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| 3D colour_300dpi | **Collaborative Partner Periodic Review**  **Due Diligence Form**  Updated November 2018 |

In line with the UK Quality Code for Higher Education, due diligence enquiries are refreshed periodically and before agreements are renewed. In order to facilitate this we request that XXX completes the below due diligence form and provides appropriate documentary evidence.

*Please note that the University of Worcester will conduct an independent due diligence search based on public information.*

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| **Criterion 1: Compatibility** - the compatibility of the partner with University of Worcester |

Outline brief details of how the partnership and its course(s) align with your own organisational strategy:

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**Please provide links to evidence the following**:

1. Higher Education Strategy

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| **Criterion 2**: **Governance** - management arrangements of the partner including leadership and academic governance  *The organisation should evidence that it is governed and managed effectively, with clear and appropriate lines of accountability for its academic responsibilities* |

Give brief details of the corporate governance structures showing the organisational and management arrangement structure:

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Give a brief outline of the academic governance structures showing how oversight of HE is managed:

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**As evidence, please provide links to the following, or similar:**

1. Organisation chart
2. Management structure
3. Committee structures (including membership and terms of reference of governing body/Board and key academic committees)

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Give brief details (and/or detail relevant references) of internal quality assurance arrangements that cover delivery of higher education

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**As evidence, please provide links to the following, or similar:**

1. Quality Assurance procedures/policies and/or Handbook

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| **Criterion 3**: **High Quality Academic Experience** the ability of the partner to ensure that students, irrespective of background or type, are able to benefit from excellent teaching and receive a high quality academic experience. |

Provide links to published reports demonstrating educational oversight from Ofsted/QAA or other external bodies.

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Give brief details (and/or detail relevant references) of the welfare and support services available to HE students.

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**As evidence, please provide links to the following, or similar:**

1. Student Protection Plan
2. Access and Participation Plan
3. Policies in relation to accuracy of information for prospective students
4. Student support services
5. Student complaints policy/procedures

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Give details of the current management, teaching and administrative staff supporting higher education directly employed by the organisation and details of HE related staff development and teaching quality evaluation.

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**As evidence, you should provide links to the following, or similar:**

1. HE teaching and learning strategy
2. HE learning resources strategy
3. Staff recruitment policy (HE teaching staff)
4. Staff development policy (HE teaching staff)

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| **Criterion 4:** Financial Stability - the ability of the partner to demonstrate financial viability, financial sustainability and evidence of the necessary financial resources to provide and fully deliver the higher education courses as advertised |

Please provide the following, or link to this information:

o. Audited accounts for most recent financial year

p. Management accounts for most recent financial year and latest forecast for forthcoming year.

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