

Student Protection Plan

2020/21

Providers name: Kirklees College

Legal address: Waterfront Quarter, Huddersfield Centre, Manchester Road, Huddersfield, HD1 3LD

Contact point for the Student Protection Plan: Head of Higher Education.

An evaluation of the range of risks to the continuation of study for our students, how these risks may differ based on our students' needs, characteristics and circumstances, and the likelihood that those risks will crystallise.

Context

Since it was established in 2008 after a merger between Dewsbury College and Huddersfield Technical College, Kirklees College has become one of the biggest college's in the country. It provides a range of courses to a diverse student population in the West Yorkshire region. Our Higher Education and Higher Skills courses are delivered from specialist subject discipline centres. In Huddersfield the Waterfront Quarter and the Technology Quarter specialising in Engineering and Process Manufacturing in Huddersfield. From September 2020 the Higher Education and Higher Skills Centre will be based in Dewsbury at the Pioneer House, a newly refurbished multi -million-pound centre.

The College HE strategy has been thoroughly revised in light of the Leeds City Region Higher Level Skills Plan and consultation with the Local Authority, employers and other FE and HEIs to establish clear technical and academic progression routes into Higher Education, Higher Nationals and Higher and Degree Level Apprenticeships.

Temporary campus closure

The risk of campus closure impacting on student is considered to be low to medium, as business critical incident procedures are in place.

Permanent campus closure

The risk of campus closure is low because Kirklees College has a rigorous three-year business planning process that ensures that all our resources are matched against curriculum need. Whatever programme you are studying you can be assured that it is fit for purpose, meets the needs of industry and aims to secure long term sustainable employment.

New courses, or those due for refreshing and updating through revalidation are subject to the highest level of scrutiny. In collaboration with the Head of Higher Education, Heads of Faculty and Curriculum Area Managers, significant levels of market research are conducted, ensuring curriculum and resources and learning and teaching facilities are fit for purpose, which informed by employers and are subject to the highest level of scrutiny. This level of planning versus forecasting mitigates reduced the risks of course or campus closure.

Kirklees College delivers specialised courses including Higher National Certificates and Diplomas and Higher and Degree level Apprenticeships. Where appropriate, HNC Engineering for example, these are co-created with employers. The risk that Kirklees College will no longer deliver courses at a specified campus is low and as a mixed economy provider consistent to the Leeds City Region and

Higher - Level Skills Plan will provide you with the added security the continuation of study will not be adversely affected.

The financial health of the organisation is evaluated on an annual basis by the Education & Skills Funding Agency (ESFA). In doing so the ESFA consider a range of financial performance indicators. In October 2017 the College was advised that it was being placed under FE Commissioner intervention as a result of 'Inadequate' financial health. Since 2017, the College have been working proactively with the FE Commissioner to design and implement a comprehensive recovery plan aimed at returning the 'satisfactory' health by the end of 2019/20. The plan has the protection of the student experience at its heart. Progress in delivering the plan has been rapid and rigorous, and the College has every confidence that 'Satisfactory' financial health will be restored by the target date.

The College has a business continuity plan in place which covers those risks likely to be placed by any large organisation, for example flood or fire. Mitigation for these types of risks includes ongoing risk assessment across all campuses and regular fire safety programme by our Estates, Facility and Security team.

Although the College is publicly marketing for sale the Dewsbury Centre, a property strategy is already established for the transfer 0.4 miles to the Higher Education and Higher Skills Centre in September 2020. The risk attached to no longer delivering provision at Dewsbury Centre is therefore low.

Our relationship with the University of Huddersfield, our validating partner is very strong and the risk of withdrawing their validation support is very low.

The risk of closure of our specialist centres in Huddersfield is low and the Higher Education and Higher Skills Centre dedicated to Higher Education provision in Dewsbury is considered very low as the building is due to open in September 2020. The risk of programme closure is moderate due to the need to maintain specific levels of student numbers to maximise student experience and ensuring financial viability of the programmes. The risk of changes to programme content is moderate, with in-year changes considered to be low risk. This is because programmes are annually reviewed by the academic delivery teams, drawing on student and external stakeholder feedback, and this can often result in moderations to programme, major or minor amendments to courses follow due process and are overseen by the Head of Higher Education.

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

If a circumstance arose whereby we were unable to deliver a course at a specified campus, where possible, the provision would be relocated to another campus and appropriate transport would be provided for you to safeguard that your studies would not be interrupted. The flexibility of our estates makes relocation the most likely outcome, although this may lead to necessary timetable changes. This would be implemented following consultation with the affected student cohort(s) and equality impact assessments will be carried out.

In the event our validating partner withdraws from our collaborative partnership, the College will be given an appropriate notice period, we have a commitment to 'teach out' the existing programme. The College has experienced this risk occurring and has successfully managed it on previous

experience. Kirklees College is committed to ensuring your course of study will be completed within the time scale specified at enrolment.

In the event that Kirklees College were unable to deliver material components of a course in any subject, our academic expertise would enable us to provide secure continuation of study. Our partnership organisation and awarding bodies would be an additional support in this regard and would extend our existing highly effective recruitment processes.

3. Information about the policy you have in place to refund tuition fees and other costs to your students in the event that you are no longer able to preserve continuation of study

Kirklees College is committed to placing resources to meet our obligations. If you are in receipt of loans from the Student Loans Company, in receipt of sponsorship or privately funded, refunds will fall within scope of the policy document. The Policy sets out the process for considering claims and acknowledges that each case will have its own set of specific circumstances to consider.

In the unlikely event of relocation of study is encountered, Kirklees College will provide you with flexible and appropriate arrangements to ensure that continuation of study is not adversely impacted. This may include bespoke transport arrangements using college internal transport.

The Kirklees College refund and compensation policy is available through the college website.

4. Information about how you will communicate with students about your SPP

We will communicate the provision of the student protection plan to you and future students through the college website, in our higher education section.

All published prospectus and Higher Education guides will include a link to this website.

For new and existing students, the plan will be included in all student handbooks and accessible through the Higher Education and Higher Skills Virtual Learning Environment.

The student protection plan will be communicated to all staff through a programme of Higher Education mediums including bespoke staff development sessions, Higher Education staff conference activities and academic curriculum planning.

We will ensure that staff are aware of the implications of our student protection plan when they propose course changes by requiring written confirmation of such consideration as part of the proposal. Academic delivery teams may make improvements and minor adjustments to modules any changes which will trigger the student protection plan, must be authorised by the Head of Higher Education acting through delegated authority of the Higher Education Committee Board chaired by the Assistant Principal for Adults and Higher Education.

In any circumstances whereby, the risks identified in the Plan happen and the impact upon students is more than insignificant, you will be given a minimum of 5 weeks' notice, in writing, for material changes to your chosen course. The Head of Higher Education will provide individualised support through one to one meetings to ensure effective support is in place. Curriculum Area Managers will

be available to support groups of students and the Higher Education Academic coaches will provide an additional layer of support to ensure academic progression is not adversely affected.

The student protection plan will be reviewed through a range of student engagement groups with formalised feedback through Higher Education student representatives. The student protection plan will be reviewed annually by the Higher Education Quality Performance and Standards Group, this level of engagement will establish a partnership approach to the formation and review of the student protection plan with you as a key stakeholder.

Independent advice will be delivered through the higher Education student representatives. An open and transparent process of review will be conducted annually.