

**Approval of proposed off-campus delivery location for UWTSD programme/module**

Please submit this form to [quality@uwtsd.ac.uk](mailto:quality@uwtsd.ac.uk), along with the information to be provided by the proposed delivery location in Part Two of the form and any **draft** contracts / Memoranda of Agreement or Understanding / quotes[[1]](#footnote-1), for consideration by the Curriculum Planning Group (CPG). The form must be signed by the Dean of the Institute.

On CPG’s approval of the proposal and of nominated representatives to conduct the site visit (Appendix AC7), the site visit may proceed.

**PART ONE: Overview of the proposal**

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| **Name and address of proposed delivery location** |  |
| **Nature of proposed delivery location** (e.g. community centre, educational institution, business unit)  Please also indicate who owns and/or manages the site, and provide the URL of the location’s website if available. |  |
| **Programme(s)/module(s) to be delivered at proposed delivery location** |  |
| **Academic Discipline/Institute** |  |
| **Proposed mode of provision and pattern of delivery**  (e.g. full-time, blended, 2x weekday evenings) |  |
| **Rationale for proposed delivery location**  Please comment on potential benefits to the University, and the relevance of the proposal to the University’s Strategic Plan. Please also explain why the programme cannot be delivered from an existing University campus, or why this additional location is advantageous. |  |
| **What experience does the proposed delivery location have of hosting off-campus delivery on behalf of an educational institution?** |  |
| **Declaration of any conflict, or potential conflict,****of interest held by a member of staff at the University, or a wider stakeholder, in relation to the proposed delivery location[[2]](#footnote-2)** |  |
| **Summary of initial business plan provided by Finance**  Please outline the indicative venue costs and projected income (with reference to projected student numbers) for each year of delivery within the current validation cycle. Please cross-reference to any attached draft contracts / Memoranda of Agreement/Understanding / quotes provided by the venue. |  |
| **Is the Institute aware of any potential risks in engaging with the proposed delivery location at this stage?**  If so, how does the Institute propose to mitigate these risks? |  |

**PART TWO: Checklist of information to be provided by proposed delivery location**

The following is to be submitted by the proposed delivery location to accompany this form (separately, or as part of draft contract/MoA/MoU/quote or equivalent):

* A statement to the University describing the current library, information and learning support facilities, including information on:
* the provision of library services, including available electronic resources, opening times of physical library and description of location, nature of accommodation, accessibility within centre, nature and state of collections etc.
* IT/computing facilities, including internet access, range of software and peripherals and any other equipment etc.
* whether the library and IT services and facilities are supervised and managed and if yes, by whom (list job title, indication of line manager, qualifications etc.)
* who has overall/strategic responsibility for library and information services at the centre and if that person and/or the individuals responsible for day-to-day management of the services are involved in key academic decision-making committees and processes.

It should be made clear which facilities are available to University staff and which to students.

* A Development Plan for the Centre’s library, information and learning support resources
* Details of any additional and/or alternative arrangements to provide or augment library, information and learning support facilities (e.g., agreed access/use arrangements for staff/students with other public, academic or commercial libraries and IT facilities at or near the location, preferential hardware purchase agreements with certain suppliers, loan of hardware etc.). If such arrangements are on a formal contractual basis please supply a copy of the contract.
* Confirmation of the following:
* the premises is covered by current Employers & Public Liability Insurance
* Professional Indemnity Insurance is in place
* there is a written Health and Safety Policy
* there is a fire risk assessment, which is currently valid
* there is information on how a fire can be detected and the alarm raised
* fire extinguishers have been serviced within the last 12 months
* appropriate risk assessments been completed relevant to tasks and activities to be undertaken on the University’s programmes
* the means for disabled persons to evacuate in an emergency
* whether disabled persons can easily access the premises and travel between floors if necessary
* if there are car parking /close public transport facilities for disabled
* the procedure for reporting accidents and/or health and safety concerns
* the arrangements for providing first aid assistance
* the process for reporting defects and arranging repair of equipment/facilities
* the procedure for maintaining electrical equipment

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| **Please confirm who the Institute wishes to nominate as representative(s) to undertake the site visit (AC7).**  This would normally include one member from the Institute, and one from outside the Institute. |  | |
| **I confirm that:**   * the proposed delivery location has provided the information requested in Part Two above; * the information provided by the proposed delivery location is accurate to the best of our current understanding, and, if this proposal is approved in principle by CPG, this will be verified through the AC7 process; * accompanying documentation is attached; * the Institute’s senior leadership team supports this proposal. | **Signed (Dean of Institute)** |  |
| **Date** |  |

**FOR ACADEMIC OFFICE USE ONLY**

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| **Date considered by CPG:** |  |
| **CPG recommendation / decision:** |  |
| **Any other comments:** |  |

1. Please **do not** seek to enter into any formal agreement with the proposed delivery location until **both** the AC6 and AC7 forms have been approved by CPG and explicit permission has been granted. [↑](#footnote-ref-1)
2. It is important to declare any interest that could be linked to the potential delivery location that staff, or members of their family, may have that might give the appearance of a conflict, even where no actual conflict exists. This could include financial interest or non-financial interest benefit or advantage, such as the enhancement of an individual’s career, education or professional reputation or access to privileged information or facilities.  [↑](#footnote-ref-2)