



THE
TRAFFORD
COLLEGE
GROUP

STUDENT PROTECTION PLAN

INTRODUCTION

All registered providers of Higher Education must have a Student Protection Plan in place as part of our ongoing registration with the Office for Students. The plan has been designed to ensure that you understand what may happen in the unlikely event that a course, campus, or the college is no longer able to operate. By having this plan in place our students can be confident they are able to continue and complete their studies or be compensated if this is not possible.

The Trafford College Group is a General Further Education College (GFEC) with a history of service to the community and technical excellence; formed from a merger in April 2018 between Trafford College and Stockport College and in October 2020/February 2021 a secondary merger between The Trafford College Group and Cheadle and Marple Sixth form College was successful.

With a turnover of over £40 million, The Trafford College Group is the 30th Largest GFEC in England providing Further (FE) and Higher (HE) learning opportunities for local

and regional client groups. It operates from five major campuses across sixteen mile stretch of South Manchester.

At the point of merger Higher Education is only delivered at our Stockport and Trafford Campuses. Cheadle and Marple Sixth Form College is solely focused on Further Education Provision.

An assessment of the range of risks to the continuation of study for your students, how those risks may differ based on your students' needs, characteristics and circumstances, and the likelihood that those risks will crystallise.

The Trafford College Group delivers a range of Higher Education courses including honours degree, foundation degrees, higher national diplomas and certificates, and initial teacher training courses up to Level 7, which are co-designed with employers ensuring courses are industry relevant and lead to meaningful and sustainable employment.

The risk that the College as a whole is unable to operate is very low because our financial performance is satisfactory. The College serves a diverse student population in Further and Adult Education, Apprenticeships, Commercial and Higher Education. This diverse income ensures that the College is financially resilient and robust. Our business continuity plan has been developed to provide continuation to teaching and learning in the event of IT failure, major incidents, and temporary campus closures.

Each year the College reviews its curriculum offer through our rigorous planning process to ensure that resources are matched against curriculum planning. Stage 1 of the College's HE Programme Design, Development and Review is the Programme Approval Committee, which ensures that the intention for any new courses or development to an existing programme is adequately resourced, and match against curriculum and student needs, both at an institutional and programme level. This enables programmes to be delivered effectively. Stage 2 ensures that programmes are in keeping with the College's strategy, have sufficient market

and labour intelligence that assumes that programmes would recruit and sustain adequate student numbers, and can be expected to operate economically are approved. The final stage of the approval process is external approval, this includes formal approval from our validating partner which ensures that the quality of provision and academic standards are appropriate and leads to good outcomes. You can be assured that this level of scrutiny adds security that continuation of study will not be affected.

The risk that the College will not be able to deliver material components is assessed as low because our programme approval and review takes staff specialism into account, and our programmes are designed to be taught by integrated academic teams, mitigating the dependency on individual members. In the event there is a gap for specific specialism in a module, the college would look at training the wider team, recruiting a new staff member or draw upon visiting lectures.

The risk that the College is unable to deliver a course is assessed as moderate. The factors that the College has taken into consideration includes none to low student numbers which would lead to a negative student experience, withdrawal to and from a validating partner, or a programme being superseded by newer provision. The College's arrangement for course closures are comprehensive and ensure continuation for you when a course is closed.

The measures that you have put in place to mitigate those risks that you consider to be reasonably likely to crystallise.

The College has 5 campuses based in Altrincham, Stockport, and Stretford, all within a 30 minutes commute of each other. In the unlikely event that a programme could not be delivered at a specified campus, the most positive outcome would be to relocate to one of the College's other campuses and provide transport to those students affected.

If the College closes temporary as we have seen recently with the Coronavirus pandemic, the College will move all its teaching and learning online. When you start your programme, you will be provided with dedicated online training so you are confident and develop the skills you may need with online learning. At enrolment, the College conducts an audit of all students to ensure you have equipment such as electronic devices and internet access. Where a student does not, the college will work with you to ensure your studies are not affected, for example, a loan of a laptop. In addition to all of this, all HE students are assigned to a member of staff from the Student Support and Guidance Team who will make regular contact with you whilst you are not on campus.

Each programme is reviewed on a 5-year cycle to ensure our curriculum is current and relevant. It may be from time to time

programmes are modified or may be phased out to allow newer provision. In this event the College has a commitment to 'teach out' that existing programme. This means that we would stop recruiting new students, but you would remain and complete your programme. This is to assure you that we are committed to ensure you complete your programme within the time scale specified at enrolment. These details are confirmed in the HE terms and Conditions.

The majority of our HE provisions within their own curriculum areas has been designed with shared pathways and modules. The School of Health, Children and Care Professions for example, our Foundation Degrees in Working with Children and Young People and Early Years Practice both share five common modules at Level 4 and 5, and articulate into the final year of our BA (Hons) Childhood Studies. Students not only benefit from the synergies between the courses, but it provides enhancement to the student experience where perhaps low student numbers may have caused a negative impact.

Information about the policy you have in place to refund tuition fees and other relevant costs to your students and to provide compensation where necessary in the event that you are no longer able to preserve continuation of study.

The Trafford College's Group finance is satisfactory. This means the College has sufficient robust finances to fulfil its contractual obligations, and to respond successfully to most opportunities and in the unlikely event of non-continuation to study, you can be assured that resources are in place to meet our obligations.

Our HE terms and conditions is available on our website <https://trafford.ac.uk/uploads/files/Higher-Education-HE-Terms-and-Conditions.pdf> provides you with the information regarding fees, course closures, changes and cancellation, and your rights to refunds and compensation. This applies to students in receipt of tuition fee loans from the Student Loan Company, students who pay their own tuition fees, and students whose tuition fees are paid by a sponsor. During your induction you will be provided an overview of the College HE policies and procedures including the student protection plan and associated policies that apply to you.

In the event that we move provision from one campus to another, the College where possible would give 28 days' notice of the intention to move location. The College will work with you to ensure that your study is not negatively impacted. This may include offering transport between sites or offering additional financial support to those students who would be traveling further than their original destination.

If a course is closed prior to enrolment, the College endeavours to inform potential applicants 28 working days prior to the start of the Course. In the first instance applicants are offered an alternative course at the College, if you feels this is not appropriate, the College student advisors will support you in locating course at a different provider, preferably within the Greater Manchester Area, many of which we have strong working relationships with.

Information about how you will communicate with students about your student protection plan.

The College's website is the primary source of information, where students can find information on courses, fees and finance, policies and procedures and the Student Protection Plan. The Student Protection Plan will be sent to all successful applicants by email with their offer letter.

Existing students who are on course at the time of writing this document will be able to obtain a copy from their virtual learning environment.

Any changes to a course content, course closure or campus change that may result in the Student Protection Plan being triggered must be approved by the College's Higher Education Committee of which student representatives hold full membership.

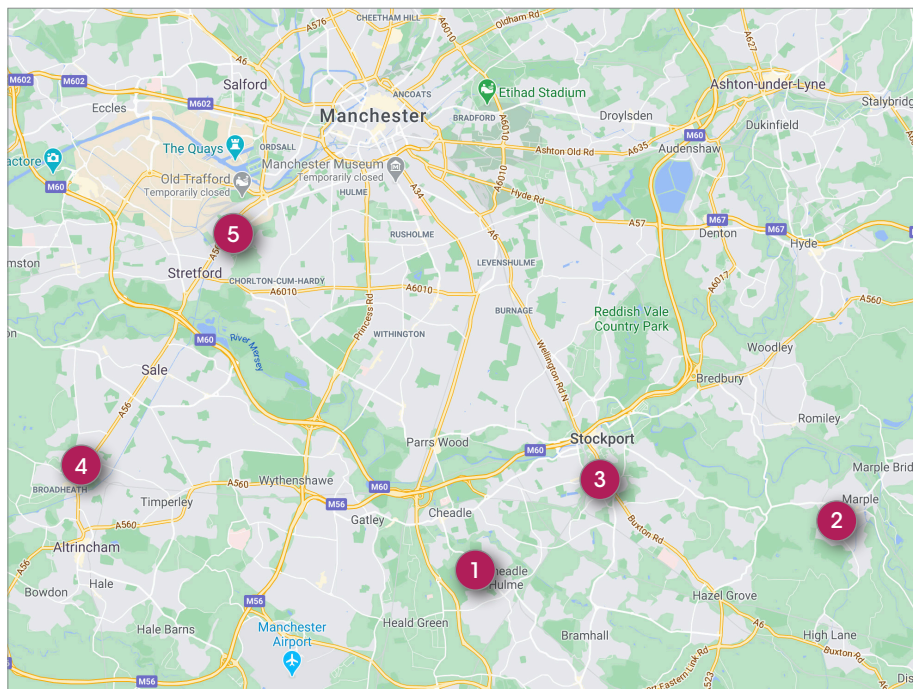
The Student Engagement lead is responsible for ensuring effective partnership working with students which will include reviewing documentation such as the Student Protection Plan. The Colleges' course committees, where staff and students come together will create a forum for discussion and deliberation. This

committee feeds into the HE curriculum groups that are subgroups of the College's HE Committee.

Should any material changes occur to a course, The Head of HE Registry, Standards and Compliance will convene a transitional period of 28 working days; this is to allow a consultation period with students to ensure effective support is in place. The College has a holistic network of support including academic teams, disability and support services, employability officers, student services and learning resources which will provide support to ensure academic progression is not negatively affected.

The College's HE Student Body, led by lead student representatives from all three campuses are responsible for developing the annual quality report (AQR), and through this quality mechanism, students will independently review the College's key regulations including the Student Protection Plan and make recommendations where necessary and present at the HE Committee.

CAMPUS LOCATIONS



1 Cheadle Campus

2 Marple Campus

3 Stockport Campus

4 Altrincham Campus

5 Stretford Campus

Provider's name:

The Trafford College Group

Provider's UKPRN:

10005998

Legal address:

The Trafford College Group

Manchester Road

West Timperley

Timperley

Altrincham

WA14 5PQ

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