



Provider's name: British Academy of Jewellery

Provider's UKPRN: 10038772

Legal address: Goldwins, 75 Maygrove Road, London, England, NW6 2EG

Contact point for enquiries about this student protection plan: Gabriel Gherscovic, Accountable Officer (gabriel@baj.ac.uk)

Student Protection Plan for the Period 2022/23

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 Academy is acutely aware that prospective students require assurances that courses are effectively quality assured and accessible to them for the full duration of their chosen programme of study. The following risks to course continuity and quality have been assessed and rated:

1. The risk that the Academy as a whole is unable to operate is very low because of our performance as a further education provider for many years. In addition, BAJ's parent company Free2Learn has procedures in place should the Academy be at risk of no longer being able to operate, which is very unlikely. The support Free2Learn is able to provide the Academy ranges from financial backing to access to facilities.
2. The risk that the Academy would no longer be able to deliver its validated BA course is low since its higher education offering has only recently been validated by Kingston University and a contract is in place until 2023. The Continuation Plan that has been agreed with Kingston University also significantly minimises the risk of students not being able to complete their studies.
3. The risk that the Academy would no longer be able to deliver its HNC/HND provision is low because of our longstanding relationship with awarding bodies, and our experience delivering provision at this level for many years. Furthermore, parent company Free2Learn would be able to teach out provision in the unlikely event that would be required, as the company also holds contracts and agreements with all awarding bodies the Academy is accredited by.
4. The risk that the Academy would no longer be able to deliver specific elements of our courses is low because our in-house academic teaching team is responsible for delivery of our modules and we are not dependent on particular members of external academic staff to deliver core teaching.
5. The risk that the Academy would no longer be able to deliver its higher education provision due to building closures or unavailability of premises is low. The Academy has sites in Birmingham, London, Leicester and Sheffield, this includes fully owned premises and premises leased under long leases with clauses that ease extension. Should for any reason a BAJ campus need to be closed, the Academy has the capacity to deliver a large amount of its content remotely (through its virtual learning environment Canvas), can utilise its other sites to continue delivering, has strong relationships with local authorities to secure alternative sites and can rely on the support of Free2Learn for premises too.

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

The Academy will uphold its obligations to students enrolled on our higher education provision for the duration of their registration. In the highly unlikely event that the Academy would not be able to continue its provision, the Kingston University contingency plan would support the continuation of study for BA students. In addition, the following mitigating action in response to the above risks are being made to ensure all courses continuity and quality:

1. To mitigate the increase in the low risk to the Academy's ability to operate the procedures in place with the Parent Company Free2Learn are annually reviewed and updated. In addition, the Academy will continue to plan their provision and delivery model strategically to ensure its ability to continue operating.
2. To mitigate the increase in the low risk to the Academy's ability to deliver its validated BA course the Academy has identified Liaisons officers and involve or inform the validating partner of all quality assurance processes, stimulating a positive and qualitative working relationship with the partner. To mitigate the increase in the low risk to the Academy's ability to deliver its HNC/HND delivery it will implement procedures to maintain contract compliance, as it has done with prime contractors in the past. In the unlikely event the agreement should be terminated between the Academy and Kingston University, the Academy and Kingston University are still obligated, as detailed in the contract, to teach-out the students enrolled on the programme. The same agreement has been made for students on alternative provision validated by other awarding bodies with Free2Learn.
3. To mitigate the increase in the low risk to the Academy's ability to deliver its course modules, the Programme Manager and HR will continue to foster a positive working environment for staff, to increase retention. Retention of staff in teaching positions is of importance to the Academy, but should there be a loss of key teaching staff the robust recruitment strategy and procedure will be implemented to swiftly replace those members of staff. The recruitment strategy and procedures are annually reviewed in conjunction with the Head of Quality.
4. To mitigate the low risk of the unavailability or closure of premises, preventing the Academy from delivering its higher education provision, the academy will have a contingency plan in place that has identified available temporary premises that could accommodate the provision. It will also have a plan in place to deliver content through alternative means (for example virtually through CANVAS/VLE), decreasing the dependency of the delivery on physical premises. Where possible any necessary move of delivery will be planned in line with scheduled delivery, to minimise impact. However, should required work not be flexible, timetables will be devised in a manner, that when building or moving work will take place, exposure is limited for students, and impact on teaching is minimised.

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.

In the unlikely event that it is not possible to preserve the continuation of higher education study for the student(s) the Academy has a [Refund and Compensation Policy](#) in place.

The Refund and Compensation Policy will be discussed with students during their induction, and a digital copy is available for students via CANVAS (VLE) and as a hard copy in each classroom. The policy will also be discussed with students when discussing loan applications or payment terms.

All reasonable steps will be taken to minimise the risk of disruption and ensure the continuation of current students. The Academy will provide early communication of any changes that may impact students. In the unlikely event, the Student Participation Plan is implemented; students will be provided with clear information and options.

The Academy is insured for up to 5 million to ensure it can deliver the financial implications of the refund and compensation policy.

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

The Academy is committed to ensuring their Student Protection Plan is clearly communicated with enrolled and prospective students by publicising it on our website, and referencing it in the student handbook.

We will ensure that staff is aware of the implications of our student protection plan when they propose course changes by ensuring those changes are processed through the proper procedures, which will include reviewing any implications on the Student Protection Plan by the Head of Quality.

Kingston University is responsible for the approval of changes to definitive parts of modules and course. The Academy prepares the required documentation and submits it to the Faculty Assistant Registrar (QAE) for formal approval by the Faculty Education Committee. Evidence of discussion at SSCCs and Boards of Study has to be provided by the Academy before changes to the course will be considered by Kingston University.

The Student Protection Plan will be updated annually, and students will be invited to provide feedback during the Student Staff Consultative Council (SSCC).

All reasonable steps will be taken to minimise the risk of disruption and ensure the continuation of current students. The Academy will provide early communication of any changes that may impact students. In the unlikely event, the Student Participation Plan is implemented; students will be provided with clear information and options.

If the Plan were triggered the Academy would listen to students' views and, based on feedback, may decide to amend aspects of the original decision or the steps it had intended to take. If the Student Protection Plan was triggered and the change would affect you, the Accountable Officer would write to notify you of this within ten full working days of the Plan being triggered. Once you had been notified you would receive information on who you could contact to discuss your circumstances, especially if you had specialist needs, and where you would be able to access advice and support.