

HIGHER TECHINCAL EDUCATION BOOST FOR FE

Please complete this form as fully as possible. We will use the answers provided in this form to assess your eligibility for the Higher Technical Education Boost for FE and to also help determine the model of partnership support that would be most suitable based on your HE experience, and your collaboration and development requirements.

**Please return this form to:** **fecou-enquiry@open.ac.uk**

**For more information about the processes, please visit** [**www.open.ac.uk/he-with-fe**](http://www.open.ac.uk/he-with-fe)

Where necessary, please send additional documents as appendices to your application.

**Section 1 – Key Organisation Details**

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| **Name of institution:**  |
| **Title:**  | **Key Contact:** |
| **Tel:**  | **Email:** |
| **Full address of institution:**  |
| **Website Address:**  |
| **When founded:**  |
| **Higher education institution/ University (please specify:** |
| **College:**  | **Professional body:**  | **Corporate organisation: Other:** |
| **Status (private, public, etc.):**  |
| **Legal status (with any company or charity registration number):**  |
| **Governance and management structure (shareholders/ promoters):**  |

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| **Section 2 – Local Area** |
| Is your institution in a DfE Educational Investment Area? [DfE Education Investment Areas](https://www.gov.uk/government/publications/education-investment-areas-selection-methodology) |  |
| Describe levels of attainment of L4 and L5 qualifications in your area. [Mapping the HTQ Landscape](https://www.gatsby.org.uk/uploads/education/reports/pdf/mapping-the-higher-technical-landscape-final-version.pdf) |  |
| What evidence do you have that the area has a low level of provision of local HE? [Mapping the HTQ Landscape](https://www.gatsby.org.uk/uploads/education/reports/pdf/mapping-the-higher-technical-landscape-final-version.pdf) |  |
| Describe the institution’s relationship with local skills strategy and employers |  |

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| **Section 3 – Proposed Courses/Courses (max. 3 courses)** To be repeated for each proposed course |
| **Course Title and leading to which award:** |
| **Mode of Study\***(Part-time/Full-time): | **Mode of teaching**((face-to-face, online, blended) | **Duration:** | **Location:** | **Number of intakes per year and No. of students per intake:** |
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| **Are there similar programmes being run by other institutions in the local area?**Please answer (Yes/No and name of institution): |
| Describe the existing or emerging local skills shortage that the course addresses, referring as appropriate to local employers who require the skills that the proposed course addresses? |  |
| Please describe why other local provision does not adequately fulfil local demand (current/ future) for learners and employers, referencing as appropriate: provider capacity, curriculum content, delivery method, accessibility, pricing,any other relevant factors by which your provision will differ to better meet the skills requirement |  |
| Does the proposed course align to a qualification pathway, including an existing or future Higher Technical Qualification pathway? |  |
| What are your anticipated marketing and recruitment plans for this course?Including channels, communications strategy and employer/community engagement) |  |
| Where do you anticipate recruiting students for this course? Please detail the anticipated distribution volume of Level 3 progression, adults from the workplace, other? |  |
| Please describe how your institution engages with employers, and any plans for expanding your employer network in the future |  |
| Please describe local demand for the course, awareness of local/national competitors whose provision may impact the institution’s ability to recruit sustainable volumes |  |
| Do you see any potential for collaboration with other institutions in relation to the course? |  |
| Do you see any link between the course and the proposed Lifelong Learning Entitlement provisions? [Lifelong Learning Loan Entitlement](https://www.gov.uk/government/consultations/lifelong-loan-entitlement) |  |
| Are any of the proposed models of working with the OU (see cover sheet) unacceptableor unworkable to your institution? |  |

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| **Section 4 – Reasons for Applying and Your Organisational Support** |
| Please describe the rationale for the creation or expansion of the institution’s HE provision |  |
| Does the principalship and board of governors in your institution? Support this expansion in HE courses? |  |
| Does the creation or expansion of HE provision fit with the institution’s existing strategy? |  |
| What has prevented the development of the proposed courses to date? |  |

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| **Section 5 – Organisational Structure and Background** |
| Details of other campuses/sites where you wish to deliver an OU Validated Award/ Collaborative Course |  |
| Are you aware of any local restrictions which might affect your ability to offer the proposed courses? If so, please provide details |  |
| Are you currently registered with the OfS?If not have you made any previous applications or are there plans to register? Please provide details as appropriate including whether there are any conditions/restrictions |  |
| Does your institution have a Student Protection Plan in place, approved by the OfS? Please also detailindicatively how you would intend to continue with this provision at the end of the funding period |  |
| Does your institution hold a Tier 4 license? |  |
| Does your institution use student recruitment agents? (Yes/ No, If yes please provide details) |  |
| Is your institution currently involved in any legal proceedings? (Yes/ No, If yes please provide details |  |
| Do you have any other expansion plans over the next three to five years (including academic, infrastructure and resource related developments) |  |
| Please describe your internal control systems, risk management strategy, mergers, and academic training strategy |  |
| Do you have a Head of HE and HE Quality team in place with the capacity to work on the validation process for 6-12 months and ongoing? |  |
| If you have one, please provide an organisation chart for your HE department showing organisational, governance and deliberative structures, highlighting areas (if any) that might require additional capacity if a validation were to go ahead |  |

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| **Section 6 – Student Profile** |
| Total number of students in the institution (FT and PT) |  |
| Total number of students on HE courses (FT and PT) |  |
| Total number of students Home/EU (FT and PT) |  |
| Total number of international students (FT and PT) |  |

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| **Section 7 – Staff Profile** |
| What is the total number of academic staff in the institution? |  |
| What is the general level of qualifications of the academic staff? |  |
| Do you currently have staff employed with subject matter expertise and right level of qualification to teach and support the course? |  |
| If no to the above, please detail how you will recruit the necessary staff, and any insights you can provide about the availability of such staff |  |
| What is the ratio of full-time and part-time academic staff? |  |
| For academic staff who are part-time, is this their main employment? |  |

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| **Section 8 – Current Higher Education Courses (if applicable)** |
| What is the total number of academic staff in the institution? |  |
| What is the general level of qualifications of the academic staff? |  |
| Do you currently have staff employed with subject matter expertise and right level of qualification to teach and support the course? |  |
| If no to the above, please detail how you will recruit the necessary staff, and any insights you can provide about the availability of such staff |  |
| What is the ratio of full-time and part-time academic staff? |  |
| For academic staff who are part-time, is this their main employment? |  |

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| **Section 9 – Facilities** |
| Teaching space(Details of, for example, classroom space, study areas, studios, laboratories or clinics) |  |
| IT facilities(Details of, for example, computer access for students, Wi-Fi, software packages) |  |
| Staff resources(Details of resources available to staff) |  |
| Student resources(Details of resources available to students, for example VLE, Turnitin, any other student support such as student counselling or wellbeing) |  |
| Library and learning resources(Details of, for example, what libraries are available onsite or online services students have access to) |  |
| Please provide your accessibility policy |  |
| Any additional facilities you wish to mention |  |
| Please advise if your institution provides student accommodation |  |
| Do your institution’s facilities have scope for dedicated space and resources for HE learners? If not, please describe any plans to create this |  |

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| **Section 10 – Current or Previous Partnership Arrangements** |
| Have you sought validation for these courses in the last 3 years and been unable to proceed? Please provide details |  |
| Does your institution run any similar courses (to those being proposed in Section XX) underaccreditation by another university or awarding body? Please give details |  |
| Is your institution currently approved/validated by a UK university? If so, which? |  |
| Does your institution have any other validation arrangements? If so, please give details |  |
| Does your institution have any other Higher Education Partnership arrangements (e.g., Franchising, Progression/Articulation Agreements)?If so, please give details |  |
| Please provide Professional and Statutory and Regulatory Body accreditations |  |
| Does your institution have any degree awarding powers and if so, what courses/courses do these relate to? |  |