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# Application for Educational Oversight by the

# Quality Assurance Agency for Higher Education (QAA) for an Embedded College/ Joint Venture Entity

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| --- | --- |
| **Name of embedded college/joint venture entity** |  |
| **Names of partners/owners of college/joint venture entity** |  |

Applicants must satisfy the 'requirements of providers seeking and maintaining educational oversight' set out on pages 9 and 10.

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 supporting documents and a copy of the paid application fee.

# Part 1: Embedded college/joint venture entity information

Please supply the following information about the embedded college/joint venture entity

### 1a. Embedded college/joint venture details

|  |  |
| --- | --- |
| **Embedded college/joint  venture name** |  |
| **Principal contact at embedded college/joint venture (name, title, email and telephone)** |  |
| **Name and job title of head of embedded college/joint venture** |  |
| **Embedded college/joint  venture name/legal title**  **(registered company name)** |  |
| **Embedded college/joint  venture trading name (if different to the above)** |  |
| **All names by which the embedded college/joint venture has been known over the last three years** |  |
| **Embedded college/joint  venture legal identity**  **(eg company, partnership)** |  |
| **Registered company/charity address and registration number** |  |
| **Operating address(es)**  (Please detail addresses of all relevant campuses, sites or offices that form part of the embedded college/joint venture delivering education to students) |  |
| **Type of exceptional arrangement (as outlined in table 6.13 of** [**Home Office Tier 4 Guidance to Sponsors Document 1**](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514312/Tier_4_Sponsor_Guidance_-_Document_1_-_Applying_for_a_Tier_4_licence_2016-04.pdf)**)** |  |
| **First year of operation  (or first year higher education students enrolled)** |  |
| **Start date of first higher education programme delivered by the embedded college/joint venture** |  |
| **Embedded college/joint venture website address** |  |
| **Organisation name and UK Visas and Immigration (UKVI) sponsorship number for the sponsor of Tier 4 students at the embedded college/joint venture** |  |
| **FOR PROVIDERS IN WALES ONLY**    **Welsh language**  Please confirm whether the provider has a compliance notice from the Welsh Language Commissioner |  |

### 1b. Details of the partners involved in the embedded college/joint venture

|  |  |  |
| --- | --- | --- |
|  | Higher education institution | Private provider (add additional column(s) if more than two partners are involved in the joint venture) |
| **Name of partner** |  |  |
| **Principal contact details (name, title, email and telephone)** |  |  |
| **Name and job title of head  of partner** |  |  |
| **Partner's name/legal title**  **(registered company name)** |  |  |
| **Partner's trading name (if different to the above)** |  |  |
| **All names by which the organisation has been known over the last three years** |  |  |
| **Partner's legal identity**  **(eg company, partnership,  sole trader)** |  |  |
| **Registered company/charity address and registration number** |  |  |

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| --- | --- |
| **Ownership and/or significant beneficial interest details in the embedded college/joint venture**  (Please provide a description and relevant details of ownership and/or significant beneficial interests of the embedded college/joint venture entity, including ownership percentages where applicable) |  |
| **Does the joint venture entity/embedded college operate as part of a network? (If so, please provide details)** |  |
| **Details of any additional significant beneficial interests not covered above** |  |
| **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, is the embedded college/joint venture 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 at the embedded college/joint venture over the last three years (if applicable), including 2022-23 (predicted headcount if required).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Student numbers** | **Higher education student headcount  (equivalent to**  **Level 4+)** | | | **Further education student headcount (equivalent to Level 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 equivalent to Levels 3-7 on one of the UK qualification frameworks (eg FHEQ, RQF, CQFW, SCQF) | < 100 |  |  |  |  |  |  |
| 100-999 |  |  |  |  |  |  |
| ≥1,000 |  |  |  |  |  |  |
| 2 | Students from the European Economic Area, including the UK |  |  |  |  |  |  |  |
| 3 | Students from outside of the European Economic Area |  |  |  |  |  |  |  |

Please complete the table on the number of academic staff currently employed at the embedded college/joint venture to deliver programmes of study leading ultimately to awards at Level 3 and above on one of the UK qualifications' frameworks.[[1]](#footnote-1)

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

## Programmes and qualifications

Please provide information about the programmes and types of qualification delivered by the embedded college/joint venture detailing: their corresponding level in *The* *Framework for Higher Education Qualifications in England, Wales and Northern Ireland* (FHEQ), *Regulated Qualifications Framework (RQF),* *Credit and Qualifications Framework for Wales* (CFQW), *Scottish Credit Qualifications Framework* (SCQF); the awarding body/organisation; and the number of students enrolled on the programme in 2022-23.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Programme title** | **Date of programme approval** | **Qualification level (FHEQ/ RQF/CFQW/SCQF)** | **Awarding body/ organisation** | **Number of students on programme during 2022-23 (headcount predicted, if required)** | **Programme(s) accredited by a professional, statutory and regulatory body** |
|  |  |  |  |  |  |
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## Existing or previous external quality assurance experience

Please provide information about any Ofsted, the Independent Schools Inspectorate or any other recognised quality assurance body review or inspection that the embedded college/joint venture has 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 the embedded college/joint venture uses external reference points (including the UK Quality Code for Higher Education) to maintain the academic standards and quality of the higher education programmes delivered.

Continue on next page if required.

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|  |

# Part 4: Supporting information

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

|  |  |  |
| --- | --- | --- |
|  | **Document** | **Notes (if document not included)** |
|  | Copy of embedded college's/joint venture's Strategic Plan (if appropriate/available) |  |
|  | Details of embedded college's/joint venture's constitution, governance and accreditation arrangements |  |
|  | If relevant, embedded college's/joint venture's most recent accreditation report |  |
|  | Evidence that the embedded college/joint venture will have been delivering higher education programmes in the UK for at least one academic year at the time of the review visit |  |
|  | Quality assurance procedures/manual (or equivalent) |  |
|  | Current signed copies of the embedded college/joint venture agreement(s) and/or 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 applicants seeking and maintaining educational oversight

An applicant 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 towards higher education programmes (Level 3 preparatory/direct access programmes and/or 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 will have been delivering higher education programmes in the UK for at least one academic year at the time of the review visit
* 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
* have an expected minimum contractual duration of 10 years for the joint venture entity
* submit a completed application form with supporting documentation and fee by the stated deadline.

The Tier 4 sponsor shall inform QAA of any proposed changes to the embedded college/joint venture regarding:

* 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 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 embedded college/joint venture
* 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 embedded college/joint venture 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)
* a change of 20% or more of permanent teaching staff.

Applicants shall supply information to QAA about the programmes and activities at the embedded college/joint venture, including information that may not be in the public domain, as and when requested by QAA.

Applicants 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, applicants are making claims that they are providing higher education programmes in accordance with the UK 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, the applicant acknowledges and understands that QAA shall publish or provide information on the outcome of the application, all future reviews (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 the embedded college/joint venture 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 Charity 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 applicant fails to cooperate at any stage, QAA will withdraw from the process and no fees will be refunded.

Where an embedded college/joint venture 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, applicants 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 embedded college/joint venture 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 embedded college/joint venture 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.

Signature:

Job title:

Date:

Last updated - June 2023

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Registered charity numbers 1062746 and SC037786

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

1. *The Framework for Higher Education Qualifications in England, Wales and Northern Ireland* (FHEQ), *Regulated Qualifications Framework (RQF*), *Credit and Qualifications Framework for Wales* **(CQFW**), *Scottish Credit Qualifications Framework* (SCQF) [↑](#footnote-ref-1)