**LPAGXXXXXX/xx**

**CPRF2: COLLABORATIVE PARTNERSHIP RENEWAL FORM   
(ACP provision)**

This form is to be used to seek LPAG permission for the revalidation of a programme currently being delivered by an ACP partner college, with a view to renewal of the contract for a further five year period.

|  |  |
| --- | --- |
| **Name of partner college:** |  |
| **Faculty:** |  |
| **Managing Department/School:** |  |
| **Programmes to be reviewed:** |  |
| **Date partnership approved, or date of most recent periodic review:** |  |
| **Contract expiry date:** |  |
| **CPRF completed by:** | Member of Brookes staff |
| **Date of approval by Faculty Executive:** |  |
| **Signature of PVC/Dean:** |  |

# Consultation Checklist for Faculty Executive Group approval\*

Please mark each answer **Yes** (and give 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.

CPRF2: GUIDANCE NOTES ON COMPLETION

**PURPOSE OF FORM CPRF2**

This form is to be used to notify LPAG that provision delivered by an ACP partner, leading to a Brookes award, is due for quinquennial revalidation prior to the renewal of the contract governing the programme/s for a further five years (in the context of the umbrella contract with each ACP partner college). The CPRF2 provides LPAG with intelligence about the partner college’s track record with respect to the programmes due for review, and about the likely future market for the provision, in order to inform the Group’s decision.

*For non-ACP partners, please use the CPRF1 form.*

**COMPLETING THE FORM**

The CPRF2 is divided into three sections, which should all be completed:

* **Part 1: Partner performance** (in respect of market demand and quality)
* **Part 2: Programme information** (including PDT membership and exit strategies)
* **Part 3: Risk assessment** (risk register and risk improvement plans, if required)
* **Part 4: Finance**

A standard financial model has been agreed between the University and its ACP partners, and most proposals do not require a full business plan. For proposals that do not operate under the standard ACP 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.

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

Once completed, the CPRF2 should be forwarded to the Secretary of LPAG via the Faculty’s link QAO.

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

**PART 1: PARTNER PERFORMANCE**

* 1. **RECRUITMENT AND MARKET DEMAND**

This section should be completed in consultation with [Quintijn Vermeulen](mailto:qvermeulen@brookes.ac.uk), Head of UK Partnerships & Apprenticeships

|  |
| --- |
| 1. Please give actual recruitment numbers over the previous five years since approval/most recent periodic review, indicating whether recruitment targets have been met, and commenting on any recent trends in the demand for the current provision. |
| 1. Is there a continuing market for the provision to be renewed? Provide details of any market research undertaken to support the demand for the provision. Please add sources to ensure the market information has been cross-checked and is accurate. |
| 1. Estimate of student numbers and contribution to University/Faculty targets over the next five years. Provide supporting evidence for these figures. |
| 1. Outline the marketing and recruitment strategy, referring to the marketing activity which will be undertaken to recruit the target market identified. |

**1.2 ACADEMIC QUALITY & STANDARDS OF CURRENT PROVISION**

This section should be completed in consultation with your Faculty Head of QA and Validations and your link Quality Assurance Officer

|  |
| --- |
| 1. Drawing on evidence such as external examiners’ reports, annual quality monitoring reports, QAA reports, professional body reports, and, in particular, the **Liaison Manager’s experience** of working with the College team - please outline any issues (positive and negative) that have arisen in the period since the provision was last approved, and how they have been dealt with. |
| 1. **Professional accreditation** Are any professional bodies involved in accrediting the provision? Have there been any recent, or are there any likely future, changes to their requirements, and what will be their involvement in the review of the programme/s? |
| 1. **Breaches of contract/improvement action planning** Have there been any breaches of the contract with respect to the University’s quality assurance requirements, and, if so, how have they been addressed (e.g. has the improvement action planning process been instigated)? Are there any outstanding issues, and what is being done to resolve them? |

PART 2: PROGRAMME DETAILS

**2.1 KEY CONTACTS**

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| --- | --- |
| **Programme leader:** | Name of programme leader at the partner college |
| **Liaison Manager:** | Name and job title |

|  |  |
| --- | --- |
| **2.2 Which programmes are due for revalidation and renewal?**  List full award titles of programmes | |
| **2.3 Is it proposed that any of the programmes should be closed? Y/N**  If yes, please list them here. | |
| **2.4 Location of delivery**  Please state campuses/sites where programmes are currently delivered.  Please state if new/additional delivery locations are being proposed (and why). | |
| **2.5 Status of students:** | **OBU enrolled**  This is the default position. 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. | |

**2.6 MEMBERSHIP OF THE PROJECT DEVELOPMENT TEAM**

|  |  |
| --- | --- |
| **Chair of PDT:** | Name and job title (if not the LM named above) |
| 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) |  |

**2.7 EXIT STRATEGIES**

|  |  |
| --- | --- |
| 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 3: RISK ASSESSMENT

*Note:* Please refer to the guidance on risk assessment 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).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **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 CPRF2 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 (e.g. the availability of work placements)? **Y/N**

PART 4: FINANCE

This section should be completed in consultation with your Faculty Head of Finance & Planning.

|  |  |
| --- | --- |
| Does the 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 |  |
| Estimated annual income accruing to the University from the arrangement: |  |