

Annex D: Template for a student protection plan

Provider's name: Calderdale College

Provider's UKPRN: 10001093

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Student protection plan for the period 2019/20

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

Risk	Likelihood that risk will crystallise
That the College ceases to operate	Very Low: the College is in a strong financial position, backed by tight budgetary controls. The recent inspection by OFSTED rated the College Good, with an Outstanding rating for its apprenticeships provision. The College is the only provider of higher education in Calderdale, catering mainly for students living within a 20-mile radius of the College.
That the College has lost validation for one or more of its courses	Very Low: The College has had a validating partner in place since July, 2005, when it began to provide foundation degrees under validation from Leeds Beckett University (formerly Leeds Metropolitan University). Its current partnership arrangement for foundation degrees and BA (Hons) top-up programmes is with the Open University, which has been in place since 2015. A further partnership with the University of Huddersfield allows the College to deliver the Certificate in Education, the Professional Graduate Certificate in Education and the BA (Hons) Education and Professional Development. Partnership arrangements include robust annual monitoring and evaluation systems to ensure the continued quality of the provision. No validated programme has ever been withdrawn except where the strategic decision has been taken not to offer a programme, or where the validating partner has taken the strategic decision to end the validation agreement for a particular programme. In this case, the closure of a programme has been carefully planned for and another validating partner found. Foundation degrees and BA (Hons) top-up programmes with the Open University are validated for either three years or five years, and revalidated at the end of the designated validation period. HNC and HND programmes are awarded by Pearson Edexcel. Validation is subject to the College meeting the quality standards and regulations, the continuation of teaching, resources and facilities that meet the conditions agreed with the validating or awarding body.
That one or more of the locations at which we deliver courses is no longer available	Moderate: locations such as The Orange Box, Halifax, or the studio at Dean Clough Mills, Halifax, are rented through annual agreements. If provision at these locations is reviewed and found to be not cost effective then a careful decision would be made about how the particular programme(s) could be moved back to the main site on Francis Street or an alternative, cost

	<p>effective site. However, this would be planned to align with the academic year and should not disrupt delivery or result in early closure of a programme.</p>
<p>That the College is no longer available to deliver courses in one or more subject areas and/or departments</p>	<p>Very Low: planning for new validations and closures of programmes is made at least one year in advance and decisions are made in accordance with the agreements with our validating partners and awarding bodies. The continued viability of programmes is assessed annually through a methodical curriculum planning process.</p>
<p>That the College is no longer able to deliver one or more courses, particularly if we are considering course closures in the next three years</p>	
<p>That the College is no longer able to deliver material components of one or more courses, particularly if there is dependence on a single person for teaching</p>	<p>Moderate: periodic revalidation includes changes to module content and assessments, and, more infrequently, changes to the underpinning rationale or aims of the programme. Where changes are being proposed, students have the opportunity to discuss the proposal(s) and to feedback on their perspective. If changes are made to a two-year programme then it is expected that students continuing onto the second year would be transferred onto the new validated programme. However, this would only happen with the consent of the students in the cohort. Currently no programme depends on a single member of staff for teaching, however, where a member of teaching staff is absent a cover plan is initiated, and more permanent cover arrangements are put in place where a prolonged absence occurs.</p>
<p>That the College is no longer able to deliver one or more modes of study</p>	<p>Very Low: planning for new validations and closures of programmes is made at least one year in advance and decisions are made in conjunction with the agreements with validating partners and awarding bodies. The continued viability of programmes is assessed annually through a methodical curriculum planning process.</p>
<p>That the College is no longer able to recruit or teach a particular type of student</p>	<p>Very Low: our students are local to the area, usually coming from within a 20-mile radius of the College; we don't actively recruit international students, therefore the provision is based on the needs of the local population and the higher skills needs of employers.</p>

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

The College is committed to deliver programmes according to the schedule agreed at validation and takes all reasonable steps to ensure continuation of delivery of its higher education programmes. Therefore, if the decision is taken to close a programme all students already registered and actively studying on the programme will continue to be taught until the scheduled end date.

In the event that changes are made to a programme that results in alteration to or removal of a material component:

- Any proposed changes will take effect during the following academic year;
- The change is made after consultation with current students registered on the programme, for example, in the case of a change to a module or assessment component through a module evaluation or a similar feedback opportunity;
- The change is made in accordance with the validating or awarding body's agreed process for making changes;
- Where changes are agreed that affect year two of a two-year programme, students registered and currently studying in year one have the opportunity to decide whether to adopt the change(s) or defer implementation of the change(s) until the following academic year.

In the event that programmes are moved from the Dean Clough or Orange Box sites to the main Francis Street site or another site, the move to new accommodation will:

- Be scheduled to cause the minimum of disruption to the study of students registered and actively studying on the programme(s) affected;
- Meet the validating or awarding body's minimum requirements to continue to run the programme, and be accepted as such through the agreed process with the validating or awarding body.

In the very unlikely event that a programme is closed before its scheduled end date and continuation of study cannot be preserved, the College is committed to support students' continued study by:

- Identifying and liaising, on a case-by-case basis, with a local, suitable alternative provider to secure an agreement in principle that the College's registered and active students be transferred to and continue to study on an equivalent programme with that provider;
- Providing a transcript or equivalent documentary evidence that enables students to retain any credit already awarded and to be accepted on to the equivalent programme with advanced standing, where possible under the regulatory framework under which the alternative provider operates.

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

In the event that the College is no longer able to preserve continuation of study, tuition fees would be reimbursed according to the Refund Policy 2018/19 (copy attached). The Refund Policy is reviewed annually. Within this policy there is no provision for:

- the payment of additional travel costs for students affected by a change in the location of their course;
- compensation for maintenance costs and lost time where it is not possible to preserve continuation of study;
- compensation for tuition and maintenance costs where students have to transfer courses or provider.

However, should an affected student wish to apply for funding to support the transition to a new provider they would be considered a priority for access to the HE Hardship Fund.

Planned bursaries are funded through the additional income provided for under the Access Agreement (2018/19) and the Access and Participation Plan (2019/20) and are subject to individual students meeting stipulated conditions at set points during the academic year. However, students affected by non-continuation of study will receive the full amount of bursary without the need to show that the stipulated conditions have been met.

4. Information about how you will communicate with students about your student protection plan

The student protection plan will be publicised internally and externally to current and prospective students through inclusion on the College Website and the internal Student Moodle site. Staff will be made aware of it, and the procedure for programme changes will be updated to explicitly outline how students need to be involved in the process for making a change to a programme.

Students enrolling at the College will be made aware of the plan as part of the information given during the enrolment process.

The student protection plan will be reviewed annually to reflect any changes in the risk profile of the College. Students will be involved in the review through their course representative's input, and the final draft will be ratified by the Academic Board which includes in its terms of reference a student representative on its membership.

If there are material changes to a programme current students will be consulted as part of the initial decision to propose the change. As soon as notification is received that changes are agreed students will be informed, either through the general information provided (i.e. the programme handbook, the information available on the College Website, and the Student Moodle site), or to seek year one students' assent to implement the change in year two if they are registered on a two-year programme that is affected by a material change. At no point should changes be implemented in-year and therefore the notice period will give time for due consideration and consultation of any changes that are proposed and accepted.

In the very unlikely event that a programme is closed before its scheduled end date and continuation of study cannot be preserved, the College will consult with students before, during and after the process outlined in section 2 has been completed.