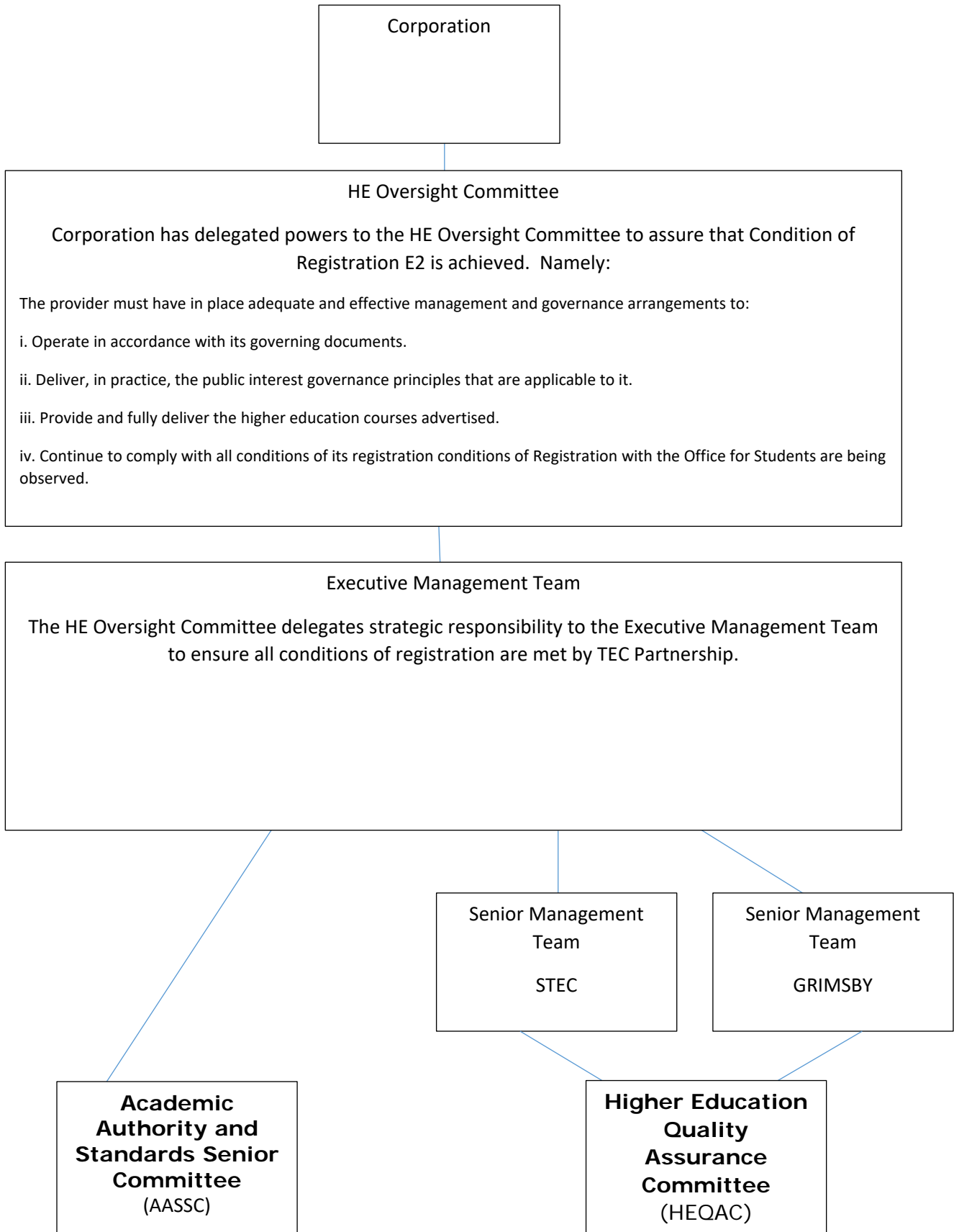


HE Deliberative Committee Structure (HE03A)



HE Oversight Committee

Cycle of Business for HE Oversight Committee

Autumn

Description	Mapping	Delegated to
Accept assurances to satisfy the following statement "The provider must deliver well designed courses that provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed."	Condition B1	SMTs / HEQAC
Set and monitor KPIs and receive assurance of progress towards the targets	Condition B3	EMT /SMTs / HEQAC
Accept assurances to satisfy the following statement "The provider must ensure that qualifications awarded to students hold their value at the point of qualification and over time, in line with sector recognised standards"	Condition B4	EMT / AASSC
Approve plans to ensure the following statement is met "The provider must participate in the Teaching Excellence and Student Outcomes Framework."	Condition B6	EMT / HEQAC
Accept Assurance to satisfy the following "The provider's governing documents must uphold the public interest governance principles that are applicable to the provider." Noting that any changes have been communicated to the OfS	Condition E1	Clerk to the Corporation / Accountable Officer
The governing body of a provider must: i. Accept responsibility for the interactions between the provider and the OfS and its designated bodies. ii. Ensure the provider's compliance with all of its conditions of registration and with the OfS's accounts direction iii. Nominate to the OfS a senior officer as the 'accountable officer' who has the responsibilities set out by the OfS for an accountable officer from time to time.	Condition E3 Condition F3 Condition F4	EMT / Accountable Officer
Accept Assurance to satisfy the following: The governing body of the provider must notify the OfS of any change of which it becomes aware which affects the accuracy of the information contained in the provider's entry in the Register.	Condition E4	EMT
Accept Assurance to satisfy the following: The provider must provide to the OfS, and publish, information about its arrangements for a student to transfer.	Condition F2	EMT / AASSC
Accept Assurance to satisfy the following: The provider must pay: i. Its annual registration fee and other OfS fees in accordance with regulations made by the Secretary of State. ii. The fees charged by the designated bodies	Condition G3	EMT / AASSC

Spring

Description	Mapping	Delegated to
Accept assurance about the delivery of the Access and Participation Plan	Condition A1	EMT / HEQAC
Set and monitor KPIs and receive assurance of progress towards the targets	Condition B3	SMTs/ HEQAC
Accept assurances to satisfy the following statement "The provider must demonstrate that in developing and implementing its policies, procedures and terms and conditions, it has given due regard to relevant guidance about how to comply with consumer protection law." and "A provider in the Approved (fee cap) category must charge qualifying persons on qualifying courses fees that do not exceed the relevant fee limit determined by the provider's quality rating and its access and participation plan."	Condition C1 Condition G1	EMT / AASSC
Accept Assurance to satisfy the following statement "The provider must:	Condition D	EMT / Director of Finance

<p>i. Be financially viable. ii. Be financially sustainable. iii. Have the necessary financial resources to provide and fully deliver the higher education courses as it has advertised and as it has contracted to deliver them. iv. Have the necessary financial resources to continue to comply with all conditions of its registration.</p> <p>And</p> <p>"The provider must comply with any terms and conditions attached to financial support received from the OfS and UK Research and Innovation (UKRI) under sections 41(1) and/or 94(2) of HERA. A breach of such terms and conditions will be a breach of this condition of registration."</p>	Condition G2	
<p>Accept Assurance to meet the following condition: "The provider must have in place adequate and effective management and governance arrangements to:</p> <p>i. Operate in accordance with its governing documents. ii. Deliver, in practice, the public interest governance principles that are applicable to it. iii. Provide and fully deliver the higher education courses advertised. iv. Continue to comply with all conditions of its registration.</p>	Condition E2	EMT
<p>The governing body of the provider must notify the OfS of any change of which it becomes aware which affects the accuracy of the information contained in the provider's entry in the Register.</p>	Condition E4	EMT

Summer

Description	Mapping	Delegated to
Accept assurance to satisfy the following statement. "The provider must support all students, from admission through to completion, with the support that they need to succeed in and benefit from higher education about the level of support given to students"	Condition B2	EMT / SMTs / HEQAC
Set and monitor KPIs and receive assurance of progress towards the targets	Condition B3	EMT /SMTs / HEQAC
Accept assurance to satisfy the following statement "The provider must deliver courses that meet the academic standards as they are described in the Framework for Higher Education Qualifications at Level 4 or higher."	Condition B5	EMT / AASSC
Accept assurance to satisfy the following statement "The provider must: i. Co-operate with the requirements of the student complaints scheme run by the Office of the Independent Adjudicator for Higher Education, including the subscription requirements. ii. Make students aware of their ability to use the scheme."	Condition C2	EMT / SMTs HEQAC
Accept assurance to satisfy the following statement: i. Have in force and publish a student protection plan which has been approved by the OfS as appropriate for its assessment of the regulatory risk presented by the provider and for the risk to continuation of study of all of its students. ii. Take all reasonable steps to implement the provisions of the plan if the events set out in the plan take place. iii. Inform the OfS of events, except for the closure of an individual course, that require the implementation of the provisions of the plan.	Condition C3	EMT / SMTs HEQAC
The governing body of the provider must notify the OfS of any change of which it becomes aware which affects the accuracy of the information contained in the provider's entry in the Register.	Condition E4	EMT
Accept Assurance so satisfy the following statement: The provider must comply with guidance published by the OfS to facilitate, in co-operation with electoral registration officers, the electoral registration of students.	Condition E5	EMT/ SMTs / HEQAC
Accept Assurance so satisfy the following statement: The provider must provide to the OfS, and publish, in the manner and form specified by the OfS, the transparency information set out in section 9 of HERA.	Condition F1	EMT / SMT / HEQAC

Executive Management Team

The Executive Management Team must provide Assurances to The HE Oversight Committee for the following conditions of Registration:

Detail	Condition	Responsibility	When	Method
Give assurance to satisfy the following "The provider's governing documents must uphold the public interest governance principles that are applicable to the provider." Noting that any changes have been communicated to the OfS	Condition E1	EMT / Accountable Officer	September	Paper
Give Assurance to HE Oversight Committee that we are compliant condition E2: i. Accept responsibility for the interactions between the provider and the OfS and its designated bodies. ii. Ensure the provider's compliance with all of its conditions of registration and with the OfS's accounts direction iii. Nominate to the OfS a senior officer as the 'accountable officer' who has the responsibilities set out by the OfS for an accountable officer from time to time.	Condition E3 Condition F3 Condition F4	EMT / Accountable Officer	September	Paper
Give Assurance to satisfy the following statement "The provider must: i. Be financially viable. ii. Be financially sustainable. iii. Have the necessary financial resources to provide and fully deliver the higher education courses as it has advertised and as it has contracted to deliver them. iv. Have the necessary financial resources to continue to comply with all conditions of its registration.	Condition D	EMT / Director of Finance	February	Paper
Give assurance to meet the following condition: "The provider must have in place adequate and effective management and governance arrangements to: i. Operate in accordance with its governing documents. ii. Deliver, in practice, the public interest governance principles that are applicable to it. iii. Provide and fully deliver the higher education courses advertised. iv. Continue to comply with all conditions of its registration.	Condition E2	EMT / Accountable Officer	February	Paper
Provide assurance that the following condition is met: The governing body of the provider must notify the OfS of any change of which it becomes aware which affects the accuracy of the information contained in the provider's entry in the Register.	Condition E4	EMT /	September, February and April	Paper reviewing registration

Higher Education Quality Assurance Committee (HEQAC)

Purpose

The Higher Education Quality Assurance Committee (HEQAC) has the responsibility for driving performance in Higher Education across the entire of TEC Partnership.

Provision of Governance Reports

Description	Mapping	Who Provides	When
Report on the ability to deliver high quality courses (High Quality Courses)- Central Validation Log	Condition B1	HEQA	September via SMTs / EMT
Report on the ability to deliver high quality courses Resources needed to deliver programmes	Condition B1	(GY) APs (STEC) Head of HE	September via SMTs / EMT
Report on the ability to deliver high quality courses RTS / Staffing Levels / Staff Training / Teaching and Learning	Condition B1	HEQA / Group Director Quality / Staff Development Manager	September via SMTs / EMT
Review of KPIs and achievement to date	Condition B3	Group Academic Registrar	September via SMTs / EMT
Write submission and plan for successful TEF submissions as required	Condition B6	TEF Group	September
Compile assurance about the delivery of the Access and Participation Plan and associated annual return to the OfS	Condition A1	APP Committee minutes	February via SMTs / EMT
Submission of Student Protection Plan for review	Condition C3	HEQA	March
Report on admissions practices to assure that it is a "reliable, fair and inclusive system".	Condition B2	Schools Liaison and Admissions Manager	April via SMTs / EMT
Report on student engagement practices and evidence	Condition B2	HEQA	April via SMTs / EMT
Report on Complaints and lessons learned from complaints and OIA Compliance	Condition B2 C1	HEQA	April via SMTs / EMT
Student Support Report by delivery site and compiled to provide assurance to HEOC	Condition B2	(GY) Director Learner Services (STEC) Learner Services Manager	April via SMTs / EMT
Electoral Register Report Confirmation	Condition E5	HEQA	April via SMTs / EMT
Transparency Return Confirmation	F1	HEQA	April via SMT / EMT

The Committee will meet bimonthly

Standing Agenda

Title	Condition	Who is responsible	Frequency	Detail
Report on the ability to deliver high quality courses - Validation	Condition B1	HEQA	Bimonthly	<ul style="list-style-type: none"> Group - Central Record of Validated Programmes (HEQA) Group - Current Validation Log (HEQA) Group – Future Validation Plans Log Group - Stage 1 Applications
Report on the ability to deliver high quality courses - Resources needed to deliver programmes	Condition B1	(GY) APs (STEC) Head of HE	Bimonthly	<ul style="list-style-type: none"> Group - Report from each area confirming resources are in place to deliver programmes Group - Report from each area confirming staffing is in place to deliver programmes
Report on the ability to deliver high quality courses RTS / Staffing Levels / Staff Training / Teaching and Learning	Condition B1	HEQA / Group Director Quality / Staff Development Manager	Bimonthly	<ul style="list-style-type: none"> Group - RTS Update (HEQA) GY - Staff Training Report (SDM) GY - Teaching and Learning Update (QMs)
Scholarship Report	Condition B1	Staff Development Manager / HEQA/ APs	Bimonthly	<ul style="list-style-type: none"> GY Community and Practice (SDM) Group -GI Creates Scholarship (HEQA) Group -GI Creates Conference (HEQA) Group -External Scholarship Log (APs / HEQA)
Compile assurance about the delivery of the Access and Participation Plan and associated annual return to the Ofs	Condition A1	APP Committee Chair / Minutes	Bimonthly	<ul style="list-style-type: none"> Group - Minutes of APP committee Group - Report on evaluation to date Group - Report on spend to date
Report on admissions to assure that it is a "reliable, fair and inclusive system".	Condition B2	Schools Liaison and Admissions Manager	Bimonthly	<ul style="list-style-type: none"> Group Transparency Return Group Interview questions and Course Descriptions Published Group Admissions patterns report Group Admissions staff training log Group Admissions to date
Report on student engagement practices and evidence	Condition B2	HEQA / Student Senate President	Bimonthly	<ul style="list-style-type: none"> Group -MEQ report Group -Student Representative log Group -NSS Report Group -HE Student Survey Report GY -Student Senate Report Group -Students as Validators Report
Report on Complaints and lessons learned from complaints and OIA Compliance	Condition B2 C2	HEQA	Bimonthly	<ul style="list-style-type: none"> Group -Complaints Log Group -Lessons Learned OIA Reporting
Student Support Report by delivery site	Condition B2	(GY) Director Learner Services (STEC) Learner Services Manager	Bimonthly	<ul style="list-style-type: none"> GY - Counselling Service GY - Academic Achievement Coach GY - Study Coach/Learning Facilitator (librarian) GY - Disability Advisors and associated Support Group - Fitness to Study Panel Report Group - Fitness to Practice Panel Report
Student Support Report by delivery site – Placement Team	Condition B2	Placement Team(s)	Bimonthly	<ul style="list-style-type: none"> GY - Management of Placement Report Currently none for STEC
Mitigating Circumstances and Short Extensions Report	Condition B2	HEQA	Bimonthly	<ul style="list-style-type: none"> Group - Extensions Report – HEQA

Monitor Progress towards KPIs and report on actions to date	Condition B3	Group Academic Registrar	Bimonthly	<ul style="list-style-type: none"> Group - Data Update
Write submission and plan for successful TEF submissions as required.	Condition B6	Chair of HEQAC	As required	<ul style="list-style-type: none"> Group - Report on current TEF position
Review and make recommendations for the adjustment of the follow years Student Protection Plan	Condition C3	HEQA	March	<ul style="list-style-type: none"> Group – Student Protection plan reviewed and forwarded for decision.
Electoral Register Report	Condition E5	HEQA	March	<ul style="list-style-type: none"> Confirmation of process Numbers of interactions with JISC site
Transparency Return	F1	HEQA	March	<ul style="list-style-type: none"> Completion of transparency return

Membership

Vice Principal HE (Chair)
 Academic Registrar (Vice Chair)
 Vice Principal (Grimsby)
 Vice Principal (STEC)
 Group Director of Quality and Innovation
 Executive Director of Learner Services (GY)
 Associate Principal – GY Creative and Digital
 Associate Principal – GY Health, Wellbeing and Society
 Associate Principal – GY Advanced Technology
 Associate Principal – GY Commercial Enterprise
 Head of HE – STEC
 Student Representative 1 – GY
 Student Representative 2 - STEC

Academic Authority and Standards Senior Committee

Purpose

The Academic Authority and Standards Senior Committee (AASSC) has the responsibility for the regulations and quality assurance framework for all higher education programmes leading to qualifications delivered using the powers of the Grimsby Institute of Further and Higher Education.

Provision of Governance Reports

Description	Mapping	Who Provides	When
Validation Report and Assessment Standards Monitoring -Programmes Report: Validation and Curriculum Maintenance -Recognised Teacher Status: Assessment Report -Assessment Moderation and External Examiners Report	Condition B4	HEQA	September via EMT
Central Validation Log and New Programmes Standards Report	Condition B5	HEQA	June via EMT
A Consumer Protection Law and Published Information Report	Condition C1	HEQA	January via EMT
Full Approvals Report	Condition B4, B5, B1	FAP	As required to EMT
Exam Board: Awards and Progression	Condition B4	HEQA	As required to EMT
Student Transfer Arrangements	Condition F2	HEQA	September via EMT

The Committee will meet bimonthly

The Committee should generate / receive reports to allow provision of assurance to EMT:

Title	Condition	Form	Who is responsible	Frequency	Detail
Academic Misconduct and the arising trends (HE11.13.0);	Condition B4	Report	HEQA	Bimonthly	Report on Academic Misconduct and arising trends
Ethical approval (HE14 to be added);	Condition B4	Report	HEQA	Bimonthly	Report on Ethical Approval Applications in academic year
Appeals Report (HE16.4.1);	Condition B4	Report	HEQA	Bimonthly	Report on Appeals in academic year and lessons learned
Exam Boards (HE01.8.1a);	Condition B4	Report	HEQA	Bimonthly	List of Chairs of Exam boards Exam Board Plans
Grimsby Programmes RTS log	Condition B4	Report	HEQA	Bimonthly	Including Assessment and Moderation limits
External Examiners Report	Condition B4	Report	HEQA	Bimonthly	Maintenance of EE Lists Maintenance of EE response grid
Programmes Report and Curriculum Maintenance	Condition B4 Condition B5	Report	HEQA	Bimonthly	List of GIFHE programmes and curriculum maintenance.
Advertising and Consumer Protection Report	Condition C1	Report	HEQA	Bimonthly	List of programmes and updated CMA logs / changes to website / codes of practice
Approved Fee Cap Report	Condition G1				Confirmation of fees

Internal Moderation Review	Condition B4	Report	QMs	Sep / January	Report to confirm internal moderation of assessment tasks has been conducted
Provide report to confirm provision of fees to OFS, DDB and DQB in the budget	Condition G3	Report	HEQA	September	

The Committee has delegated powers to make the following decisions:

Title	Condition	Form	Who is responsible	Frequency	Detail
Full Approvals Panel Report	Condition B4 and B5	HE05C	FAP	As required	Full approvals report confirmation
Awards and Progression Report	Condition B4	Paper	HEQA	As Required	Awards and Progression Report for GIFHE programmes
Minor Modifications Form	Condition B4 / B5	HE05K	AP	As Required	GIFHE Form for minor amendments to programmes (Decision to Adopt change) Partner Form for minor amendments of programmes (Decision to progress to partner)
Request to change assessment method in exceptional circumstances	Condition B4 / B5	HE05K	AP	As Required	
Course Closure Form	Condition B4 / B5 / C1	HE05L	AP	As required	GIFHE Form (Decision to Adopt change) Partner Form (Decision to progress to partner)
Request for Retrospective Suspension of Studies	Condition B2	HE08H HE08I	Suspension of Studies Committee	As required	
Request for decision outside of Academic Regulations	Condition B4	Paper	Exam Board	As Required	
External Examiner Appointment (HE06H) / Termination of Appointment	Condition B4	HE06H for appointment / Paper for termination	AP / HEQA	As Required	
Request for an Aegrotat or Posthumous Award	Condition B4	Paper	AP	As Required	
Admissions Appeal	Condition B2	HE07A	HEQA	As Required	
Academic Appeal at Stage 1b with powers to convene an Academic Appeals Committee	Condition B2 / B4	HE16A	HEQA	As Required	

The Committee delegates powers to the following committees/panels:

Committee/ Panel	Powers
Proposed Approval Panel (PAP)	Approve Stage 2 Validation
Full Approvals Panel (FAP)	Approve Stage 3 Validation
Board of Examiners	Approve grades at module level Suggest Progression / Award for students
Ethics Committee	Approve research projects for staff / students Report ethical approval to Exam Boards
Academic Appeals Committee	Decide on appeal outcome at Stage 1b
Recognised Teacher Status Committee	Approve RTS of staff and limitations on assessment / assessment planning
Academic Misconduct Board	Decide on Academic Misconduct Cases and report outcome to Board of Examiners
Mitigating Circumstances Committee	Decide on mitigating circumstances cases and report outcome to Board of Examiners

Powers of the AASSC

The committee is empowered by delegated governance to make the following decisions and may do so at any meeting.

<ul style="list-style-type: none">• The AASSC is the final arbiter of the application and/or interpretation of the academic regulations for Grimsby Institute of Further and Higher Education Programmes (HE01.1.0j);
<ul style="list-style-type: none">• The AASSC committee may ratify the decision of a programme board to allow a student to study more than 120 credits in a single stage (HE01.1.4e);
<ul style="list-style-type: none">• The AASSC may permit the delivery of full cost provision of up to 40 credits (HE01.1.4h);
<ul style="list-style-type: none">• The AASSC is the final decision maker about validation of programmes at Stages 2 and 3 (HE01.2.0);
<ul style="list-style-type: none">• The AASSC receives and confirm validation of programmes via a FAP report by an Approvals panel (HE01.2.4c) (HE05.7.7)
<ul style="list-style-type: none">• The AASSC Committee can approve minor amendments to programmes (HE01.2.5b) (HE05.9.4);
<ul style="list-style-type: none">• The AASSC can approve retrospective changes to published programmes of study in exceptional circumstances where to not do so would disadvantage students (HE01.4.0b) (HE08.6.9);
<ul style="list-style-type: none">• The AASSC may approve the retrospective suspension of study by students (HE01.5.8c);
<ul style="list-style-type: none">• The AASSC may ratify the progression of students between stages and ratify the awards made under these powers (HE01.6.0c);
<ul style="list-style-type: none">• The AASSC has permission to make decisions outside of the academic regulations where exceptional circumstances require it (HE01.9.3f);
<ul style="list-style-type: none">• The AASSC can approve the appointment of External Examiners (HE01.10.2a) (HE06.8.4);
<ul style="list-style-type: none">• The AASSC can terminate the appointment of External Examiners (HE01.10.9a and g);
<ul style="list-style-type: none">• The AASSC must approve the exam board results before they are released or published (HE01.11.1c);
<ul style="list-style-type: none">• The AASSC can approve a Posthumous Award (HE01.11.2a);
<ul style="list-style-type: none">• The AASSC can approve an Aegrotat Award (HE01.11.2a);
<ul style="list-style-type: none">• The AASSC will decide the result of an Admissions Appeal made by an applicant (HE07.9.2);
<ul style="list-style-type: none">• The AASSC can allow as assessment method to be changed in exceptional circumstances (HE09.5.3);
<ul style="list-style-type: none">• The AASSC shall oversee all academic appeals and the application of the appeals procedures (HE16.1.0.2);
<ul style="list-style-type: none">• The AASSC chair can rule that information provided by an appellant cannot be disclosed, save to the Appeals Committee (HE16.1.5.2);
<ul style="list-style-type: none">• The AASSC can act as or convene an Academic Appeals Committee during Stage 1b to rule on an academic appeal (HE16.2.6);

Membership

Members should be selected so that the number of members is proportionate to the number of GIFHE programmes delivered at the site.

Members in academic year 2019/20 are.

Vice Principal HE, Creative and Digital and Health, Wellbeing and Society (GY)
(Chair)

Group Academic Registrar (Vice Chair)

Group Director of Quality

Vice Principal Commercial Enterprise and Advanced Technology (GY)

Vice Principal (STEC)
Associate Principal – GY Creative and Digital
Associate Principal – GY Health, Wellbeing and Society
Associate Principal – GY Advanced Technology
Associate Principal – GY Commercial Enterprise
Associate Principal (or equivalent) – STEC
Student Representative 1 – GY
Student Representative 2 - STEC

Condition of Registration	CoR Detail	QAA Quality Code Reference / Compliance indicator where different	TEC Partnership Committee	TEC Partnership CoP	Activities to Ensure Compliance
A: Access and participation for students from all backgrounds					
Condition A1	An Approved (fee cap) provider intending to charge fees above the basic amount to qualifying persons on qualifying courses must: i. Have in force an access and participation plan approved by the OfS in accordance with the Higher Education and Research Act 2017 (HERA). ii. Take all reasonable steps to comply with the provisions of the plan.		Approval of APP and Assurance accepted by HE Oversight Committee Reporting route to HEOC via EMT / SMTs Responsible for Production and Monitoring - Higher Education Quality Assurance Committee (HEQAC) Operationally devolved to Access and Participation Subcommittee	HE19 Access and Participation Plan	<ul style="list-style-type: none"> • Completion of APP • Monitoring Returns • Approval of events and spend at local level • Approval of events and spend at committee level • Evaluation forms completed to required standard for each activity • HEQAC to provide assurances annually about the delivery of the APP by the APP committee.
Condition A2	Not Applicable				
B: Quality, reliable standards and positive outcomes for all students					
Condition B1	The provider must deliver well designed courses that provide a high quality academic experience for all students and enable a	Q2 The provider designs and/or delivers high-quality courses. Q3The provider has sufficient appropriately qualified and skilled staff to deliver a high-quality academic experience.	Reporting route to HEOC via EMT / SMTs Responsible for Production and	HE01 Academic Regulations HE05 Validation and	<ul style="list-style-type: none"> • Q2 HEQA monitor stages of validation using tracker • Q2 All delivery sites have validation processes managed by HEQA

	<p>student's achievement to be reliably assessed.</p>	<p>Q4The provider has sufficient and appropriate facilities, learning resources and student support services to deliver a high-quality academic experience.</p> <p>Q8Where a provider works in partnership with other organisations, it has in place effective arrangements to ensure that the academic experience is high-quality irrespective of where or how courses are delivered and who delivers them.</p>	<p>Monitoring - Higher Education Quality Assurance Committee (HEQAC)</p> <p>Operationally delegated to Local HE Coordinators Enhancement Groups</p>	<p>Amendment of Programmes</p> <p>HE09 Assessment of Students</p>	<ul style="list-style-type: none"> • Q2 Validation of programmes at TEC Partnership only begins when S1 is completed. • Q2 Central Record of Validated Programmes and Current Validation Log bimonthly through HEQAC and annually through to EMT • Q3 RTS application completed before staff teach • Q3 RTS committee apply rules and restrictions on activity in line with policy • Q3 Staff are trained to ensure they meet minimum standards via staff induction • Q3 Teaching and Learning updates are reported bimonthly to HEQAC and annually to HEOC • Q4 Validation processes ensure resources in place at programme commencement • Q4 Curriculum Purchase ensure staffing levels match validation document (AMR / SEED) • Q4 CAPEX process to update equipment and facilities (AMR/SEED) • Q4 Resources report is compiled from SEEDs and AMRs and is reported

					<p>bimonthly to HEQAC and annually through to HEOC.</p> <ul style="list-style-type: none"> • Q8 Each delivery site reports into HEQAC and through to EMT
Condition B2	<p>The provider must support all students, from admission through to completion, with the support that they need to succeed in and benefit from higher education.</p>	<p>Q1 The provider has a reliable, fair and inclusive admissions system.</p> <p>(Behaviour) The data for the provider published under the transparency condition suggest that there is fair access to the provider's courses for students from all backgrounds</p> <p>Q5The provider actively engages students, individually and collectively, in the quality of their educational experience.</p> <p>Q6The provider has fair and transparent procedures for handling complaints and appeals which are accessible to all students</p> <p>Q9The provider supports all students to achieve successful academic and professional outcomes.</p> <p>(Behaviour) Student continuation and qualification data suggests that the provider has a reliable and fair admission system that results in students from all backgrounds being matched to appropriate courses and</p>	<p>Assurance accepted by HE Oversight Committee</p> <p>Reporting route to HEOC via EMT / SMTs</p> <p>Responsible for Production and Monitoring - Higher Education Quality Assurance Committee (HEQAC)</p> <p>Operationally delegated to Local HE Coordinators Enhancement Groups</p>	<p>HE03 Continuous Improvement and Student Engagement in Quality</p> <p>HE04 Teaching, Research and Scholarship</p> <p>HE08 Retention and Engagement of Students in Study</p> <p>HE10 Mitigating Circumstances and Short Extensions</p> <p>HE12 Fitness to Study</p>	<ul style="list-style-type: none"> • Q1 Published interview questions • Q1 Monitor Admissions patterns by protected characteristics and OfS Categories • Q1 Staff are trained in fair recruitment practices • Q1All interview paperwork passes through GY Admissions team • Q1 Admissions updates are reported bimonthly to HEQAC and annually to HEOC • Q5 Students are involved with validations of programmes • Q5 At module level MEQs capture changes needed • Q5 At course level student rep system captures engagement by Staff Student Meeting and Focus Groups. • Q5 faculty level meetings with student representatives occur in most appropriate format • Q5 Cross colleges NSS style survey during February survey point • Q5 Meet SMT forum conducted at each delivery site

		<p>provided with the support necessary for a high quality academic experience and successful completion.</p>		<p>HE13 Fitness to Practise</p> <p>HE19 Access and Participation Plan</p> <p>HE20 Complaints and Concerns</p> <p>HE17 Management of Placement Learning in Higher Education</p>	<ul style="list-style-type: none"> • Q5 Student Senate has its own committee • Q5 Student Senate Presidents sit on HE meetings • Q5 Student Senate President sits on Corporation • Q5 Student Engagement is reported bimonthly to HEQAC and annually to HEOC • Q6 Complaints process is approved by OIA • Q6 Complaints Policy is published to students • Q6 Complaints portal is available on all websites • Q6 Complaints and complaints analysis are reported bimonthly to HEQAC and annually through to HEOC • Q9 Student Support Report is compiled bimonthly and reported annually to HEOC • Q9 Support Mechanisms at GY are reported on to include, Counselling Service, Academic Achievement Coach, Study Coach/Learning Facilitator (librarian), Disability Advisors and associated Support. • Q9 Employability and Placement Report from GY is compiled bimonthly and reported annually to HEOC.
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<p>Condition B3</p>	<p>The provider must deliver successful outcomes for all of its students, which are recognised and valued by employers, and/or enable further study.</p>	<p>(Behaviour) The outcomes achieved by the provider's students meet a minimum acceptable baseline set by the OfS.</p> <p>(Behaviour) The outcomes achieved by the provider's students suggest that students from all backgrounds are able to succeed.</p>	<p>Assurance accepted by HE Oversight Committee</p> <p>Reporting route to HEOC via EMT / SMTs</p> <p>Responsible for Production and Monitoring - Higher Education Quality Assurance Committee (HEQAC)</p> <p>Operationally delegated to Local HE Coordinators Enhancement Groups</p>	<p>HE03 Continuous Improvement and Student Engagement in Quality</p>	<ul style="list-style-type: none"> • HEOC set targets for each area of data used by OfS • All activities in B2 contribute to successful B3 • HEO on Page data report is produced weekly during term time. • At GY fortnightly CQS reviews HE data to spot issues • At GY HE data is reviewed fortnightly by SMT to spot issues • At GY Programmes which have issues in data are put into Notice to Improve • At GY Schools who have issues in data are placed into Support to Improve • A registration Data Report is compiled by HEQAC and reported to HEOC • All courses produce AMRs • All Schools produce SEEDs • A QER is compiled by TECP Group Academic Registrar
<p>Condition B4</p>	<p>The provider must ensure that qualifications awarded to students hold their value at the point of qualification and over time, in line with sector recognised standards</p>	<p>S2 The provider ensures that students who are awarded qualifications have the opportunity to achieve standards beyond the threshold level that are reasonably comparable with those achieved in other UK providers.</p> <p>S3 Where a provider works in partnership with other organisations, it has in place effective arrangements to ensure</p>	<p>Reporting route to HEOC via EMT</p> <p>Responsibility for production of assurance by Academic Authority and Standards Senior Committee (AASSC)</p>	<p>HE01 Academic Regulations</p> <p>HE05 Validation and Amendment of Programmes</p>	<ul style="list-style-type: none"> • S2 Assessment design and diet is tested at validation to ensure the programme reaches beyond threshold standards • S2 Academic Feedback is sought in validation to ensure the programme reaches beyond threshold standards

		<p>that the standards of its awards are credible and secure irrespective of where or how courses are delivered or who delivers them.</p> <p>S4 The provider uses external expertise, assessment and classification processes that are reliable, fair and transparent.</p>	<p>Programme signoff delegated to FAPs</p>	<p>HE09 Assessment of Students</p>	<ul style="list-style-type: none"> • S2 Curriculum maintenance is conducted during AMRs to ensure students are able to achieve beyond the threshold standards • S2 Assessment is conducted only by those with RTS and 100% moderation is used for new tutors to ensure feedback is constructive • S2 All results data is collated and monitored within our data system. This ensures data is safe and reliable and ensure fair results • S2 All assessment is conducted using the generic assessment criteria unless stated at validation • S3 All partners follow this regulatory framework and any external partners would have responsibility grid drawn up • S4 All results data is collated and monitored within our data system. This ensures data is safe and reliable and ensure fair results • S4 All assessments are approved by internal moderation and external moderation using the HE09A Assessment task Proforma (ATP) to ensure it matches validation, maps to the FHEQ and allows students to achieve • S4 The moderation and 2nd Marking Process ensures that students are receiving the correct
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					<p>grades and their feedback is constructive</p> <ul style="list-style-type: none"> • S4 External Examination is used to ensure that the assessments used are developmental and are conducted in line with sector recognised standards • S4 External Examiners reports feed into AMRs • S4 External Examiner Response Grid is produced annually and is published on website • A QER is compiled by TECP Group Academic Registrar to assure HE Oversight Committee on Standards
Condition B5	The provider must deliver courses that meet the academic standards as they are described in the Framework for Higher Education Qualifications at Level 4 or higher.	S1 The provider ensures that the threshold standards for its qualifications are consistent with the relevant national qualifications frameworks.	<p>Reporting route to HEOC via EMT</p> <p>Responsibility for production of assurance by Academic Authority and Standards Senior Committee (AASSC)</p> <p>Programme signoff delegated to FAPs</p>	<p>HE01 Academic Regulations</p> <p>HE05 Validation and Amendment of Programmes</p>	<ul style="list-style-type: none"> • S1 All MLOs and PLOs are written in line with FHEQ and checked at validation (Oct 2014) • S1 Subject Benchmark Statements are used in validation process and PLOs are mapped to them (Vars) • S1 Foundation Degree Characteristics Statements are checked and confirmed at validation (September 2015) • S1 Outcome Classification Descriptions for FHEQ Level 6 (Oct 19) are mapped to during validation • S1 AMR template includes Programme Standards Review to ensure programme still consistent. • The Central Validation log is reported bimonthly to AASSC and

					through to SMTs/EMT and annually to HEOC.
Condition B6	The provider must participate in the Teaching Excellence and Student Outcomes Framework.	Silver valid until 2021 – OfS not conducting Year 5 exercise in 2020.	TEF submission accepted by HE Oversight Committee Reporting route to HEOC via EMT / SMTs Responsible for Production and Monitoring - Higher Education Quality Assurance Committee (HEQAC)		TEF is completed and submitted to OfS as required. Annual report to HEOC on TEF status and plans
C: Protecting the interests of all students					
Condition C1	The provider must demonstrate that in developing and implementing its policies, procedures and terms and conditions, it has given due regard to relevant guidance about how to comply with consumer protection law.		Reporting route to HEOC via EMT Responsibility for production of assurance by Academic Authority and Standards Senior Committee (AASSC)	HE02 CoP Published Information and Consumer Protection	<ul style="list-style-type: none"> • Courses complete a CMA form at validation and update yearly which is used for production of advertising material. • Courses have Interview Information published on the website • Courses have validation documents published on the website • Courses where under validation or revalidation are clearly marked as such • Staff are trained on consumer law obligations

					<ul style="list-style-type: none"> • Student contract is sent to prospective students and signed for at enrolment • Student fees are clearly displayed on website and a separate HE fees policy is being developed • Control of Higher Education websites is help by HEQA for each TEC Partnership site. • A Consumer Protection Law and Published Information report is produced bimonthly to AASSC and reported to SMT/EMT and annually to HE Oversight Committee • An annual Published information Review is conducted and assurances given to EMT
Condition C2	<p>The provider must:</p> <p>i. Co-operate with the requirements of the student complaints scheme run by the Office of the Independent Adjudicator for Higher Education, including the subscription requirements.</p> <p>ii. Make students aware of their ability to use the scheme.</p>		<p>Reporting route to HEOC via EMT / SMTs</p> <p>Responsible for Production and Monitoring - Higher Education Quality Assurance Committee (HEQAC)</p>	HE20 Complaints	<ul style="list-style-type: none"> • TECP is a member of the OIA • TECPs CoP and Policies are sent to the OIA annually • TECP receives updates from OIA through the ear on number of interactions following completion of procedures letters • TECP relationship with OIA is managed by Group Academic Registrar • Codes of practice and associated letters explain students ability to use the scheme • QER to include OIA relationship status.

Condition C3	<p>The provider must:</p> <ul style="list-style-type: none"> i. Have in force and publish a student protection plan which has been approved by the OfS as appropriate for its assessment of the regulatory risk presented by the provider and for the risk to continuation of study of all of its students. ii. Take all reasonable steps to implement the provisions of the plan if the events set out in the plan take place. iii. Inform the OfS of events, except for the closure of an individual course, that require the implementation of the provisions of the plan. 		<p>Student Protection Plan accepted by HE Oversight Committee</p> <p>Reporting route to HEOC via EMT / SMTs</p> <p>Responsible for Production and Monitoring - Higher Education Quality Assurance Committee (HEQAC)</p>		<ul style="list-style-type: none"> • Student Protection Plan 2019/20 is published to students following submission to OfS • In March each year HEQAC expected to review provision of Student Protection Plan for Following year. • This is then approved by SMTs/EMT before confirmation by HE Oversight Committee • HEQAC should report that all steps have been taken to ensure SPP has been completed on a bimonthly basis • Group Academic Registrar VPHE and Accountable Officer to ensure reportable events are sent to OIA
D: Financial sustainability					
Condition D	<p>The provider must:</p> <ul style="list-style-type: none"> i. Be financially viable. ii. Be financially sustainable. iii. Have the necessary financial resources to provide and fully deliver the higher education courses as it has 	<p>The following are non-exhaustive examples of behaviours that may indicate compliance with this general ongoing condition:</p> <ul style="list-style-type: none"> - financial forecasts and business plans, including underlying assumptions, are 	<p>Assurance Report Accepted by HE Oversight Committee</p> <p>Financial Assurance Statement produced by EMT to assure HEOC around</p>		

	advertised and as it has contracted to deliver them. iv. Have the necessary financial resources to continue to comply with all conditions of its registration.	credible and show how resources will be used - the provider complies with the OfS's accounts direction - financial forecasts are met - the provider operates within existing financial facilities - invoices are paid within terms (save where disputed on substantial grounds) - unplanned changes to courses or activities are avoided - registration fees are paid on time - accounts are filed on time.	Financial Viability and Sustainability		
E: Good governance					
Condition E1	The provider's governing documents must uphold the public interest governance principles that are applicable to the provider.	-notifies the OfS in advance of any changes to its governing documents that might affect the public interest governance principles, and submits the revised documents - gives timely notification to the OfS of relevant changes in its governing documents.			<ul style="list-style-type: none"> • OfS are notified of changes to governance documents which affect public interest governance principles • Clerk to Governors and Accountable Officer to ensure reportable events and governance documents are sent to OIA
Condition E2	The provider must have in place adequate and effective management	-the provider adopts and follows a recognised and appropriate governance code	HE Oversight Committee to monitor and		

	<p>and governance arrangements to:</p> <ul style="list-style-type: none"> i. Operate in accordance with its governing documents. ii. Deliver, in practice, the public interest governance principles that are applicable to it. iii. Provide and fully deliver the higher education courses advertised. iv. Continue to comply with all conditions of its registration. 	<ul style="list-style-type: none"> - the provider publicly explains its approach to the remuneration of senior staff and remuneration decisions are transparent - the provider publishes information about senior staff pay as required by the OfS's accounts direction - the provider follows and adheres to the principles and structures set out in its governing documents - the provider's actions appear to align with its objectives and values - the provider complies with its other statutory duties - the provider takes responsibility for its own decision making, and does so in an open and accountable way - the provider provides timely, accurate and complete information to the OfS, a designated body, or other person nominated by the OfS, and to its students and other stakeholders - the provider regularly reviews the adequacy and effectiveness of its own 	<p>recommend changes to Corporation</p>		
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		<p>governance arrangements, with external input, particularly with regard to the public interest</p> <p>governance principles, and to course delivery and compliance with its conditions of registration and takes appropriate action</p> <ul style="list-style-type: none">- governing documents, as described above, are readily and publically available- delegations are appropriate, reserving important matters to the governing body while delegating matters that may require specialist detailed scrutiny, or that may be insufficiently important ordinarily to require governing body attention- full reports are provided to decision making bodies within the provider to inform their work- full minutes of decisions are kept- reports and minutes are in the public domain, and the designation of material as confidential is kept to the minimum necessary			
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		<ul style="list-style-type: none"> - the provider maintains a public register of conflicts of interest and such conflicts are appropriately managed in practice - the provider ensures that the use to which it puts funds received from whatever source is consistent with the purposes for which those funds were given (regularity) - the provider provides sufficient information on a regular basis to demonstrate it operates in an open and accountable way, and provides and publishes information about how it ensures value for money. 			
Condition E3	<p>The governing body of a provider must:</p> <ul style="list-style-type: none"> i. Accept responsibility for the interactions between the provider and the OfS and its designated bodies. ii. Ensure the provider's compliance with all of its conditions of registration and with the OfS's accounts direction 				<ul style="list-style-type: none"> • Clerk to Governors and Accountable Officer to ensure reportable events and governance documents are sent to OIA

	iii. Nominate to the OfS a senior officer as the 'accountable officer' who has the responsibilities set out by the OfS for an accountable officer from time to time.				
Condition E4	The governing body of the provider must notify the OfS of any change of which it becomes aware which affects the accuracy of the information contained in the provider's entry in the Register.		HE Oversight Committee to review register information at each meeting		<ul style="list-style-type: none"> • Group Academic Registrar VPHE and Accountable Officer to ensure reportable events are sent to OIA
Condition E5	The provider must comply with guidance published by the OfS to facilitate, in co-operation with electoral registration officers, the electoral registration of students.		<p>Electoral Registration data sent annually to HE Oversight Committee</p> <p>Reporting route to HEOC via EMT / SMTs</p> <p>Responsible for Production and Monitoring - Higher Education Quality Assurance Committee (HEQAC)</p>		<ul style="list-style-type: none"> • JISC Scheme used for compliance with electoral registration scheme • Electoral Registration data sent annually to HE Oversight Committee by HEQAC
F: Information for students					

Condition F1	The provider must provide to the OfS, and publish, in the manner and form specified by the OfS, the transparency information set out in section 9 of HERA.		Transparency Return sent annually to HE Oversight Committee (July) Reporting route to HEOC via EMT / SMTs Responsible for Production and Monitoring - Higher Education Quality Assurance Committee (HEQAC)		Transparency Return completed by HEQA and sent to HE Oversight Committee via HEQAC reporting line.
Condition F2	The provider must provide to the OfS, and publish, information about its arrangements for a student to transfer.		Reporting route to HEOC via EMT / SMTs Responsible for Production and Monitoring - Higher Education Quality Assurance Committee (HEQAC)	HE07 Admissions, Admissions Appeals and Accreditation of Prior Learning (Transfers)	<ul style="list-style-type: none"> • Transfer arrangements now included in HE07 under APL • Transfer arrangements reported to OfS and required changes to be made in the future should they be required
Condition F3	For the purpose of assisting the OfS in performing any function, or exercising any power, conferred on the OfS under any legislation, the governing body of a provider must: i. Provide the OfS, or a				<ul style="list-style-type: none"> • Group Academic Registrar VPHE and Accountable Officer to ensure reportable events are sent to OIA

	<p>person nominated by the OfS, with such information as the OfS specifies at the time and in the manner and form specified.</p> <p>ii. Permit the OfS to verify, or arrange for the independent verification by a person nominated by the OfS of such information as the OfS specifies at the time and in the manner specified and must notify the OfS of the outcome of any independent verification at the time and in the manner and form specified.</p> <p>iii. Take such steps as the OfS reasonably requests to co-operate with any monitoring or investigation by the OfS, in particular, but not limited to, providing explanations or making available documents to the OfS or a person nominated by it or making available members of staff to</p>				
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	meet with the OfS or a person nominated by it. The requirements in paragraphs (ii) and (iii) do not affect the generality of the requirement in paragraph (i)				
Condition F4	For the purposes of the designated data body (DDB)'s duties under sections 64(1) and 65(1) of HERA, the provider must provide the DDB with such information as the DDB specifies at the time and in the manner and form specified by the DDB.	<p>The quality, reliability and timeliness of information provided by the provider to the DDB.</p> <p>b. Whether the provider meets the DDB's published data collection requirements and timeframes.</p> <p>c. The substance of the provider's actions in response to data auditing activities carried out by, or on behalf of, the DDB or by the OfS.</p> <p>d. The findings of data audit activity carried out by, or on behalf of, the OfS.</p>			<ul style="list-style-type: none"> • Information provided through ILR • Information provided directly to DDB for Employability.
G: Accountability for fees and funding					
Condition G1	A provider in the Approved (fee cap) category must charge qualifying persons on qualifying courses fees that do not exceed the relevant fee limit		Reporting route to HEOC via EMT / SMTs	Responsible for Production and Monitoring - Higher	<ul style="list-style-type: none"> • In curriculum setup the fees charged do not exceed the maximum fee limit. • This is monitored by Group Academic Registrar

	determined by the provider's quality rating and its access and participation plan.		Education Quality Assurance Committee (HEQAC)		
Condition G2	The provider must comply with any terms and conditions attached to financial support received from the OfS and UK Research and Innovation (UKRI) under sections 41(1) and/or 94(2) of HERA. A breach of such terms and conditions will be a breach of this condition of registration.	-complies with any terms and conditions attached to the financial support it receives - has management and governance arrangements that are adequate and effective to ensure regularity, propriety and value for money.	EMT / Director of Finance		
Condition G3	The provider must pay: i. Its annual registration fee and other OfS fees in accordance with regulations made by the Secretary of State. ii. The fees charged by the designated bodies	-The provider's record of paying its fees in full by the deadlines set by the OfS. - Information provided by the DQB or the DDB about the provider's record of paying its fees in full by the deadlines set.	Reporting route to HEOC via EMT / SMTs Responsible for Production and Monitoring - Higher Education Quality Assurance Committee (HEQAC)		OfS Payment QAA Payment HESA payment OIA Payment Any others