**UNIVERSITY OF YORK**

**POLICY AND PROGRAMMES SUB-COMMITTEE**

# Collaborative Provision Pro Forma for Initial Consideration (Apprenticeship Programmes)

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| *Approval of collaborative provision is two stage process: stage 1 is an initial consideration for permission to proceed with negotiation, and stage 2 is detailed consideration, for approval of the proposed collaborative partner and proposed collaborative venture.*  *Completion of this pro forma is a key part of the stage 1 approval process. For stage 1 approval, the PVC for Learning, Teaching and Students will need to be convinced that there is a prima facie case that: (i) the proposed collaborative partner is suitable, (ii) the proposed collaborative venture has sufficient business and academic merit to be worthy of further exploration, and, (iii) there are no significant issues/risks that are unlikely to be able to be resolved/mitigated.*  ***It is important to note that permission to proceed to Stage 2 does not guarantee that full approval will be granted in due course.*** |

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| **Completing the pro forma**   * This pro forma should be completed in consultation with the University’s *Procedure for the Approval of Collaborative Provision Involving Taught Programmes and Research Degree Programmes* and *Statement on Higher and Degree Apprenticeships Sub-Contracting Arrangements*. * Complete all sections, responses should be self-contained and concise, and the boxes will expand as you type * If there is more than one proposing department/proposed partner please adjust the responses accordingly * **Allow enough time to obtain comments from internal stakeholders (see below) - you should aim to give at least 10 working days, longer in busy periods, for a response (we recommend that stakeholders are approached simultaneously)** * Submit the completed form by email to your [Academic Quality Officer](https://www.york.ac.uk/about/departments/support-and-admin/aso/staff/#quality) in the Academic Support Office (ASO).   If you have any questions about completing the *pro forma* please contact your Academic Quality Officer |

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| **Contact details - University department** |
| Department:  Name of main contact for the proposal:  Email address and telephone number of main contact:  Name of secondary contact for the proposal:  Email address and telephone number of secondary contact: |
| **Contact details - proposed partner organisation** |
| Name of proposed partner organisation:  Full postal address:  Website:  Name and status of main contact for the proposal:  Email address and telephone number of main contact:  Name and status of secondary contact for the proposal:  Email address and telephone number of secondary contact: |

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| **1 Overview**   1. Summarise the nature of the proposed collaborative venture e.g., off-the-job training, delivery of Level 2 English and maths 2. If approved, when would the proposed collaborative venture commence? |
| *Type your response here* |
| **2 Rationale**   1. How is the collaborative proposal of strategic value to the *University*? 2. With reference to medium and long term plans, how is collaborative proposal of strategic value to the department? 3. How is the collaborative proposal of strategic value to the proposed collaborative partner? |
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| **3 History of the proposal**   1. Are there any current or former links between the department and the proposed collaborative partner e.g. research collaborations, student or staff exchange agreements? 2. How did this proposal arise e.g. who instigated discussion? 3. What discussion has taken place so far and who has been involved? 4. Are there any conflict of interests (real or perceived) that needs to be declared in relation to those involved in supporting the proposal? |
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| **4 Departmental consultation**   1. Does the proposal have the support of the Head of Department and the Chair of the Board of Studies? 2. Has the proposal been discussed by the Board of Studies or other committees? |
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| **5 Proposed collaborative partner(s)**   1. Provide details of the proposed partner including: e.g. legal status, primary source of funding (private/public), educational remit and reputation (e.g. international and national ranking) 2. Are you aware of any existing links between the proposed partner and the University in other departments and/or at University level? 3. What collaborative partners, in the UK and elsewhere, does the proposed collaborative partner have? 4. What is the status/ranking of the proposed partner and are there any known concerns about its reputation or performance? |
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| **6 Nature of the proposed collaborative venture**  For all collaborations: (a) the likely respective roles of the proposed partner and York e.g. with respect to admissions, teaching, assessment, student support, learning resources, quality assurance, governance/management, and the provision of the award, (b) the location of student (at York, at the partner, distance learning), (c) if the language of teaching/assessment/support will be other than English, (d) if a professional, statutory or regulatory body might be involved.  For delivery of Level 2 English and maths: (g) confirm the proposed partner is ESFA-funded and check their current status on the Register of Approved Training Providers |
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| **7 Experience and approval of collaborative ventures**   1. What previous experience, if any, does the University and the department have of this sort of collaborative venture? 2. What previous experience does the proposed partner have of this sort of collaborative venture? 3. Are there likely to be any major hurdles to overcome in terms of gaining approval for the proposed collaborative venture either within the proposed partner or externally e.g. a requirement for a collaborative venture to be approved by a professional, statutory or regulatory body and/or by a government or national body? |
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| **8 Resource implications of the proposed collaborative venture**   1. What are the resource implications (direct and indirect, including staffing) of the proposed collaborative venture for the department(s)? 2. What are the likely resource implications of the proposed collaborative venture for central professional services (e.g. Student Recruitment and Admissions, Apprenticeships Unit, Student Services, ASO, Library and IT, Accommodation)? |
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| **9 Risk and sustainability relating to the proposed collaborative partner and venture**   1. What are the major risks (reputational, financial, other) that the University and the department might be exposed to if the proposed collaborative partner/venture is approved and what is the likelihood of these risks occurring? 2. How could these risks be controlled? 3. How sustainable is the proposed collaborative venture (for example, does it rely on one or a small number of staff? Does it rely on a source of funding which has not been secured or might run out in the short term/at short notice?)? 4. What would be the consequences of an early or unexpected termination of the collaborative venture (financially, reputationally, on students)? |
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| **Comments from internal stakeholders** |
| Comments from the **Registrar and Secretary** or their delegate (all proposals) – send the pro forma to the [Registrar and Secretary’s Office](https://www.york.ac.uk/about/departments/support-and-admin/registrars-secretary/)  The Registrar should note: (i) whether or not they support the proposal and why, (ii) any significant issues/risks and, if applicable, how these might be controlled |
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| Comments from **Student Recruitment and Admissions** (SRA) (all proposals) – send the pro forma to the [UG Admissions Manager](https://www.york.ac.uk/staff/external-relations/sra/staff/) or the [PG Admissions Manager](https://www.york.ac.uk/staff/external-relations/sra/staff/) as appropriate.  SRA should note: (i) whether or not it supports the proposal and why, (ii) any significant issues/risks and, if applicable, how these might be controlled |
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| Comments from **Student Services** (all proposals) – send the pro forma to the [Deputy Academic Registrar and Director of Student Services](https://www.york.ac.uk/about/departments/support-and-admin/student-services/our-staff/) (who should forward to relevant colleagues in Student Services for specialist input as necessary.  Student Services should note: (i) whether or not it supports the proposal and why, (ii) any significant issues/risks and, if applicable, how these might be controlled |
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| Comments from the **Planning Office** (all proposals) – send the pro forma to the relevant [Planning Officer](https://www.york.ac.uk/about/departments/support-and-admin/planning-office/contact/).  The Planning Office should note: whether or not it supports the proposal and why, (ii) any significant issues/risks and, if applicable, how these might be controlled |
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| Comments from the **Academic Quality** team in the Academic Support Office (ASO) (all proposals) – NB these will be added once the form is submitted. Send the pro forma to the relevant [Academic Quality Officer](https://www.york.ac.uk/about/departments/support-and-admin/aso/staff/#quality).  ASO will note: (i) whether or not it supports the proposal and why, (ii) any significant issues/risks and, if applicable, how these might be controlled |
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| Comments from the **Apprenticeships Unit** (all proposals) – NB these will be added once the form is submitted. Send the pro forma to apprenticeships@york.ac.uk  Apprenticeships Unit will note: (i) whether or not it supports the proposal and why, (ii) any significant issues/risks and, if applicable, how these might be controlled (iii) confirm due diligence has been completed to ensure we do not accidentally fund extremist organisations |
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# Collaborative Provision Decision Form

**Stage 1 - initial consideration of a proposal for collaborative provision**

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| **Decision of the PVC as to whether further development of the proposal should be permitted** |

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| *yes/no/consultation with UTC required* |

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| **Reason(s) for decision:** |

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**Stage 2 – detailed consideration of a proposal for collaborative provision**

**(a) Approval of the proposed collaborative partner**

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| **Due diligence report to be filed by proposed collaborative partner?** |

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| *yes/no* |

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| **Reason(s) for decision:** |
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| **Site visit to be carried out and, if yes, by whom?** |

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| *yes/no and by department/University* |

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| **Reason(s) for decision:** |
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| **[If applicable] site visit to include:** |
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| **Comments from internal stakeholders on the proposed collaborative partner (stage 2 approval)** |
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| **Decision of the PVC as to the risk posed by the proposed collaborative partner** |
| *low/medium/high* |
| **Reason(s) for decision:** |
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| **Approval to be granted by:** |
| *PVC/UTC/Senate* |

**(b) Approval of the proposed collaborative venture**

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| **Business case to be submitted to FLTG?** |

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| *yes/no* |

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| **Reason(s) for decision:** |
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| **Site visit to be carried out and, if yes, by whom?** |

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| *yes/no and by department/University* |

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| **Reason(s) for decision:** |
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| **[If applicable] site visit to include:** |
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| **Input of an external assessor to be sought and nature of input** |

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| **Reason(s) for decision:** |
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| **Further information to be submitted for full approval:** |

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| **Comments from internal stakeholders on the proposed collaborative venture (stage 2 approval)** |
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| **Decision of the PVC as to the risk posed by the proposed collaborative venture:** |
| *low/medium/high* |
| **Reason(s) for decision:** |
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| **Approval to be granted by:** |
| *PVC/UTC /Senate* |