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Provider's UKPRN: **10001165**

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### **Student protection plan for the period [2018- 2019]**

#### **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**

Cardinal Newman College introduced Higher Education courses into their established 16-19 provision in September 2015 initially with two validated Foundation Degrees, growing to three FdA's and one BA Top-Up in 2018.

The College has strategically invested in a small number of vocational work based HE courses to meet the needs and preferences of people within our community. In Lancashire significant numbers of young people go onto higher education however many of them do not stay or return, (www.lancashire lep.co.uk) however 100% of our 2017 Graduates progressed into employment or further study, (DHLE 2018) compared with 70% of Lancashire graduates overall, (www.lancashire lep.co.uk) and all remained in Lancashire.

The design, delivery and cost of our HE courses, all of which are work-based, are integral to our strategic inclusive approach which we evaluate regularly through our formal Quality Assurance processes. Three-year enrolment trends show increased growth in both mature and Black and Minority Ethnic students, 'underrepresented student groups' (OfS 2018:19). Applicants that are in paid employment do not have to relinquish this asset as they can study alongside all our courses, from L4 – L6 and for those requiring work place experiences and skill development there is opportunities for this.

Cardinal Newman college is acutely aware that our HE enrolled students and potential applicants must have assurances that our courses are effectively quality assured and accessible for their whole registration period thus this document sets out our assessment of the range and level of risk to course continuity and quality.

#### **Identified risks to continuation of study.**

FdA Early Years (validated provision Middlesex University 2015).

- **Low risk** lower student enrolment numbers.

#### **Identified risks to continuation of study.**

FdA Teaching and Learning Support (validated provision Middlesex University 2015).

- No risk

#### **Identified risks to continuation of study.**

FdA Leadership and Management (validated provision Chichester University 2017).

- **low risk** lower student enrolment numbers.

#### **Identified risks to continuation of study.**

BA L6 Top-Up validated by Middlesex University 2017.

- No risk

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

Cardinal Newman College will uphold its obligations to students enrolled on any of our higher education course for the duration of their registration. In the unlikely event that the College decided to discontinue provision we would normally seek to teach-out cohorts of enrolled students.

All our HE courses are validated by a Higher Education Institution and as part of the Memorandum of Co-operation have a contingency plan which we will follow Integral to our HE Marketing Strategy and Quality Cycle we continuously monitor and evaluate student applications tailoring our marketing as required.

- FdA Early Years is **low risk** because: The FdA Early Years and FdA Teaching & Learning Support courses are delivered together as they have shared modules covering the whole curriculum from birth to 11 years making actual numbers on each course not critical. Course distinctiveness is generated at assessment which focuses on the related course curriculum.
- FdA Leadership and Management is **low risk** because: this is a new course which could not be advertised until it was validated recently so our student enrolment target reflect this.

**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 it is not possible to preserve continuation of Higher Education study for a student or students Cardinal Newman College has a Refund and Compensation Policy to which we will adhere.

Our Refund and Compensation Policy will be presented in Annual HE study guide a hard copy of which is given to all yr 1 students during induction at which time it will be discussed. The Policy will be available via our website [www.cardinalnewman.ac.uk](http://www.cardinalnewman.ac.uk) and on our HE course Moodle page. Our HE Administrator and HE teachers will also discuss our Policy when discussing Student Loan applications with applicants throughout the enquiry, interview, enrolment and induction processes.

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

Cardinal Newman College is committed to ensuring that their assessment of the range and level of risk to the quality and continuation of their Higher Education courses is shared with enrolled and prospective students. To support the Protection Plan regular review by enrolled students the annual Student Voice Cycle will be pivotal, feedback obtained will be a valuable evaluation tool.

Our Student Protection Plan will always remain under review by the HE team and our students we commit to sharing our plan by:

- Presenting our student protection plan clearly on our website ([www.cardinalnewman.ac.uk](http://www.cardinalnewman.ac.uk))
- Including our plan in our Annual HE study guide alongside validating university academic regulations and HE Student Charter.
- Uploading a reviewed copy annually onto each course Moodle page.
- Referring to our plan on our application form and shared with applicants during interview, enrolment and induction processes.
- Including Review / discussion of our plan as an AGENDA item for each Board of Study, Programme Review and Principal's Academic Board meetings.

- Uploading our Plan after each review onto the staff intranet, staff share, alongside all other CNC HE policies.
- Adhering to our Statement on Academic Freedom and Collegiality.

We will work with your current students in the development of our student protection plan by:

- Seeking feedback from our current students before we submit our plan to office for Students May 2018 and make necessary amendments.
- Including student review and discussion of our plan into our student voice cycle of feedback / feedforward.
- Through reviewing / discussing our plan at each Board of Studies and Principal's Academic Board meetings to which student representatives attend.

In the event that our Student Protection Plan needs to be implemented Cardinal Newman College has in place the following arrangements to ensure that students that are affected by the changes are notified and supported to meet their individual needs and preferences. Cardinal Newman College will:

- Work closely with our local providers of HE to identify and secure possible alternative courses for which our students can transfer.
- Involve local providers of HE in supporting our students affected by the material changes to their courses so transfer can be as seamless as possible.
- Give students that are affected by a course closure a minimum of 28 days' notice with clear guidance about our support, information and guidance plans in place.
- Inform students if there is to be any material changes to their course by letter and email.
- Ensure that key personnel are informed and available to support the different needs and preferences of students affected by any material change.
- Invite affected students to a meeting with key senior management responsible for HE at a convenient place and time for open discussion relating to any material change to their courses.
- Publicise the proposed meeting details on the college Website ([www.cardinalnewman.ac.uk](http://www.cardinalnewman.ac.uk)) and via social media to maximise opportunities for students to attend.
- Complete and publish minutes taken at the meeting after they have been checked by student representatives to confirm they are fair and accurate before publishing these on the college's website ([www.cardinalnewman.ac.uk](http://www.cardinalnewman.ac.uk)).
- In the event that students wish to complain about the way in which we implement our plan they will be facilitated to follow Cardinal Newman College complaints policy.

**Please see [www.cardinalnewman.ac.uk/university-courses/he-policies/](http://www.cardinalnewman.ac.uk/university-courses/he-policies/) to view relevant supporting documents referred to in this plan.**