

## Guidance on Approval Processes for Off-Site Delivery

This guidance is designed for existing UW provision which is to be delivered off-site. For new provision see the [course planning and approval process](#) .

The University takes a risk-based approach with regard to the approval of off-site delivery arrangements. The majority of these arrangements can be approved through the Institute Quality Committee (IQC) with the degree of external input varying according to the types of arrangement proposed.

If the off-site arrangement 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 may be required. Please contact AQU (Collaborative) for further guidance.

**In all cases the proposal for off-site delivery must be presented to the University Executive Course Scrutiny Group using the [Course Proposal Form](#).**

Category	1	2	3	<i>Off-site delivery agreement cannot be used.</i>
Description	<p>UW staff delivery to a cohort distant from UW campus.</p> <p>The external organisation has no interest beyond payment for the provision of learning space and associated facilities (this may be typically a hotel or conference centre).</p> <p>Overnight accommodation may be required by staff and students.</p>	<p>UW staff delivery in UK at an external organisation's premises where the external organisation has some interest in the provision. Examples are an employer commissioning the programme, a learner group commissioning the programme, top up progression for the organisation's L5 students.</p> <p>Some resources may be made available but there is no delivery, assessment, student support, and work place mentoring or other engagement with the programme or students.</p> <p>Overnight accommodation may be required by the staff and the students.</p>	<p>As category 2 but delivery at an external organisation's premises overseas.</p>	<p><i>The external organisation is involved in providing:</i></p> <p><i>Student admissions or enrolment</i></p> <p><i>Any aspect of UW module delivery or assessment</i></p> <p><i>Student support advice and guidance</i></p> <p><i>Learning resources including books, journals and e-resources which are essential to meeting the course requirements.</i></p> <p><i>Administrative support that is integral to the student learning experience</i></p>

Category	1	2	3	<i>Off-site delivery agreement cannot be used.</i>
<p><b>Approval type</b></p>	<p><b>Through IQC</b> Off-site approval report signed by Head of Institute and proposer providing assurance that the premises are suitable for delivery of the UW programme and the proposal is financially viable and sustainable.</p> <p>Report to provide assurance that the specific demands of off-site delivery have been considered including teaching, learning and assessment strategies, staff training, student support, staff wellbeing.</p> <p>ILS report that UW on-line resources to support learning outside of delivery sessions are accessible and appropriate. IT facilities and internet access speeds are comparable to UW provision. Availability of IT support is confirmed. Photocopying and printing have been considered.</p> <p>Scheduling of modules ensures no cohorts are disadvantaged. Moderation and external examiner processes are explicitly documented to provide review across the delivery venues.</p> <p>Programme Specifications are updated to include off-site delivery model (if for more than a single cohort/year).</p> <p><b>For overseas venues also include the four considerations from column "Category 3".</b></p>	<p><b>Through IQC</b> <b>To consider all points for category 1 and the following:</b></p> <p>ILS report includes any proposed learning resources which are in addition to UW on-line resources</p> <p>Mechanism for student enrolment, admissions advice and support with evidence that UW maintains oversight, and retains responsibility for all decisions on admissions.</p> <p>Responsibility for the promotion/advertising of the provision with evidence that UW maintains oversight and responsibility for formal approval.</p> <p>Responsibility for distribution of course literature and information including the course handbook. Intellectual Property rights implications.</p> <p>Implications on student completion should they be made redundant if under employer commissioned model.</p>	<p><b>Through IQC</b> <b>To consider all points for categories 1 and 2 and the following;</b></p> <p>Health and safety considerations relating to destination country/region.</p> <p>The requirement for visas and permits for visiting staff and any requirement for support from the external organisation.</p> <p>Teaching experience and staff development needs of proposed delivery staff relating to any expected cultural or language differences.</p> <p>Health and wellbeing of staff considered where long haul flights are involved. Management of workloads for returning staff. Evaluation of impact of delivery model and staff absences on existing UW based provision and students.</p>	<p><b><u>Partnership approval process.</u></b></p>

Category	1	2	3	<b>Off-site delivery agreement cannot be used.</b>
<p><b>Documents required</b></p>	<p><a href="#">Off-site delivery approval report</a> signed by Hol</p> <p>Report to be submitted to IQC chair and considered through an Institute approval event/IQC.</p> <p>Outcomes of the approval to be included in IQC minutes.</p>	<p><a href="#">Off-site delivery approval report</a> signed by Hol</p> <p>Report to be submitted to IQC Chair and to Deputy Head of Academic Quality (Collaborative)</p> <p>Deputy Head of Academic Quality (Collaborative) comments normally by correspondence</p> <p>Outcomes of the approval to be included in IQC minutes.</p>	<p><a href="#">Off-site delivery approval report</a> signed by Hol</p> <p>Report to be submitted to IQC Chair and to Deputy Head of Academic Quality (Collaborative)</p> <p>Deputy Head of Academic Quality (Collaborative) normally to attend Institute approval event.</p> <p>Comments by correspondence from rep from a different institute and Worcester International Office staff with experience of the country of delivery (Institute to arrange)</p> <p>Comments from external organisation with similar arrangements by correspondence if necessary (AQU (Collaborative) to arrange).</p>	<p>Discuss with AQU (Collaborative) and IQC Chair <b>at earliest possible opportunity</b> to establish approval process and type of agreement required.</p>
<p><b>Post Approval</b></p>	<ul style="list-style-type: none"> <li>• Off-site delivery contract including financial arrangements to be drawn up by the proposer in consultation with finance and AQU</li> <li>• Off-site delivery contract signed by both parties to be in place before any UW provision is delivered on non-UW premises.</li> <li>• Contract to be signed by University Secretary.</li> <li>• Scan of signed contract to be sent to Deputy Head of Academic Quality (Collaborative) and collaborative register updated.</li> <li>• Programme Specifications to be updated if necessary for off-site delivery arrangement and passed to AQU for uploading to web.</li> <li>• Ongoing monitoring of the arrangements to be undertaken by the UW course leader and any significant changes reported back through IQC. The arrangement will be considered as part of the course AER process and be reviewed under the normal periodic review process</li> </ul>			



## **Off-site Delivery Contract Guidance:**

### **The Contract will relate to the approval outcomes and will need to consider:**

#### **Category 1**

- The minimum expectation in terms of the teaching rooms including disability access (comparable with UW based teaching)
- An agreement that UW will be notified xx weeks in advance of any change to the agreed rooming and that any substitute would be of a comparable standard.
- Access to IT facilities, printers/photocopiers for students and staff and any wifi access arrangements
- Any arrangements required should the external organisation be responsible for arranging overnight accommodation for staff and students
- A statement that no trademarks, logotypes, kite marks, symbols or other emblems owned or awarded by either institution can be used by the other on any advertising without written permission.
- The names of contacts at the external organisation and UW responsible for liaison need to be stated.
- Agreement that any change to the arrangement will be notified immediately to the other organisation
- If the external organisation has access to UW materials a clause relating to intellectual property rights
- Financial arrangements

#### **Category 2 should *also* include**

- An agreement of responsibilities relating for advertising and recruitment
- The number and minimum specification for the PCs available to the students as appropriate
- The necessary average download speeds.
- The IT support required
- The administrative support required

#### **Category 3 should *also* include**

- Agreement relating to support in application for visas and permits if employer commissioned provision and as appropriate
- Any agreement relating to organisation of flights and accommodation
- Any further financial arrangements due to overseas payments