

Student Protection Plan

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Cambridge Regional College is a large General Further Education College which delivers Further and Higher Education and Training in campuses in Cambridge and Huntingdon, and at a number of other venues.

This Student Protection Plan sets out the measures we have in place to protect you as a student in the event that a risk to the continuation of your studies should arise.

The measures contained in this plan apply to all students studying for a directly funded qualification (HNC/HND) delivered at Cambridge Regional College. These measures are in addition to the protection's students have under consumer protection law, and do not alter their consumer rights.

Students studying on our franchised Foundation Degree courses will be covered by the Anglia Ruskin University Student Protection Plan.

The Higher Education and Research Act 2017 requires HE Providers to maintain a Student Protection Plan to protect students' interests in the case of material change, e.g. programme changes, suspension of programmes, closures of courses, College premises or business.


These events may be triggered by situations such as (but not limited to):

- a decision to close the College
- a strategic decision by the College to close a course or campus
- a decision not to run a course for the subsequent year
- the loss or restriction of HE provider status
- the loss of accreditation from regulatory bodies, e.g. OfS, Ofsted
- the loss of accreditation from awarding organisation or other validation agency
- the withdrawal of designation for student support purposes
- changes to regulatory framework affecting a specific course
- disruption of College activity
- industrial action by College staff or third parties
- the unanticipated departure of key members of College staff.

Assessment of Potential Risks:

Risk 1- Closure of College or Campus

The College reported total unrestricted reserves of £28,461 at 31 July 2020. We also reported borrowings of £6,543,000. The College continues to manage its finances closely and was confirmed by the ESFA to be in "Good" financial health but fell under "Requires Improvement" based on its Covid-19 affected results for the year. Current plans for 2020/21 show the College returning to "Good" financial health again.



The College has a long track-record of delivering programmes and running its business successfully. The College has 5-year strategic plan and implementation plan. We have comprehensive business continuity arrangements in place including plans to deal with a range of incidents. We operate a comprehensive Corporate Risk Register in accordance with HE regulatory bodies.

The risk of closure of the College or any Campus is very low.

Risk 2: Loss or Restriction as a HE provider

Cambridge Regional College has been delivering Higher Education for over 10 years and has been a HEFCE funded institution since 2005/6

HE is a key progression route for College FE courses and a vehicle for local employers to develop its workforce.

Cambridge Regional College has been through several successful quality assurance reviews, most recently:

- A successful QAA Higher Education Review in November 2014
- An Anglia Ruskin University Institutional Review in 2015
- A successful 2017 QAA Annual Provider Review (APR)
- A TEF Bronze Award in 2019

The risk of the College being restricted as a HE Provider is low

Risk 3- Loss of Validator (awarding organisation)

Cambridge Regional College has been successfully delivering BTEC qualifications for many years. The College is subject to annual Quality Management Reviews by Pearson Lead Standards Verifiers.

The College has been working in a successful partnership with Anglia Ruskin University for 12 years and was subject to a successful Institutional Review by ARU in 2015 which commended the College for: 'the quality of the student experience and student support, which is fostered by the learning environment, the supportive and inclusive approach to teaching and the professionalism and commitment of academic and support staff'

The risk of the College losing a validator is low.

Risk 4- Loss of Accreditation

This relates to the loss of Cambridge Regional College of accreditation to deliver HE programmes validated by Pearson or Anglia Ruskin University.

The College has a mature and rigorous Quality Assurance framework of processes in place to ensure compliance with awarding organisation requirements. This is recognised by Pearson during their annual Quality Management Reviews.

The College delivers programmes that are subject to a rigorous curriculum planning process, including quality checks of resources, capacity to deliver and appropriate staffing to meet awarding organisation and College requirements.

The College has not previously lost an entitlement to provide an HE programme

The likelihood of the College losing accreditation is considered to be low

Risk 5- Discontinuation or decision not to run a course the following year

HE programmes are planned at least a year ahead of delivery and go through a comprehensive internal HE approval process to make sure the College has the right resources in place to deliver a programme successfully. This includes having sufficient and appropriate staffing in place.

It is College policy to support new HE courses to run with smaller class sizes during the first three years of their delivery; this means we can continue to develop and deliver programmes that might otherwise not be viable to run.

We review our curriculum plan annually to ensure we meet student demand; if we decide to discontinue a particular programme we make sure we support current students to complete their programme even if this means delivering a course with low numbers.

The risk of the College discontinuing or closing a course the following year is low.

Risk 6- Change of Qualification/Course content

All our directly funded HE courses are off the shelf qualifications (Higher Nationals) and are subject to the rules and regulations of the awarding organisation. Our quality team and internal monitoring processes ensure that the rules of combination for the off the shelf courses are complied with.

For our franchised courses, these are subject to Anglia Ruskin University policies and regulations. The university 's approach to programme development and approval, and approach to managing course discontinuation, are well established.

The risk that the qualification a student obtain ends up significantly different from that for which the student enrolled is low.

How do we mitigate against these risks?

Risk 1- Closure of College or Campus

If the College has no other option other than to close one or more campuses, the following actions will be considered to protect continuity of study:

- Use of another campus
- Use of third-party premises
- Making changes to the timetable to allow delivery to continue
- Gradual closure to enable students to complete their studies
- Arrangements made with another provider to continue delivering the programme

Risk 2 – Loss or restriction as an HE provider

In the event of loss or restriction as an HE provider the college will work with the relevant regulatory body to minimise the impact on students, including:

- Taking all reasonable steps to minimise disruption
- Work with relevant bodies to allow students to complete their studies
- Make changes gradually, to allow students to complete their studies

Risk 3 – Loss of Validator

If the College loses a validator, it will:

- Work with the awarding organisation or university partner to regain approval
- Seek to deliver alternative qualifications accredited through an alternative awarding organisation, using RPL (recognition of prior learning) processes if necessary to minimise the impact on students
- Seek to work with Anglia Ruskin University or one of its partners to support the continued delivery of programmes validated by ARU.

Risk 4 – Loss of accreditation

If the College loses its accreditation from either ARU or Pearson Edexcel it will take all reasonable steps to minimise the disruption to students by:

- Offering students, the chance to move to another course
- Supporting students to transfer to a different provider
- Notifying stakeholders, including applicants for future courses as soon as possible

Risk 5 – Discontinuation of Course or decision not to run the following year

If the College is discontinued or does not run in the following year we will

- Inform existing students as soon as possible, in writing
- Enable existing students to complete their current qualification, even if this means running a programme with small numbers

Inform applicants of this decision as early as possible

Risk 6 – Change of Qualification/Course Content

The College reserves the right to make minor changes to course content in order to improve the quality of delivery, including the student experience. If significant changes are planned these will be

- communicated to students in advance
- transitional arrangements will be put into place to avoid disrupting existing groups of students.
- if in-year changes are proposed, student and, where appropriate Employer, views will be sought and considered.

Information about the College Refund and Compensation Policy

You can find our Refund and Compensation Policy on the College website

It includes information about:

- Refunds for students in receipt of tuitions fee loan from the Student Loans Company.
- Refunds for students who pay their own tuition fees.
- Refunds for students whose tuition fees are paid by a sponsor.

- The payment of additional travel costs for students affected by a change in the location of their course.
- Commitments to honour student bursaries.
- Compensation for maintenance costs and lost time where it is not possible to preserve continuation of study.
- Compensation for tuition and maintenance costs where students have to transfer courses or provider.

The College incorporates provisions within its annual budget to potential payment of tuition fees and other refunds and compensation payments to students and recognises risk associated with its offer and enrolments procedures on the College's risk register. Our Student Protection Plan is published on the College Website [here](#) and it is available on the College Virtual Learning Environment (VLE).

How we will tell students about our Student Protection Plan

We will communicate our Student Protection Plan to staff through our Staff News bulletin; information will be provided to HE teams through team meetings.

We will review our Student Protection Plan regularly, and will consult with students as part of this review. It will be approved by the Senior Management Team before it is published.

If we need to implement our plan, Cambridge Regional College will:

- Consult with students and consider their views before making any substantial changes to their programme, or discontinuing it
- Communicate any changes to courses or programmes to students as early as possible, with clear information provided in writing
- Provide advice, guidance and support to students in the event of a change being made to their programme
- Provide a single point of contact for students affected by any significant change to their programme
- Inform the Office for Students of any change to this Student Protection Plan
- If you wish to provide us with feedback about this plan, please contact the Vice Principal for Quality Improvement at choyes@camre.ac.uk
- If you wish to make a complaint about your course please follow our complaints procedure; this is available here: www.camre.ac.uk

Document history

Date	Issue number	Change/Comments	Date Approved	Approved by
14/1/2020	2	Annual review and update to financial information		Corrin Hoyes
08/04/2021	3	Annual review and update to financial information		Vice Principal Quality Improvement



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