

# Student Protection Plan 19/20

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Version	Date	Changes	Reason	Author	Next review
1	05/18		To respond to the requirement to maintain a Student Protection Plan under the Higher Education and Research Act. To protect student experience in the event of programme changes or closure	AM	01/19

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## **1.0. College Student Protection Plan**

The development of this student protection plan is a clear demonstration of the commitment of Brit College to preserving the continuation and quality of study for all its students in the event that a risk to their continued study crystallises.

The plan has been agreed and approved at the highest level with crucial input from students. This plan is in conjunction and supplements the College's overall risk register.

## **2.0 Risk Assessment**

The assessed risk is based on the College's experience, student background, and their needs. It also gives indication of the probability of those risks occurring

### **2.1. Range of Risks**

The following are the assessed risks for the continuation of studies for our students whether these are material changes such as, programme changes, suspensions, closures, or institutional closure or other forms of disruptions;

#### **2.1.1 Losing accreditation for awarding bodies**

This occurrence would significantly curtail the activities of the College and as a consequence affect the student's ability to earn certification as proof of completion of their studies. The College has forecast to have 600 students for its HND Business course with Pearson – this constitutes majority of students for 19/20 academic year. The fact that the College has only Pearson as the only awarding body increases the risk.

However, due to the College's strong performance, experience and governance structure the probability of it occurring are low.

#### **2.1.2 Losing approval for designation from Government bodies**

Similar to losing accreditation for awarding bodies, this occurrence will have far more impact as majority of our students will need student loan. The College is confident that the likelihood of this scenario taking place is low due to its continuous success and good report from the Quality Assurance Agency (QAA).

#### **2.1.3 Sudden loss of vital academic staff**

The abrupt loss of crucial academic staff may jeopardise the quality and sustainability of courses on the long run. However, the College invests significant resources and time in ensuring that its staff is well supported and motivated. It reviews and communicates

with all staff in particular key ones so that it can respond in timely manner. The likelihood of this occurring is moderate.

### **Loss of key staff**

Similar explanation as above, however it should have less impact as they are not direct academic staff.

Sufficient not

### **2.1.4 Temporary disruption of college activity (Terrorism, Bad weather, Police Cordon, Fire, Flood).**

The College has a robust disaster recovery plan. Depending on the need it will activate. With terrorism on the agenda and recent attacks the likelihood of a terrorist attack directed at the College is very unlikely as it is not a high profile target. However, it may be affected temporarily by any attacks near its vicinity and this is a moderate possibility.

The College campus has yet to record a fire breaking out to date and therefore is low risk in that regard. Fire safety measures are robust. The College has not experienced flooding and also is low risk.

### **2.1.5 Permanent closure of the college has been made**

The permanent cessation of the College is an option which senior managers cannot envisage. They are passionate about education and have successfully run the College with their leadership and skill. The likelihood of this happening is low.

### **2.1.6 Decision to no longer run particular course**

The College develops course through consultation and need. The courses it currently runs are very popular and fully subscribed. The likelihood of running courses is therefore, very unlikely.

### **2.1.7 Industrial action by staff or third parties**

There is cordial relationship between staff and senior managers at the College and hence there is very low risk of industrial action. Third party action such as staff at University of Northampton whom the College has franchisee arrangement may occur. However, College is not aware of any industrial action by staff there.

### **3.0 Risk Mitigation**

The College is committed to ensuring that any risks are mitigated and students are reassured that excellent teaching and learning for all students continue without exception. It is committed to ensuring that the student's studies are not compromised or inconvenienced. The College recognises that risks may crystallise and has the following mitigation measures;

#### **3.2.1 Losing accreditation of awarding bodies**

The College in the likelihood of losing accreditation of awarding bodies will offer students the possibility of changing their course. The College has reciprocal arrangement with local Alternative Providers by which students can be transferred to other reputable Alternative Providers without having major impact on their education.

#### **3.2.2 Losing approval for designation from Government bodies**

In the event of de-designation of its courses for 'Student Support' purposes (resulting in the withdrawal of statutory student finance for its courses) the College, will take all reasonable steps to minimise the resulting disruption to students by, for example:

- working with relevant funding bodies to allow enrolled students to complete their year of study/programme;
- where the above is not possible, supporting students to transfer to appropriate programmes at other providers and, where appropriate, financially compensating students where they suffer demonstrable, material financial loss because of disruption to their studies;
- considering assistance for affected students by providing evidence/letters/statements in support of continuation of their studies;
- merging with another institution to maintain all or part of the current provision

The College meanwhile will endeavor to regain designation as soon as possible by working with the relevant bodies.

#### **3.2.3 Sudden loss of vital academic staff**

As an educational institute the College recognises that loss of vital academic staff can have a significant impact on the teaching and learning experience for students.

The College will commit to fill any gaps in academic staff as soon as possible, if there are any internal staff members that are capable of taking on the role then they will be given first priority. Staff serving notice period and College's link with recruitment agency offers added protection to reduce gap in recruitment.

### **3.2.4 Temporary disruption of college activity (Terrorism, Bad weather, Police Cordon, Fire, Flood)**

The College understands that some things are beyond our control in the event that the following occurs, the College will need to shut temporary (please note that this is not an exhaustive list and is therefore, not limited to the following):

- Terrorism
- Bad weather
- Police Cordon
- Fire
- Flood

Students and staff will be communicated to as soon as possible, with regular updates on the situation. The college will do everything to ensure that teaching hours are compensated. In the event that this closure needs to be taken over a significant period of time, the college will look at moving lessons to another local site where classes can temporarily resume.

If the closure needs to occur for a long period of time the college will look into an alternative site for the College to be based at and business to be moved to either permanently or until the original site is re-opened. College has reciprocal arrangement with local AP.

### **3.2.5 Permanent closure of the college has been made**

In the event that the college makes the decision of permanent closure this would be a last resort and all avenues to try and keep the college open would have been explored by management alongside students and staff.

If the College has no other option but to close the decision will be communicate to students as early on a possible. It will also inform the students of their choices. The college is committed to ensuring that they do not hinder any student's studies in any way possible, therefore would try and get students to a point in their studies where the student's progression can be made. Brit college will liaise with other providers to try and make any transfers as smooth as possible for any student involved.

### **3.2.6 Decision to no longer run particular course**

The College has established and tested procedures in place of the event of suspension/ closure of course. Where there is a material impact on the students, the effect will be mitigated by:

- communication with current students to provide assurance that they will not be adversely affected by the decision, and provide assurance that they are able to complete their studies at the Institution;
- where possible, provision will be made to allow for the completion of studies where 'mitigated circumstances' have been presented

### **3.2.8 Industrial action by staff or third parties**

Where industrial action does occur , the College will seek to;

- ensure that normal operations and services are maintained as far as possible;
- take all reasonable steps to fulfil its responsibilities to students in ensuring that any disruption is minimised and students are not, as far as is possible to determine, not disadvantaged by the action.

## **4.0 Policies**

Policies are important in directing and communicating with students. The College has developed the following policies (which students have contributed) and will refer to them to supplement the Protection Plan;

- **Student Fees and Refund Policy.**
- **Consumer Protection Policy.**

## **5.0 Communicating to Students**

The College is commended for its student engagement and views students as partners. Communication is vital tool in developing and successfully engaging students. The students at Brit College are consulted and make decisions on all policies, procedures and documents which affect them.

The student protection plan will be communicated as follows;

### **5.1 Meetings**

Student representatives partake in all important meetings, such as the Academic Management Team (AMT), Academic Board, College Oversight Board (COB) and Employers Forum. Students are part of the decision making process of the college. Through these meetings and discussions the student protection plan has been agreed, ratified and reviewed.

### **5.2 Policies**

The College has developed policies to guide the implementation of the student protection plan.

### **5.3 VLE**

The College uploads to the Virtual Learning Environment all policies and important documents so that it is easily accessible by students.

### **5.4 Website**

The College will put the student protection plan and other relevant documents on its website so that it is easily available to students.

### **5.5 Induction**

During induction the College refers and explains to students all the relevant important policies and documents which they should be aware. The student protection plan will be added to this list.

### **5.6 Student Representatives**

Student Representatives play an important role in conveying information to the student population. They will be employed to further explain to fellow students the implication of the student protection plan.