

Annex D: Template for a student protection plan

Provider's name: Brooklands College

Provider's UKPRN: 1000950

Legal address: Heath Road, Weybridge, Surrey KT13 8TT

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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

Course Offer and Location

The risk that we are no longer able to deliver material components of our courses is low because we design our modules to be taught by integrated teams of academic staff and are constantly developing new specialist staff to ensure succession planning is in place. This is exemplified in particular in specialist subjects such as the Engineering Motorsport Foundation and Bachelor's Degrees and where guest lecturers have been integrated to the core course team.

The risk that we will no longer deliver part time courses at our Brooklands campus in the next three years is moderate. This poses a particular risk to students with caring responsibilities, as the alternative courses involve day time attendance which may make care arrangements more problematic.

The risk that we are no longer able to deliver programmes in highly specialised areas such as Motor Sport Engineering in the next three years is moderate, due to the decline in student demographics and as an impact lower progression rates. As a College, our intention is to continue to offer specialist programmes particularly in the STEM area.

The risk of one or more of the locations at which courses are delivered to students no longer being available is low. Courses are delivered at the Weybridge Campus, which is located on green belt so closure for alternative use development is extremely unlikely.

The risk of not being able to deliver material components of one or more courses is low, with e.g. no areas having single person dependencies for teaching.

The Higher Education provision at the College is relatively small and includes both partnership provision and direct entry. The College has a clear strategy for growth in Higher Education to include flexible and credit delivery models. The course approval process supports this and the rigorous approach ensures that the course offer is planned to be responsive to student and employer needs whilst being relative to the strategic direction of the College.

Finance

The risk that the provider as a whole is unable to operate is low with our financial health rated as requires improvement by the ESFA in 2018/19; however the two year forecast budget plan predicts a change in the financial rating to Good.

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

Please provide an evidenced statement of the measures you have put in place to preserve continuation of study for your students in those areas where you consider the risk to be increased.

All of our higher education provision is delivered at our Weybridge campus.

Were we not able to continue to offer provision for any reason then early communication and a staged support programme would be put in place for students as soon as possible.

In the case of programmes which are offered in conjunction with partner HEIs (eg Motorsport, Special Educational Needs or Early Years.), then students would be accommodated at other associate college partners in that Higher Education Institution relationship. Brooklands has previously accommodated students from other partner colleges when this situation has arisen and the arrangement is reciprocal and would not lead to disruption as the courses are centrally validated and moderated by each Higher Education Institution. As a result there are always a choice of alternative routes offered which would lead to the same learning outcomes.

Should part time courses be removed due to decreasing demand, current cohorts would be continue to be taught until the conclusion of their qualification to reduce potential negative impact on current learners. New applicants would be offered the option of selecting the day time attendance mode, or Associate College Partners in that Higher Education Institution relationship offer part time options with the same learning outcomes. Were the college not to be able to continue to offer this mode of provision then early advice and guidance with the course team, specialist careers advisors and meetings with alternative progression route providers

Students attending our direct provision of higher nationals are currently mostly registered on single year higher national certificates Level 4 and then Level 5 higher national diplomas. This means that they complete qualification after a single year. Were the college not to be able to continue to offer provision then early advice and guidance with the course team, specialist careers advisors and meetings with alternative progression route providers.

Where the qualifications span 2 years, (HND) the college would ensure contact with alternative providers was made on behalf of the students at an early point to facilitate smooth transition to alternatives. Support as identified from both careers team and course specialists would be provided throughout the process in a planned and clearly communicated manner.

The risk to continuity of study to highly specialised areas such as Motor Sport Engineering due to capital equipment failure is low. As the courses are centrally validated and moderated by a partner Higher Education Institution, specific practical activities of modules affected would be relocated to a suitable alternative location to support achievement of the stated learning outcomes.

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

Please link to or provide a copy of your refund and compensation policy and ensure that it makes provision for:

In summary the policy contains information on the following:

- Refunds for students in receipt of tuitions fee loan from the Student Loans Company.
- Refunds for students who pay their own tuition fees.
- Refunds for students whose tuition fees are paid by a sponsor.
- The payment of additional travel costs for students affected by a change in the location of their course.
- Commitments to honour student bursaries.
- 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.

The College's insurance is reviewed each year and will incorporate the facility to provide refunds and compensation for students with an increased risk of non-continuation of study.

Link to refund policy below.

<https://www.brooklands.ac.uk/wp-content/uploads/2018/06/College-Fees-Policy.pdf>

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

We will publicise our student protection plan to current and future students by making full use of our social media links as well as the dedicated Higher Education area on the website, which has appropriate signposting. All application information will contain reference to and a link to the plan.

We will ensure that staff are aware of the implications of our student protection plan when they propose new courses or changes to curriculum by ensuring full discussion at the internal course approval panel. This consists of two stages and allows for full resource and contingency measures to be considered and put in place prior to sign off of courses and delivery proceeding.

We will develop and review our student protection plan by making use of the student engagement network which includes cross college representation of HE students on the Student Council, working with students at course level in induction and also in course meetings where feedback is elicited and

actions fed back on. This will allow for the plan to be tailored to meet specific specialist needs where appropriate.'

Our students will be involved in our review by ensuring that our current processes for student engagement and feedback continue to include this as an area for discussion.' We will inform our students as soon as is reasonably practicable if there are to be material changes to their course by meeting face to face at course level, formally by letter confirming changes and identifying the support meetings in place , (with course team and specialist staff), to assist and support transition. '

If we need to implement the measures in our student protection plan we will arrange for individual student meetings with specialist teams such as independent advice from careers and progression mentors to identify alternatives and support application and transition. Where possible institution contact will have been made to facilitate smooth entry to an alternative course and provider.

The student protection plan will be reviewed annually as part of the College's formal reporting processes. The review will be informed by information from formal processes including the Curriculum & Performance Review Committee and the Resources Committee, the Associated College Partners Programme, feedback from student voice communication networks including the Student Council and Programme Boards and cross college student satisfaction surveys, as well as more informal mechanisms such as course meetings and module reviews.