**APPENDIX AC4**

**Due Diligence (accreditation of commercial learning programmes)**

**A Legal and Financial Due Diligence**

In addition to Proposal Form AC2, the applicant is requested to supply the information listed below. The information should be sent with the accompanying documentation to the University. The documents should be indexed to correspond with the numbering used below.

Where the information to be supplied may constitute “personal data” or “sensitive personal data” pursuant to the General Data Protection Regulations 2018, the applicant is asked to ensure that, unless appropriate consent has been obtained from the data subject, the data is anonymised prior to its supply.

1. A copy of the constitutional documents for the organisation, for example Articles of Memorandum for a Limited Company (incorporating any amendments which have been made) (with English translation where appropriate) notarised where appropriate.
* Confirmation of the solvency of the organisation to include audited accounts for the last three years.
1. Details of any state or public sector funding applicable to the organisation
2. Details of any contracts with third parties which may confer rights on those parties in relation to the accreditation proposal
3. A list of the names and qualifications of the Directors and/or senior managers of the organisation.
4. Details of the organisation’s arrangements for intellectual property rights.
5. Details of any quotations or tenders which the organisation has submitted which are relevant to the proposal.
6. Copies of all permits, authorities, registrations, licences, approvals and consents (whether granted by public or private authorities or otherwise) held by the organisation and necessary to carry on both the work of the organisation or the proposal
7. Details of any of the following which is current, or which is known to be pending threatened or possible in relation to the organisation or the proposal partnership.
* any litigation or arbitration proceedings (whether as claimant or defendant);
* any prosecution; and
* any investigation or inquiry by a governmental or official body.
1. Details of all relevant grants, loans, payments or allowances taken out by or granted to the organisation in relation to the proposal.
2. Other than as required elsewhere in this questionnaire, please provide details of any liabilities which are relevant to the organisation or the proposal.
3. Details of any data protection requirements relevant to the organisation or the proposal.
4. Copies of the reports of any inspections that have been carried out on the organisation by relevant external bodies over the last five years.
5. A list of any academic colleges or universities with which the organisation already has a partnership arrangement.

**B Academic Due Diligence**

In addition to scrutiny of the Profile Document, the academic due diligence will be based on, but not necessarily limited to, the following enquiries, which will be undertaken by the University:

1. Enquiries directed to all other UK universities and colleges with current (and, where appropriate, previous) partnerships with the organisation, requesting comment on their experience of working with the organisation.
2. Scrutiny of the organisation’s website and other publicly available information, to ascertain whether it appears generally accurate and of an appropriate quality.
3. Scrutiny of all marketing materials to be used in promotion of accredited programmes
4. Reports published by QAA and other relevant external bodies, either relating directly to the organisation or to its relationship with other UK institutions.
5. In respect of UK organisations, confirmation of UK Visas and Immigration licence status.