**LPAGXXXXXX/xx**

**CPPF2: COLLABORATIVE PARTNERSHIP PROPOSAL FORM (ACP)**

**APPLICATION FOR EXTENSION OF COLLABORATIVE ARRANGEMENTS WITH ASSOCIATE COLLEGE PARTNERSHIP MEMBER**

This form is to be used to:

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| **A** | Propose a new**\*** programme of study for delivery by an FE college partner who is a current member of ACP |  |
| or | | |
| **B** | Propose the delivery of an existing programme being run by an ACP partner college at an additional campus belonging to the same partner |  |

Please tick the option that applies.

**\***The programme may be an existing one currently delivered by Brookes or another partner, but will be new to the portfolio of the partner college named below.

|  |  |
| --- | --- |
| **Name of partner college:** | A separate CPPF2 should be completed for each college delivering the proposed programme/s |
| **Programme title/s:** |  |
| **Key contact:** | Name and job title of the individual who has responsibility for progressing the proposal on behalf of the partner college |
| **Proposing Faculty:** |  |
| **CPPF completed by:** | Name and role - must be a member of Brookes staff |
| **Date of approval by PVC/Dean:** |  |

# Consultation Checklist for Faculty Executive Group approval\*

Please mark each answer **Yes** (giving date of consultation/notification with the named individuals about the proposal), **No** or **N/A**.

|  |  |
| --- | --- |
| Head of UK Partnerships & Apprenticeships  ([qvermeulen@brookes.ac.uk](mailto:qvermeulen@brookes.ac.uk)) |  |
| Faculty Head of QA & Validations and [link Quality Assurance Officer](https://www.brookes.ac.uk/staff/apqo/staff-and-contacts) |  |
| Faculty Head of Finance & Planning |  |
| Brookes Academic Liaison Librarian |  |
| Head of Partnership Student Information Management  ([ruthcollins@brookes.ac.uk](mailto:ruthcollins@brookes.ac.uk)) |  |
| Head of External Student Reporting  ([mbelshah@brookes.ac.uk](mailto:mbelshah@brookes.ac.uk)) |  |
| Has the membership of the PDT been agreed? |  |
| Has an appropriately experienced Liaison Manager been identified? |  |
| Does the proposal contain a realistic and comprehensive risk assessment, tailored to the proposal (with particular attention to the guidance on risk assessment and production of risk improvement plans)? |  |

\*Faculty Executive Groups should satisfy themselves that the appropriate consultation/evidence-gathering has taken place prior to the PVC/Dean signing off the proposal. Clarification should be sought, prior to approval, on any point to which the answer ‘NO’ has been given.

**COLLABORATIVE PARTNERSHIP (ACP) PROPOSAL FORM – GUIDANCE NOTES ON COMPLETION**

**PURPOSE OF FORM CPPF2**

This form is to be used to propose new (or additional) arrangements to be delivered by a current member of the Associate College Partnership. It should be used to submit proposals for LPAG approval in respect of:

* a new (to the college concerned) programme of study for delivery by a current member of ACP;
* the delivery of an existing programme being run by an ACP member at an additional campus belonging to the same partner college.

A standard financial model has been agreed between the University and its ACP partners, and most proposals do not require a full business plan; however, a full risk assessment should be carried out and attached to all CPPF2 forms.

For proposals that do not conform to the standard financial model, or which include any unusual or extra items (e.g. payment for Brookes staff to teach on the programme), the CPPF2 form should be submitted with a full business plan.

Where a new programme is proposed for delivery by more than one ACP member, a separate CPPF2 form must be completed for each college.

*Note:*

For non-ACP partners, please use the CPPF1.

For partnerships involving credit rating or articulation arrangements, please use the CPPF3.

For the renewal/revalidation of provision delivered by an existing partner, please use CPRF1 (non-ACP partners) or CPRF2 (ACP partners).

**COMPLETING THE FORM**

All sections of the CPPF2 must be completed. However, for proposals which are submitted with a full business plan, you do not need to complete parts 5 and 6, as these are incorporated into the business plan template (which can be downloaded from the [APQO website](https://www.brookes.ac.uk/staff/apqo/quality-and-standards-handbook/templates-and-guidance-notes#collaborative))

The project leader is responsible for the completion of the form, but they must consult with the relevant colleagues, as noted in the consultation checklist on the front page of this form.

Once completed, the CPPF2 should be forwarded to the Secretary of LPAG via the Faculty link QAO.

**Delete this page before submission to LPAG.**

**PART 1: PARTNERSHIP DETAILS**

|  |  |
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| **Programme leader:** | Name of programme leader at the partner college |
| **Liaison Manager:** | Name and job title |
| **Status of students:** | **OBU enrolled**  If not ‘enrolled’, please explain why not and how this affects the entitlements of students on the programme/s – this should also be reflected in the business case. |

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| **Nature of proposed arrangements**Please give details of the proposed delivery arrangements, indicating the division of responsibilities for programme design, delivery, assessment and support between Brookes and the partner college (e.g. will there be elements of off-campus delivery by Brookes staff, is it an existing programme delivered at Brookes, is the programme delivered by another ACP partner, etc?) | |
| **Location of delivery:** | Campus/es at which the proposed programme will be delivered |
| **Proposed start date for delivery:** | Month / Year |

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| **Rationale for proposal**  Provide a brief rationale for the proposal, outline the reasons why this would be of benefit to the University/Faculty and the Associate College Partnership. |

**PART 2: PROGRAMME DETAILS**

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| --- | --- | --- | --- |
| **Proposed programme title/s** | | | |
| **Awards to which the programme/s will lead**Include all exit awards available. | | | |
| **Levels and credits** delete any lines which are not applicable | | | |
| ***Level*** | ***No. of credits*** | | ***Duration and mode of study*** |
| 4 |  | |  |
| 5 |  | |  |
| 6 |  | |  |
| **For programmes leading to Foundation degrees**: Is a level 6 progression route available to enable graduates to top up their award to an Honours degree? | | **Yes/No**  If Yes, please give the title of the top-up programme and where it is delivered.  If No, please give details of when the progression route will be in place; or explain why a level 6 top-up programme is not required. | |

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| **Teaching and learning resources** |
| Please provide a staffing plan for the programme/s, to include information about the staff currently teaching in the relevant subject area at the partner college, especially their experience of teaching and assessing at the level of the proposed award; how teaching quality will be monitored and enhanced; how new/inexperienced staff will be supported and mentored; and a contingency plan to ensure continuity of programme delivery in case of staff absences. |
| Please give a brief account of the other resources (including accommodation, library, IT facilities, and any specialist facilities/IT platforms) available at the partner college to support the proposed programme. |

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| Number of intakes per year: |  |
| Entry points to the programme/s: | Month/s |
| Maximum numbers per cohort: Please note this refers to the maximum number that can be supported by the learning resources available at the partner. |  |
| Minimum numbers per cohort: A cohort of 10 is generally considered as the minimum baseline for a reasonable student experience. |  |
| Implementation: This is to enable the University to keep track of any changes in the portfolio of Brookes awards being delivered by the partner and across the ACP. | Please provide any relevant information about the implementation of the proposed new arrangements. e.g. Will the programme replace any existing provision leading to a Brookes award (if Yes, please specify)? When, and at which sites, will each level of the programme be implemented? Will it impact on Brookes programmes delivered by any other ACP partners (in what way)? |

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| **Are the proposed student numbers or the resources needed to deliver this programme likely to require a significant increase in the level of Directorate support or resources at Brookes *(beyond the standard ACP agreement)*?** Yes/NoPlease give details, if applicable, and state how additional support and/or resources will be funded. |
| **Is there any professional accreditation associated with the proposed programme?** Yes/No If yes, please give further details, including the name of professional body and the process to be followed to achieve accreditation. |

**PART 3: MARKETING & RECRUITMENT**

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| **Details of market research undertaken, by OBU and/or the partner college, to support the development of the proposal.** Please add sources to ensure the market information has been cross-checked and is accurate. |
| **Estimate of student numbers and contribution to University/Faculty targets over the first five years.** Provide supporting evidence for these figures. |
| **Outline the marketing and recruitment strategy, referring to the marketing activity which will be undertaken to recruit the target market identified** (for example through open lectures, open days, school visits, targeted digital marketing, etc.) |

**PART 4: FINANCE**

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| Will the proposed arrangement follow the standard ACP financial model?Yes / No If No, a business case giving full financial details must be submitted with this form. The template for this, and other guidance on developing the financial plan, is available on the [AQPO website](https://www.brookes.ac.uk/staff/apqo/quality-and-standards-handbook/templates-and-guidance-notes#collaborative) |
| Estimated annual income accruing to the University from the arrangement: |

**PART 5: EXIT STRATEGY**

|  |  |
| --- | --- |
| Provide three alternatives for enabling students to complete their studies should it be necessary to withdraw from the arrangement\*: | |
| 1. |  |
| 2. |  |
| 3. |  |

*\*Note:* for ACP provision, there is a standard contractual obligation for the College to teach out a closing programme; however, exit strategies should also provide for situations in which the partner is unable to assist with teach-out arrangements. Please ensure the proposed strategies are realistic in terms of likely costs and other resources/practicalities.

**PART 6: RISK ASSESSMENT**

*Note:* Please refer to the guidance on risk assessment is available from the [APQO website](https://www.brookes.ac.uk/staff/apqo/quality-and-standards-handbook/templates-and-guidance-notes#collaborative)

Advice should also be sought from the Associate Dean (Strategy & Development) on the assessment of the risks identified in the form below, and on the production of risk improvement plans (T5.13).

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| --- | --- | --- | --- | --- |
|  | **Specific Risk** | **Impact**  **(L / M / H)** | **Likelihood**  **(L / M / H)** | **Key actions taken or controls already in place** |
| **A. Generic Risks to be Considered and Completed for All Proposals** | | | | |
|  | Failure to achieve student recruitment targets as set in business plan |  |  |  |
|  | Inability to maintain an acceptable level of teaching and support staff |  |  |  |
|  | Failure to comply with the proposed set up timetable by the faculty and/or partner |  |  |  |
|  | Failure to consider and plan for the possibility of increasing competition to the new programme |  |  |  |
| **B. Additional Risks Specific to this Proposal (arising from prompt questions below)** | | | | |
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*Extend list as necessary.*

**Prompt questions:**

* Are there any specific issues or uncertainties still to be resolved from the analysis presented in any of the sections of the CPPF2 above? **Y/N**
* Are any major changes planned (but not yet in place) that could impact on the delivery of the proposed programme? **Y/N**
* Is the success of the course dependent on key developments/resources that have yet to be implemented? **Y/N**
* Are there any risks relating to obtaining or retaining professional accreditation for programmes?
* Is the proposal dependent on any special/unusual method of teaching delivery that could present additional risk? **Y/N**
* Are there any potential constraints to the commencement of delivery? (e.g. the availability of work placements) **Y/N**

**PART 7: PROJECT DEVELOPMENT TEAM**

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| Membership of the Project Development Team | |
| Faculty representative/s |  |
| Partner college representative/s |  |
| Faculty link Quality Assurance Officer |  |
| Legal Services representative | *Only required if APQO or UK Partnerships identifies any unusual aspects (e.g. IP in programme not owned by OBU, unusual third party facility - such as zoo - needed for programme, programme not suitable to run under the ACP umbrella contract, etc.)* |
| Faculty Head of Finance & Planning |  |
| Head of UK Partnerships & Apprenticeships |  |
| Other representatives (please specify job titles and names) |  |