Compensation policy:

Students attending a course lasting an academic year or more, who withdraw will be charged as detailed below, in line with Student Finance England rules. These rules apply regardless of the method used to pay for the course. Application of a withdrawal fee commences from the first week of teaching.

- Students leaving within 14 days of their course start date will not receive a refund of any deposits, registration fees or regulatory prepayments paid prior to 4 registration unless exceptional circumstances apply but the College will refund any other tuition fees that the student has paid
- Students withdrawing before the end of the first term will be liable for 25% of the annual tuition fee. This is dependent upon written notification of withdrawal being received by the College prior to the commencement of the second term
- Students withdrawing during the second term will be liable for 50% of the annual tuition fee. This is dependent upon written notification of withdrawal being received by the College prior to the commencement of the third term
- Students withdrawing during the third term will be liable for the full year's fee.

Where a course is cancelled by the college, full refunds will be made to students.

Where a learner is withdrawing as a result of personal circumstances, or where the learner can demonstrate the College has failed to deliver what could reasonably be expected, then an application for a refund should be made in writing to the Deputy Principal Finance & Resources.

The College may require provision of evidence to justify any request for refund on compassionate or medical grounds. If a student is excluded from College for misconduct no refund will be granted.

Refunds will not be made for personalised kit or materials which are being retained by the student or any registration fees which have been paid to another party by the college on behalf of the learner. In all cases, any refunds processed will be subject to a £15 administration fee.

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 and our HE VLE.

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 HEBOS and 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.