

Cover Sheet for Proposals	JISC Capital Programme
---------------------------	------------------------

<b>Name of Capital Programme</b> <b>E Learning</b>
<b>Name of Lead Institution/Organisation:</b> University of Wolverhampton, School of Education.
<b>Name of Proposed Project:</b> Personal learning and professional development through E portfolio reflective practice.
<b>Name of Partners:</b> Wolverhampton College, Rodbaston College, Halesowen College, Telford College of Arts and Technology, theWorkshop.
<b>Full Contact Details for Primary Contact:</b>  Name: Karl Royle Position: Principal Lecturer for Curriculum Innovation Email: K.royle@wlv.ac.uk Address: School of Education, University of Wolverhampton, Gorway Road, Walsall, WS1 3BD  Tel No: 01902 323006 Fax No: 01902 323230
<b>Length of Project: 2 years</b>
<b>Project Start and End Dates: Start date:</b> September 2006 <b>End date:</b> September 2008
<b>Total Funding Requested from JISC: £197,956.32</b>
<b>Funding Broken Down over Project Years:</b> 2006/2007 £118,118.85 2007/2008 £79,837.47
<b>Total Institutional Contribution: £54, 287.06</b>
<b>Outline Project Description:</b> This project will focus on the provision of continuing professional development (CPD) for teachers within the further education sector by developing reflective practice through combining screen-based course materials with the use of a personal e-portfolio. It is concerned with workforce development, widening participation and personal and lifelong learning. It will explore and propagate the use of personal and community-based digital learning space for the purposes of professional learning. The project will also investigate the process of developing this learner-centred delivery in a sustainable manner across a partnership. On the technical side, links will be made between the e-portfolio and the course materials that are developed.

<b>I have read the circular and associated Terms and Conditions of Grant at Appendix B (tick Box)</b>	<b>YES</b> ✓	<b>NO</b>
---	-----------------	-----------

**Cross-institutional use of e-learning to support lifelong learners.**

**Personal learning and professional development through reflective practice.**

**Introduction**

This proposal is concerned with the core outcomes included in the circular 3/06 and builds on and combines existing work and future strategic developments at the University of Wolverhampton School of Education and its partners in the Learning and Skills sector further education (FE). It will focus on the provision of continuing professional development (CPD) for teachers in the FE sector by developing reflective practice through combining screen-based course materials with the use of a personal e-portfolio.

The White Paper 'Further Education: Raising Skills, Improving Life Chances' of March 2006 introduced a continuous professional development requirement for all staff. This means that from September 2007 all lecturers must fulfil at least 30 hours of CPD per year and maintain a portfolio showing, for instance, records of industrial experience or educational attainment relevant to their practice. This is part of the drive to align FE provision with industry and employability, as recommended by the Foster report. To meet the needs of learners, the quality of teaching and learning will need to be improved, and lecturers will need to be 'lifelong' learners, constantly updating their professional and vocational skills and knowledge. In addition, the 'Reform of Initial Teacher Training for the Learning and Skills Sector' outlined in 'Equipping our Teachers for the Future' (DFES, 2004), due to commence in September 2007, illustrates a flexible teacher training framework that requires observation, evidence gathering and reflective practice within the compilation of professional practice portfolios at each stage in gaining qualified teacher status for the sector.

The School of Education, as one of the largest providers of CPD across all the educational sectors in the West Midlands region, has sought to enhance delivery of learning opportunities for individual professionals through blended learning and flexible routes over the past five years. We have recently revalidated our postgraduate and professional development programme for remote and blended delivery, and deliver our PGCE and Cert Ed for the post-compulsory sector through ten franchised FE partner colleges in the region. (The School for Education is also currently bidding for Centre for Excellence in Post-Compulsory Education status from LLUK.) The reforms outlined above place emphasis on the learner being at the centre of and controlling their own learning and professional development. Busy professionals require a flexible method of learning that goes beyond the institutional notion of a 'course'. We believe that our proposed project will pilot a learner-centred, decentralised, customer-specific professional development programme that meets the needs of both teachers in their workplace and the new professional framework.

**Timescale**

The project will run from September 2006 to September 2008. Year one will be concerned with development and trialling, whereas year two will run a full implementation and evaluation of the project.

**Contribution to the programme**

As part of this proposal we will build **high-quality digital learning materials** in conjunction with the Workshop, our project partner in the ICT industry, in an area of professional learning that is applicable to the teacher training reforms in a variety of contexts and at several higher education (HE) levels. The implementation of these materials will be utilised and supported by our partner colleges. The project will result in a **professional development tool and process** that impacts on learning and participation in lifelong learning within the FE sector. We will integrate this professional learning content with a state-of-the-art **personal learning environment** and **e-portfolio facility** that has been developed at the University. Teachers will be able to meet their statutory CPD requirement and maintain a portfolio of their achievements in professional learning. It will also allow new entrants to the profession to record evidence of their reflective practice towards professional and accreditation requirements.

The project combines the themes of promoting **work-based learning** amongst teachers and trainers within the FE sector by promoting **flexible delivery** of HE professional courses in FE across the West Midlands. Through the achievement of this project we will also develop, pilot and implement **technical models** that support the implementation of e-learning. We will also implement a robust research methodology within the project impact evaluation, the outputs of which will help to inform future JISC e-learning developments and provide **guidance** to practitioners, institutions and subject communities on the use of e-learning. Our links with the HE academy and Escalate will be utilised here to assist with wider dissemination. Initially we will pilot the project with four colleges and then roll it out across our full franchise provision. This will **widen participation** by enabling busy professionals to engage with meaningful, accredited professional development activities that build into progression qualifications. This model of engagement will be replicable across other distributed providers within the Learning and Skills sector such as the secure estate, armed forces and health service. The model could equally be extended to businesses as the projected learning activities are firmly located with the learners' own context.

Professionals within the sector will develop their own practice in the context of professional issues within their

workplace. The term 'reflective practice' is a process, which integrates thought and action with reflection. It is an appropriate means of personal and professional development since it involves, principally, consideration of actions in order to improve future practice or behaviour. In itself, consideration of action while necessary is not sufficient. "An unexamined life," declared Socrates, "is not worth living." The reflective practitioner seeks to adopt an objective approach to his/her actions and the thoughts, feelings and underpinning values which 'cause' the behaviour (Kottkamp 1990; Osterman 1990; Peters 1991). Reflection requires a systematic approach to inquiry into practice.

The value of reflection and its relationship to learning for professional growth and development has been recognised and understood (Dewey 1933; Schon 1983, 1988; Kolb 1984; Kottkamp 1990; Osterman 1990; Peters 1991; Moon 1999; Burns and Bolman 2000).

Schon (1983), Peters (1991), Biggs (1999) and Moon (1999) recognise the need for a critical stance and implicit research activity and opportunity for theory-testing and theory-development, constantly examining and re-examining practice and searching for meaning in a rigorous and systematic manner.

The application of reflection as an effective means of self-analysis and the development of professional knowledge and its potential for dissemination to colleagues has been understood and practised for several decades. One clear example is that of the professional learning log or journal begun in initial training in a number of professions: education (Burgess and Adams 1994; Shields 1995, Burrows 1995; Brockbaine and McGill 1998), health and nursing (Benner 1984; Kolb 1984, Johns 1995; Rolfe 2001; Nicholl and Higgins 2004) and police (Francis-Smythe, Clarke, Bradley and Norton, 1999; Johnson 2001; Reason 2005).

Thus, an approach to professional learning using leading-edge technological approaches underpinned by a strong and enduring theoretical base is a natural development. The proposal seeks to develop further the conceptual framework for such CPD, as well as examining systematically and rigorously the manner and sustainability of the personal and professional development, and the value and further development of the tools used.

We intend to **build capacity** and promote the use of **personalised digital e-learning** across institutions by utilising the 'Pebble Pad' e-portfolio as the main communication and evidence-gathering vehicle, by linking it electronically to the learning materials. Thus inputs made in the learning materials in response to interactions will be recordable as assets in the e-portfolio. (Pebble Pad has SCORM capability built in, so as part of the early stage of development, we will explore the best way to dovetail the learning materials with Pebble Pad functionality. It may be that Pebble Pad is used as a VLE for the materials.)



Pebble Pad works by allowing users to create various assets such as webfolios, learning records, web CVs, a learning profile and web logs. Users are able to collect and store other digital media for use in these assets, which may be shared with peers or tutors. Users can then set up discussions based on ideas and assets they have assembled within webfolios, interacting with peers and tutors.

Thus, thoughts, reflections, self-development plans and other evidential requirements of the online modules will be held in the users' personal learning space in their e-portfolio. This digital portfolio will hopefully become a repository, active resource and source of inspiration for further learning and lifelong achievement.

Further, our continuing professional development community website **Thinking Space** will be used as a knowledge exchange facility.

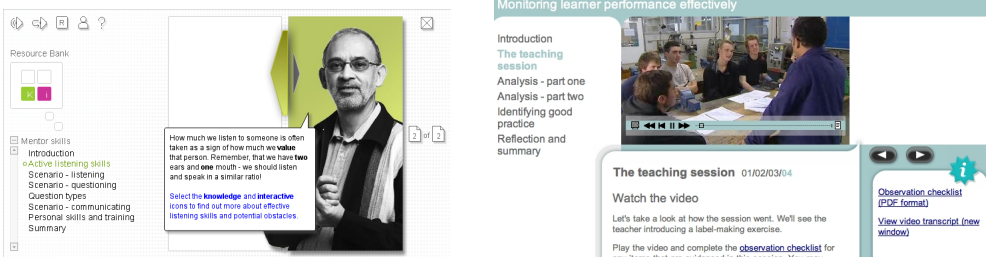
This engagement with high-quality e-learning materials and the e-portfolio will be supported and developed by e-facilitators to act as tutors, building on our successful use of blended learning on other national projects such as the Skills for Life Quality Initiative. Here we delivered national accreditation programmes in Educational Leadership and Management and Coaching and Mentoring via e-tutorial and blended screen-based learning to over 600 learners over a three-year period.

## Description of Project

The project will focus on the use of e-learning to support cross-institutional delivery of lifelong learning within the CPD framework for the learning and skills sector.

## Deliverables

### Text Removed - Section 43 (Commercial Interests)

- The image shows two screenshots of an e-learning platform. The left screenshot displays a 'Resource Bank' with a sidebar menu containing 'Mentor skills', 'Introduction', 'Active listening skills', 'Scenario - listening', 'Scenario - questioning', 'Question types', 'Scenario - communicating', 'Personal skills and training', and 'Summary'. The main content area features a video of a man speaking, with a text box overlaid that reads: 'How much we listen to someone is often taken as a sign of how much we value that person. Remember, that we have two ears and one mouth - we should listen and speak in a similar ratio!'. Below this, it says 'Select the knowledge and interactive tools to find out more about effective listening skills and potential obstacles.' The right screenshot shows a video player titled 'Monitoring learner performance effectively'. The video content includes 'Introduction', 'The teaching session', 'Analysis - part one', 'Analysis - part two', 'Identifying good practice', and 'Reflection and summary'. Below the video player, there is a section for 'The teaching session' dated 01/02/2014, with a 'Watch the video' button and instructions: 'Let's take a look at how the session went. We'll see the teacher introducing a label-making exercise. Play the video and complete the observation checklist for any items that are evidenced in this session. You may...'. To the right of the video player is an 'Observation checklist (PDF format)' button and a 'View video transcript (new window)' link.

**Transferability of model**

**Text Removed - Section 43 (Commercial Interests)**

**How does it all work? – a learner scenario**

**Text Removed - Section 43 (Commercial Interests)**



## Activities/plan and timescale with risks

Item	Start date	Completion	Risk	Category	Lead Provider
Project orientation/establish steering group and approve plan and timescales	September 2006	Mid September 2006	Lack of commitment to project, availability of members to include users rep	Low	UoW plus Colleges
Seek ethical approval from research committee	September 2006	Jan 2007	Not approved	Low as not targeted at vulnerable groups	UoW
Identify project co-ordinators and e-facilitators in colleges	September 2006	End September 2006	Needs to be those delivering CPD	Low as this is part of sustainability plan and condition of collaboration	UoW plus Colleges
Design and develop screen content for area B	September 2006	Jan 2007	Delays due to content availability	Low (writers will be secured in advance of start date) Track record of provider	theWorkshop/UoW/college advisors
Create personal study module materials and resources	September 2006	Jan 2007	Delays due to content availability	Low (writers will be secured in advance of start date) Track record of provider	theWorkshop/UoW/college advisors
Validate module delivery mode	September 2006	Jan 2007	Delivery mode not accepted by University	Very low as this will complement our e-learning strategy	UoW
Produce website for project	September 2006	November 2006	Development time slippage	Low as we have very competent developers who would be employed in advance	UoW/theWorkshop
Develop interoperability between materials and e-portfolio	September 2006	Jan 2007	Co-operation between content developers and e-portfolio developers	Low	UoW/theWorkshop
Conduct trials with selected target users	March 2007	May 2007	Availability of end users	Low-medium risk	UoW/Colleges/theWorkshop
Identify and train e-facilitators Identify and brief e-tutors	September 2006	June 2007	Change of staff over project lifespan	Low-medium risk	UoW/Colleges
Identify learners and orientate to the programme, include introduction to e-portfolio.	June 2007	September 2007	Learners may not want to study without face to face contact	Low-medium risk as learners are already engaging with ICT through WOLF	Colleges/UoW
Run whole programme	September 2007	May 2008	Connectivity/access /drop out rates	Medium. These risks are similar to conventional programmes	Colleges/UoW
Evaluation and evidence gathering	September 2006	March 2008	Teacher researchers drop out of project	Low-medium	Colleges/UoW
Write main report	March 2008	June 2008	Evaluation incomplete	Low	UoW
Write technical report	May 2007	July 2007	Project not complete	Low	theWorkshop
Develop model for transferability	Jan 2007	March 2008	Issues that prevent transferability may become	Medium	UoW

			clear from evaluation		
Collate evidence and produce presentation/paper on weblogs	Sept 2007	March 2008	Participation and agreement for use in research	Low	UoW/Colleges
Project dissemination event 1	May 2007	May 2007	Content development behind schedule	Low	UoW/Colleges/theWorkshop
Project dissemination event 2	July 2008	July 2007	Project behind schedule	Low-medium	UoW/Colleges

## Budget

<b>2006–7</b>				<b>Costs born by University and partners</b>
<b>Materials Development</b>	<b>Days</b>	<b>Cost per day</b>	<b>Total</b>	
Content production and writing	40	447.93	17 917.20	
Project management UoW yr1	25	447.93	8 958.60	
Production of screen-based materials testing and trialling *	140	450	63 000 74 025.00 (including VAT)	
Integration with pebble pad platform*	17	450	7 650 8 988.75 (including VAT)	
Production and validation of personal study module	20	447.93	11 600	11 600
Produce website for project	15	250	3 750	
E-portfolio cost	40 learners	15	600	600
Practitioner researcher negotiated study module	20 people	580	6 960	6 960
Identify and train e-facilitators	6	447.93	2 687.58	2 687.58
Identify and brief e-tutors	6	447.93	2 687.58	2 687.58
Research and evaluation design	10	447.93	4 479.30	
<b>2007–8</b>				
E-facilitators x 4	80	400	32000	
Run whole programme	40 learners	£480 per module	19200	19 200
Programme management	10	447.93	4 479.30	4 479.30
Project management UoW yr 2	20	447.93	8 958.60	
Evaluation and evidence gathering	25	224.77	5 619.25	
Write technical report *	8	450	3 600 (excluding VAT) 4 230 (including VAT)	
Write main report	10	447.93	4 479.30	
Develop model for transferability	10	447.93	4 479.30	
Collate evidence and produce presentation/paper on weblogs	10	447.93	4 479.30	
Project dissemination event x2			5 000	
Meetings , travel subsistence			5 000	
Reports publishing			3 000	
Consumables			800	
Admin support	30	135.80	4 074	4 074
			181172.31	54 287.06
Total contribution from project partners			54 287.06	

Total required from JISC			110 712.57 plus vat rated items* 87243.75 Total <b>£197 956.32</b>
--------------------------	--	--	---

### Summary of benefits to organisations

Organisation	Quantitative benefits	Qualitative benefits
UoW School of Ed	Cost of producing learning resource % of HEFCE funding for participants Research outputs met	Research kudos Relationships with colleges enhanced Market position in CPD provision enhanced Academic synergy with Colleges Partnerships strengthened and grown
theWorkshop	Financial from resource production Technical from linking to e-portfolio	Kudos Client list Links with JISC programme and further links with HE and FE
Colleges	Remuneration for time Form of CPD by proxy Cost of fees for courses	Enhanced reputation Staff development and engagement with e-learning Enhanced inspection performance Staff with enhanced research capability

### UoW profiles

**Karl Royle:** Currently Principal Lecturer for E curriculum Innovation at the School of Education, University of Wolverhampton. This is a cross-curricula development role which covers bidding and leading on external and internal projects, materials development and online community collaboration. He was formerly Principal Lecturer in Post Compulsory Education and Training at the University of Wolverhampton where he had responsibility for PGCE and Cert Ed FE courses and a BA course in Further, Adult and Continuing Education. Has worked on various e-learning materials development projects for national agencies – LSC, DFES, NLN, AWM – since 1998.

**Key responsibilities:** Content management, project co-ordination, funding and academic liaison and communication. Will be the project leader and responsible for client liaison and outcomes of the project.

**Qualifications:** MEd TESOL, University of Manchester, 1992.  
PGCE Secondary, History/ESL St Martins College, University of Lancaster, 1987.  
BA Hons 2:1 Humanities, College of St Mark & St John, Plymouth 1984.

**Dr Michael Stokes:** Currently Senior Lecturer with responsibility for Continuing and Professional Development in Post Compulsory Education at the School of Education, University of Wolverhampton. He is also responsible for teaching and developing a postgraduate certificate in mentoring and leadership and management modules in an MA programme. He was a member of the project team for the production and delivery of training materials and workshops for leaders and managers in the post compulsory sector for the LSC Skills for Life Quality Initiative. As part of this nationwide project he developed, wrote materials and ran workshops for the accreditation of facilitators for the project. He co-authored a CD Rom – Managing Mentoring – for Advantage West Midlands. As a private consultant he has worked for the national LSC, LSDA, FE colleges and a Community College in Detroit, USA.

**Key responsibilities:** Content production.

**Qualifications:** PhD Leadership and Management in FE  
MSc Transportation and Traffic Planning  
MSc Environmental Resources  
Advanced Diploma in Rural Education  
Certificate in Education (QTS 1964)

**Glynn Kirkham** is director of Research and postgraduate study division in the School of Education, University of Wolverhampton. After teaching in secondary and primary schools and 12 years of headship, over the last 15 years Glynn has worked at three other universities. His research foci are Leadership and Management and Professional Development. An active member of Belmas and SCRELM, Glynn is chair of the research and development group

(Leadership and Management) of the association for teacher education in Europe. He has contributed to regional, national and international conferences and has had articles, chapters and books published in the field of leadership development.

**Key responsibilities:** Design of personal development module and content. Programme management.

**Qualifications:** MSc, Med, BA (Hons), Cert Ed

**Julie Hughes:** Principal Lecturer in Innovation in Learning and Teaching. Julie is based in the School of Education, University of Wolverhampton with responsibility for Teaching Practice modules on the PGCE for the Post Compulsory sector. She also teaches on Foundation Degrees in Early Childhood Studies and Learning Support. Julie is also seconded 0.5 to the University's CETL mentoring and supporting staff and students across the University in their use of the University's eportfolio system, pebblePAD. Her research interests include developing innovative reflective practice and academic literacies with technology, educational blogging and building research capacity and communities with innovative technologies. Julie was awarded a National Teaching Fellowship in 2005.

**Key responsibilities:** Overseeing weblog element and refining reflective practice module. E-tutor and E-facilitator training.

**Qualifications:** PGCert Mentoring, University of Wolverhampton, 2003

Certificate in Education, University of Warwick, 1997

BA Hons First Class, American Studies and English, University of Birmingham, 1995

**Dr Linda Devlin:** Currently employed by the School of Education, University of Wolverhampton. She is the co-ordinator for practice-based research working with a range of partner organisations. She has worked with the National College for School Leadership as an assessor on the National Professional Qualification for Headship (NPQH) and the Headteacher Induction programmes and co-ordinator of regional and national projects, such as: Networked Learning Communities, headteachers' training. Previously she was a senior lecturer at Manchester Metropolitan University, leading the MSc in Education Management. Research areas: education partnership, leading practitioner research and professional learning communities.

**Key Responsibilities:** Practitioner research co-ordination, partnership development and project evaluation report.

**Qualifications:** PhD Keele University, 2002.

MSc in Education Leadership and Management at Manchester Metropolitan University, 1993.

BEd Hons 2:1 Geography and PE 1978.

## theWorkshop profiles

**Mark Pearce – Director:** A Director of theWorkshop, Mark has over 12 years' experience in the development of bespoke multimedia training products for corporate clients. During this time he has developed a strong blue chip and educational client base and has assisted them in the best practice use of technology for learning. Clients include Barclays, British Gas, Vodafone, Transco, Becta and NLN.

He leads an experienced team of multimedia designers, training designers and programmers.

**Key responsibilities:** Top level consultancy for e-learning and multimedia solutions. Management of multimedia and technology team. Strategic business development and technological innovation

**Qualifications/Professional development:** BEd (Hons) Craft, Design and Technology. Postgraduate Diploma in Design, New Technology and Project Management.

**Chloe Sinker – Project Manager:** Originally a teacher, Chloe joined theWorkshop in 2005 as an experienced project manager, with a background in wedding and event organising, and marketing for a Swiss bank.

At theWorkshop, Chloe's background in education and her communication skills ensure that the teams she works with are highly motivated; and her organisational skills ensure that the projects she manages are delivered on time, within budget and to client satisfaction.

**Key responsibilities:** Project management. Developing client accounts.

**Qualifications/Professional development:** BA (Hons) Education. Cambridge RSA /IH Certificate in English Language Teaching. St James's & Lucie Clayton College Certificates in IT and Administration

**Michael Batey – Content Manager:** Michael has extensive experience in the development of product knowledge and systems training packages. He has worked widely with financial services clients on procedural computer based training packages, and on training which has delivered soft skills into the workplace. This has involved developing knowledge of web design and authoring.

Michael has recently become more involved in education and communications projects, allowing his writing skills to come to the fore. He currently specialises in content writing and scripting, particularly for audio and video.

**Key responsibilities:** Content writing. Project management. Client liaison. On-screen production. Proofreading

**Qualification:** BA (Hons) in English Literature

**Mat Evans – Technical Manager:** After studying Information Technology at Leicester University, Mat began working as a programmer for a leading computer based training (CBT) company. For three years he worked with a range of major clients including P&O, Anglian Water, TSB and BOC Gases on a variety of CBT projects.

In September 1996, Mat joined theWorkshop and he is currently responsible for all internal networking, programming and hardware. In addition, he provides technical input to the e-learning projects that are undertaken by theWorkshop.

Mat leads a team of four programmers and a technical support manager.

His expertise includes systems simulation, database architecture, e-learning standards, accessibility standards and the creation of online applications.

**Key responsibilities:** Consultancy and input into all multimedia projects. Management of the technology team. Internal networking, programming and hardware

**Paul Ward – Design Manager:** Paul has more than eight years' experience in design and communications and has achieved industry recognition for his design work. Since joining theWorkshop as a Design Manager, Paul's creative talents have had an impact on print and multimedia projects for a wide range of clients, from corporate to charitable organisations.

He manages a team of three designers and ensures that the highest creative standards are consistently met, from initial concept development to final product.

**Key responsibilities:** Development of the design and new media team. Design, management and production of marketing, training and communication materials. Design direction. Studio management.

**Qualification:** HND Design Communications

**Awards:** Paul's design work has achieved both Silver and Gold Cream Grand Prix Awards.

**Diane Wright – Proofreader for print and screen:** Diane has over 15 years experience of editorial quality control – producing educational materials in both print and electronic media for both teachers and learners.

**Key responsibilities:** Ensure that all projects meet theWorkshop standards of quality, usability and accessibility. Support content and project managers, the quality manager and production managers. Inform the project and quality manager where projects are not meeting the required standard

**Qualification:** BA Cultural Studies (English and Communications)

School of Education  
University of Wolverhampton  
Walsall Campus  
Gorway Rd  
Walsall  
West Midlands  
WS1 3BD

20-Jun-06

To Whom It May Concern:

The School of Education fully supports this project as part of our ongoing strategic and operational priorities for the years 2006 to 2009. Central to the philosophy of the University are the twin concepts of widening participation and lifelong learning. The division of postgraduate and professional development and research at the School is committed to enhancing professional learning opportunities for colleagues across our partnership network and indeed, nationally.

The School of Education, as one of the largest providers of CPD across all educational sectors in the West Midlands region, has sought to enhance delivery of learning opportunities for individual professionals notably through blended learning and flexible routes over the past five years. We have recently revalidated our post graduate and professional development programme for remote and blended delivery and we deliver our PGCE and Cert Ed for the post compulsory sector through ten franchised FE partner colleges in the region. (The School for Education is also currently bidding for Centre for Excellence in Post Compulsory Education status from LLUK). The opportunity to further develop our portfolio and contribute to sector wide understanding by combining state of the art screen based resources and E-portfolio work is in line with the school's strategic objectives.

Further, the research and evaluation element of the bid aligns itself well with the research interests of our core staff who have expertise in the pedagogic area of reflective practice, blogging, eportfolio development for educational purposes and in partnership development and evaluation.

We look forward to this project with a high degree of enthusiasm and a belief that we can contribute to a transformation in the way in which professional learning is delivered across the sector.

Dr Jo Allan  
Associate Dean, Research and Postgraduate Study

22 June 2006

**theWorkshop**

To whom it may concern,

Personal learning and professional development through reflective practice

This project fits within a broad portfolio of work carried out by theWorkshop in educational learning and development. We provide a range of solutions to support global corporate organisations, national educational strategies and individual academic institutions. As a learning organisation we are fully committed to this project as both a commercial enterprise and a development opportunity that will advance both practice and technology in the CPD arena.

Kind regards

A handwritten signature in black ink that reads "M Pearce". The signature is written in a cursive style with a large initial 'M' and a trailing flourish.

Mark Pearce  
Director

**15 Napier Street Sheffield S11 8HA Tel+ 44 (0)114 228 3500 Fax+ 44 (0)114 228 3501  
email [enquiry@theworkshop.co.uk](mailto:enquiry@theworkshop.co.uk) [www.theworkshop.co.uk](http://www.theworkshop.co.uk)**

# Rodbaston College



NC/JL

3303

8<sup>th</sup> June 2006

Dear Karl

## Re cross institutional use of e learning to support teachers

Rodbaston as a partner of the University of Wolverhampton would be pleased to support the proposal to equip lifelong learners (lecturers) with the opportunity to utilise best educational practice in producing their own CPD portfolios of evidence.

The Rodbaston Continuous Professional Development unit has enjoyed a successful link with the University School of Education over the past three years. To date some lecturers have benefited from an introduction to the epistle pebble pad e portfolio. This research project has enabled existing new trainee teachers to pilot the research element of this work. By involvement with the proposed University project the potential to involve a much broader range of staff in maintaining an e portfolio of CPD is exciting and in line with the College mission to provide quality education and training to the landbased and rural industries.

Rodbaston currently has 95% of full time staff qualified and facing the changes to continual updating of their CPD needs. The opportunity to build capacity in this area by our links between CPD and quality systems in this directorate would be great.

The e portfolio approach will provide a sustainable approach to meet College staff CPD recording and development needs over coming years.

Our team at Rodbaston is excited and likely to be an enthusiastic part of the project proposed.

Yours sincerely

Nick Cooke  
Director of Training and Services

**MEMORANDUM OF CO-OPERATION**

**THE UNIVERSITY OF WOLVERHAMPTON**

**AND**

**City of Wolverhampton College  
Certificate in Education (Post Compulsory Education)**

**TO COVER THE PERIOD 2005-2011**

Signed:



**Professor C. Gipps  
Vice-Chancellor  
University of Wolverhampton**

Date: 10/1/06



Signed:



**Mr Ian Millard  
Principal  
City Of Wolverhampton College**

Date: 21/10/05



## CONTENTS

### A. PURPOSE OF THE PARTNERSHIP

1. University mission
2. Partner mission
3. Rationale for partnership
4. Monitoring and Review Arrangements for the Partnership

### B. ANNUAL OPERATING STATEMENT IN RESPECT OF:

1) AWARDS, MODULES AND ENTRY REQUIREMENTS

2) FINANCIAL ARRANGEMENTS

3) UNIVERSITY AND PARTNER STAFF/CONTACT INFORMATION

Awards and Modules, Financial Arrangements and University and Partner Staff/Contact details are updated annually and confirmed in writing by both parties

The University and its Partner are requested to notify any changes in contact details to the University's Schools and Colleges Liaison section which will then ensure that all interested parties are notified.

### C. OPERATIONAL ARRANGEMENTS

*Please also refer to the University's Collaborative Provision Handbook for an overview of key processes, useful wider contact information and a calendar of events/actions for partnership working.*

Each award is described in terms of the particular arrangements that have been agreed between the University and Partner to support delivery. The responsibilities of University and Partner staff are described together with agreed procedures in the following areas:

1. Programme Delivery Arrangements
2. Quality Assurance
3. Programme Management
4. Student Assessment, Appeals, Misconduct, Discipline and Complaints
5. Student Enrolment
6. Administrative role of University
7. Marketing
8. Staff Development

9. Student Support
10. Student Support Contact Information

**APPENDIX 1 LEGAL DETAILS**

**APPENDIX 2 UNIVERSITY OF WOLVERHAMPTON SERVICES  
PROVIDED AS PART OF THIS AGREEMENT**

## **A PURPOSE OF THE PARTNERSHIP**

### **1. University mission**

'To be a first class regional University dedicated to high quality provision. Our priority is to enable and encourage individuals to realise their full potential and to achieve academic excellence through a flexible, innovative and vocationally focused curriculum. The University is committed to making a major contribution to the social and economic prosperity of the West Midlands with its programmes of applied research, technology transfer and consultancy. We strongly support cultural diversity and equality of opportunity in all our activities at home and abroad'

### **2. Partner mission**

City of Wolverhampton College strives to provide access to excellent life long learning opportunities to enable local people, communities and employers to achieve success.

### **3. Rationale for partnership**

The school of education's School Plan commits the School to raising the quality of teaching and learning in PCE in the Black Country and local area. It is the University's key strategic priority to support educational achievement within the Black Country sub-region and to work closely with FE Partners. In addition to this it is a statutory requirement of the Department for Education and Skills that all FE College teachers gain a FENTO endorsed teaching qualification.

### **4. Monitoring and Review Arrangements for the Partnership**

The partner will prepare an annual monitoring report, which will be received by the SED school SQC and monitored with other School reports and included in the Schools summary to UQC. Guidance on Annual Monitoring Reports can be found in the Collaborative Provision Handbook Page 37 and from the University Programme Manager highlighted in Section B Part 3.

**B ANNUAL OPERATING STATEMENTS:**

**1) AWARDS, MODULES AND ENTRY REQUIREMENTS**

**2) FINANCIAL ARRANGEMENTS**

**3) UNIVERSITY AND PARTNER STAFF/CONTACT INFORMATION**

**1. AWARDS AND MODULES FOR 2005/06**

**AWARD TITLE (as it will appear on students' certificates):**

Certificate in Education (Post Compulsory Education)

**INTERIM AWARD – IF APPROPRIATE**

N/A

**LIST OF MODULES (core and electives separate)**

<b>Code</b>	<b>Module Title</b>	<b>Level</b>	<b>Credits</b>	<b>University Taught</b>	<b>Partner Taught</b>	<b>Assessment Dates</b>
PC1 000	PLANNING FOR LEARNING IN POST COMPULSORY EDUCATION	1	30	NO	YES	TBC
PC1 001	SUPPORTING LEARNING IN POST COMPULSORY EDUCATION	1	15	NO	YES	TBC
PC1 002	PROFESSIONAL PRACTICE 1	1	15	NO	YES	TBC
PC2 010	THE POST COMPULSORY CURRICULUM IN AN INSTITUTIONAL CONTEXT	2	30	NO	YES	TBC
PC2 011	DEVELOPING RESOURCE BASED LEARNING MATERIALS	2	15	NO	YES	TBC
PC2 012	PROFESSIONAL PRACTICE 2	2	15	NO	YES	TBC

**ENTRY REQUIREMENTS (Including APA and Work-Based Learning as appropriate)**

Level 3 qualification in subject area.

In service students with FENTO endorsed stage 1 and 2 awards are eligible for entry directly to Phase 2. The FENTO awards must have been gained within the previous five years of the student commencing the University's Certificate in Education.

The final decision for admitting students to the Programme rests with the University.

The University's Manager of the Student Enabling Centre is to be notified about the circumstances of any student with a declared disability prior to formal enrolment in order to ensure that advice can be given about resourcing appropriate support.

The Manager of the Student Enabling Centre will also be able to confirm whether the student would be able to be supported should they move for reasons of progression to the University. Please refer to the Collaborative Provision Handbook for further information on Disability Policy and Provision in Partner Institutions. Contact details can be found below in **Section 10 Student Support and Contact Information**

The equivalence of non-UK entry qualifications must be determined by referring to the NARIC Guide and confirmed with the admissions tutor in the University School responsible for the Programme who must confirm the appropriateness of other non-UK or UK entry qualifications.

### **Award of Credit**

Students who have successfully completed this Programme will achieve the above award or interim award if appropriate. Students who have not completed the Programme, but who have successfully completed modules which have been approved as leading to the award of credit, will be entitled to a University Certificate of General Credit.

### **Issue of Transcripts**

All students who have paid all prescribed fees and any other sums due to the University/Partner are entitled to a transcript when they leave the University whether or not they have completed the requirements for a particular award or Record of General Credit.

### **Graduation**

Students will be invited to participate in the University's graduation ceremonies where this is appropriate.

## 2) FINANCIAL ARRANGEMENTS FOR 2005/06

### TARGET NUMBERS

For University Awards and University HEFCE student numbers:

Student enrolments for this programme are counted towards the University's target numbers and will be included in external agency returns for funding and monitoring purposes. Key agency return dates are 1<sup>st</sup> December and 1<sup>st</sup> June – enrolment data will need to be reconciled between the University and partner prior to these dates.

Partner should not include students on this Programme in their funding or monitoring returns.

<b>The agreed target numbers for 2005/2006:</b>	<b>Yr 1</b>	<b>Yr 2</b>	<b>Range Year 1 and 2</b>
<b>Certificate In Education (Post Compulsory Education)</b>	30	30	40-70

Recruitment targets and resources required to deliver the Programme will be reviewed annually between the University School and Partner. Target student enrolment within a minimum and maximum range will be agreed annually and confirmed in writing as part of the **Section B Annual Operating Statement** which specifies the agreed financial arrangement.

### INCOME PER STUDENT

The Higher Education Funding Council for England (HEFCE) will fund each student at a Standard Unit of Resource based on a price Group. This sum includes the tuition fee element of £1175 per full-time student, £588 for part-time students which is the pro rata fee based on £147 per module for programmes consisting of four modules per year. Variations on this delivery arrangement will be based on this pro rata formula.

The relevant Price Group for this Agreement is:

**Price Group ( C ) Standard Unit of Resource £4690 (full time)**

### PARTNER FUNDING

The Partner will receive funding shown in the table below and based on agreed module delivery arrangements indicated in the above **LIST OF MODULES**:

SUoR	SuoR Adjustment for University Charge (30%)	Partner Delivery 70%	Funding per student
£2345	£703.50	£1641.50	£1641.50

## UNIVERSITY FUNDING

It has been agreed that the University will receive 30% of the Standard Unit of Resource (SuoR) for each student to cover the range of services identified at Annex 2

The University will also receive funding in respect of its responsibility for delivery indicated in the above **LIST OF MODULES**. This gives the following calculation:

Total University funding per student is shown in the table below:

SuoR	University Charge (30%)	University Delivery	Funding per student
£2345	£703.50	£0	£703.50

The funding per student is to be multiplied by the number of students enrolled onto the programme at the census dates within the set target range

## CENSUS DATES AND PAYMENTS TO PARTNERS

The University will make two payments annually to the Partner in respect of students who are enrolled on the Programme with the University based on 1<sup>st</sup> December and 1<sup>st</sup> June. The University Registry will notify the partner of the number of students enrolled on the Programme at least 3 weeks before each of the census dates.

To generate payment the University requires the partner to submit an invoice for payment based on the student numbers confirmed in writing by the University's Registry.

Typically, payments will be made to the Partner in January and June.

Discrepancies between student enrolments on the programme at the University's and Partner's management information systems must be reconciled prior to the census dates of December 1st and June 1st. University and Partner Programme Managers undertake responsibility to ensure that this task is achieved by the dates indicated.

The Programmes covered by this Agreement are included in the University's return to the Student Loan Company (SLC) and therefore should be excluded from any return made by the Partner to the SLC.

## FEES AND PARTNERSHIP RESPONSIBILITIES

For the academic year 2005/2006 the full time tuition fee is £1175 per student per annum.

The University will collect tuition fees and will also issue invoices to students, LEAs and other sponsors as appropriate.

Tuition fees for overseas (non-EU) students are set by the University at the rate of £7350 per student per annum.

The University will collect tuition fees for overseas (non-EU) students and will also issue invoices to students, LEAs and other sponsors as appropriate.

Tuition Fees are reviewed annually and may be subject to variation.

### **OVERSEAS RECRUITMENT OF STUDENTS**

Where overseas (non-EU) students (i.e. full cost fee paying students not funded by HEFCE) are recruited to the Programme the partner will be entitled to tuition fee income distribution of 70%.

### **FEE WAIVER POLICY**

The Programmes of study will be subject to the University's fee waiver policy. Partner income is unaffected by the decision to offer students a fee waiver subject to satisfactory student recruitment as agreed at annual target setting

### **FINANCIAL AUDIT**

For the purposes of financial audit, the Parties to this agreement will allow access, by those auditing the University, or those auditing the University's processes, to all records relating to programmes of study under this Agreement.

### **POLICY RELATING TO DEBTORS**

The University will be responsible for the pursuit of debtors and will inform the Partner of all debtors arising under this Memorandum and of any action to be taken by the Partner and/or the University.

The University will forward to the Partner the tuition fee element of the Partner's income when it is received from the student and/or his/her sponsor.

The University will forward to the Partner the HEFCE element of the funding due to them irrespective of whether the student is in debt to the University for his/her tuition fees, provided the student is fully enrolled at the University of by the census dates indicated.

**3) UNIVERSITY AND PARTNER STAFF/CONTACT INFORMATION  
2005/06**

**UNIVERSITY CONTACT DETAILS:**

**School Further Education Co-ordinator**

Chris Winter, 01902 323157

**University School Programme Manager:**

Barbara Hooker, bhooker@wlv.ac.uk

**The University School members of teaching staff on the Programme  
Management Committee:**

Val Austin, Rachel Baig, John Chorley, Vanessa Dye, Barbara Hooker, Julie Hughes, Moria Hulme, Alex Kendall, Cathie Lacey, Chris Winter, Rob Smith, Yvonne Stride, Matt O'Leary, Peter Bennett

**University Administrative Contact:**

Jenny Maher, 01902 323281

**University Contact in respect of students with disabilities:**

Cindy Findlay Williams, 01902 321804

**PARTNER CONTACT DETAILS:**

**College Higher Education Co-ordinator:**

Simon Larson email: [simon@wolvcoll.ac.uk](mailto:simon@wolvcoll.ac.uk) Tel: 01902-317587

**Partner Programme Manager:**

Valene Cox email: [coxv@wolvcoll.ac.uk](mailto:coxv@wolvcoll.ac.uk) Tel: 01902 317578

**The Partner members of teaching staff on the Programme Management  
Committee:**

Valene Cox; Derek Bryant; Sila Goddard-Patel

**Partner Administrative Contacts:**

Jackie Lewis email: [lewisj@wolvcoll.ac.uk](mailto:lewisj@wolvcoll.ac.uk) Tel: 01902 317533

**College Contact in respect of students with disabilities:**

Rob Byrne email: [byrner@wolvcoll.ac.uk](mailto:byrner@wolvcoll.ac.uk) Tel: 01902 317555

**STAFF APPROVED AT VALIDATION TO SET AND VALIDATE ASSESSMENTS**

Valene Cox  
Derek Bryant  
Sila Goddard-Patel  
Steve Dowds  
Jane Seabourne  
Pat Shepherd  
Elaine Turner

## **C OPERATIONAL ARRANGEMENTS**

### **1. PROGRAMME DELIVERY ARRANGEMENTS**

Description of the partnership arrangements covering:

#### **(a) who has developed the curriculum**

The University in collaboration with partner institution, taking into account the sector specific standards.

#### **(b) which body has approved the programme**

The University has approved the award for delivery at City of Wolverhampton College.

#### **(c) which institution owns the award**

The University owns the award.

#### **(d) partner delivery responsibilities**

All modules as stated in section B of this document.

#### **(e) moderation arrangements**

This is a three stage process:

1. Internal Moderation within the Franchise Centre.
2. Moderation in collaboration with one or more other centres.
3. Module Sector is responsible for moderating a appropriate sample from all of the centres in accordance with the University's Academic Regulations.

## **2. QUALITY ASSURANCE**

### **GENERAL PRINCIPLES**

The University is responsible for initial validation and subsequent review of the Award.

The University, through its validation and review processes, is responsible for ensuring the Programme is developed and delivered in accordance with the University's academic standards.

The Academic Board of the University will exercise its responsibility through the University School Quality Committee (SQC) and the appropriate University Assessment Boards.

The Partner will provide all appropriate resources for the teaching of any elements of the Programme it delivers (e.g. teaching rooms, equipment, appropriate staff and access to library/learning resources).

Only tutors approved at validation, or subsequently by the SQC, can deliver the Programme. Proposals to change staff delivering the Programme must be approved by the SQC in accordance with normal practice and procedures. Details of staff approved to deliver the Programme are given in **Section B Part 3**

For the purposes of academic or quality audit, the Parties to this Agreement will allow access by the University, or those auditing University's processes, to all records relating to the operation of this Agreement.

Consent for access to such records will not be withheld unreasonably and should conform to the requirements of current Freedom of Information legislation and guidelines. Where commercial sensitivity or data protection is an issue access may be granted to agreed third parties and may be subject to conditions of confidentiality to be agreed by the Parties.

Partner will retain all records relating to students on this Programme for a minimum of five years from the date the student is either formally withdrawn from the Programme or from the date the student completes the Programme.

## **3. PROGRAMME MANAGEMENT**

The University School will nominate a Chair of a PROGRAMME MANAGEMENT COMMITTEE for the Award, which will meet at least once per semester. The Programme Management Committee will oversee the management of the Programme and comprises all teaching staff, student representation and University and Partner representatives indicated in **Section B Part 3**.

A written record of the meetings should be available to both Parties and should include detailed action plans where appropriate.

All aspects of the operation and management of the Programme will be in accordance with the quality assurance processes of the University.

**PLEASE REFER TO SECTION B FOR INFORMATION ON UNIVERSITY AND PARTNER STAFF/CONTACT DETAILS.**

**TERMS OF REFERENCE FOR PROGRAMME MANAGEMENT COMMITTEE**

- To monitor the operation and management of the Programme and ensure that it runs successfully
- To ensure that operating procedures and practices conform to the procedures and agreed responsibilities of the Parties
- To approve the Annual Monitoring Report before it is sent to relevant Committees
- To ensure that the views of students are systematically collected and that they have clear and accessible opportunities to express their experience of all aspects of the programme
- To take responsibility for ensuring that the views and experiences of students are communicated to all those who need to know and that suggested action points are taken forward
- To ensure that students are kept informed of all relevant Programme developments

**UNIVERSITY RESPONSIBILITIES**

The University School will appoint a Programme Manager who will:

- Discuss and agree with Partner any proposed developments to the Programme
- Liaise with Partner in respect of any changes in University processes which affect the Award
- Brief relevant colleagues and liaise regularly regarding developments relating to the Award
- Arrange necessary staff development at the University
- Liaise regularly with the Partner Programme Manager
- Attend the appropriate Assessment Board at the University
- Ensure all University staff are aware of the meetings that they are required to attend

Annual monitoring will be conducted in accordance with the established procedure of the University School and will be subject to quality audit.

The University School Quality Committee (SQC) will receive and examine a report on the Annual Monitoring Report based on the agreed template outlined in the University Collaborative Provision handbook.

## **PARTNER RESPONSIBILITIES**

The Partner will appoint a Programme Manager who will:

- Brief colleagues about Award developments
- Arrange necessary staff development at Partner to implement this Agreement
- Liaise regularly with the University Programme Manager
- Attend the appropriate Assessment Board at the University
- Ensure all Partner staff are aware of the meetings that they are required to attend
- Ensure appropriate arrangements for student representation

The **Partner's Programme Manager** will be responsible for:

1. Interviewing students for admission
2. Assuring the University that Partner has appropriate data protection mechanisms in place
3. Supplying student registration data to Walsall Campus Registry to the University's specification within 6 weeks of the start of each semester
4. Notifying Walsall Campus Registry **immediately** of **all** changes to student data including withdrawals, leave of absence, transfers using supplied documentation
5. Including students in appropriate statistical returns
6. Notifying students of results/grades following assessment board decisions
7. Ensuring that the University's policy with respect to releasing grades / results to debtors is followed
8. Notifying students of congregation arrangements
9. Supplying information for inclusion in the Programme's Annual Monitoring Report which is subsequently forwarded to the University School Quality Committee

#### **4. STUDENT ASSESSMENT, APPEALS, MISCONDUCT, DISCIPLINE AND COMPLAINTS**

##### **Assessment**

The Programme will operate within the University School Assessment Board Structure. Assessment will be carried out in accordance with the principles, practices and procedures approved at validation. Partner is required to deliver, assess, mark and submit results in accordance with the timetable set out in the University calendar which can be found in the University Collaborative Provision Handbook

Staff approved at validation, or subsequently by the University School Quality Committee, will be responsible for the setting and grading of assessments. Details of approved staff are given in **Section B Part 3**. Any changes that are made to staff teaching the programme must be notified in advance to the Programme Manager and approved by the University School Quality Committee

Moderation arrangements for the programme are as follows:

The appropriate University Assessment Board(s) will consider the grades awarded for assessments.

The University in consultation with Partner is responsible for the appointment in accordance with the University School's defined procedures of External Examiners who will moderate the Programme.

##### **Student Appeals**

Student appeals against assessment procedures or against University of Assessment Board decisions should be addressed to the University Programme Manager and they will be dealt with under the procedures of the University.

##### **Academic Misconduct**

Allegations of academic misconduct will be referred to the University Programme Manager and will be dealt with under the established procedures of the University.

##### **Student Discipline**

All cases, other than academic misconduct, involving student discipline will be dealt with according to the disciplinary codes, processes and procedures of the Institution in which the breach of discipline occurred.

##### **Complaints**

Complaints relating to the operation of the Programme (other than student appeals) will be dealt with under the established procedures of the Partner. Such complaints should be referred to the University Programme Manager who will, if necessary, invoke the University's Complaints Procedure.

The annual monitoring report must detail all such complaints and any action(s) taken.

## **5. STUDENT ENROLMENT**

The University Programme Manager is ultimately responsible for the management of the operation of all aspects of the Programme, and of the management of the students on their award. Associated with this role are the tasks of managing enrolment, assessment, moderation, and review so as to enhance academic standards.

All students wishing to join this Programme must officially enrol with the University by completing the enrolment process which binds them in a formal contract with the University for the provision of education and other services. To avoid duplication, the University's documentation may be used by the Partner for its own enrolment purposes in place of its usual forms if this is helpful.

The Partner must ensure students enrol with the University within 6 weeks of the start date of the Programme and pass on enrolment information prior to the census dates of 1<sup>st</sup> December and 1<sup>st</sup> June.

The Partner is responsible for providing the University with the necessary student and Programme data for purposes of student enrolment.

The 'Student Enrolment Declaration' printed on the Enrolment Form asks the student to confirm that they have been given a copy of the booklet entitled 'University Bye-Laws' and that they have had an opportunity to examine the Programme Guide, Programme Regulations and Regulations for Students.

By signing the Enrolment Form students indicate that they accept and agree to abide by the Bye-Laws, Regulations, Rules and Codes of Conduct of the University.

## 6. ADMINISTRATIVE ROLE OF UNIVERSITY

The University Programme Manager will be responsible for ensuring that the following tasks are completed in conjunction with other University staff:

<b>TASK</b>	<b>UNIVERSITY PROGRAMME MANAGER</b>
Notifying all relevant University departments of the approval of the arrangement	Action carried out by Validation or Standing Panel Officer
Providing documentation and training to partner for exercising administrative functions	Training needs identified in discussion with Module Co-ordinators and notified to the University Registry
Providing partner with student documentation about regulatory matters and entitlements	To be arranged by Walsall Campus Registry Administrator (Admissions & Systems) in time for enrolment sessions
Setting up student records on the University's Management Information System	Walsall Campus Registry Administrator (Admissions & Systems)
Ensuring that data supplied and held by the University is subject to appropriate data protection mechanisms	Walsall Campus Registrar
Including students on the modules in the appropriate external agency statistical returns. i.e. HESA / HESES	Walsall Campus Registry Administrator (Admissions & Systems)
Module registration on the University's Management Information System and production of module lists of students recorded	Walsall Campus Registry Administrator (Programmes & Assessment)
Producing conferment lists where necessary	Registry Assessment Unit will provide to University Programme Manager / Walsall Campus Registry Administrator (Programmes & Assessment) who will arrange for Partner Programme Manager to check/ amend
Processing of module grades through the appropriate subject board and entering this data on Management Information System	Provisional grades to be passed by University Programme Manager to University Module Co-ordinator/Leader for processing the grades through normal channels
Producing confirmed grade lists for students on the modules	Walsall Campus Registry Administrator (Programmes & Assessment)]
Producing transcripts which will	Registry

carry the University name	
Providing certificates of general credit upon payment of the agreed charge	Registry
Congregation Arrangements	Initial lists provided by Walsall Campus Registry Administrator (Programmes & Assessment) to Registry Events & Alumni Office, who will then liaise directly with Partner
Agreeing arrangements for distribution of transcripts	Registry
Entering end of year status on the University MIS in order for the student record to be 'rolled forward' where appropriate	Walsall Campus Registry Administrator (Admissions & Systems)
Ensuring an annual report on the modules is forwarded to the relevant University School Quality Committee	University Programme Manager
Processing student appeals against University Assessment Board decisions	Registry: Head of Conduct & Appeals Unit

## 7. Marketing

External advertising and publicity relating to the Programme covered by this Agreement (including any web-based advertising and publicity) must be agreed jointly between the appropriate representatives of the partner and the Dean of the University School or nominated representative.

The University and Partner must approve references to themselves, the status of the Programme and its regulatory framework that are included in publicity materials.

No trade marks, logotypes, kite marks, symbols or other emblems owned by or awarded to the University may be used by the partner on any advertising materials without prior written permission from the University and vice-versa.

<b>Task</b>	<b>University</b>	<b>Partner</b>
Checking promotional materials	Copies of literature to partner for checking	Copies of literature to be sent to Marketing and External Relations
Prospectus entries	Inclusion of partner's franchised awards	Approve the University's entries for partners
Use of logos in promotional materials	Inclusion of partner's logos as appropriate in accordance with guidelines	Inclusion of University logo in accordance with guidelines and signed off by University Schools and Colleges Liaison
Websites	Information and link to partner colleges on University website	Information and link to University website
Marketing meetings	Organise meetings for partner marketing staff as required	Attendance at marketing meetings arranged by the University
Events and exhibitions	Representation at appropriate partner events following at least one month's notice	Representation at appropriate University events following at least one month's notice

## 8. STAFF DEVELOPMENT

Partner staff are encouraged to participate in the University's '**Pathways Programme**' which is a reciprocal arrangement for fee remission from University and College programmes for staff development purposes.

Partner staff are also encouraged to participate in the University's '**Corporate Staff Development Programme**' subject to place availability.

For further information please visit the University's Personnel website: [www.wlv.ac.uk/pers](http://www.wlv.ac.uk/pers)

The '**Collaborative Quality Forum**' meets three times a year and provides an opportunity for University and college partner staff to share ideas and experiences for improving the quality of collaborative provision. For further information please contact Schools and Colleges Liaison: 01902 322144

The '**Foundation Degree Network**' meets twice a year and provides an opportunity for University and college partner staff to share ideas and experiences for improving the quality of foundation degree awards. For further information please contact Schools and Colleges Liaison: 01902 322144

The University Learning Resources Centre '**Collaborative Forum**' meets annually to share good practice and developments in supporting the learning resource needs of students. For further information please contact the Harrison Learning Centre: 01902 322300

The University's Programme Manager will notify the Partner's Programme Manager of appropriate Subject/Award meetings and other opportunities for staff development as they arise.

The '**Associate College Network (ACN)**' is the University's further education collaboration body, which involves reciprocal commitments to working in partnership across a range of areas. Members of the University's Associate College Network also participate in a separate staff development programme – please ring Ian Hart for further information on 01902 323506.

## 9. STUDENT SUPPORT

<b>Activity Support</b>	<b>University</b>	<b>Partner</b>
Course Advice and Guidance	HE Shop Student Enabling Centre	Student Services
Admissions/Entry	Prospectus Handbook	Prospectus Handbook
Access to Learning Centres	Student Membership Rights – Category A or B	Student Membership Rights
Learning Centre Resources	Student Membership Rights – Category A or B	Student Membership Rights
ICT	Access to Wolverhampton On-line Learning Framework (WOLF)	Access to computer resources in College Learning Centres
Financial Support	Student Financial Support Unit - guidance on available funds and application process  Access to University Access to Learning Fund (ALF)	Student Services – guidance on available funds and application process
Childcare Support	Higher Education Shop Student Services Gateway	Student Services
Careers Guidance	Careers Development Service	Student Services
Disability Support	Disabilities Admissions Department – pre-admission advice  Student Enabling Centre – for advice and guidance on student support, legislation, policy and practice	Disability Services Contact Information:
Students' Union	Membership of University of Wolverhampton Students' Union	Membership of College Students' Union
Accommodation	Access to Residential Services advice and accommodation lists	Student Services

## 10. STUDENT SUPPORT CONTACT INFORMATION

ACTIVITY	UNIVERSITY	PARTNER
Course Advice and Guidance	Higher Education Shop 01902 321032	Student Services 01902 317586
Admissions/Entry	Admissions Unit 01902 323736	Student Services 01902 317586
Learning Centres	Harrison Learning Centre 01902 322300	Paget Road Learning Centre 01902 317535
ICT	IT Services 01902 322000 <a href="http://www.wlv.ac.uk/its">www.wlv.ac.uk/its</a>	ICT Services 01902 317640
Financial Support	Student Financial Support Unit 01902 321070 Student Services Gateway 01902 321426	Student Services 01902 317586
Childcare Support	Student Financial Support Unit 01902 321070 Student Services Gateway 01902 321426	Student Services 01902 317586
Careers Guidance	Careers Development Service 01902 321414	Student Services 01902 317586
Disability Support	Student Enabling Centre 01902 321020	Learning Support 01902 317572
Students'	01902 322021	01902 317655

<b>Union</b>		
<b>Accommodation</b>	<b>Residential Services</b> <b>01902 321268</b>	<b>N/A</b>

## **Appendix 1 LEGAL DETAILS**

### 1. TERMS USED IN THE AGREEMENT

### 2. KEY CLAUSES

#### 1. **TERMS USED IN THE AGREEMENT**

<b>TERM</b>	<b>DEFINITION</b>
Academic Year	A period starting 1 <sup>st</sup> September and ending 31 <sup>st</sup> July
Agreement	This Memorandum of Co-operation including any annexes and/or Annual Operating Statement.
Award	Certificate in Education (Post Compulsory Education)
Offer Letter	Official letter issued by the University which formally offers a student a place on this Programme
Parties/Party	University and/or Partner
Programme	An element (of any size, credit volume, or level) of University provision which attracts credit
Programme Manager	The named individual in each organisation responsible for the operation and management of the programme.
Award Title Management Committee	The group of people, detailed in Section B, responsible for the oversight and management of the Programme and the student experience.
University School	The University School relevant to the award
University School Quality Committee (SQC)	The University School Quality Committee which is responsible for overseeing the academic standards and quality of the programme
University	The University of Wolverhampton
Annual Operating Statement	A formal amendment to the Agreement signed by both Parties.

## **KEY CLAUSES**

### **2.1 The Status of this Memorandum**

This Memorandum is a binding contract and will apply from 01/09/2005.

Any subsequent amendments to any part of this Memorandum must be approved in accordance with the relevant processes of the University.

Failure to comply with the arrangements detailed in this Memorandum by either Party may render the agreement invalid.

A critical review of the existing operation in the Partner will be required in the event of any request for an extension to the elements of the Programme to be delivered jointly.

### **2.2 Procedure for Dispute**

In the event of any disagreement between the Partner and the University of Wolverhampton concerning this Agreement, the Parties will endeavour to resolve the dispute by negotiation between the institutional representatives of the University's Academic Board.

The final decision on the continuation of the Programme will rest with the Academic Board of the University on any matter that is deemed by the University to affect the quality of the Programme.

### **2.3 Equal Opportunities Legislation and Practice**

The University is committed to its duties and obligations under law and complies with UK Equality and Diversity legislation, including the Equal Pay Act (1970), the Equal Pay Amendment Regulations (1983), the Sex Discrimination Act (1975), the Disability Discrimination Act (1995), the Special Needs and Disability Act (2001) and Race Relations Amendment Act (2000)

The University's Equal Opportunities policies may be seen at [www.wlv.ac.uk](http://www.wlv.ac.uk)

It is an express condition of this Memorandum of Co-operation that Parties adhere to the principles of the University's policies on Equality of Opportunity and obligations and duties under law. Through agreed monitoring processes, the Partner will need to demonstrate how they comply with these requirements. Compliance is fundamental to this memorandum of Co—operation and any breach may be a *prima facie* reason for termination of this Agreement as provided for elsewhere in this Memorandum of Co-operation.

### **2.4 Copyright and Data Protection**

Copyright in respect of the learning experiences and any associated learning support materials developed by the University under this Agreement shall remain solely with the University.

Copyright in respect of the learning experiences and any associated learning support materials developed by the Partner shall remain solely with the Partner.

Copyright in respect of learning experiences and any associated learning support materials developed jointly by the University and Partner under this Agreement will remain the property of both the University and Partner to use in perpetuity.

The term of ownership of copyright is not limited by the terms of this Memorandum but by the relevant statutory provision under English law.

Copyright of all processes and description of systems relating to the award of Credit will remain with the University and these must not be used in any other context without permission.

The University and Partner will ensure that conditions of personal data holding conform to the Data Protection Act.

## **2.5 Liability**

The Partner shall indemnify the University of against all losses, costs, damages and expenses arising out of any act of default, negligence, or failure to fulfil statutory and contractual obligations by the Partner or its servants, and against all actions, claims, demands or legal proceedings in respect thereof.

The University of Wolverhampton shall indemnify the Partner against all losses, costs, damages and expenses arising out of the death or injury to any person or the loss or damage to any physical property to the extent that the same arises or is due to any act of default, negligence or breach of statutory duty of the University or its servants, and against all actions, claims, demands or proceedings in respect thereof.

The Partner shall indemnify the University against all losses, costs, damages and expenses arising out of the death or injury to any person or the loss or damage to any physical property to the extent that the same arises or is due to any act of default, negligence or breach of statutory duty of the Partner or its servants, and against all actions, claims, demands or proceedings in respect thereof.

The limits of liability of each Party to this Memorandum in respect of the liabilities for loss or damage to property shall be limited to a maximum of £5 million for any one event or series of connected events.

## **2.6 Duration of Agreement**

This Agreement is valid until 31/08/2011. Thereafter it is renewable for further 6-year periods. Prior to the expiry of the initial and following periods, the University, according to its established procedure for review, will carry out a review of the operation and a revised Memorandum may be presented for signature. As such it is expected that the first review of this Programme will take place during the academic year 2006/07.

After the first year of operation (i.e. not before 31/8/06), either Party may withdraw from this Agreement by giving the other party one complete academic year's notice in writing of the termination of the Agreement, subject to proper arrangements being made for the completion of the students' study then underway.

In unforeseen circumstances, either Party, subject to proper arrangements being made for the completion of the students' study then underway may terminate this Agreement at any time. These arrangements will be confirmed by exchange of letters between the signatories to this Agreement, or their appointed successors or nominees and recorded in accordance with the relevant procedure of the University.

## 2.7 **Institutional Addresses**

### **University of Wolverhampton**

Wulfruna Street  
Wolverhampton  
WV1 1SB

### **City of Wolverhampton College**

Wulfrun Campus  
Paget Road  
Wolverhampton  
WV6 ODU

## **Appendix 2 UNIVERSITY OF WOLVERHAMPTON SERVICES PROVIDED AS PART OF THIS AGREEMENT**

Access to University resources will be subject to the University's Bye-Laws and Regulations.

### **3.1 Curriculum Development**

### **3.2 Quality Assurance and Maintenance of Standards**

- Validation and Review
- Annual Monitoring
- External Examiners
- Moderation of Assignments
- Assessment

### **3.3 Academic Programme Management (University School)**

- Services of University Programme Manager
- Staff Development (Organisation and Implementation)
- Liaison between Module Tutors
- Academic Counselling
- Admissions

### **3.4 Registry Services**

- (Admissions)
- Enrolment and Registration
- Fee Assessment and Administration
- Administration of Students Loans & Grants
- Statistical Returns including HESES/HESA
- Administration of Assessment Boards
- Conferment, Certification and Congregation
- Day to Day Administrative Queries
- Student Appeals

### **3.5 Financial Administration**

- Collecting of Debts
- Financial Monitoring
- Payments to the Partner

### **3.6 Use of University of University Learning Centres**

Defined in **Section C Clause 9 Student Support**

### **3.7 IT Services**

Students on the programme of study covered by this Agreement may be granted access to computer terminals on University premises when available.  
Please refer to **Section C Clause 9 Student Support**

### **3.8 University Counselling and Guidance Services**

The University's Higher Education Shop will provide academic counselling if required. Careers counselling is usually given during the later years of the programme.

Please refer to **Section C Clause 9 Student Support**

### **3.9 Administration of Access Funds and Hardship Loans**

### **3.10 Marketing**

Prospectus  
Advertising and Publicity  
Open Days

Please refer to **Section C Clause 9 Student Support**

### **3.11 Residential Services Office**

Students registered on the Programme may apply to the University's Residential Services Office (RSO) for information on private sector accommodation.

### **3.12 Students' Union Membership**

Student Union cards will normally be issued to students registered on the programme on request. If students registered on the Programme are members of the Partner's students' union, the usual reciprocal arrangements between unions will apply.

**MEMORANDUM OF CO-OPERATION**

**THE UNIVERSITY OF WOLVERHAMPTON**

**AND**

**RODBASTON COLLEGE**

**Certificate in Education (Post Compulsory Education)**

**TO COVER THE PERIOD 2005-2011**

Signed:



**Professor C. Gipps  
Vice-Chancellor  
University of Wolverhampton**

Date: November 2005



Signed:

**Dr Ralph Alcock  
Principal  
Rodbaston College**

Date: November 2005



## CONTENTS

### A. PURPOSE OF THE PARTNERSHIP

1. University mission
2. Partner mission
3. Rationale for partnership
4. Monitoring and Review Arrangements for the Partnership

### B. ANNUAL OPERATING STATEMENT IN RESPECT OF:

- 1) AWARDS, MODULES AND ENTRY REQUIREMENTS
- 2) FINANCIAL ARRANGEMENTS
- 3) UNIVERSITY AND PARTNER STAFF/CONTACT INFORMATION

Awards and Modules, Financial Arrangements and University and Partner Staff/Contact details are updated annually and confirmed in writing by both parties

The University and its Partner are requested to notify any changes in contact details to the University's Schools and Colleges Liaison section which will then ensure that all interested parties are notified.

### C. OPERATIONAL ARRANGEMENTS

*Please also refer to the University's Collaborative Provision Handbook for an overview of key processes, useful wider contact information and a calendar of events/actions for partnership working.*

Each award is described in terms of the particular arrangements that have been agreed between the University and Partner to support delivery. The responsibilities of University and Partner staff are described together with agreed procedures in the following areas:

1. Programme Delivery Arrangements
2. Quality Assurance
3. Programme Management
4. Student Assessment, Appeals, Misconduct, Discipline and Complaints
5. Student Enrolment
6. Administrative role of University
7. Marketing
8. Staff Development
9. Student Support
10. Student Support Contact Information

**APPENDIX 1 LEGAL DETAILS**

**APPENDIX 2 UNIVERSITY OF WOLVERHAMPTON SERVICES  
PROVIDED AS PART OF THIS AGREEMENT**

## **A PURPOSE OF THE PARTNERSHIP**

### **1. University mission**

'To be a first class regional University dedicated to high quality provision. Our priority is to enable and encourage individuals to realise their full potential and to achieve academic excellence through a flexible, innovative and vocationally focused curriculum. The University is committed to making a major contribution to the social and economic prosperity of the West Midlands with its programmes of applied research, technology transfer and consultancy. We strongly support cultural diversity and equality of opportunity in all our activities at home and abroad'

### **2. Partner mission**

"To provide high quality education, training and services for the land-based and other industries and activities in both rural and urban communities"

### **3. Rationale for partnership**

The School of Education's School Plan commits the School to raising the quality of teaching and learning in PCE in the Black Country and local area. It is the University's key strategic priority to support educational achievement within the Black Country sub-region and to work closely with FE Partners. In addition to this it is a statutory requirement of the Department for Education and Skills that all FE College teachers gain a FENTO endorsed teaching qualification.

### **4. Monitoring and Review Arrangements for the Partnership**

The partner will prepare an Annual Monitoring Report, which will be received by the SED SQC and monitored with other School reports and included in the Schools summary to UQC. Guidance on Annual Monitoring Reports can be found in the Collaborative Provision Handbook Page 37 and from the University Programme Manager highlighted in Section B Part 3.

**B ANNUAL OPERATING STATEMENTS:**

**1) AWARDS, MODULES AND ENTRY REQUIREMENTS**

**2) FINANCIAL ARRANGEMENTS**

**3) UNIVERSITY AND PARTNER STAFF/CONTACT INFORMATION**

**1. AWARDS AND MODULES FOR 2005/06**

**AWARD TITLE (as it will appear on students' certificates):**

Certificate in Education (Post Compulsory Education)

**INTERMEDIATE AWARD – IF APPROPRIATE**

N/A

**LIST OF MODULES**

**Core Modules Phase 1**

<b>Code</b>	<b>Module Title</b>	<b>Level</b>	<b>Credits</b>	<b>University Taught</b>	<b>Partner Taught</b>	<b>Assessment Dates</b>
PC1000	Planning for Learning in Post Compulsory Education	1	30	NO	Yes	January April
PC1001	Supporting Learning in Post Compulsory Education	1	15	NO	Yes	January April
PC1002	Professional Practice 1	1	15	NO	Yes	January April

**Core Modules Phase 2**

<b>Code</b>	<b>Module Title</b>	<b>Level</b>	<b>Credits</b>	<b>University Taught</b>	<b>Partner Taught</b>	<b>Assessment Dates</b>
PC2010	The Post Compulsory Curriculum in an Institutional Context	2	30	NO	Yes	January April
PC2011	Developing	2	15	NO	Yes	January

	Resource Based Learning Materials					April
PC2012	Professional Practice 2	2	15	NO	Yes	January April

### **ENTRY REQUIREMENTS (Including APA and Work-Based Learning as appropriate)**

Level 3 qualification in subject area.

In-Service students with FENTO endorsed stage 1 and 2 awards (i.e. both stages) are eligible for entry directly to Phase 2. The FENTO awards must have been gained within the previous five years of the student commencing the University's Certificate in Education.

The final decision for admitting students to the Programme rests with the University.

The University's Manager of the Student Enabling Centre is to be notified about the circumstances of any student with a declared disability prior to formal enrolment in order to ensure that advice can be given about resourcing appropriate support.

The Manager will also be able to confirm whether the student would be able to be supported should they move for reasons of progression to the University. Please refer to the Collaborative Provision Handbook for further information on Disability Policy and Provision in Partner Institutions. Contact details can be found below in **Section 10 Student Support and Contact Information**

The equivalence of non-UK entry qualifications must be determined by referring to the NARIC Guide and confirmed with the admissions tutor in the University School responsible for the Programme who must confirm the appropriateness of other non-UK or UK entry qualifications.

### **Award of Credit**

Students who have successfully completed this Programme will achieve the above award or intermediate award if appropriate. Students who have not completed the Programme, but who have successfully completed modules which have been approved as leading to the award of credit, will be entitled to a University Certificate of General Credit.

### **Issue of Transcripts**

All students who have paid all prescribed fees and any other sums due to the University/Partner are entitled to a transcript when they leave the University whether or not they have completed the requirements for a particular award or Record of General Credit.

### **Graduation**

Students will be invited to participate in the University's graduation ceremonies where this is appropriate.

## 2) FINANCIAL ARRANGEMENTS FOR 2005/06

### TARGET NUMBERS

For University Awards and University HEFCE student numbers:

Student enrolments for this programme are counted towards the University's target numbers and will be included in external agency returns for funding and monitoring purposes. Key agency return dates are 1<sup>st</sup> December and 1<sup>st</sup> June – enrolment data will need to be reconciled between the University and partner prior to these dates.

Partner should not include students on this Programme in their funding or monitoring returns.

<b>The agreed target numbers for 2005/2006:</b>	<b>Yr 1</b>	<b>Range Year 1</b>
<b>Certificate in Education (Post Compulsory Education)</b>	30	No Range Set

Recruitment targets and resources required to deliver the Programme will be reviewed annually between the University School and Partner. Target student enrolment within a minimum and maximum range will be agreed annually and confirmed in writing as part of the **Section B Annual Operating Statement** which specifies the agreed financial arrangement.

### INCOME PER STUDENT

The Higher Education Funding Council for England (HEFCE) will fund each student at a Standard Unit of Resource based on a price Group. This sum includes the tuition fee element of £1175 per full-time student, £588 for part-time students which is the pro rata fee based on £147 per module for programmes consisting of four modules per year. Variations on this delivery arrangement will be based on this pro rata formula.

The relevant Price Group for this Agreement is:

**Price Group ( C ) Standard Unit of Resource £2345 (part time)**

### PARTNER FUNDING

The Partner will receive funding shown in the table below and based on agreed module delivery arrangements indicated in the above **LIST OF MODULES**:

SUoR	SuoR Adjustment for University Charge (30%)	Partner Delivery 70%	Funding per student
£2345	£703.50	£1641.50	£1641.50

## UNIVERSITY FUNDING

It has been agreed that the University will receive 20% of the Standard Unit of Resource (SuoR) for each student to cover the range of services identified at Appendix 2.

The University will also receive funding in respect of its responsibility for delivery indicated in the above **LIST OF MODULES**. This gives the following calculation:

Total University funding per student is shown in the table below:

SuoR	University Charge 30%	University Delivery	Funding per student
£2345	£703.50	£0	£703.50

The funding per student is to be multiplied by the number of students enrolled onto the programme at the census dates within the set target range

If a target enrolment range has been set for the programme, then the following will apply:

a) Where student enrolment takes place above the upper threshold of the range, the College will be entitled to the tuition fee only in respect of each student above this threshold. If the College collects tuition fees, then no further payments would be due from the University in respect of students enrolled above the upper target enrolment threshold range.

b) In the case of student enrolment not meeting the lower target enrolment threshold range, then a reduced payment in respect of all students would be payable which reflects the price group of the award as follows: Price Group B (full-time) a reduction of £750 from the Standard Unit of Resource would be paid; Price Group C (full-time) a reduction of £500 from the Standard Unit of Resource would be paid; Price Group D (full-time) a reduction of £250 from the Standard Unit of Resource would be paid. These amounts should be varied on a pro rata basis for part-time provision.

## CENSUS DATES AND PAYMENTS TO PARTNERS

The University will make two payments annually to the Partner in respect of students who are enrolled on the Programme with the University based on 1<sup>st</sup> December and 1<sup>st</sup> June. The University Registry will notify the partner of the number of students enrolled on the Programme at least 3 weeks before each of the census dates.

To generate payment the University requires the partner to submit an invoice for payment based on the student numbers confirmed in writing by the University's Registry.

Typically, payments will be made to the Partner in January and June.

Discrepancies between student enrolments on the programme at the University's and Partner's management information systems must be reconciled prior to the census dates of December 1st and June 1st. University and Partner Programme Managers undertake responsibility to ensure that this task is achieved by the dates indicated.

The Programmes covered by this Agreement are included in the University's return to the Student Loan Company (SLC) and therefore should be excluded from any return made by the Partner to the SLC.

### **FEES AND PARTNERSHIP RESPONSIBILITIES**

For the academic year 2005/2006 the full time tuition fee is £1175 per student per annum.

The University will collect tuition fees for full time students and will also issue invoices to students, LEAs and other sponsors as appropriate. Part time students tuition fees will be collected by the Partner.

Tuition fees for overseas (non-EU) students are set by the University at the rate of £7350 per student per annum.

The University will collect tuition fees for overseas (non-EU) students and will also issue invoices to students, LEAs and other sponsors as appropriate.

Tuition Fees are reviewed annually and may be subject to variation.

### **FEE WAIVER POLICY**

The Programmes of study will be subject to the University's fee waiver policy. Partner income is unaffected by the decision to offer students a fee waiver subject to satisfactory student recruitment as agreed at annual target setting.

### **FINANCIAL AUDIT**

For the purposes of financial audit, the Parties to this agreement will allow access, by those auditing the University, or those auditing the University's processes, to all records relating to programmes of study under this Agreement.

### **POLICY RELATING TO DEBTORS**

The University will be responsible for the pursuit of debtors and will inform the Partner of all debtors arising under this Memorandum and of any action to be taken by the Partner and/or the University.

The University will forward to the Partner the tuition fee element of the Partner's income when it is received from the student and/or his/her sponsor.

The University will forward to the Partner the HEFCE element of the funding due to them irrespective of whether the student is in debt to the University for his/her tuition fees, provided the student is fully enrolled at the University of by the census dates indicated.

**3) UNIVERSITY AND PARTNER STAFF/CONTACT INFORMATION  
2005/06**

**UNIVERSITY CONTACT DETAILS:**

**School Further Education Co-ordinator**

Chris Winter, 01902 323157

**University School Programme Manager:**

Barbara Hooker, B.Hooker@wlv.ac.uk

**The University School members of teaching staff on the Programme  
Management Committee:**

Val Austin, Rachel Baig, John Chorley, Vanessa Dye, Barbara Hooker, Julie Hughes, Moria Hulme, Alex Kendall, Cathie Lacey, Chris Winter, Rob Smith, Yvonne Stride, Matt O'Leary, Peter Bennett.

**University Administrative Contact:**

Jenny Maher, 01902 323281

**University Contact in respect of students with disabilities:**

Cindy Williams Findlay, 01902 321804

**PARTNER CONTACT DETAILS:**

**College Higher Education Co-ordinator:**

Norman Houston, 01785 712209

**Partner Programme Manager:**

Judith Mills, 01785 712209

**The Partner members of teaching staff on the Programme Management  
Committee:**

Judith Mills, 01785 712209

**Partner Administrative Contacts:**

Sharon Bradley, 01785 712209

**College Contact in respect of students with disabilities:**

Sharon Hartwell, 01785 712209

**STAFF APPROVED AT VALIDATION TO SET AND VALIDATE ASSESSMENTS**

Judith Mills

## **C OPERATIONAL ARRANGEMENTS**

### **1. PROGRAMME DELIVERY ARRANGEMENTS**

Description of the partnership arrangements covering:

#### **(a) who has developed the curriculum**

The University in collaboration with local colleges

#### **(b) which body has approved the programme**

The University has approved the award for delivery at Rodbaston College.

#### **(c) which institution owns the award**

The University owns the award.

#### **(d) partner delivery responsibilities**

All modules as stated in section B of this document.

#### **(e) moderation arrangements**

This is a three-stage process:

1. Internal moderation within the franchise centre.
2. Moderation in collaboration with one or more other centres.
3. Module Leader is responsible for moderating an appropriate sample for all of the centres in accordance with the University's Academic Regulations.

## **2. QUALITY ASSURANCE**

### **GENERAL PRINCIPLES**

The University is responsible for initial validation and subsequent review of the Award.

The University, through its validation and review processes, is responsible for ensuring the Programme is developed and delivered in accordance with the University's academic standards.

The Academic Board of the University will exercise its responsibility through the University School Quality Committee (SQC) and the appropriate University Assessment Boards.

The Partner will provide all appropriate resources for the teaching of any elements of the Programme it delivers (e.g. teaching rooms, equipment, appropriate staff and access to library/learning resources).

Only tutors approved at validation, or subsequently by the SQC, can deliver the Programme. Proposals to change staff delivering the Programme must be approved by the SQC in accordance with normal practice and procedures. Details of staff approved to deliver the Programme are given in **Section B Part 3**

For the purposes of academic or quality audit, the Parties to this Agreement will allow access by the University, or those auditing University's processes, to all records relating to the operation of this Agreement.

Consent for access to such records will not be withheld unreasonably and should conform to the requirements of current Freedom of Information legislation and guidelines. Where commercial sensitivity or data protection is an issue access may be granted to agreed third parties and may be subject to conditions of confidentiality to be agreed by the Parties.

Partner will retain all records relating to students on this Programme for a minimum of five years from the date the student is either formally withdrawn from the Programme or from the date the student completes the Programme.

## **3. PROGRAMME MANAGEMENT**

The University School will nominate a Chair of a PROGRAMME MANAGEMENT COMMITTEE for the Award which will meet at least once per semester. The Programme Management Committee will oversee the management of the Programme and comprises all teaching staff, student representation and University and Partner representatives indicated in **Section B Part 3**.

A written record of the meetings should be available to both Parties and should include detailed action plans where appropriate.

All aspects of the operation and management of the Programme will be in accordance with the quality assurance processes of the University.

**PLEASE REFER TO SECTION B FOR INFORMATION ON UNIVERSITY AND PARTNER STAFF/CONTACT DETAILS.**

**TERMS OF REFERENCE FOR PROGRAMME MANAGEMENT COMMITTEE**

- To monitor the operation and management of the Programme and ensure that it runs successfully
- To ensure that operating procedures and practices conform to the procedures and agreed responsibilities of the Parties
- To approve the Annual Monitoring Report before it is sent to relevant Committees
- To ensure that the views of students are systematically collected and that they have clear and accessible opportunities to express their experience of all aspects of the programme
- To take responsibility for ensuring that the views and experiences of students are communicated to all those who need to know and that suggested action points are taken forward
- To ensure that students are kept informed of all relevant Programme developments

**UNIVERSITY RESPONSIBILITIES**

The University School will appoint a Programme Manager who will:

- Discuss and agree with Partner any proposed developments to the Programme
- Liaise with Partner in respect of any changes in University processes which affect the Award
- Brief relevant colleagues and liaise regularly regarding developments relating to the Award
- Arrange necessary staff development at the University
- Liaise regularly with the Partner Programme Manager
- Attend the appropriate Assessment Board at the University
- Ensure all University staff are aware of the meetings that they are required to attend

Annual monitoring will be conducted in accordance with the established procedure of the University School and will be subject to quality audit.

The University School Quality Committee (SQC) will receive and examine a report on the Annual Monitoring Report based on the agreed template outlined in the University Collaborative Provision handbook.

## **PARTNER RESPONSIBILITIES**

The Partner will appoint a Programme Manager who will:

- Brief colleagues about Award developments
- Arrange necessary staff development at Partner to implement this Agreement
- Liaise regularly with the University Programme Manager
- Attend the appropriate Assessment Board at the University
- Ensure all Partner staff are aware of the meetings that they are required to attend
- Ensure appropriate arrangements for student representation

The **Partner's Programme Manager** will be responsible for:

1. Interviewing students for admission
2. Assuring the University that Partner has appropriate data protection mechanisms in place
3. Supplying student registration data to Walsall Campus Registry to the University's specification within 6 weeks of the start of each semester
4. Notifying Walsall Campus Registry **immediately** of **all** changes to student data including withdrawals, leave of absence, transfers using supplied documentation
5. Including students in appropriate statistical returns
6. Notifying students of results/grades following assessment board decisions
7. Ensuring that the University's policy with respect to releasing grades / results to debtors is followed
8. Notifying students of congregation arrangements
9. Supplying information for inclusion in the Programme's Annual Monitoring Report which is subsequently forwarded to the University School Quality Committee

#### **4. STUDENT ASSESSMENT, APPEALS, MISCONDUCT, DISCIPLINE AND COMPLAINTS**

##### **Assessment**

The Programme will operate within the University School Assessment Board Structure. Assessment will be carried out in accordance with the principles, practices and procedures approved at validation. Partner is required to deliver, assess, mark and submit results in accordance with the timetable set out in the University calendar which can be found in the University Collaborative Provision Handbook

Staff approved at validation, or subsequently by the University School Quality Committee, will be responsible for the setting and grading of assessments. Details of approved staff are given in **Section B Part 3**. Any changes that are made to staff teaching the programme must be notified in advance to the Programme Manager and approved by the University School Quality Committee

Moderation arrangements for the programme are as follows:

The appropriate University Assessment Board(s) will consider the grades awarded for assessments.

The University in consultation with Partner is responsible for the appointment in accordance with the University School's defined procedures of External Examiners who will moderate the Programme.

##### **Student Appeals**

Student appeals against assessment procedures or against University of Assessment Board decisions should be addressed to the University Programme Manager and they will be dealt with under the procedures of the University.

##### **Academic Misconduct**

Allegations of academic misconduct will be referred to the University Programme Manager and will be dealt with under the established procedures of the University.

##### **Student Discipline**

All cases, other than academic misconduct, involving student discipline will be dealt with according to the disciplinary codes, processes and procedures of the Institution in which the breach of discipline occurred.

##### **Complaints**

Complaints relating to the operation of the Programme (other than student appeals) will be dealt with under the established procedures of the Partner. Such complaints should be referred to the University Programme Manager who will, if necessary, invoke the University's Complaints Procedure.

The annual monitoring report must detail all such complaints and any action(s) taken.

## **5. STUDENT ENROLMENT**

The University Programme Manager is ultimately responsible for the management of the operation of all aspects of the Programme, and of the management of the students on their award. Associated with this role are the tasks of managing enrolment, assessment, moderation, and review so as to enhance academic standards.

All students wishing to join this Programme must officially enrol with the University by completing the enrolment process which binds them in a formal contract with the University for the provision of education and other services. To avoid duplication, the University's documentation may be used by the Partner for its own enrolment purposes in place of its usual forms if this is helpful.

The Partner must ensure students enrol with the University within 6 weeks of the start date of the Programme and pass on enrolment information prior to the census dates of 1<sup>st</sup> December and 1<sup>st</sup> June.

The Partner is responsible for providing the University with the necessary student and Programme data for purposes of student enrolment.

The 'Student Enrolment Declaration' printed on the Enrolment Form asks the student to confirm that they have been given a copy of the booklet entitled 'University Bye-Laws' and that they have had an opportunity to examine the Programme Guide, Programme Regulations and Regulations for Students.

By signing the Enrolment Form students indicate that they accept and agree to abide by the Bye-Laws, Regulations, Rules and Codes of Conduct of the University.

## 6. ADMINISTRATIVE ROLE OF UNIVERSITY

The University Programme Manager will be responsible for ensuring that the following tasks are completed in conjunction with other University staff:

<b>TASK</b>	<b>UNIVERSITY PROGRAMME MANAGER</b>
Notifying all relevant University departments of the approval of the arrangement	Action carried out by Validation or Standing Panel Officer
Providing documentation and training to partner for exercising administrative functions	Training needs identified in discussion with Module Co-ordinators and notified to the University Registry
Providing partner with student documentation about regulatory matters and entitlements	To be arranged by Walsall Campus Registry Administrator (Admissions & Systems) in time for enrolment sessions
Setting up student records on the University's Management Information System	Walsall Campus Registry Administrator (Admissions & Systems)
Ensuring that data supplied and held by the University is subject to appropriate data protection mechanisms	Walsall Campus Registrar
Including students on the modules in the appropriate external agency statistical returns. i.e. HESA / HESES	Walsall Campus Registry Administrator (Admissions & Systems)
Module registration on the University's Management Information System and production of module lists of students recorded	Walsall Campus Registry Administrator (Programmes & Assessment)
Producing conferment lists where necessary	Registry Assessment Unit will provide to University Programme Manager / Walsall Campus Registry Administrator (Programmes & Assessment) who will arrange for Partner Programme Manager to check/ amend
Processing of module grades through the appropriate subject board and entering this data on Management Information System	Provisional grades to be passed by University Programme Manager to University Module Co-ordinator/Leader for processing the grades through normal channels
Producing confirmed grade lists for students on the modules	Walsall Campus Registry Administrator (Programmes & Assessment)]
Producing transcripts which will	Registry

carry the University name	
Providing certificates of general credit upon payment of the agreed charge	Registry
Congregation Arrangements	Initial lists provided by Walsall Campus Registry Administrator (Programmes & Assessment) to Registry Events & Alumni Office, who will then liaise directly with Partner
Agreeing arrangements for distribution of transcripts	Registry
Entering end of year status on the University MIS in order for the student record to be 'rolled forward' where appropriate	Walsall Campus Registry Administrator (Admissions & Systems)
Ensuring an annual report on the modules is forwarded to the relevant University School Quality Committee	University Programme Manager
Processing student appeals against University Assessment Board decisions	Registry: Head of Conduct & Appeals Unit

## 7. Marketing

External advertising and publicity relating to the Programme covered by this Agreement (including any web-based advertising and publicity) must be agreed jointly between the appropriate representatives of the partner and the Dean of the University School or nominated representative.

The University and Partner must approve references to themselves, the status of the Programme and its regulatory framework that are included in publicity materials.

No trade marks, logotypes, kite marks, symbols or other emblems owned by or awarded to the University may be used by the partner on any advertising materials without prior written permission from the University and vice-versa.

<b>Task</b>	<b>University</b>	<b>Partner</b>
Checking promotional materials	Copies of literature to partner for checking	Copies of literature Marketing and External Relations
Prospectus entries	Inclusion of partner's franchised awards	Approve the University's entries for partners
Use of logos in promotional materials	Inclusion of partner's logos as appropriate in accordance with guidelines	Inclusion of University logo in accordance with guidelines and signed off by University Schools and Colleges Liaison
Websites	Information and link to partner colleges on University website	Information and link to University website
Marketing meetings	Organise meetings for partner marketing staff as required	Attendance at marketing meetings arranged by the University
Events and exhibitions	Representation at appropriate partner events following at least one month's notice	Representation at appropriate University events following at least one month's notice

## 8. STAFF DEVELOPMENT

Partner staff are encouraged to participate in the University's '**Pathways Programme**' which is a reciprocal arrangement for fee remission from University and College programmes for staff development purposes.

Partner staff are also encouraged to participate in the University's **Corporate Staff Development Programme** subject to place availability.

For further information please visit the University's Personnel website: [www.wlv.ac.uk/pers](http://www.wlv.ac.uk/pers)

The **Collaborative Quality Forum** meets three times a year and provides an opportunity for University and college partner staff to share ideas and experiences for improving the quality of collaborative provision. For further information please contact Schools and Colleges Liaison: 01902 322144

The **Foundation Degree Network** meets twice a year and provides an opportunity for University and college partner staff to share ideas and experiences for improving the quality of foundation degree awards. For further information please contact Schools and Colleges Liaison: 01902 322144

The University Learning Resources Centre **Collaborative Forum** meets annually to share good practice and developments in supporting the learning resource needs of students. For further information please contact the Harrison Learning Centre: 01902 322300

The University's Programme Manager will notify the Partner's Programme Manager of appropriate Subject/Award meetings and other opportunities for staff development as they arise.

The **Associate College Network (ACN)** is the University's further education collaborative body, which involves reciprocal commitments to working in partnership across a range of areas. Members of the University's Associate College Network also participate in a separate staff development programme – please ring Ian Hart for further information on 01902 323506.

## 9. STUDENT SUPPORT

<b>Activity Support</b>	<b>University</b>	<b>Partner</b>
Course Advice and Guidance	HE Shop Student Enabling Centre	Student Services
Admissions/Entry	Prospectus Handbook	Prospectus Handbook
Access to Learning Centres	Student Membership Rights – Category A or B	Student Membership Rights
Learning Centre Resources	Student Membership Rights – Category A or B	Student Membership Rights
ICT	Access to Wolverhampton On-line Learning Framework (WOLF)	Access to computer resources in College Learning Centres
Financial Support	Student Financial Support Unit - guidance on available funds and application process  Access to University Access to Learning Fund (ALF)	Student Services – guidance on available funds and application process
Childcare Support	Higher Education Shop Student Services Gateway	Student Services
Careers Guidance	Careers Development Service	Student Services
Disability Support	Disabilities Admissions Department – pre-admission advice  Student Enabling Centre – for advice and guidance on student support, legislation, policy and practice	Disability Services Contact Information:
Students' Union	Membership of University of Wolverhampton Students' Union	Membership of College Students' Union
Accommodation	Access to Residential Services advice and accommodation lists	Student Services

## 10. STUDENT SUPPORT CONTACT INFORMATION

ACTIVITY	UNIVERSITY	PARTNER
Course Advice and Guidance	Higher Education Shop 01902 321032	Programme Manager 01785 712209
Admissions/Entry	Admissions Unit 01902 323736	Registrar 01785 712209
Learning Centres	Harrison Learning Centre 01902 322300	Learning Resource Centre 01785 712209
ICT	IT Services 01902 322000 <a href="http://www.wlv.ac.uk/its">www.wlv.ac.uk/its</a>	IT Dept 01785 712209
Financial Support	Student Financial Support Unit 01902 321070 Student Services Gateway 01902 321426	Finance Officer 01785 712209
Childcare Support	Student Financial Support Unit 01902 321070 Student Services Gateway 01902 321426	Student Services 01785 712209
Careers Guidance	Careers Development Service 01902 321414	Student Services 01785 712209
Disability Support	Student Enabling Centre 01902 321020	Learning Resource Centre 01785 712209
Students' Union	01902 322021	01785 712209

<b>Accommodation</b>	<b>Residential Services</b> <b>01902 321268</b>	<b>Matron</b> <b>01785 712209</b>
----------------------	--	--------------------------------------

## **Appendix 1 LEGAL DETAILS**

### 1. TERMS USED IN THE AGREEMENT

### 2. KEY CLAUSES

#### 1. **TERMS USED IN THE AGREEMENT**

<b>TERM</b>	<b>DEFINITION</b>
Academic Year	A period starting 1 <sup>st</sup> September and ending 31 <sup>st</sup> July
Agreement	This Memorandum of Co-operation including any annexes and/or Annual Operating Statement.
Award	Certificate in Education (Post Compulsory Education)
Offer Letter	Official letter issued by the University which formally offers a student a place on this Programme
Parties/Party	University and/or Partner
Programme	An element (of any size, credit volume, or level) of University provision which attracts credit
Programme Manager	The named individual in each organisation responsible for the operation and management of the programme.
Award Title Management Committee	The group of people, detailed in Section B, responsible for the oversight and management of the Programme and the student experience.
University School	The University School relevant to the award
University School Quality Committee (SQC)	The University School Quality Committee which is responsible for overseeing the academic standards and quality of the programme
University	The University of Wolverhampton
Annual Operating Statement	A formal amendment to the Agreement signed by both Parties.

## **KEY CLAUSES**

### **2.1 The Status of this Memorandum**

This Memorandum is a binding contract and will apply from 01/09/2005.

Any subsequent amendments to any part of this Memorandum must be approved in accordance with the relevant processes of the University.

Failure to comply with the arrangements detailed in this Memorandum by either Party may render the agreement invalid.

A critical review of the existing operation in the Partner will be required in the event of any request for an extension to the elements of the Programme to be delivered jointly.

### **2.2 Procedure for Dispute**

In the event of any disagreement between the Partner and the University of Wolverhampton concerning this Agreement, the Parties will endeavour to resolve the dispute by negotiation between the institutional representatives of the University's Academic Board.

The final decision on the continuation of the Programme will rest with the Academic Board of the University on any matter that is deemed by the University to affect the quality of the Programme.

### **2.3 Equal Opportunities Legislation and Practice**

The University is committed to its duties and obligations under law and complies with UK Equality and Diversity legislation, including the Equal Pay Act (1970), the Equal Pay Amendment Regulations (1983), the Sex Discrimination Act (1975), the Disability Discrimination Act (1995), the Special Needs and Disability Act (2001) and Race Relations Amendment Act (2000)

The University's Equal Opportunities policies may be seen at [www.wlv.ac.uk](http://www.wlv.ac.uk)

It is an express condition of this Memorandum of Co-operation that Parties adhere to the principles of the University's policies on Equality of Opportunity and obligations and duties under law. Through agreed monitoring processes, the Partner will need to demonstrate how they comply with these requirements. Compliance is fundamental to this memorandum of Co—operation and any breach may be a *prima facie* reason for termination of this Agreement as provided for elsewhere in this Memorandum of Co-operation.

### **2.4 Copyright and Data Protection**

Copyright in respect of the learning experiences and any associated learning support materials developed by the University under this Agreement shall remain solely with the University.

Copyright in respect of the learning experiences and any associated learning support materials developed by the Partner shall remain solely with the Partner.

Copyright in respect of learning experiences and any associated learning support materials developed jointly by the University and Partner under this Agreement will remain the property of both the University and Partner to use in perpetuity.

The term of ownership of copyright is not limited by the terms of this Memorandum but by the relevant statutory provision under English law.

Copyright of all processes and description of systems relating to the award of Credit will remain with the University and these must not be used in any other context without permission.

The University and Partner will ensure that conditions of personal data holding conform to the Data Protection Act.

## **2.5 Liability**

The Partner shall indemnify the University of against all losses, costs, damages and expenses arising out of any act of default, negligence, or failure to fulfil statutory and contractual obligations by the Partner or its servants, and against all actions, claims, demands or legal proceedings in respect thereof.

The University of shall indemnify the Partner against all losses, costs, damages and expenses arising out of the death or injury to any person or the loss or damage to any physical property to the extent that the same arises or is due to any act of default, negligence or breach of statutory duty of the University or its servants, and against all actions, claims, demands or proceedings in respect thereof.

The Partner shall indemnify the University against all losses, costs, damages and expenses arising out of the death or injury to any person or the loss or damage to any physical property to the extent that the same arises or is due to any act of default, negligence or breach of statutory duty of the Partner or its servants, and against all actions, claims, demands or proceedings in respect thereof.

The limits of liability of each Party to this Memorandum in respect of the liabilities for loss or damage to property shall be limited to a maximum of £5 million for any one event or series of connected events.

## **2.6 Duration of Agreement**

This Agreement is valid until 31/08/2011. Thereafter it is renewable for further 6 year periods. Prior to the expiry of the initial and following periods, the University, according to its established procedure for review, will carry out a review of the operation and a revised Memorandum may be presented for signature. As such it is expected that the first review of this Programme will take place during the academic year 2006/07.

After the first year of operation (i.e. not before 31/08/06), either Party may withdraw from this Agreement by giving the other party one complete academic year's notice in writing of the termination of the Agreement, subject to proper arrangements being made for the completion of the students' study then underway.

In unforeseen circumstances, either Party, subject to proper arrangements being made for the completion of the students' study then underway may terminate this Agreement at any time. These arrangements will be confirmed by exchange of letters between the signatories to this Agreement, or their appointed successors or nominees and recorded in accordance with the relevant procedure of the University.

## 2.7 **Institutional Addresses**

**Wolverhampton University**  
University of Wolverhampton  
Wulfruna Street  
Wolverhampton  
WV1 1SB

**Rodbaston College**  
Penkridge  
STAFFORD  
ST19 5PH

## **Appendix 2 UNIVERSITY OF WOLVERHAMPTON SERVICES PROVIDED AS PART OF THIS AGREEMENT**

Access to University resources will be subject to the University's Bye-Laws and Regulations.

**3.1 Curriculum Development**

**3.2 Quality Assurance and Maintenance of Standards**

Validation and Review  
Annual Monitoring  
External Examiners  
Moderation of Assignments  
Assessment

**3.3 Academic Programme Management (University School)**

Services of University Programme Manager  
Staff Development (Organisation and Implementation)  
Liaison between Module Tutors  
Academic Counselling  
Admissions

**3.4 Registry Services**

(Admissions)  
Enrolment and Registration  
Fee Assessment and Administration  
Administration of Students Loans & Grants  
Statistical Returns including HESES/HESA  
Administration of Assessment Boards  
Conferment, Certification and Congregation  
Day to Day Administrative Queries  
Student Appeals

**3.5 Financial Administration**

Collecting of Debts  
Financial Monitoring  
Payments to the Partner

**3.6 Use of University of University Learning Centres**

Defined in **Section C Clause 9 Student Support**

**3.7 IT Services**

Students on the programme of study covered by this Agreement may be granted access to computer terminals on University premises when available. Please refer to **Section C Clause 9 Student Support**

### **3.8 University Counselling and Guidance Services**

The University's Higher Education Shop will provide academic counselling if required. Careers counselling is usually given during the later years of the programme.

Please refer to **Section C Clause 9 Student Support**

### **3.9 Administration of Access Funds and Hardship Loans**

### **3.10 Marketing**

Prospectus  
Advertising and Publicity  
Open Days

Please refer to **Section C Clause 9 Student Support**

### **3.11 Residential Services Office**

Students registered on the Programme may apply to the University's Residential Services Office (RSO) for information on private sector accommodation.

### **3.12 Students' Union Membership**

Student Union cards will normally be issued to students registered on the programme on request. If students registered on the Programme are members of the Partner's students' union, the usual reciprocal arrangements between unions will apply.

**MEMORANDUM OF CO-OPERATION**

**THE UNIVERSITY OF WOLVERHAMPTON**

**AND**

**Telford College of Arts and Technology  
Certificate In Education (Post Compulsory Education)**

**TO COVER THE PERIOD 2005-2011**

Signed:

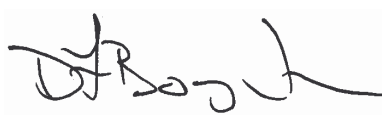


**Professor G. Hurd  
Acting Vice-Chancellor  
University of Wolverhampton**

Date: 23/9/05



Signed



**Mr D Boynton  
Principal  
Telford College of Arts and Technology**

Date:



## CONTENTS

### A. PURPOSE OF THE PARTNERSHIP

1. University mission
2. Partner mission
3. Rationale for partnership
4. Monitoring and Review Arrangements for the Partnership

### B. ANNUAL OPERATING STATEMENT IN RESPECT OF:

- 1) AWARDS, MODULES AND ENTRY REQUIREMENTS
- 2) FINANCIAL ARRANGEMENTS
- 3) UNIVERSITY AND PARTNER STAFF/CONTACT INFORMATION

Awards and Modules, Financial Arrangements and University and Partner Staff/Contact details are updated annually and confirmed in writing by both parties

The University and its Partner are requested to notify any changes in contact details to the University's Schools and Colleges Liaison section which will then ensure that all interested parties are notified.

### C. OPERATIONAL ARRANGEMENTS

*Please also refer to the University's Collaborative Provision Handbook for an overview of key processes, useful wider contact information and a calendar of events/actions for partnership working.*

Each award is described in terms of the particular arrangements that have been agreed between the University and Partner to support delivery. The responsibilities of University and Partner staff are described together with agreed procedures in the following areas:

1. Programme Delivery Arrangements
2. Quality Assurance
3. Programme Management
4. Student Assessment, Appeals, Misconduct, Discipline and Complaints
5. Student Enrolment
6. Administrative role of University
7. Marketing
8. Staff Development

9. Student Support
10. Student Support Contact Information

**APPENDIX 1 LEGAL DETAILS**

**APPENDIX 2 UNIVERSITY OF WOLVERHAMPTON SERVICES  
PROVIDED AS PART OF THIS AGREEMENT**

## **A PURPOSE OF THE PARTNERSHIP**

### **1. University mission**

'To be a first class regional University dedicated to high quality provision. Our priority is to enable and encourage individuals to realise their full potential and to achieve academic excellence through a flexible, innovative and vocationally focused curriculum. The University is committed to making a major contribution to the social and economic prosperity of the West Midlands with its programmes of applied research, technology transfer and consultancy. We strongly support cultural diversity and equality of opportunity in all our activities at home and abroad'

### **2. Partner mission**

'To meet the needs and aspirations of individuals, communities and employers for high quality vocational and adult learning'

### **3. Rationale for partnership**

The School of Education's School Plan commits the School to raising the quality of teaching and Learning in PCE in the Black Country and local area. It is the University's key strategic priority to support educational achievement within the Black Country sub-region and to work closely with FE Partners. In addition to this it is a statutory requirement of the Department for Education and Skills that all FE College teachers gain a FENTO endorsed teaching qualification.

### **4. Monitoring and Review Arrangements for the Partnership**

The partner will prepare an annual monitoring report, which will be received by the SED school SQC and monitored with other School reports and included in the Schools summary to UQC. Guidance on Annual Monitoring Reports can be found in the Collaborative Provision Handbook Page 37 and from the University Programme Manager highlighted in Section B Part 3.

**B ANNUAL OPERATING STATEMENTS:**

**1) AWARDS, MODULES AND ENTRY REQUIREMENTS**

**2) FINANCIAL ARRANGEMENTS**

**3) UNIVERSITY AND PARTNER STAFF/CONTACT INFORMATION**

**1. AWARDS AND MODULES FOR 2005/06**

**AWARD TITLE (as it will appear on students' certificates):**

Certificate in Education (Post Compulsory Education)

**INTERIM AWARD – IF APPROPRIATE**

N/A

**LIST OF MODULES (core and electives separate)**

<b>Code</b>	<b>Module Title</b>	<b>Level</b>	<b>Credits</b>	<b>University Taught</b>	<b>Partner Taught</b>	<b>Assessment Dates</b>
PC1 000	PLANNING FOR LEARNING IN POST COMPULSORY EDUCATION	1	30	NO	YES	TBC
PC1 001	SUPPORTING LEARNING IN POST COMPULSORY EDUCATION	1	15	NO	YES	TBC
PC1 002	PROFESSIONAL PRACTICE 1	1	15	NO	YES	TBC
PC2 010	THE POST COMPULSORY CURRICULUM IN AN INSTITUTIONAL CONTEXT	2	30	NO	YES	TBC
PC2 011	DEVELOPING RESOURCE BASED LEARNING MATERIALS	2	15	NO	YES	TBC
PC2 012	PROFESSIONAL PRACTICE 2	2	15	NO	YES	TBC

**ENTRY REQUIREMENTS (Including APA and Work-Based Learning as appropriate)**

Level 3 qualification in subject area.

In-service students with FENTO endorsed stage 1 and 2 awards are eligible for entry directly to Phase 2. The FENTO awards must have been gained within the previous five years of the student commencing the University's Certificate in Education.

The final decision for admitting students to the Programme rests with the University.

The University's Manager of the Student Enabling Centre is to be notified about the circumstances of any student with a declared disability prior to formal enrolment in order to ensure that advice can be given about resourcing appropriate support.

The Manager of the Student Enabling Centre will also be able to confirm whether the student would be able to be supported should they move for reasons of progression to the University. Please refer to the Collaborative Provision Handbook for further information on Disability Policy and Provision in Partner Institutions. Contact details can be found below in **Section 10 Student Support and Contact Information**

The equivalence of non-UK entry qualifications must be determined by referring to the NARIC Guide and confirmed with the admissions tutor in the University School responsible for the Programme who must confirm the appropriateness of other non-UK or UK entry qualifications.

### **Award of Credit**

Students who have successfully completed this Programme will achieve the above award or interim award if appropriate. Students who have not completed the Programme, but who have successfully completed modules which have been approved as leading to the award of credit, will be entitled to a University Certificate of General Credit.

### **Issue of Transcripts**

All students who have paid all prescribed fees and any other sums due to the University/Partner are entitled to a transcript when they leave the University whether or not they have completed the requirements for a particular award or Record of General Credit.

### **Graduation**

Students will be invited to participate in the University's graduation ceremonies where this is appropriate.

## 2) FINANCIAL ARRANGEMENTS FOR 2005/06

### TARGET NUMBERS

For University Awards and University HEFCE student numbers:

Student enrolments for this programme are counted towards the University's target numbers and will be included in external agency returns for funding and monitoring purposes. Key agency return dates are 1<sup>st</sup> December and 1<sup>st</sup> June – enrolment data will need to be reconciled between the University and partner prior to these dates.

Partner should not include students on this Programme in their funding or monitoring returns.

<b>The agreed target numbers for 2005/2006:</b>	<b>Yr 1</b>	<b>Yr 2</b>	<b>Range Year 1 and 2</b>
<b>Certificate In Education (Post Compulsory Education)</b>	30	40	65-80

Recruitment targets and resources required to deliver the Programme will be reviewed annually between the University School and Partner. Target student enrolment within a minimum and maximum range will be agreed annually and confirmed in writing as part of the **Section B Annual Operating Statement** which specifies the agreed financial arrangement.

### INCOME PER STUDENT

The Higher Education Funding Council for England (HEFCE) will fund each student at a Standard Unit of Resource based on a price Group. This sum includes the tuition fee element of £1175 per full-time student, £588 for part-time students.

The relevant Price Group for this Agreement is:

**Price Group ( C ) Standard Unit of Resource £4690 (full time)**

### PARTNER FUNDING

The Partner will receive funding shown in the table below and based on agreed module delivery arrangements indicated in the above **LIST OF MODULES**:

SUoR	SuoR Adjustment for University Charge (30%)	Partner Delivery 70%	Funding per student
£2345	£703.50	£1641.50	£1641.50

If a target enrolment range has been set for the programme, then the following will apply:

a) Where student enrolment takes place above the upper threshold of the range, the College will be entitled to the tuition fee only in respect of each student above this threshold. If the College collects tuition fees, then no further payments would be due from the University in respect of students enrolled above the upper target enrolment threshold range.

b) In the case of student enrolment not meeting the lower target enrolment threshold range, then a reduced payment in respect of all students would be payable which reflects the price group of the award as follows: Price Group B (full-time) a reduction of £750 from the Standard Unit of Resource would be paid; Price Group C (full-time) a reduction of £500 from the Standard Unit of Resource would be paid; Price Group D (full-time) a reduction of £250 from the Standard Unit of Resource would be paid. These amounts should be varied on a pro rata basis for part-time provision.

## UNIVERSITY FUNDING

It has been agreed that the University will receive 30% of the Standard Unit of Resource (SuoR) for each student to cover the range of services identified at Annex 2

The University will also receive funding in respect of its responsibility for delivery indicated in the above **LIST OF MODULES**. This gives the following calculation:

Total University funding per student is shown in the table below:

SuoR	University Charge	University Delivery	Funding per student
£2345	£703.50	£0	£703.50

The funding per student is to be multiplied by the number of students enrolled onto the programme at the census dates within the set target range

## CENSUS DATES AND PAYMENTS TO PARTNERS

The University will make two payments annually to the Partner in respect of students who are enrolled on the Programme with the University based on 1<sup>st</sup> December and 1<sup>st</sup> June. The University Registry will notify the partner of the number of students enrolled on the Programme at least 3 weeks before each of the census dates.

To generate payment the University requires the partner to submit an invoice for payment based on the student numbers confirmed in writing by the University's Registry.

Typically, payments will be made to the Partner in January and June.

Discrepancies between student enrolments on the programme at the University's and Partner's management information systems must be reconciled prior to the census

dates of December 1st and June 1st. University and Partner Programme Managers undertake responsibility to ensure that this task is achieved by the dates indicated.

The Programmes covered by this Agreement are included in the University's return to the Student Loan Company (SLC) and therefore should be excluded from any return made by the Partner to the SLC.

## **FEES AND PARTNERSHIP RESPONSIBILITIES**

For the academic year 2005/2006 the full time tuition fee is £1175 per student per annum.

The University will collect tuition fees and will also issue invoices to students, LEAs and other sponsors as appropriate.

Tuition fees for overseas (non-EU) students are set by the University at the rate of £7350 per student per annum.

The University will collect tuition fees for overseas (non-EU) students and will also issue invoices to students, LEAs and other sponsors as appropriate.

Tuition Fees are reviewed annually and may be subject to variation.

## **OVERSEAS RECRUITMENT OF STUDENTS**

Where overseas (non-EU) students (i.e. full cost fee paying students not funded by HEFCE) are recruited to the Programme the partner will be entitled to tuition fee income distribution of 70%.

## **FEE WAIVER POLICY**

The Programmes of study will be subject to the University's fee waiver policy. Partner income is unaffected by the decision to offer students a fee waiver subject to satisfactory student recruitment as agreed at annual target setting.

## **FINANCIAL AUDIT**

For the purposes of financial audit, the Parties to this agreement will allow access, by those auditing the University, or those auditing the University's processes, to all records relating to programmes of study under this Agreement.

## **POLICY RELATING TO DEBTORS**

The University will be responsible for the pursuit of debtors and will inform the Partner of all debtors arising under this Memorandum and of any action to be taken by the Partner and/or the University.

The University will forward to the Partner the tuition fee element of the Partner's income when it is received from the student and/or his/her sponsor.

The University will forward to the Partner the HEFCE element of the funding due to them irrespective of whether the student is in debt to the University for his/her tuition fees, provided the student is fully enrolled at the University of by the census dates indicated.

**3) UNIVERSITY AND PARTNER STAFF/CONTACT INFORMATION  
2005/06**

**UNIVERSITY CONTACT DETAILS:**

**School Further Education Co-ordinator**

Chris Winter, 01902 323157

**University School Programme Manager:**

Barbara Hooker, bhooker@wlv.ac.uk

**The University School members of teaching staff on the Programme  
Management Committee:**

Val Austin, Rachel Baig, John Chorley, Vanessa Dye, Barbara Hooker, Julie Hughes, Moria Hulme, Alex Kendall, Cathie Lacey, Chris Winter, Rob Smith, Yvonne Stride, Matt O'Leary, Peter Bennett

**University Administrative Contact:**

Jenny Maher, 01902 323281

**University Contact in respect of students with disabilities:**

Cindy Findlay Williams, 01902 321804

**PARTNER CONTACT DETAILS:**

**College Higher Education Co-ordinator:**

Stuart Taylor, 01952 642281

**Partner Programme Manager:**

Theresa Loughlin, 01952 642281

**The Partner members of teaching staff on the Programme Management  
Committee:**

Alison Price, Gill Geary-Jones, Geoff Cryer, Andy Ketchen, Pat Ford, Sue Blower, Michelle Francis

**Partner Administrative Contacts:**

Joan Schofield, 01952 642281

**College Contact in respect of students with disabilities:**

Rob Lewis, 01952 642281

**STAFF APPROVED AT VALIDATION TO SET AND VALIDATE ASSESSMENTS**

Cathy Lacey (Wolverhampton University Staff Member), 01902 323138

## **C OPERATIONAL ARRANGEMENTS**

### **1. PROGRAMME DELIVERY ARRANGEMENTS**

Description of the partnership arrangements covering:

#### **(a) who has developed the curriculum**

The University in collaboration with partner institution, taking into account the sector specific standards.

#### **(b) which body has approved the programme**

The University has approved the award for delivery at Telford College of Arts and Technology.

#### **(c) which institution owns the award**

The University owns the award.

#### **(d) partner delivery responsibilities**

All modules as stated in section B of this document.

#### **(e) moderation arrangements**

This is a three stage process:

1. Internal Moderation within the Franchise Centre.
2. Moderation in collaboration with one or more other centres.
3. Module Sector is responsible for moderating an appropriate sample from all of the centres in accordance with the University's Academic Regulations.

## **2. QUALITY ASSURANCE**

### **GENERAL PRINCIPLES**

The University is responsible for initial validation and subsequent review of the Award.

The University, through its validation and review processes, is responsible for ensuring the Programme is developed and delivered in accordance with the University's academic standards.

The Academic Board of the University will exercise its responsibility through the University School Quality Committee (SQC) and the appropriate University Assessment Boards.

The Partner will provide all appropriate resources for the teaching of any elements of the Programme it delivers (e.g. teaching rooms, equipment, appropriate staff and access to library/learning resources).

Only tutors approved at validation, or subsequently by the SQC, can deliver the Programme. Proposals to change staff delivering the Programme must be approved by the SQC in accordance with normal practice and procedures. Details of staff approved to deliver the Programme are given in **Section B Part 3**

For the purposes of academic or quality audit, the Parties to this Agreement will allow access by the University, or those auditing University's processes, to all records relating to the operation of this Agreement.

Consent for access to such records will not be withheld unreasonably and should conform to the requirements of current Freedom of Information legislation and guidelines. Where commercial sensitivity or data protection is an issue access may be granted to agreed third parties and may be subject to conditions of confidentiality to be agreed by the Parties.

Partner will retain all records relating to students on this Programme for a minimum of five years from the date the student is either formally withdrawn from the Programme or from the date the student completes the Programme.

## **3. PROGRAMME MANAGEMENT**

The University School will nominate a Chair of a PROGRAMME MANAGEMENT COMMITTEE for the Award which will meet at least once per semester. The Programme Management Committee will oversee the management of the Programme and comprises all teaching staff, student representation and University and Partner representatives indicated in **Section B Part 3**.

A written record of the meetings should be available to both Parties and should include detailed action plans where appropriate.

All aspects of the operation and management of the Programme will be in accordance with the quality assurance processes of the University.

**PLEASE REFER TO SECTION B FOR INFORMATION ON UNIVERSITY AND PARTNER STAFF/CONTACT DETAILS.**

**TERMS OF REFERENCE FOR PROGRAMME MANAGEMENT COMMITTEE**

- To monitor the operation and management of the Programme and ensure that it runs successfully
- To ensure that operating procedures and practices conform to the procedures and agreed responsibilities of the Parties
- To approve the Annual Monitoring Report before it is sent to relevant Committees
- To ensure that the views of students are systematically collected and that they have clear and accessible opportunities to express their experience of all aspects of the programme
- To take responsibility for ensuring that the views and experiences of students are communicated to all those who need to know and that suggested action points are taken forward
- To ensure that students are kept informed of all relevant Programme developments

**UNIVERSITY RESPONSIBILITIES**

The University School will appoint a Programme Manager who will:

- Discuss and agree with Partner any proposed developments to the Programme
- Liaise with Partner in respect of any changes in University processes which affect the Award
- Brief relevant colleagues and liaise regularly regarding developments relating to the Award
- Arrange necessary staff development at the University
- Liaise regularly with the Partner Programme Manager
- Attend the appropriate Assessment Board at the University
- Ensure all University staff are aware of the meetings that they are required to attend

Annual monitoring will be conducted in accordance with the established procedure of the University School and will be subject to quality audit.

The University School Quality Committee (SQC) will receive and examine a report on the Annual Monitoring Report based on the agreed template outlined in the University Collaborative Provision handbook.

## **PARTNER RESPONSIBILITIES**

The Partner will appoint a Programme Manager who will:

- Brief colleagues about Award developments
- Arrange necessary staff development at Partner to implement this Agreement
- Liaise regularly with the University Programme Manager
- Attend the appropriate Assessment Board at the University
- Ensure all Partner staff are aware of the meetings that they are required to attend
- Ensure appropriate arrangements for student representation

The **Partner's Programme Manager** will be responsible for:

1. Interviewing students for admission
2. Assuring the University that Partner has appropriate data protection mechanisms in place
3. Supplying student registration data to Walsall Campus Registry to the University's specification within 6 weeks of the start of each semester
4. Notifying Walsall Campus Registry **immediately** of **all** changes to student data including withdrawals, leave of absence, transfers using supplied documentation
5. Including students in appropriate statistical returns
6. Notifying students of results/grades following assessment board decisions
7. Ensuring that the University's policy with respect to releasing grades / results to debtors is followed
8. Notifying students of congregation arrangements
9. Supplying information for inclusion in the Programme's Annual Monitoring Report which is subsequently forwarded to the University School Quality Committee

#### **4. STUDENT ASSESSMENT, APPEALS, MISCONDUCT, DISCIPLINE AND COMPLAINTS**

##### **Assessment**

The Programme will operate within the University School Assessment Board Structure. Assessment will be carried out in accordance with the principles, practices and procedures approved at validation. Partner is required to deliver, assess, mark and submit results in accordance with the timetable set out in the University calendar which can be found in the University Collaborative Provision Handbook

Staff approved at validation, or subsequently by the University School Quality Committee, will be responsible for the setting and grading of assessments. Details of approved staff are given in **Section B Part 3**. Any changes that are made to staff teaching the programme must be notified in advance to the Programme Manager and approved by the University School Quality Committee

Moderation arrangements for the programme are as follows:

The appropriate University Assessment Board(s) will consider the grades awarded for assessments.

The University in consultation with Partner is responsible for the appointment in accordance with the University School's defined procedures of External Examiners who will moderate the Programme.

##### **Student Appeals**

Student appeals against assessment procedures or against University of Assessment Board decisions should be addressed to the University Programme Manager and they will be dealt with under the procedures of the University.

##### **Academic Misconduct**

Allegations of academic misconduct will be referred to the University Programme Manager and will be dealt with under the established procedures of the University.

##### **Student Discipline**

All cases, other than academic misconduct, involving student discipline will be dealt with according to the disciplinary codes, processes and procedures of the Institution in which the breach of discipline occurred.

##### **Complaints**

Complaints relating to the operation of the Programme (other than student appeals) will be dealt with under the established procedures of the Partner. Such complaints should be referred to the University Programme Manager who will, if necessary, invoke the University's Complaints Procedure.

The annual monitoring report must detail all such complaints and any action(s) taken.

## **5. STUDENT ENROLMENT**

The University Programme Manager is ultimately responsible for the management of the operation of all aspects of the Programme, and of the management of the students on their award. Associated with this role are the tasks of managing enrolment, assessment, moderation, and review so as to enhance academic standards.

All students wishing to join this Programme must officially enrol with the University by completing the enrolment process which binds them in a formal contract with the University for the provision of education and other services. To avoid duplication, the University's documentation may be used by the Partner for its own enrolment purposes in place of its usual forms if this is helpful.

The Partner must ensure students enrol with the University within 6 weeks of the start date of the Programme and pass on enrolment information prior to the census dates of 1<sup>st</sup> December and 1<sup>st</sup> June.

The Partner is responsible for providing the University with the necessary student and Programme data for purposes of student enrolment.

The 'Student Enrolment Declaration' printed on the Enrolment Form asks the student to confirm that they have been given a copy of the booklet entitled 'University Bye-Laws' and that they have had an opportunity to examine the Programme Guide, Programme Regulations and Regulations for Students.

By signing the Enrolment Form students indicate that they accept and agree to abide by the Bye-Laws, Regulations, Rules and Codes of Conduct of the University.

## 6. ADMINISTRATIVE ROLE OF UNIVERSITY

The University Programme Manager will be responsible for ensuring that the following tasks are completed in conjunction with other University staff:

<b>TASK</b>	<b>UNIVERSITY PROGRAMME MANAGER</b>
Notifying all relevant University departments of the approval of the arrangement	Action carried out by Validation or Standing Panel Officer
Providing documentation and training to partner for exercising administrative functions	Training needs identified in discussion with Module Co-ordinators and notified to the University Registry
Providing partner with student documentation about regulatory matters and entitlements	To be arranged by Walsall Campus Registry Administrator (Admissions & Systems) in time for enrolment sessions
Setting up student records on the University's Management Information System	Walsall Campus Registry Administrator (Admissions & Systems)
Ensuring that data supplied and held by the University is subject to appropriate data protection mechanisms	Walsall Campus Registrar
Including students on the modules in the appropriate external agency statistical returns. i.e. HESA / HESES	Walsall Campus Registry Administrator (Admissions & Systems)
Module registration on the University's Management Information System and production of module lists of students recorded	Walsall Campus Registry Administrator (Programmes & Assessment)
Producing conferment lists where necessary	Registry Assessment Unit will provide to University Programme Manager / Walsall Campus Registry Administrator (Programmes & Assessment) who will arrange for Partner Programme Manager to check/ amend
Processing of module grades through the appropriate subject board and entering this data on Management Information System	Provisional grades to be passed by University Programme Manager to University Module Co-ordinator/Leader for processing the grades through normal channels
Producing confirmed grade lists for students on the modules	Walsall Campus Registry Administrator (Programmes & Assessment)]
Producing transcripts which will	Registry

carry the University name	
Providing certificates of general credit upon payment of the agreed charge	Registry
Congregation Arrangements	Initial lists provided by Walsall Campus Registry Administrator (Programmes & Assessment) to Registry Events & Alumni Office, who will then liaise directly with Partner
Agreeing arrangements for distribution of transcripts	Registry
Entering end of year status on the University MIS in order for the student record to be 'rolled forward' where appropriate	Walsall Campus Registry Administrator (Admissions & Systems)
Ensuring an annual report on the modules is forwarded to the relevant University School Quality Committee	University Programme Manager
Processing student appeals against University Assessment Board decisions	Registry: Head of Conduct & Appeals Unit

## 7. Marketing

External advertising and publicity relating to the Programme covered by this Agreement (including any web-based advertising and publicity) must be agreed jointly between the appropriate representatives of the partner and the Dean of the University School or nominated representative.

The University and Partner must approve references to themselves, the status of the Programme and its regulatory framework that are included in publicity materials.

No trade marks, logotypes, kite marks, symbols or other emblems owned by or awarded to the University may be used by the partner on any advertising materials without prior written permission from the University and vice-versa.

<b>Task</b>	<b>University</b>	<b>Partner</b>
Checking promotional materials	Copies of literature to partner for checking	Copies of literature Marketing and External Relations
Prospectus entries	Inclusion of partner's franchised awards	Approve the University's entries for partners
Use of logos in promotional materials	Inclusion of partner's logos as appropriate in accordance with guidelines	Inclusion of University logo in accordance with guidelines and signed off by University Schools and Colleges Liaison
Websites	Information and link to partner colleges on University website	Information and link to University website
Marketing meetings	Organise meetings for partner marketing staff as required	Attendance at marketing meetings arranged by the University
Events and exhibitions	Representation at appropriate partner events following at least one month's notice	Representation at appropriate University events following at least one month's notice

## 8. STAFF DEVELOPMENT

Partner staff are encouraged to participate in the University's '**Pathways Programme**' which is a reciprocal arrangement for fee remission from University and College programmes for staff development purposes.

Partner staff are also encouraged to participate in the University's '**Corporate Staff Development Programme**' subject to place availability.

For further information please visit the University's Personnel website: [www.wlv.ac.uk/pers](http://www.wlv.ac.uk/pers)

The '**Collaborative Quality Forum**' meets three times a year and provides an opportunity for University and college partner staff to share ideas and experiences for improving the quality of collaborative provision. For further information please contact Schools and Colleges Liaison: 01902 322144

The '**Foundation Degree Network**' meets twice a year and provides an opportunity for University and college partner staff to share ideas and experiences for improving the quality of foundation degree awards. For further information please contact Schools and Colleges Liaison: 01902 322144

The University Learning Resources Centre '**Collaborative Forum**' meets annually to share good practice and developments in supporting the learning resource needs of students. For further information please contact the Harrison Learning Centre: 01902 322300

The University's Programme Manager will notify the Partner's Programme Manager of appropriate Subject/Award meetings and other opportunities for staff development as they arise.

The '**Associate College Network (ACN)**' is the University's further education collaboration body, which involves reciprocal commitments to working in partnership across a range of areas. Members of the University's Associate College Network also participate in a separate staff development programme – please ring Ian Hart for further information on 01902 323506.

## 9. STUDENT SUPPORT

<b>Activity Support</b>	<b>University</b>	<b>Partner</b>
Course Advice and Guidance	HE Shop Student Enabling Centre	Student Services
Admissions/Entry	Prospectus Handbook	Prospectus Handbook
Access to Learning Centres	Student Membership Rights – Category A or B	Student Membership Rights
Learning Centre Resources	Student Membership Rights – Category A or B	Student Membership Rights
ICT	Access to Wolverhampton On-line Learning Framework (WOLF)	Access to computer resources in College Learning Centres
Financial Support	Student Financial Support Unit - guidance on available funds and application process  Access to University Access to Learning Fund (ALF)	Student Services – guidance on available funds and application process
Childcare Support	Higher Education Shop Student Services Gateway	Student Services
Careers Guidance	Careers Development Service	Student Services
Disability Support	Disabilities Admissions Department – pre-admission advice  Student Enabling Centre – for advice and guidance on student support, legislation, policy and practice	Disability Services Contact Information:
Students' Union	Membership of University of Wolverhampton Students' Union	Membership of College Students' Union
Accommodation	Access to Residential Services advice and accommodation lists	Student Services

## 10. STUDENT SUPPORT CONTACT INFORMATION

ACTIVITY	UNIVERSITY	PARTNER
Course Advice and Guidance	Higher Education Shop 01902 321032	Theresa Loughlin 01952 642307 theresa.loughlin@tc at.ac.uk
Admissions/Entry	Admissions Unit 01902 323736	Theresa Loughlin 01952 642307 theresa.loughlin@tc at.ac.uk
Learning Centres	Harrison Learning Centre 01902 322300	Learning Resource Centre – TCAT 01952 642283
ICT	IT Services 01902 322000 <a href="http://www.wlv.ac.uk/its">www.wlv.ac.uk/its</a>	
Financial Support	Student Financial Support Unit 01902 321070 Student Services Gateway 01902 321426	Student Services 01952 642237 Studserv@tcat.ac.uk
Childcare Support	Student Financial Support Unit 01902 321070 Student Services Gateway 01902 321426	Student Services 01952 642237 Studserv@tcat.ac.uk
Careers Guidance	Careers Development Service 01902 321414	Student Services 01952 642237 Studserv@tcat.ac.uk
Disability Support	Student Enabling Centre 01902 321020	Student Services 01952 642237 Studserv@tcat.ac.uk

<b>Students' Union</b>	<b>01902 322021</b>	<b>Student Services</b> <b>01952 642237</b> <b>Studserv@tcat.ac.uk</b>
<b>Accommodation</b>	<b>Residential Services</b> <b>01902 321268</b>	

## **Appendix 1 LEGAL DETAILS**

1. TERMS USED IN THE AGREEMENT

2. KEY CLAUSES

### **1. TERMS USED IN THE AGREEMENT**

<b>TERM</b>	<b>DEFINITION</b>
Academic Year	A period starting 1 <sup>st</sup> September and ending 31 <sup>st</sup> July
Agreement	This Memorandum of Co-operation including any annexes and/or Annual Operating Statements.
Award	Certificate in Education (Post Compulsory Education)
Offer Letter	Official letter issued by the University which formally offers a student a place on this Programme
Parties/Party	University and/or Partner
Parent Award	Enter title of Award: N/A  The version of the Programme delivered in the University: N/A
Programme	An element (of any size, credit volume, or level) of University provision which attracts credit
Programme Manager	The named individual in each organisation responsible for the operation and management of the programme.
Award Title Management Committee	The group of people, detailed in Section B, responsible for the oversight and management of the Programme and the student experience.
University School	The University School relevant to the award
University School Quality Committee (SQC)	The University School Quality Committee which is responsible for overseeing the academic standards and quality of the programme
University	The University of Wolverhampton
Annual Operating Statements	A formal amendment to the Agreement signed by both Parties.

## **KEY CLAUSES**

### **2.1 The Status of this Memorandum**

This Memorandum is a binding contract and will apply from 01/09/2005.

Any subsequent amendments to any part of this Memorandum must be approved in accordance with the relevant processes of the University.

Failure to comply with the arrangements detailed in this Memorandum by either Party may render the agreement invalid.

A critical review of the existing operation in the Partner will be required in the event of any request for an extension to the elements of the Programme to be delivered jointly.

### **2.2 Procedure for Dispute**

In the event of any disagreement between the Partner and the University of Wolverhampton concerning this Agreement, the Parties will endeavour to resolve the dispute by negotiation between the institutional representatives of the University's Academic Board.

The final decision on the continuation of the Programme will rest with the Academic Board of the University on any matter that is deemed by the University to affect the quality of the Programme.

### **2.3 Equal Opportunities Legislation and Practice**

The University is committed to its duties and obligations under law and complies with UK Equality and Diversity legislation, including the Equal Pay Act (1970), the Equal Pay Amendment Regulations (1983), the Sex Discrimination Act (1975), the Disability Discrimination Act (1995), the Special Needs and Disability Act (2001) and Race Relations Amendment Act (2000)

The University's Equal Opportunities policies may be seen at [www.wlv.ac.uk](http://www.wlv.ac.uk)

It is an express condition of this Memorandum of Co-operation that Parties adhere to the principles of the University's policies on Equality of Opportunity and obligations and duties under law. Through agreed monitoring processes, the Partner will need to demonstrate how they comply with these requirements. Compliance is fundamental to this memorandum of Co—operation and any breach may be a *prima facie* reason for termination of this Agreement as provided for elsewhere in this Memorandum of Co-operation.

### **2.4 Copyright and Data Protection**

Copyright in respect of the learning experiences and any associated learning support materials developed by the University under this Agreement shall remain solely with the University.

Copyright in respect of the learning experiences and any associated learning support materials developed by the Partner shall remain solely with the Partner.

Copyright in respect of learning experiences and any associated learning support materials developed jointly by the University and Partner under this Agreement will remain the property of both the University and Partner to use in perpetuity.

The term of ownership of copyright is not limited by the terms of this Memorandum but by the relevant statutory provision under English law.

Copyright of all processes and description of systems relating to the award of Credit will remain with the University and these must not be used in any other context without permission.

The University and Partner will ensure that conditions of personal data holding conform to the Data Protection Act.

## **2.5 Liability**

The Partner shall indemnify the University of against all losses, costs, damages and expenses arising out of any act of default, negligence, or failure to fulfil statutory and contractual obligations by the Partner or its servants, and against all actions, claims, demands or legal proceedings in respect thereof.

The University of Wolverhampton shall indemnify the Partner against all losses, costs, damages and expenses arising out of the death or injury to any person or the loss or damage to any physical property to the extent that the same arises or is due to any act of default, negligence or breach of statutory duty of the University or its servants, and against all actions, claims, demands or proceedings in respect thereof.

The Partner shall indemnify the University against all losses, costs, damages and expenses arising out of the death or injury to any person or the loss or damage to any physical property to the extent that the same arises or is due to any act of default, negligence or breach of statutory duty of the Partner or its servants, and against all actions, claims, demands or proceedings in respect thereof.

The limits of liability of each Party to this Memorandum in respect of the liabilities for loss or damage to property shall be limited to a maximum of £5 million for any one event or series of connected events.

## **2.6 Duration of Agreement**

This Agreement is valid until 31/08/2011. Thereafter it is renewable for further 6 year periods. Prior to the expiry of the initial and following periods, the University, according to its established procedure for review, will carry out a review of the operation and a revised Memorandum may be presented for signature. As such it is expected that the first review of this Programme will take place during the academic year 2006/07.

After the first year of operation (i.e. not before 31/8/06), either Party may withdraw from this Agreement by giving the other party one complete academic year's notice in writing of the termination of the Agreement, subject to proper arrangements being made for the completion of the students' study then underway.

In unforeseen circumstances, either Party, subject to proper arrangements being made for the completion of the students' study then underway may terminate this Agreement at any time. These arrangements will be confirmed by exchange of letters between the signatories to this Agreement, or their appointed successors or nominees and recorded in accordance with the relevant procedure of the University.

## 2.7 **Institutional Addresses**

**Wolverhampton University**  
University of Wolverhampton  
Wulfruna Street  
Wolverhampton  
WV1 1SB

**Telford College of Arts and Technology**  
Haybridge Road  
Wellington  
Telford  
Shropshire  
TF1 2NP

## **Appendix 2 UNIVERSITY OF WOLVERHAMPTON SERVICES PROVIDED AS PART OF THIS AGREEMENT**

Access to University resources will be subject to the University's Bye-Laws and Regulations.

### **3.1 Curriculum Development**

### **3.2 Quality Assurance and Maintenance of Standards**

- Validation and Review
- Annual Monitoring
- External Examiners
- Moderation of Assignments
- Assessment

### **3.3 Academic Programme Management (University School)**

- Services of University Programme Manager
- Staff Development (Organisation and Implementation)
- Liaison between Module Tutors
- Academic Counselling
- Admissions

### **3.4 Registry Services**

- (Admissions)
- Enrolment and Registration
- Fee Assessment and Administration
- Administration of Students Loans & Grants
- Statistical Returns including HESES/HESA
- Administration of Assessment Boards
- Conferment, Certification and Congregation
- Day to Day Administrative Queries
- Student Appeals

### **3.5 Financial Administration**

- Collecting of Debts
- Financial Monitoring
- Payments to the Partner

### **3.6 Use of University of University Learning Centres**

Defined in **Section C Clause 9 Student Support**

### **3.7 IT Services**

Students on the programme of study covered by this Agreement may be granted access to computer terminals on University premises when available.  
Please refer to **Section C Clause 9 Student Support**

### **3.8 University Counselling and Guidance Services**

The University's Higher Education Shop will provide academic counselling if required. Careers counselling is usually given during the later years of the programme.

Please refer to **Section C Clause 9 Student Support**

### **3.9 Administration of Access Funds and Hardship Loans**

### **3.10 Marketing**

Prospectus  
Advertising and Publicity  
Open Days

Please refer to **Section C Clause 9 Student Support**

### **3.11 Residential Services Office**

Students registered on the Programme may apply to the University's Residential Services Office (RSO) for information on private sector accommodation.

### **3.12 Students' Union Membership**

Student Union cards will normally be issued to students registered on the programme on request. If students registered on the Programme are members of the Partner's students' union, the usual reciprocal arrangements between unions will apply.

**Subject: E Learning Jisc Bid**

**Date:** Friday, June 16, 2006 08:52

**From:** Keith Bate <KBATE@Halesowen.ac.uk>

**To:** <k.Royle@wlv.ac.uk>

**Conversation:** E Learning Jisc Bid

Karl

I am happy to confirm that Halesowen College offers its full support to your bid for support from JISC in developing professional learning and workforce development through professional practice.

The CPD reforms make this a particularly appropriate time to embark on this project. The ability to deliver this by e learning is timely and will alleviate the difficulties vis-a-vis attendance and delivery that more traditional routes can pose.

Keith Bate  
Principal  
Halesowen College

Our ref: JS/VCM/royle/n~ltrs

Karl Royle  
Principal Lecturer Curriculum Innovation  
School of Education  
Walsall Campus  
University of Wolverhampton  
Gorway Rd  
Walsall  
WS1 3BD

8 June 2006

Dear Karl

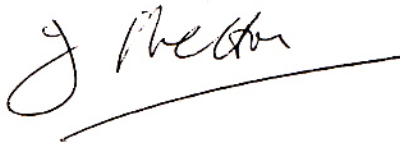
Thank you for sending me the papers relating to the JISC bid :“cross institutional use of e learning to support life long learners”.

The College will offer full support to this exciting project. The notion of reflective practice across all staff within the organisation is one we welcome. The ability to deliver this via an e-learning model is timely.

We currently have large numbers of staff undergoing training via traditional routes, often this is difficult to manage for both staff and the College. The project you have devised answers many of these problems.

We look forward to working with you in the near future on this project.

Yours sincerely



**JOHN STRETTON**  
Vice Principal – Teaching and Learning

[strettonj@wolvcoll.ac.uk](mailto:strettonj@wolvcoll.ac.uk)  
01902 821004



Awarded for excellence



INVESTOR IN PEOPLE

Telephone: (01952) 642411

E-mail: [roger.bull@tcat.ac.uk](mailto:roger.bull@tcat.ac.uk)

**TELFORD COLLEGE**  
of Arts and Technology



RGB/JS

20<sup>th</sup> June 2006

**Mr Karl ROYLE**  
39 Hereford Road  
SHREWSBURY  
SY3 7QY

Dear Karl

I was impressed with your proposal for additional JISC funding to finance a University of Wolverhampton based project to enhance opportunities for personal learning and professional development.

As one of the franchised partner colleges, at Telford College we are always keen to work closely with the University on projects that can potentially provide real benefit for our learners. This proposal meets that criteria, fits in well with the College's approach towards E learning development and has potential to encourage and support staff development. As such, on behalf of the College, I am very pleased to support this proposal.

Yours sincerely

Roger BULL

**R BULL**  
**Director of Leisure, Business and Professional Studies**