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

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

## Reason for application

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| --- | --- | --- |
| For the purposes of a Student Sponsor License | Category A |  |
| Seeking specific course designation | Category B |  |
| Other (please specify and outline below why you are seeking to apply for Educational Oversight) | Category C |  |
| Category C rationale: | | |

## Requirements of providers seeking educational oversight

A provider seeking educational oversight by QAA must:

* not be eligible for OfS registration (or refused OfS registration) or for reviews undertaken on behalf of funders and regulators in Scotland, Wales or Northern Ireland
* be registered at Companies House or be a registered charity
* have students studying higher education programmes (FHEQ Level 4 or above or SCQF level 7 or above on the Framework for Higher Education Qualifications [FHEQ](https://www.qaa.ac.uk/docs/qaa/quality-code/the-frameworks-for-higher-education-qualifications-of-uk-degree-awarding-bodies-2024.pdf?sfvrsn=3562b281_11))
* for Category A, provide evidence that it has delivered higher education programmes to EEA or UK students for at least two (academic) years at the date of application
* be offering programmes that are accredited by a degree awarding body (a UK recognised body or overseas accredited body) or an Ofqual-regulated awarding organisation
* 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
* submit a completed application form with supporting documentation

For Category A providers, please note that QAA requires three full years of independently audited accounts to complete the financial sustainability, management and governance (FSMG) checks or 2 years for new providers. Providers that do not have this should not apply.

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/ and that they manage the quality of the student learning experience with due reference to the UK Quality Code for Higher Education.

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.

You can also email queries to [educationaloversight@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 guidelines for the ongoing Educational Oversight process including reporting requirements, fees, monitoring and concerns can be found at <https://www.qaa.ac.uk/reviewing-higher-education/types-of-review/educational-oversight-review> .

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 for Category C providers the application fee should be transferred.

# Part 1: Provider information

Please supply the following information about your organisation.

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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** |  |
| **Head of institution name, title email address, telephone number** |  |
| **Senior Quality Contact name, title, email address, telephone number** |  |
| **Finance contact name, title, email address, telephone number** |  |
| **Provider's name/legal title**  (registered company name) |  |
| **Trading name** (if applicable) |  |
| **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) |  |
| **Are you a company limited by shares, company limited by guarantee, charity or other?** |  |
| **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** |  |
| **Do you currently have a student sponsor licence?** | Yes/No |
| **Provider's UK Visas and Immigration (UKVI) sponsorship number** |  |
| **FOR PROVIDERS IN WALES ONLY**    **Welsh language**  Please confirm whether the provider has a compliance notice from the Welsh Language Commissioner |  |

## (For Category C providers only) Relationships with other organisations

|  |  |  |
| --- | --- | --- |
| Do you have a  parent company? | Click to select: Yes/No  Company name: Click here to enter text.  Company number: Click here to enter text. | |
| Guarantor arrangements (please attach letter of support and other evidence) | Click here to enter text. | |
| Do you have any  subsidiary companies? | Click to select: Yes/No | |
| Subsidiary company name | Subsidiary company number | |
| Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | |
| Click here to enter text. | Click here to enter text. | |
| Are you linked to  other organisations?  (Please include information on partnerships with awarding bodies) | Click to select: Yes/No | |
| Company/organisation name | Company/charity number | Relationship |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
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# Part 2: Student headcount and higher education programme details

Please provide details of the total number of students studying at FHEQ Level 4 or above or SCQF level 7 or above on the Framework for Higher Education Qualifications [FHEQ](https://www.qaa.ac.uk/docs/qaa/quality-code/the-frameworks-for-higher-education-qualifications-of-uk-degree-awarding-bodies-2024.pdf?sfvrsn=3562b281_11), based on headcount (not full-time equivalents), enrolled on programmes over the last three years and including the current year (predicted headcount if required).

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| --- | --- | --- | --- | --- | --- |
|  | | **Student numbers** | **Higher education student headcount by academic year** | | |
|
| 2x-2x | 2x-2x | 2x-2x |
| 1 | Total number of higher education students (headcount) in provision which is within the scope of Educational Oversight\* | < 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**

Educational Oversight Review encompasses the following:

* programmes of study leading to awards at FHEQ Level 4 or above or SCQF level 7 or above on the Framework for Higher Education Qualifications [FHEQ](https://www.qaa.ac.uk/docs/qaa/quality-code/the-frameworks-for-higher-education-qualifications-of-uk-degree-awarding-bodies-2024.pdf?sfvrsn=3562b281_11))  
  (these frameworks include designated programmes)
* programmes that students on a Student Sponsor licence may study
* integrated foundation year programmes[[1]](#footnote-2) that are designed to enable entry to a specified degree programme or programmes on successful completion.

All higher education programmes offered by a provider may be in scope of the review whether or not they are eligible for Student Sponsor sponsorship.

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 FHEQ Level 4 or above or SCQF level 7 or above on the Framework for Higher Education Qualifications [FHEQ](https://www.qaa.ac.uk/docs/qaa/quality-code/the-frameworks-for-higher-education-qualifications-of-uk-degree-awarding-bodies-2024.pdf?sfvrsn=3562b281_11).[[2]](#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) or *Scottish Credit Qualifications Framework* (SCQF)), and relevant Subject Benchmark Statements; the awarding body/organisation; and the number of students enrolled on the programme in the current year.

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Programme title** | **Date of programme approval** | **Subject Benchmark Statement(s) if relevant** | **Qualification level (FHEQ/SCQF)** | **Awarding body/ organisation** | **Number of students on programme during current year (headcount predicted, if required)** | **Programme(s) accredited by a PSRB** | **Is the programme short-term study abroad[[3]](#footnote-4) (Y/N)** |
|  |  |  |  |  |  |  |  |
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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 that are accredited by a degree awarding body (a UK recognised body or overseas accredited body) or an Ofqual-regulated awarding organisation**

For Overseas HEIs operating in England please confirm whether more than 50% of your activities are carried out in England (this includes supporting activities such as teaching, and course design as well as learning)

|  |
| --- |
| Y/ N |

## 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 (For Category C providers only) |  |
|  | Memorandum of association and articles of association. (For Category C providers only) |  |
|  | Details of provider's constitution, governance and accreditation arrangements |  |
|  | If relevant, provider's most recent accreditation report |  |
|  | Evidence that the provider has delivered higher education programmes to EEA or UK students for at least two (academic) years at the date of application (for Category A providers) |  |
|  | Current signed copies of agreement(s) with awarding bodies/organisations |  |
|  | Student attendance dates for the current academic year |  |
|  | If based in England and not owned by an overseas HEI proof of ineligibility to register with the OfS (if applicable) |  |
|  | Any other relevant information you feel would support your application (please list) |  |

## What you can expect from QAA

QAA is accountable for 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.

If your application is accepted, for Category A providers the Home Office will be informed and you will be advised of the dates relating to the scheduling of the review. QAA does not make decisions on Student Sponsor licences; that is the responsibility of the Home Office.

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.

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# Application fee for Category C providers

**The application form must for category C providers 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 £3350:

by BACS or bank transfer

Our bank account details for payment are:

Account Number: 92470233

VAT number N/A

Sort Code: 40-22-09

Swift Code / BIC: HBUKGB4104H

Account IBAN: GB74HBUK40220992470233

Please note customers are responsible for all bank charges / exchange fees, ensuring the amount stated on the invoice is received by QAA.

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

### 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 in the Educational Oversight Review guidance and Terms and Conditions 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:

Last updated – March 2025

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

1. 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)
2. *The Framework for Higher Education Qualifications in England, Wales and Northern Ireland* (FHEQ*), Scottish Credit Qualifications Framework* (SCQF) [↑](#footnote-ref-3)
3. Where students enrol in their home country; study in the UK for no more than 50% of the total length of their course; and return home to finish their degree course (equivalent to a UK degree) [↑](#footnote-ref-4)