**CCCU COLLABORATIVE PROVISION**

**UK PARTNER APPLICATION**

Thank you for agreeing to complete this form as a prospective **partner** contemplating establishing a partnership with Canterbury Christ Church University (CCCU). The information provided in this form will contribute to the due diligence process undertaken. Due diligence is a standard part of the University’s arrangements for partnerships and is undertaken prior to proceeding in a substantive way with the development of an arrangement for delivering learning opportunities with others.

This form must be completed by a senior partner representative who will take responsibility for the authenticity of information and the accompanying evidence documents provided. The partner representative will have to sign the document to confirm the accuracy of all the information provided – please provide copies of documents or hyperlinks to current documents.

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# 1 Organisation Information

## 1.1 Legal entity details

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| --- | --- |
| **Legal registered name of the organisation proposing to contract with CCCU** |  |
| **Trading name**  Where different from above |  |
| **Registration address**  Registered Office |  |
| **Registration details**  Registering Organisation, unique identifier, for example, Company Number |  |
| **Country of proposed delivery**  Where different to the details above |  |
| **Organisation’s Web address** |  |
| **Details of the main contact**  (Name, Job Details and Contact Details) |  |

## 1.2 Partner Organisation Type

|  |  |
| --- | --- |
| **Type:** | **Tick all that apply**  Provide an appropriate reference number |
| **Registered Company** |  |
| **Higher Education Institution** |  |
| **Charitable Trust** |  |
| **Public Body** |  |
| **Other Educational Institution**  Please Specify |  |
| **Other – please specify below** |  |

# 2 Reasons for Application to Collaborate

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| **Please provide clear details of why your organisation wishes to partner with CCCU**  Include the benefits each organisation would derive from such a partnership |
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# 3 Organisation’s Strategy

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| **Please provide clear details of the organisation’s vision, strategic objectives/mission statement** |
|  |

# 4 Proposed Areas of Collaboration

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| **4.1** | **Please provide details of the courses that the proposal will cover and the envisaged type of delivery.**  For example, will your organisation teach CCCU approved courses or will CCCU approve your courses and confer the award? |
|  |  |
| **4.2** | **Please provide evidence of the demand for the course(s)**  Include market and competitor analysis/research and evidence for demand for each of the courses under consideration for offering |
|  |  |
| **4.3** | **Student recruitment**  Please provide details of your recruitment and marketing plan which will ensure attracting the envisaged profile of students. |
|  |  |
| **4.4** | **Student application and admission process**  Please provide details of your application and admission (please provide policy documents, process and envisaged applicant profile). |
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| --- | --- | --- | --- | --- |
| **4.5 Projected student numbers**  Please provide projected numbers per course for each academic year | | | | |
| **Course name(s) / Subject Area** | **Projected start date** | **Projected Student Numbers** | | |
| **Y1** | **Y2** | **Y3** |
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# 5 Educational Provision Experience

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| **5.1** | **Registration with OfS as an educational provider**  Please provide details of registration, include the type of registration and reference number |
|  |  |
| **5.2** | **Please provide details of registration as a learning provider**  (include details of type of registration and UKPRN number) |
|  |  |
| **5.3** | **Portfolio**  Please provide full details of the organisation’s current educational portfolio (including all educational provision and levels, as well as how long these have been running). |
|  |  |
| **5.4** | **Previous experience of Collaborative Provision**  Please provide details of whether the organisation has previously offered any collaborative activity with another Higher Education Institution (both UK and other countries), including the date that this relationship ended and reason for ending. |
|  |  |
| **5.5** | **Current Experience of Collaborative Provision**  Please provide details of whether the organisation currently delivers other programmes/projects in collaboration with other Higher Education Institutions (UK and other countries), please provide full details of the relationships.  (Please indicate whether current partners have been informed of the proposed partnership). |
|  |  |
| **5.6** | **Student recruitment process**  Please provide details of the organisation’s student recruitment approach, processes and how these are monitored, including any involvement of agents and their boundaries of involvement in the student life cycle. |
|  |  |

# 6 Organisation’s Legal Status

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| **6.1** | **Legal status and the parent company**  Please confirm the organisation’s legal status (for example corporation, company or charitable trust) in its own country and provide relevant supporting documents such as:   * Charter and statutes, or instrument and articles of governance and association * Memorandum of Agreement with a parent company. * The organisation’s registered charity number or registered company number (if applicable). * The name, date of birth, address and nationality of any board director, shareholder, trustee or other person with a controlling interest in the contracting organisation |
|  |  |
| **6.2** | **Proposed partner organisation/business structure**  Please provide your organisation’s company (or other legal entity) structure chart, showing details of any parent company/ies, all subsidiary company/ies (whether wholly owned or otherwise), identifying all board directors, shareholders or trustees. Please clearly identify those individuals with a controlling interest in terms of decision making/voting rights. |
|  |  |
| **6.3** | **Legal links to the contracting organisation**  Please provide the name, date of birth, address and nationality of any board director, shareholder, trustee or other person with a controlling interest in the contracting organisation. |
|  |  |
| **6.4** | **Legal Proceedings/Arbitration/Prosecutions/Investigation/complaints**    Please make enquiries of all relevant members of your organisation and record here whether any of the following is current, or is known to be pending, if yes, provide a summary and provide details of whether any of these have been recorded in the last five years:   * Any legal or arbitration proceedings (whether as a claimant or a defendant) * Any prosecution. * Any investigation or inquiry by a government or official body. * Any internal or external formal complaints (including harassment and/or sexual misconduct). |
|  |  |
| **6.5** | **Please provide details of whether within the last five years any court has made any findings of discrimination or bribery/corruption against the organisation.** |
|  |  |
| **6.6** | **Please explain here whether in the last five years the organisation has had any contract terminated for breach of contract by another organisation**.  Please also include any current or previous contractual arrangement to provide education services, in relation to which your organisation’s performance was delayed or ceased early for any reason. |
|  |  |

# 7 Financial Status

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| --- | --- |
| **7.1** | **Organisation’s financial details**  Please provide details of the financing of the organisation and financial structure.  Provide supporting evidence documents such as:   * The audited Accounts or equivalent records for the last three years, plus a copy of the Management Accounts or equivalent records since the end of the last accounting Period organisation’s registered charity number or registered company number (if applicable). * Details of the organisation’s financial structure. * Annual reports for the past three years. |
|  |  |
| **7.2** | **Business and ethical interests/links**  Please detail any business and ethical interests/links the proposed organisation (or parent organisation) may have, either within the UK or overseas, that would need to be reviewed against the University’s mission and values. |
|  |  |
| **7.3** | **Please provide details of any financial backing from the parent company (where applicable)**  Please provide evidence such as Memorandum of Agreement with a parent company. |
|  |  |
| **7.4** | **Student funding arrangements**  Please explain details of funding for students and provide appropriate evidence (for example eligibility for funding through Student Loan Company). |
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# 8 Insurance

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| **8.1** | **Insurance**  Please provide copies of policies pertaining to the organisation’s insurance cover, and the extent of that cover, including:   * Public liability * Employer liability * Professional indemnity   (Please complete the table below indicating level of cover, providing pertinent documents). | | | | |
|  | **Insurance Type** | **CCCU Level of Cover Required** | **Level of Cover Currently Held** | **Renewal Date** | **Links to Policy and Certificate** |
|  | **Public Liability** | **[Obtained and indicated here prior to sending the form to prospective partner]** |  |  |  |
|  | **Employer Liability** | **[Obtained and indicated here prior to sending the form to prospective partner]** |  |  |  |
|  | **Professional Indemnity** | **[Obtained and indicated here prior to sending the form to prospective partner]** |  |  |  |
| **8.2** | **If the cover currently held does not meet CCCU’s minimal cover requirements, please explain how and when the required level of cover will be attained** | | | | |
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# 9 Physical Resources

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| **9.1** | **Property - sites of delivery**  Please provide details of the property where the academic provision will be delivered.  (Please provide evidence that the teaching facilities meet the national requirements for example AUDE Benchmarking tool and Space Assessment Model (SAMS-2) model) | | |
|  |  | | |
| **9.2** | **Property – ownership, leases, alternative premises, and licensing**  Please provide evidence of ownership or lease agreement for:   * the building and or land upon which the organisation intends to deliver the course, or * lease of the buildings and /or the land the organisation intends to deliver the course   (If the current lease is due to expire during the term of the proposed agreement, please explain how the organisation will provide appropriate alternative premises? Please provide supporting documents). | | |
|  |  | | |
| **9.3** | **Buildings and Facilities Management**  Please provide the hours and days when the premises are open to students? | | |
|  |  | | |
| **9.4** | **Please confirm the premises meet all required property and facilities regulations and needs, including but not limited to:** | | |
|  |  | **Y/N** | **comments** |
|  | **Health and Safety at Work Act 1974** |  |  |
|  | **Control of Asbestos Regulations** |  |  |
|  | **Manual Handling Regulations** |  |  |
|  | **Electricity at Work Regulations and PAT testing** |  |  |
|  | **Thermal comfort and good ventilation** |  |  |
|  | **Control of Substances Hazardous to Health Regulations** |  |  |
|  | **Construction (Design and Management) Regulations** |  |  |
|  | **Regular servicing and testing of fixtures and services such as lifts, alarms, emergency lighting, water (Legionella)** |  |  |
| **9.5** | **Please confirm you have sufficient space available for staff and planned student number requirements including but not limited to:** | | |
|  | **Access to** | **Y/N** | **Details** |
|  | Sufficiently clean toilets, including the accessible toilets |  |  |
|  | Suitable teaching space, workstations and seating  (include details of accessibility -mobility access and other accessibility considerations) |  | Please provide floorplans, indicating sqm room sizes and number of students per room |
|  | Study, welfare and support spaces |  |  |
|  | Available drinking water, and somewhere to heat and eat meals |  |  |

# 10 Health and Safety

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| **10.1** | **Health & Safety management**  Please provide organisation’s Health and Safety policy and evidence that the organisation’s Health and Safety policy and management system comply with all requirements set by the UK Health and Safety legislation.  (This includes following all HSE guidance) |
|  |  |
| **10.2** | **Any prosecutions or enforcement actions**  Has your organisation been subject to prosecution and/or enforcement action from the UK Health and Safety Executive, the Fire Authority in the last three years?  If yes, please provide details of all prosecutions and/or enforcement notices in the last three years, together with all remedial actions undertaken to prevent future occurrences or breaches, include outcomes from the enforcing authority. |
|  |  |
| **10.3** | **Health and Safety Adviser**  Please provide assurance that the organisation has appointed a competent Health and Safety adviser (or group of) to assist the organisation in complying with its statutory duties in relation to health, safety and fire safety law and regulations. |
|  |  |
| **10.4** | **Fire Risk Assessment**  Please provide assurance and evidence that a suitable and sufficient fire risk assessment is in place for any premises used by the organisation, that these assessments have been conducted by a competent and qualified fire risk assessor, as per the regulations of the country where delivery will take place, and that all remedial actions completed / progressed within a reasonable timeframe agreed between the organisation and the fire risk assessor.  (Please provide a copy of the FRA and confirm you meet the current government guidance Fire safety risk assessment: educational premises - GOV.UK (www.gov.uk)) |
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# 11 Governance, Structures and Policies

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| **11.1** | **Organisational Governance structure**  Please provide details of the organisation’s governance structure, including any committee structures and senior management team (composition and roles) |
|  |  |
| **11.2** | **Data protection**  Please explain how the organisation ensures compliance with GDPR regulations. Please provide the organisation’s:   * Data Protection policy. * Data Protection Registration Number and/or certificate of compliance issued by the Data Protection Authority. * Detail of Data Protection Officer (head of Data Protection function) * CCTV policy if you have CCTV |
|  |  |
| **11.3** | **Anti-Bribery or Anti-Corruption Policy and Whistleblowing Policy**  Please explain the organisation’s approach and provide the following:   * Anti-bribery or anti-corruption policy or similar statement of values. * Organisation’s Whistleblowing Policy and guidance on how a student and staff can raise concerns of such a nature.   Please confirm whether the policy or statement of values referred to is published on the organisation’s website and insert a link to verify same. |
|  |  |
| **11.4** | **Gifts and Hospitality**  Please provide the organisation’s policies and procedures in relation to gifts and hospitality.  (If this is not available, please provide a statement regarding the organisation’s current practices in relation to gifts, hospitality, donations and financial probity). |
|  |  |
| **11.5** | **Public Information**  Please provide details of how the organisation ensures that information released about partnership activity is accurate and complete. |
|  |  |
| **11.6** | **Equality and Diversity Policy**  Please provide the organisation’s Equality and Diversity Policy.  (If the organisation does not have an Equality and Diversity Policy, please state how the needs of students and staff with protected characteristics are met). |
|  |  |
| **11.7** | **Safeguarding Children and Vulnerable Adults**  Please provide a copy of the organisation’s Safeguarding Children and Vulnerable Adults Policy, (identifying the responsible person(s)). |
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# 12 Human Resources

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| **12.1** | **Staff**  Please briefly explain the organisation’s plan to ensure that there will be enough staff with appropriate qualifications to deliver the proposed course.  Additionally, please provide supporting evidence and the CVs of the organisation’s academic staff leading this proposal. Staff CVs will need to be provided prior to delivery. |
|  |  |
| **12.2** | **Recruitment and management of staff**  Please provide policies and procedures for staff recruitment and development. |
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# 13 Academic/Professional Capacity to Deliver Learning, Teaching and Support

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| **13.1** | **Quality assurance/standards**  Please provide policy documents which explain the organisation’s quality assurance processes and procedures. | |
|  |  | |
| **13.2** | **Operational processes and procedures**  **Please explain the organisation’s processes to support learning delivery and assessment, and to ensure quality student learning experience.**  (For example, regulations and procedures for assessment, teaching delivery, student academic monitoring) | |
|  |  | |
| **13.3** | **Please provide details of learning resources**  (Details of the IT provision, Wi-Fi you will provide for students, for example subscription to eduroam) | |
|  |  | |
| **13.4** | **Using data for monitoring provision**  Please explain how the organisation obtains or plans to obtain data to inform monitoring and enhancement activities (qualitative and quantitative data across the partnership, at course and module levels). | |
|  |  | |
| **13.5** | **Student Information**  Please explain and provide evidence of the organisation’s mechanisms for publicising the students’ rights and responsibilities i.e. a Student Handbook, Student web pages, including the right to access representation. | |
|  |  | |
| **13.6** | **Student protection**  (Please explain the plan and processes in place to protect students in case of discontinuation of a course, or other eventualities, examples may include campus closure or mode of delivery withdrawn). | |
|  |  | |
| **13.7** | **Student Conduct and Student Complaints Procedures**  Please explain and provide evidence of current procedures in relation to the following:   * Student Complaints Procedure * Student Conduct Procedures, including any specific Policies or Procedures relating to the Harassment and/or Sexual Misconduct (include how the organisation adheres to the law). | |
|  |  | |
| **13.8** | **Student academic misconduct procedures**  Please explain and provide evidence of current procedures in relation to the following:   * Student academic misconduct procedures and processes * Student Academic Appeals Procedures. | |
|  |  | |
| **13.9** | **Student academic monitoring and support**  Please explain the planned academic monitoring and support that will be provided to students to enable engagement with studies and monitor progress – include arrangements for inclusive teaching practice and adjustments to support equality of opportunity for disabled students and other students with protected characteristics (provide copies of any relevant policy documents). | |
|  |  | |
| **13.10** | **Student support services**  Please explain the planned student services and provide copies of any relevant policies related to supporting the wellbeing of students, including details of:   * The services in place to assess and support student welfare, including support for students experiencing financial hardship or other forms of disadvantage. * The services in place to assess and support physical and mental health, including counselling. * The services and approaches used to promote positive physical and emotional wellbeing. | |
|  |  | |
| **13.11** | **Student support services**  Please provide details of capacity for delivering student support in different formats. | |
|  | **Service Type:** | **Y/N – and a short description** |
|  | **Telephone** |  |
|  | **Email** |  |
|  | **Face-to-Face** |  |
| **13.12** | **Student career advice**  Please indicate if career support is available to students and if so, what is provided. | |
|  |  | |
| **13.13** | **Activity Risk Assessments**  Where relevant, please explain how you will undertake risk assessments and mitigation, for any non-standard teaching beyond a lecture or seminars, such as would take place in a simulation space, involve physical activity, laboratory or external visits, placements or courses such as health, sports science etc. | |
|  |  | |
| **13.14** | **Fitness to Practice/Professional Suitability Procedures**  (Where relevant for the proposed courses, please explain the organisation’s ‘Fitness to Practice’ or ’Professional Suitability’ procedures, include DBS checks). | |
|  |  | |
| **13.15** | **Occupational Health Clearance**  Please explain whether the proposed collaborative activity requires the students to obtain Occupational Health Clearance. If so, please explain the arrangements which will be put in place to ensure the Occupational Health Clearance is obtained. | |
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# 14 Further Information

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| **Any other details**  Please provide any other details the organisation would like to declare and provide any supporting documents. |
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# Sign Off by the Proposed Partner Representative

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| --- | --- |
| **Name and Position of the Senior Individual at the Organisation who is responsible for completing and assuring the accuracy of all the information and documents accompanying this form.** |  |
| **Date of completion and submission of the form** |  |

Once completed, the form should to the CCCU UKPAU: [UKPAU@canterbury.ac.uk](mailto:UKPAU@canterbury.ac.uk)