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# Application for Educational Oversight by the Quality Assurance Agency for Higher Education (QAA)

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| --- | --- |
| **Provider's name** |  |

Applicants must satisfy the 'requirements of providers seeking and maintaining educational oversight' set out on pages 10 and 11.

We want to make it as straightforward as possible for you to complete your application for educational oversight by QAA. When completing this form you should refer to the guidance note from the [educational oversight](https://www.qaa.ac.uk/en/reviewing-higher-education/types-of-review/higher-education-review/applying-for-review) section of the QAA website.

You can also email queries to [assessmentservices@qaa.ac.uk](mailto:assessmentservices@qaa.ac.uk)

A successful application at this stage does not guarantee that a provider will ultimately be successful in achieving educational oversight.

The application form must be submitted to QAA electronically as a Word document to: [applications@qaaacuk.onmicrosoft.com](mailto:applications@qaaacuk.onmicrosoft.com) with the supporting documents and application fee.

Please note that QAA requires three full years of independently audited accounts to complete the financial sustainability, management and governance (FSMG) checks. Providers that do not have three years of accounts should not apply.

# Part 1: Provider information

Please supply the following information about your provider.

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| --- | --- |
| **Provider's name** |  |
| **UKPRN**  [www.ukrlp.co.uk](http://www.ukrlp.co.uk/) |  |
| **Contact name** |  |
| **Job title of contact** |  |
| **Email address of contact** |  |
| **Telephone numbers of contact** |  |
| **Name and job title of head  of provider** |  |
| **Provider's name/legal title**  (registered company name) |  |
| **All names by which the provider has been known over the last three years** |  |
| **Provider's legal identity**  (company, partnership,  sole trader, and so on) |  |
| **Registered company/charity address and registration number**  *NB. This must be the company that delivers higher education to students, and for which accounts will be submitted for the FSMG check* |  |
| **Ownership or significant  beneficial interest**  (Please provide details of any company that owns or has a significant beneficial interest of the company applying for review, including company number(s)) |  |
| **Operating address(es)**  (Please detail addresses of all relevant campuses, sites or offices that form part of the provider delivering education to students) |  |
| **First year of operation  (or first year higher education students enrolled)** |  |
| **Start date of first higher education programme delivered in the UK** |  |
| **Provider's website address** |  |
| **Provider's UK Visas and Immigration (UKVI) sponsorship number** |  |
| **Do you currently have a Tier 4 sponsor licence?** | Yes/No |
| **FOR PROVIDERS IN WALES ONLY**    **Welsh language**  Please confirm whether the provider has a compliance notice from the Welsh Language Commissioner |  |

# Part 2: Student headcount and higher education programme details

In terms of student headcount, do you consider yourself to be predominantly a provider of higher education or further education?

Higher education  Further education and/or English language

Please provide details of the total number of students, based on headcount (not full-time equivalents), enrolled on programmes over the last three years and including 2022-23 (predicted headcount if required).

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Student numbers** | **Higher education student headcount  (Level 4+)** | | | **Further education student headcount (Level 1-3)** | | |
| Academic year 20xx | | | | | |
| 20-21 | 21-22 | 22-23 | 20-21 | 21-22 | 22-23 |
| 1 | Total number of higher education students (headcount) in provision which is within the scope of Higher Education Review\* | < 100 |  |  |  |  |  |  |
| 100-999 |  |  |  |  |  |  |
| ≥1,000 |  |  |  |  |  |  |
| 2 | Postgraduate research students (headcount) as a proportion of  measure 1 | < 10% |  |  |  |  |  |  |
| ≥ 10% |  |  |  |  |  |  |
| 3 | Number of different degree-awarding bodies and other awarding organisations | < 5 |  |  |  |  |  |  |
| ≥ 5 |  |  |  |  |  |  |
| 4 | Students from the European Economic Area, including the UK |  |  |  |  |  |  |  |
| 5 | Students from outside of the European Economic Area |  |  |  |  |  |  |  |

\* **Scope and coverage**

Higher Education Review (Alternative Providers) encompasses the following:

* programmes of study leading to awards at Levels 4 to 8 of *The Framework for Higher Education Qualifications in England, Wales and Northern Ireland* and   
  *The Framework for Qualifications of Higher Education Institutions in Scotland*   
  (these frameworks include designated programmes)
* programmes of study leading to awards at Levels 4 to 8 of the *Regulated Qualifications Framework* (see Ofqual register)[[1]](#footnote-1)
* programmes that students on a Tier 4 sponsor licence may study
* integrated foundation year programmes[[2]](#footnote-2) that are designed to enable entry to a specified degree programme or programmes on successful completion.

All programmes offered by a provider may be in scope of the review whether or not they are eligible for Tier 4 sponsorship. QAA will be able to advise if you are uncertain as to whether programmes are in scope of Higher Education Review (Alternative Providers).

Is there a representative student body such as the Students' Union or a student association?

Yes  No

Please complete the table on the number of academic staff currently employed to deliver programmes of study leading ultimately to awards at Level 4 and above on one of the UK qualifications frameworks.[[3]](#footnote-3)

|  |  |  |
| --- | --- | --- |
| **Full-time academic staff (headcount)** | **Part-time academic staff (headcount)** | **Total full-time equivalent (FTE) academic staff** |
|  |  |  |

## Programmes and qualifications

Please provide information about the programmes and types of qualifications you offer, detailing: their corresponding level in *The* *Framework for Higher Education Qualifications in England, Wales and Northern Ireland* (FHEQ), *Scottish Credit Qualifications Framework* (SCQF), *Credit and Qualifications Framework for Wales* **(CQFW**), *Regulated Qualifications Framework* (RQF) and relevant Subject Benchmark Statements; the awarding body/organisation; and the number of students enrolled on the programme in 2022-23.

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| --- | --- | --- | --- | --- | --- | --- |
| **Programme title** | **Date of programme approval** | **Subject Benchmark Statement(s) if relevant** | **Qualification level (FHEQ/SCQF/ CQFW/RQF)** | **Awarding body/ organisation** | **Number of students on programme during 2022-23 (headcount predicted, if required)** | **Programme(s) accredited by a PSRB** |
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## Awarding bodies and awarding organisations

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| --- | --- | --- |
| **Name of awarding body/ organisation** | **Name and contact details of principal contact at awarding body/organisation** | **Name and contact details of provider's local contact at awarding body/organisation** |
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Please note that providers must be offering programmes which are accredited by either an awarding body (a higher education institution with degree awarding powers) or an Ofqual-regulated awarding organisation, or must be an Association of Chartered Certified Accountants (ACCA) approved learning partner at either Gold or Platinum level.

## Existing or previous external quality assurance experience

Please provide information about any Ofsted, Independent Schools Inspectorate or any other recognised quality assurance body review or inspection that you have undergone in the last four years.

|  |  |  |  |
| --- | --- | --- | --- |
| **External quality assurance body** | **Date** | **Outcome** | **Was the outcome published (if so, please provide a web link)** |
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# Part 3: Evaluation of quality assurance arrangements

In the box below, please evaluate in no more than 1,000 words how you use external reference points (including the UK Quality Code for Higher Education) to maintain the academic standards and quality of your higher education programmes.

Continue on next page if required.

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# Part 4: Supporting information

Please submit supporting documentation to evidence the provider's application. This should be submitted electronically to: [applications@qaaacuk.onmicrosoft.com](mailto:applications@qaaacuk.onmicrosoft.com). Please indicate in the tick box that you have included each document. If you are unable to include a document, please explain why.

|  |  |  |
| --- | --- | --- |
|  | **Document** | **Notes  (if document not included)** |
|  | Copy of provider's Strategic Plan (if appropriate/available) |  |
|  | Details of provider's constitution, governance and accreditation arrangements |  |
|  | If relevant, provider's most recent accreditation report |  |
|  | Evidence that the provider has been delivering higher education programmes in the UK for at least two academic years at the date of application |  |
|  | Quality assurance procedures/manual (or equivalent) |  |
|  | Current signed copies of agreement(s) with awarding bodies/organisations |  |
|  | Sample of programme annual monitoring reports (or equivalent) for the last academic year and, where available, for the previous year |  |
|  | Programme approval report (or equivalent) |  |
|  | Student attendance dates for the current academic year |  |
|  | Any other relevant information you feel would support your application (please list) |  |

QAA will use the documentation submitted to decide whether the application meets the requirements set out below.

## Requirements of providers seeking and maintaining educational oversight

A provider seeking educational oversight by QAA must:

* demonstrate a commitment to maintaining and enhancing the reputation of UK higher education
* be registered at Companies House or be a registered charity
* have the majority of its students studying higher education programmes (Level 4 or above on one of the UK qualifications' frameworks, such as the [FHEQ](https://www.qaa.ac.uk/quality-code/qualifications-and-credit-frameworks))
* provide evidence that it has delivered higher education programmes in the UK for at least two (academic) years at the date of application (the provider must be delivering at least one programme that meets the requirements of an 'approved qualification' for Tier 4 sponsorship purposes)
* be offering programmes that are accredited by an awarding body (a UK recognised body or overseas accredited body) or an Ofqual-regulated awarding organisation, or be an Association of Chartered Certified Accountants approved learning partner at either Gold or Platinum level
* have a current signed agreement with an awarding body/organisation to deliver programmes
* carry out its own responsibilities and not devolve to another provider any part of those responsibilities, subsequent to a successful QAA review outcome
* follow the procedures that it has set out in formal submissions to QAA to demonstrate how it meets the expectations of higher education standards and quality management
* make resources available to implement fully the approved procedures that are set out in its formal documentation or submissions to QAA, and recommendations made by QAA arising from review or from any concerns about standards and quality in higher education investigation
* pay an annual 'maintenance fee' towards the costs of maintaining and developing QAA activities to deal with enquiries, appeals, complaints and concerns
* inform QAA immediately of any situation which poses serious financial threat to the provider, or which renders it unable, or likely to be unable, to meet its obligations to its students
* submit a completed application form with supporting documentation and fee.

A provider shall inform QAA of any proposed changes to:

* its aims
* its legal identity or status
* the bodies validating the qualifications it delivers
* the locus of authority for the award of qualifications within the provider's   
  governance structure
* the terms of reference, including the membership specification, of its governing body and any other body which may hold specific awarding responsibilities
* ownership of the provider
* formally binding relationships with any other providers
* the name(s) under which it operates
* the geographical areas(s) or region(s) in which it operates (including a change of address and any acquisition of a new site/building or extension of premises with an increase in capacity by 25% or more)
* the chief officer (or other senior manager who holds responsibility for ensuring that the provider continues to meet its obligations)
* for providers with fewer than 50 students at the last QAA visit - an increase in total student numbers (international and domestic) of more than 50 students
* for providers with 50 or more students at the last QAA visit - an increase in total student numbers (international and domestic) by more than 20% or 100 students, whichever is greater
* a change of 30 or 50% or more on the type of provision/courses offered, including changes of awarding body/organisation (calculated by student headcount on new programmes)
* change of 20% or more of permanent teaching staff.

Applicant providers shall supply information to QAA about their programmes and activities, including information that may not be in the public domain, as and when requested by QAA.

Applicant providers shall cooperate with, and participate in, QAA's procedures for review and re-review, and complaints and concerns investigations.

In submitting applications for educational oversight, providers are making claims that they are providing higher education programmes in accordance with the frameworks for higher education qualifications/RQF and that they manage the quality of the student learning experience with due reference to the Quality Code.

In making this application to QAA for educational oversight, you acknowledge and understand that QAA shall publish or provide information on the outcome of your application, all future reviews of your provider (including any action plans), and such other information as it is required to do, whether under QAA's own Information Publication Scheme or otherwise. QAA may also disclose such information concerning your provider to another body or person as it considers appropriate, to assist with the discharge of QAA's functions to safeguard quality and academic standards in UK higher education or to assist with another body or person's own accreditation, regulatory or public functions including, but not limited to: the Independent Schools Inspectorate; the Department for Education; the Charities Commission; the Office of the Scottish Charity Regulator; the Office for Students and the Home Office.

QAA will not be liable for any loss arising from the application process, howsoever caused, other than death/personal injury arising from QAA's negligence.

If the provider fails to cooperate at any stage, QAA will withdraw from the process and no fees will be refunded.

Where a provider does not meet these requirements, QAA reserves the right to advise the Home Office and any other appropriate public body.

## What you can expect from QAA

QAA is accountable to its company members and subscribers in ensuring it manages its affairs effectively, and therefore, providers seeking a review for educational oversight by QAA will be required to pay fees for QAA activities, which ensure there is no subsidy of this activity from public or charitable funds.

In considering your application, you can expect QAA to show impartiality, fairness, independence, honesty and a professional approach. Consideration of your application will be conducted on the basis of a detailed scrutiny to ensure published eligibility criteria for educational oversight are met and to establish whether there is sufficient information to proceed to the review stage. QAA will determine which review method is most appropriate.

If your application is accepted, the Home Office will be informed and you will be advised of the dates of the briefing, the dates for submission of a self-evaluation and the scheduling of   
the review.

QAA appreciates the need for discretion in managing applications for educational oversight, given commercial and other sensitivities involved. Providers should be aware, however, that there is considerable public interest in educational oversight reviews. Consequently, you should be aware that, in applying for educational oversight by QAA, you are taking yourself out of the entirely private arena and into the public domain.

QAA will publish the outcomes of all QAA reviews and concerns investigations.

QAA operates a voluntary Information Publication Scheme.

QAA does not make decisions on Tier 4 Sponsor status; that is the responsibility of the Home Office.

# Application fee

**The application form must be accompanied by the application fee. Please include in your application a copy of the BACS payment confirmation.**

I enclose a copy of BACS payment of £1,615:

by BACS or bank transfer

Our bank account details for payment are:

Account name: The Quality Assurance Agency for Higher Education

Sort code: 40-22-09

Account no: 92470233

IBAN: GB74HBUK40220992470233

Swift: HBUKGB4104H

Your provider name **must** be included in the payment reference.

Please note that this activity is exempt from VAT and therefore no VAT is chargeable.

Upon receipt of cleared funds, QAA will issue an invoice to cover the application fee.

### Declaration

I, the principal officer of the applicant provider, certify that I am duly authorised to submit this application on behalf of the above named provider and agree to abide by the requirements of QAA set out above and confirm that all statements and documentation included in support of this application are true and accurate, and owned by this provider.

Signature:

Job title:

Date:

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[www.qaa.ac.uk](http://www.qaa.ac.uk/)

1. Available at: <http://register.ofqual.gov.uk/Qualification> [↑](#footnote-ref-1)
2. In the case of integrated foundation year programmes, it may be necessary to use other external   
   reference points in addition to the Quality Code for Higher Education to set academic standards for the foundation year element.   
   If the foundation year element is free-standing, and does not have a direct relationship with a specified higher education programme, it is not covered by the Quality Code and is out of scope, but may be subject to other regulatory requirements. [↑](#footnote-ref-2)
3. *The Framework for Higher Education Qualifications in England, Wales and Northern Ireland* (FHEQ*), Scottish Credit Qualifications Framework* (SCQF), *Credit and Qualifications Framework for Wales* **(CQFW**) or the *Regulated Qualifications Framework* (RQF) [↑](#footnote-ref-3)