**Off-site Delivery Approval Report**

This report should be presented to IQC as part of the approval of an off-site delivery proposal. See [Guidance on Approval Processes for Off-site delivery](http://www.worc.ac.uk/aqu/documents/Guidance_for_the_Approval_of_Off-site_delivery.pdf).

If the involvement of the external organisation goes beyond the provision of premises, physical resources and administrative support an off-site approval may not be suitable and formal partnership and course agreements will be required

Please contact AQU (Collaborative) for further advice on the level of approval required.

1. **Background Information**

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| **Name of Proposer (e.g. Course Leader)** |  |
| **Institute** |  |
| **Name of external organisation** |  |
| **Address of delivery venue** |  |
| **Programme(s) to be delivered at venue** |  |
| **Planned commencement date** |  |
| **Site approval visit date** |  |
| **Site approval carried out by** |  |
| **Site approval through video/photo evidence only** |  |

1. **Financial arrangements**

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| * *Provide a summary of the financial arrangements that have been agreed with the external organisation.* * *Show that the proposed off-site delivery arrangements meet the business case as approved by Course Scrutiny Group* |

1. **Outcomes of Due Diligence Enquiries (not required if external organisation is an existing collaborative partner)**

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| **Provide a brief summary of the evidence which answers the following:**   * *Can the external organisation provide the human and material resources to operate the arrangement successfully?* * *Can the external organisation provide an appropriate and safe working environment for students?* * *Is there any reputational risk to the University in entering into this arrangement?* * *Is the external organisation financially stable?*   **Category 3 only**   * *what is the legal status of the external organisation in its own country and its capacity to enter into a legally binding agreement to support this arrangement?* |

1. **General venue suitability**

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| **Assessment of general suitability of venue including opening hours and accessibility.**  *Comment specifically on any concerns for staff or student safety in relation to traveling to or accessing the venue. Consider whether other staff including those from protected groups may have difficulty visiting the venue due to cultural or other factors (esp category 3 proposals)*  *Comment on the general social space available to students and staff and arrangements for refreshments.*  *Comment on the suitability of staff overnight accommodation and that of student accommodation if required.* |

1. **The learning environment**

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| **Assessment of the learning environment including capacity, suitability for delivery of proposed programmes. Refer to the ILS report prepared for the approval event.**  **Assessment of computing facilities against the delivery needs including any specific hardware and software requirements, technical support, internet access and typical download speeds**  **Categories 2 /3** *Comment separately on any specialist course requirements (eg sports equipment/ teaching laboratories) and the suitability of the venue in providing these and any technical support required.* |

1. **Operational Aspects (Categories 2 and 3 only)**

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| **Please comment on the external organisation’s support or involvement in any of the following. If there is involvement then provide evidence of clear arrangements that are in place to ensure that UW has oversight of the activity:**   * Student recruitment * Programme marketing * Distribution of learning materials **–** a statement on intellectual property rights must be included in the agreement if the external organisation has involvement. |

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| **Commissioned programmes**  *If off-site delivery is through commission by an employer show how the sharing of student personal data for the purpose of registration will be managed.*  *What arrangements are in place for student completion should their employment be terminated.* |

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| **Licenses, permits and visas**  *Indicate the requirement for the following. If the external organisation is involved in obtaining them how will this arrangement be managed?*   * *Approvals, registrations, licences or consents (including relevant PSRBs) before the arrangement can commence.* * *Visas or permits to teach for International off-site proposals (Category 3).* |

1. **Course management**

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| **Evaluate the likely impact of the off-site delivery on the UW - based students’ experience (eg: staff absence during and after the delivery) and how this will be managed. Show that there is resource within the Institute to support the off-site model.** |

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| **For categories 1,2,3 comment on :**   * *The degree to which the existing teaching, learning and assessment strategy is appropriate for off-site delivery* * *The off-site delivery experience of the UW delivery team and the degree of training and support required* * *The proposed student support arrangements* * *The appropriateness of the proposed scheduling of the off-site provision that ensures no cohort is disadvantaged.* * *The arrangements for moderation of student work across delivery venues* * *The arrangement for external examiner (s) involvement in sampling across delivery venues* * *The involvement of StARs from the off-site delivery venues in Course Management Committees* * ***Category 3 only****: The experience of proposed staff in language and cultural differences of proposed country of delivery.* |

**7. Recommendation for approval**

The proposal detailed above has been considered, and we confirm that the proposal fits with the Institute’s strategic direction, priorities and resources and recommend it for consideration by the Institute Quality Committee.

**Proposer**

**Name: Signature: Date:**

**Head of Institute**

**Name: Signature: Date:**