

Annex D: Student protection plan

Provider's name: Grimsby Institute of Further and Higher Education

Provider's UKPRN: 10007938

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Student protection plan for the period 2019/2020

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

1.1 TEC Partnership, formerly the Grimsby Institute Group, is one of England's largest providers of further and higher education. It is a trading name for Grimsby Institute of Further and Higher Education. It delivers higher Education courses on two campuses. The Education and Skills Funding Agency is the body responsible in the event of a whole provider failure. TEC Partnership was graded Outstanding by Ofsted in May 2017 ([Report](#)), demonstrating six years of 'good or better financial status', and we consider the risk of provider failure to be low.

1.2 We consider the risk that TEC Partnership will lose the power to award Foundation Degree's in the next two years is low. Although these powers will be revalidated in the 2019/2020 Academic year, it is unlikely that Grimsby Institute of Further and Higher Education would not be awarded a further period of Degree Awarding Powers following review by the relevant agency.

1.3 We consider the risk low that we will lose the validation of our main partner for degree programmes, the University of Hull.

1.4 We consider the risk low of losing the validation of our Higher National Partners at Pearson Education.

1.5 It is likely that we will apply for further Degree Awarding Powers above those that the Grimsby Institute of Further and Higher Education already holds, and we are uncertain if these will be probationary at this stage.

1.6 We are likely to review the availability of Higher Education courses that we offer. However, we expect these to be minor changes that are undertaken to meet the needs of students and our wider communities, based on Labour Market Information or other requirements of local employers. This follows the validation of programmes policies that we have on our Quality and Standards [webpage](#).

1.7 We consider it unlikely that we will close a campus in the next three years.

1.8 The risk that we are no longer able to deliver material components of our courses is low because we design our modules to be taught by integrated teams of academic staff, we maintain an active recruitment programme and ensure all staff hold recognised teacher status with relevant degree awarding bodies. There is a moderate risk in some niche courses which we have or plan to have, including BSc Computing Technologies Top Up, BA Special Effects Make-Up Design and Prosthetics, BA Historical and Performance Costume, BA Human Scale Prop-Making, BA Fine Art FdSc Mental Health Studies (Clinical), FdSc Refrigeration & Air Conditioning Engineering, FdEd Primary Education Studies and FdSc Football Coaching and Youth Development.

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

2.1 TEC Partnership is committed to completing the programme of study for all students who are enrolled onto a Higher Education course, as set out under the responsibilities for the corporation in our Academic Regulations, on our [website](#).

2.2 For Degrees awarded by the Grimsby Institute of Further and Higher Education, if we decide to close a course we will teach out that programme and maintain a suitable cash reserve that allows this to happen.

2.3 For programmes of study where Pearson Education is the awarding body, where Pearson have removed programme or centre approval (under their [policy](#)), TEC Partnership will co-operate with Pearson as set out under section 8 'Learner assistance' of their policy. This includes learners retrieving certificates and assistance in finding an alternative provider.

2.4 For Degrees validated by the University of Hull, the University sets out its procedures for in Chapter IX: Review, Renewal and Termination of Partnerships and Activities (available [here](#)). As a partner to TEC Partnership the University will produce an Exit Strategy to ensure that the termination of our partnership will not detrimentally affect the students on validated programmes, including a teach out procedure.

2.5 For Degrees validated by Teesside University, we are already in the process of teach-out on these programmes following the decision of Teesside University to no longer partner with the college. Teesside University has remained committed to continuing the partnership until all enrolled students have completed their courses, as per Teesside University regulations [here](#). This has been an ongoing process since the decision was taken in 2016 and TEC Partnership is working with the University, our students and tutors to ensure that courses are being maintained until the final student finishes. We expect this to be complete by the end of the 2019/20 academic year when the last students will be awarded.

2.6 In the event that we choose to not run a particular programme of study where a student has accepted an offer from us to enrol, we are committed to offer the student a similar course should that exist in our portfolio, and it remains a suitable choice for the student. If we do not offer a suitable alternative, we will provide the student with suitable information, advice and guidance on alternative providers and courses, and compensate the student for any losses incurred.

2.7 In the event that we can no longer validate a programme, where possible the TEC Partnership will seek to ensure that programme closure is undertaken in a gradual way, allowing as many students as possible to complete their enrolled programme of study. Where this is not possible, we will support students in transferring to another provider, including ensuring that students can transfer to an alternative provider by crediting those students for the modules completed with the TEC Partnership.

2.8 Where we have lost key staff/or facilities for those courses that are considered niche/rare in our provision*, TEC Partnership will endeavour to replace key staff and facilities as soon as possible using our established policies and procedures. Where this is not possible, or we choose to close one of those programmes, we will undertake to support students as detailed above to move to another provider to complete their studies.

In addition, the Institute maintains a business continuity policy covering actions such as acts of terrorism, damage to buildings and equipment.

*BSc Computing Technologies Top Up, BA Special Effects Make-up Design and Prosthetics, BA Historical and Performance Costume and BA Human Scale Prop-Making, BA Fine Art, FdSc Mental Health Studies (Clinical), FdSc Refrigeration & Air Conditioning Engineering, FdEd Primary Education Studies and FdSc Football Coaching and Youth Development.

2.9 If TEC Partnership loses its Tier 4 Sponsor Licence for international students, then TEC Partnership is committed to take all reasonable steps to minimise disruption to any international students who are enrolled on programmes of study, and we will provide assistance for those students to find an alternative sponsor.

2.10 Industrial Action. TEC Partnership has an established framework for consultation and negotiation with the recognised trade unions, and remains highly committed to maintaining effective employee relations and working with trade union colleagues to achieve reasonable outcomes. In the event of industrial action occurring, TEC Partnership will take all reasonable steps to ensure that normal operations are maintained. In the event of Industrial Action, TEC Partnership will take all reasonable steps to maintain the student experience and ensure that students are not negatively impacted by that action.

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

3.1 TEC Partnership's statements on Higher Education Fees, Funding (including refund statement) and HE Bursaries can be found on our [website](#).

3.2 For those students identified in Section 2 for whom we have identified an increased risk of course closure or disruption, we will ensure that sufficient funds are in place by 1 August 2019. The figure required will be risk assessed based on the maximum amount of tuition fee that could be refunded on those courses identified as at risk and using an average of the pay outs that might be expected due the disruption course closures can cause. We have cash reserves of £2.8m at 31st July 2019 which would be sufficient to provide refunds and compensation for those up-to 116 students for whom we have identified an increased risk of non-continuation of study.

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

4.1 We will publicise our Student protection plan to current and future students by 31 August 2019.

4.1.1 We will publish our Student Protection Plan to current students by publishing the document on our website, on our internal student portal ourspace.grimsby.ac.uk, and will be introduced to our current students at induction each academic year. Our SPP will be available to our HE Student Senate who will review the document on an annual basis to ensure that the plan is relevant, appropriate and that student input has been sought.

4.1.2 For our future students, the Student Protection Plan will be available on our website and will be included in admission packs that students are provided with.

4.1.3 The SPP also be available on our SharePoint site for staff to access, and will be introduced to staff as part of our Community and Practice project which aims to involve staff in the development and implementation of policy that affects their practice in Higher Education. We will ensure that staff are aware of the implications of our student protection plan when they propose course changes, by 31 August 2019.

4.2 We will inform our students if there are to be material changes to their course by July 1st of each academic year.

4.3 We will give students a minimum 90 days' notice when we need to make material changes to their course.

4.4 We will give a minimum 90 days' notice of our intent to close a course or campus at the Grimsby Institute Group.

4.5 If we need to implement the Student Protection Plan will be communicated via email to our students and via student course/departmental meetings as may be required. Students will be supported both collectively and individually by our Learner Services department.

4.6 We will put in place arrangements with relevant Student Advisors within our Learner Services Department, and with relevant external agencies, to ensure that our students have access to independent advice if we need to implement the measures in our student protection plan.

4.7 TEC Partnership has a full complaints policy and procedure which students can use for any queries or concerns around this plan. The policy can be found [here](#) and the complaints form found [here](#).

4.8 We will review our student protection plan by 1 May of each academic year.