**UNIVERSITY OF YORK**

# Collaborative provision due diligence comment form for Apprenticeship programmes

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| ***Introduction***  The aim of due diligence enquires is to gather information about the suitability of a proposed collaborative *partner* and its ability to enter a legal contract/agreement with the University of York. Due diligence enquires do not relate to the soundness or otherwise of any *specific collaborative proposal*. |

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| ***Completing the pro forma***   * Please read the completed *Due Diligence Pro Forma* and complete the relevant section below * Boxes will expand as you write * Comments should be factually correct and written on the basis that they may be made available to the proposed collaborative partner * Please indicate who completed the section * If you have any questions about completing the *pro forma* please contact the Academic Support Office ([aso@york.ac.uk](mailto:aso@york.ac.uk)) |

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| **Name of proposed collaborative partner** |
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| **Legal Issues (Legal Team - Legal Manager or their delegate)**  With reference to the information supplied in the *Due Diligence Pro Forma*, and any other information available to you, do you have any concerns about the suitability of the proposed collaborative partner? For example, do you have any concerns about the corporate governance of the proposed collaborative partner, its ability to form a binding legal contract/agreement with the University, or how disputes between the University and proposed collaborative partner might be handled? Are there likely to be any issues in coming to an agreement with respect to the proposed collaborative partner’s approach to data protection or intellectual property rights?  Please indicate any areas where you feel that further information is required and/or whether a visit to the proposed collaborative partner should be conducted |
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| **Finance (Finance Office - Deputy Finance Director or their delegate)**  With reference to the information supplied in the *Due Diligence Pro Forma*, and any other information available to you, do you have any concerns about the suitability of the proposed collaborative partner? For example, do you have any concerns about the financial stability, financial probity or corporate governance of the proposed collaborative partner?  Please indicate any areas where you feel that further information is required and/or whether a visit to the proposed collaborative partner should be conducted |
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| **Governance (Registrar or their delegate)**  With reference to the information supplied in the *Due Diligence Pro Forma*, and any other information available to you, do you have any concerns about the suitability of the proposed collaborative partner? For example, do you have any concerns about its academic governance arrangements or its capacity to meet the broad requirements of the UK Quality Code for Higher Education, OfS, etc.?  Please indicate any areas where you feel that further information is required and/or whether a visit to the proposed collaborative partner should be conducted |
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| **Learner Support (Deputy Academic Registrar and Director of Student Services or their delegate)**  With reference to the information supplied in the *Due Diligence Pro Forma*, and any other information available to you, do you have any concerns about the suitability of the proposed collaborative partner? For example, do you have any concerns about its capacity to provide a supportive environment for learners , with an appropriate level of learner services?  Please indicate any areas where you feel that further information is required and/or whether a visit to the proposed collaborative partner should be conducted |
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| **Health and Safety (Director of Health, Safety and Security or their delegate)**  With reference to the information supplied in the *Due Diligence Pro Forma*, and any other information available to you, do you have any concerns about the suitability of the proposed collaborative partner? For example, do you have any concerns about its capacity to offer a safe and secure environment for its learners and staff?  Please indicate any areas where you feel that further information is required and/or whether a visit to the proposed collaborative partner should be conducted |
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| **Academic standards and quality (Head of ASO or their delegate)**  With reference to the information supplied in the *Due Diligence Pro Forma*, and any other information available to you (which may include reports from the QAA. and PSRBs), do you have any concerns about the suitability of the proposed collaborative partner? For example, do you have any concerns about the proposed collaborative partner’s ability to deliver training that meets the UK’s expectations with respect to academic standards and quality?  Please indicate any areas where you feel that further information is required and/or whether a visit to the proposed collaborative partner should be conducted |
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| **ESFA and Ofsted requirements (Head of Apprenticeships Unit or their delegate)**  With reference to the information supplied in the *Due Diligence Pro Forma*, and any other information available to you, do you have any concerns about the suitability of the proposed collaborative partner? For example, do you have any concerns about the proposed collaborative partner’s ability to deliver training that is compliant with the ESFA’s requirements for subcontracting, and Ofsted requirements.  Please indicate any areas where you feel that further information is required and/or whether a visit to the proposed collaborative partner should be conducted*.* |
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