

Student Protection Plan

Provider's name: Rose Bruford College of Theatre and Performance

Provider's UKPRN: 10005523

Legal address: Lamorbey Park, Burnt Oak Lane, Sidcup, Kent, DA15 9DF

Contact point for enquiries about this student protection plan: Dr Andrew Walker, Vice Principal

Student protection plan

1. 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 risk that the College as a whole is unable to operate is low. The latest annual assessment of institutional risk indicated that the College's financial sustainability, good management and governance matters were rated as 'not at higher risk'.

The College has two undergraduate and two postgraduate programmes involving international partners. We believe that the risk of partner institutions being unable to operate is reasonably low. With regard to the two undergraduate programmes there are a number of alternative partner institutions involved, with individual students attending only one of these. Due diligence processes are applied in the selection of partner institutions. See section 2 below.

The College's BA (Hons) European Theatre Arts programme has integrated within it a range of Erasmus placements. Every student on this degree programme undertakes a placement as part of their level 5 studies. In the longer term, there is a moderate risk attached to this should the Erasmus scheme no longer be eligible for British citizens following the exit from the European Union.

Should it become necessary for a student to return to the College during a placement period owing to an issue with the placement provider, alternative provision will be made available to the student.

The risk that the College is no longer able to deliver material components of our courses is low because we design our modules to be taught by integrated teams of academic staff. However, for a small number of bespoke undergraduate programmes this risk is moderate because we are dependent on particular members of academic staff to deliver core teaching.

The risk that the College will have its highly trusted status revoked with regard to receiving international students is low. The College regularly reviews its processes relating to international applicants and monitoring students with Tier 4 visas. This has included undertaking a recent internal audit of the College's processes with regard to this area.

It is deemed that the risk of the College losing its taught degree awarding powers is low. These powers were secured by the College in January 2017 following a lengthy and rigorous scrutiny process, culminating in Privy Council approval, which examined a range of key aspects of the College's activities including: governance and academic

Provider's name: Rose Bruford College of Theatre and Performance

Provider's UKPRN: 10005523

Legal address: Lamorbey Park, Burnt Oak Lane, Sidcup, Kent, DA15 9DF

Contact point for enquiries about this student protection plan: Dr Andrew Walker, Vice Principal

management; academic standards and quality assurance; scholarship and pedagogical effectiveness; and environment supporting delivery of taught programmes.

The risk that the College is unable to operate owing to industrial action is minimised by the institution having established frameworks for consultation and negotiation with the recognised trade unions. It is highly committed to maintaining an effective employee relations culture and working with trade union colleagues to achieve reasonable solutions to matters that may arise from time to time.

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

In the event of institutional closure:

In the unlikely event that the College should have no option, other than to close, it may consider measures such as those below to protect the student experience:

- where possible, closing in a gradual way, over a period that would allow current enrolled students to complete their studies at the Institution;
- where gradual closure is not possible, in supporting students to transfer to appropriate programmes at other providers and (where appropriate financially) by compensating students where because of disruption to their studies they suffer demonstrable, material financial loss;
- merging with another institution to maintain all or part of the current provision.

In the event of closure of part of the College's estate:

Should part or all of the campus become unusable for activities involving students, the College will consider implementing plans such as the following:

- relocating provision to an alternative location. This may include hiring spaces for programme delivery (where possible nearby) and/or installing temporary buildings on the College's land (where available);
- altering timetables to enable all of the scheduled teaching to take place in the available facilities. This may include student contact sessions being held outside normal hours. Where such an approach is taken, appropriate consultation will normally be conducted with stakeholders who may be affected; appropriate equality impact assessments will also be undertaken.

College's involvement with partner institutions

The College's undergraduate and postgraduate programmes delivered in partnership with other institutions have been designed so that, where placements form an element of the programme, alternative HEI partners can be used if necessary. In instances where our programmes are taught elsewhere we will make arrangements for students to study on as comparable programmes as possible at the College should the other institution be unable to operate.

Provider's name: Rose Bruford College of Theatre and Performance

Provider's UKPRN: 10005523

Legal address: Lamorbey Park, Burnt Oak Lane, Sidcup, Kent, DA15 9DF

Contact point for enquiries about this student protection plan: Dr Andrew Walker, Vice Principal

Extensive due diligence tests are conducted by the College prior to the initiation of any arrangement with other institutions. The process is outlined in the College's Collaborative Handbook. If a partner institution ceased to operate, students registered with the College would be offered alternative academic provision within the College's existing academic portfolio. If no suitable provision were available for individual students, the College would seek to find a suitable alternative programme for the students at other institutions.

The College offers a partnership with the University of East London with regard to research degrees. Should the University of East London no longer be able to operate and award research degrees the College would seek to find an alternative partner. The small number of students concerned will enable individually tailored solutions to be explored.

College's involvement with the Erasmus Scheme

If the College is unable to access the Erasmus scheme following Britain's exit from the European Union, alternative arrangements have been put in place with a number of European partner HEIs as a contingency measure so that European placements will still be available to students on the BA (Hons) European Theatre Arts degree programme.

Changes to College's programmes

If we are no longer able to deliver elements of a specific undergraduate programme the College will ensure alternative components of the programme are developed and delivered that ensure the continued achievement of the programme's specified learning outcomes.

Should the College's Tier 4 Sponsor Licence be suspended:

In the event of suspension of Tier 4 Sponsor status, the College will take all reasonable steps to minimise the consequent disruption to those services and to affected students by, for instance;

- working with UKVI to allow enrolled students to complete their year of study/programme;
- allowing students already in receipt of a visa based upon an allocated CAS from the College to enrol and commence their studies;
- offering students who have not begun their travel to the College, the opportunity to postpone their application pending the resolution of the suspension;
- ensuring that the College is fully transparent in communication with students affected by this situation.

Should the College's Tier 4 Sponsor Licence be revoked:

The College, in the event of revocation of Tier 4 Sponsor Licence will take all reasonable steps to minimise the consequent disruption to affected students by, for example:

- providing assistance to affected students to move to an alternative sponsor.

Should the College lose its Taught Degree Awarding Powers:

In the event of loss of Taught Degree Awarding Powers, the College will:

- ensure all reasonable steps are taken to minimise the consequent disruption to affected students;
- ensure that, as far as possible, changes are made in a transitional manner;

Provider's name: Rose Bruford College of Theatre and Performance

Provider's UKPRN: 10005523

Legal address: Lamorbey Park, Burnt Oak Lane, Sidcup, Kent, DA15 9DF

Contact point for enquiries about this student protection plan: Dr Andrew Walker, Vice Principal

- seek an appropriate degree-awarding partner institution;
- support students, where the above is not possible, to transfer to appropriate programmes at other providers and, where appropriate, financially compensating students where they suffer demonstrable, material financial loss because of disruption to their studies;
- consider assistance for affected students by providing evidence/letters/statements in support of continuation of their studies;
- merge, as a last resort, with another institution to maintain all or part of the current provision.

In the event of industrial action occurring:

Should industrial action take place the College will seek to:

- ensure that normal operations and services are maintained as far as possible;
- take all reasonable steps to fulfil its responsibilities to students in ensuring that any disruption is minimised and students are not, as far as is possible, disadvantaged by the action.

Should the College be affected by significant events involving theft, fire, flooding, fraud, terrorism, vandalism or IT and utilities failure:

The College has in place a Disaster Contingency and Business Recovery Planning Policy and Procedure, which is subject to review. This policy and procedure was last reviewed by the College's Senior Management Committee in November 2017.

3. 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

Please refer to the College's Refund Policy Regarding Tuition Fees and Other Relevant Costs.

The College has identified that there are no students currently at an increased risk of non-continuation of study. However, the College is confident that it can gain access to sufficient cash reserves to provide refunds and compensation for a small number of students if necessary.

The College will endeavour to hold cash reserves sufficient to meet the demands of such refund claims. This would be based on historic withdrawal data and in the financial year 2018-19 represents a sum of less than £0.1m (c. 1% of turnover).

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

Communicating the provision of the Student Protection Plan

We will publicise our Student Protection Plan to current and future students by ensuring that this is placed upon the College's website. The Student Protection Plan will be provided to students as part of their registration documentation.

Ensuring staff are aware of the provisions of the Student Protection Plan

We will ensure that staff are aware of the implications of our Student Protection Plan when they propose changes to courses and programmes by making reference to this in our internal guidance documentation relating to processes and procedures concerning programme modifications and validations. Staff development time will also be spent on explaining the College's Student Protection Plan to staff members.

Involving students in the development of the Student Protection Plan

During the development of the Student Protection Plan, a draft copy of the document will be considered by the Students' Union Executive and the views of its members sought.

Reviewing the Student Protection Plan

We will review the Student Protection Plan on an annual basis through the College's Learning, Quality and Standards Committee and its Senior Management Committee. Reviews of the document will take place involving both the Students' Union executive and also student representatives at programme level.

Communicating with affected students should the Student Protection Plan need to be implemented

As at present, we will inform students via their College email accounts and in whole cohort meetings if there are to be material changes to their courses or programmes. On occasions where material changes are being considered, the College will seek to involve students in decision making relating to such modifications, through consultation with student representatives at programme committees. The College has a detailed programme

3. 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

Please refer to the College's Refund Policy Regarding Tuition Fees and Other Relevant Costs.

The College has identified that there are no students currently at an increased risk of non-continuation of study. However, the College is confident that it can gain access to sufficient cash reserves to provide refunds and compensation for a small number of students if necessary.

The College will endeavour to hold cash reserves sufficient to meet the demands of such refund claims. This would be based on historic withdrawal data and in the financial year 2018-19 represents a sum of less than £0.1m (c. 1% of turnover).

modification procedure in place, in which students participate. Students will be provided with at least three months' notice prior to any material changes to their programme being implemented. In cases where the College has to consider closing programmes, the institution adheres to its Programme Suspension and Withdrawal Policy.

In exceptional cases, for our registered students, where partner institutions are not able to operate or deliver the published provision, the College will seek to provide students with alternative provision, addressing the relevant programme outcomes. The College will communicate with the students concerned as soon as possible and provide details of the alternative options available as soon as such arrangements are in place. These will be communicated by email via students' College accounts and, where practicable, via a cohort meeting.

Ensuring students have access to independent advice if it is necessary to implement the Student Protection Plan

We will arrange to ensure that our students have access to independent advice if we need to implement the measures in our student protection plan. This will be put in place in consultation with the College's Students' Union.

