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| Description: 2D_black_300dpi | **Collaborative Partnerships** **Due Diligence Form**Updated October 2018 |

**Annexe 7**

The University is obliged to carry out a process of due diligence against our criteria for the approval of new strategic partners. In order to facilitate this we request that **[Insert Name]** complete the enclosed due diligence form and provide appropriate documentary evidence.

*Please note that the University of Worcester will conduct an independent due diligence search based on public information.*

**Background Information**

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| Name and Address of Organisation: |  |
| Website: |  |
| Do you operate in more than one location? If so, please list each location with full address. |  |

**Contacts**

*Head of Organisation:*

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| Name: |  |
| Job Title: |  |
| Email address: |  |
| Telephone number: |  |

*Key contact for partnership:*

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| Name: |  |
| Job Title: |  |
| Email address: |  |
| Telephone number: |  |
| **Criterion 1: Compatibility** - the compatibility of the proposed partner with University of Worcester |

Please describe the arrangement that is being proposed and the rationale for the proposal:

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Outline brief details of how the proposed partnership and its proposed course(s) align with your own organisational strategy:

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**Please provide links to evidence the following**:

1. Mission Statement
2. Higher Education Strategy
3. Organisational values

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| **Criterion 2: Academic Portfolio** – a summary of the organisation’s educational portfolio, whether co-existing or prior to the proposed arrangement |

Please provide a summary of the organisation’s current educational portfolio, including any existing collaborative arrangements with other HE partners:

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*If you have existing collaborative arrangements with other HE partners, please elaborate on the current status of that relationship?*

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Please state whether the current proposed collaborative activity (or similar) has previously existed with another partner:

*YES/NO*

*If ‘Yes’, please state the date that this relationship ended and outline the reasons why this happened.*

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| **Criterion 3**: **Governance** - management arrangements of the proposed partner including leadership and academic governance*The organisation should evidence that it is governed and managed effectively, with clear and appropriate lines of accountability for its academic responsibilities* |

Give brief details of the corporate governance structures showing the organisational and management arrangement structure:

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Give a brief outline of the academic governance structures showing how oversight of HE is, or will be, managed:

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**As evidence, please provide links to the following, or similar:**

1. Organisation chart
2. Management structure
3. Committee structures (including membership and terms of reference of governing body/Board and key academic committees)

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Give brief details (and/or detail relevant references) of internal quality assurance arrangements that cover delivery of higher education

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**As evidence, please provide links to the following, or similar:**

1. Quality Assurance procedures/policies and/or Handbook

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| **Criterion 4: Student Interest** - the ability of the prospective partner to meet the obligations that all students, from all backgrounds, have their interests as consumers protected while they study |

Give brief details (and/or detail relevant references) of your ability to provide students with the information that they need to make an informed decision before they apply.

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**As evidence, please provide links to the following, or similar:**

1. Student Terms & Conditions
2. Student Recruitment Policy/Strategy
3. Student complaints processes

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Please outline the proposed mechanisms for ensuring that registered students are able to complete the award in the event of the termination of the partnership.

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| **Criterion 5**: **High Quality Academic Experience** the ability of the prospective partner to ensure that students, irrespective of background or type, are able to benefit from excellent teaching and receive a high quality academic experience. |

Give brief details (and/or detail relevant references) of the welfare and support services available to students.

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**As evidence, please provide links to the following, or similar:**

1. Student Charter
2. Health and safety policy (for students)
3. Policies relating to student equal opportunities and diversity.
4. Policies relating to students with disabilities
5. Policy in relation to safeguarding and Prevent duty
6. Student engagement policy/strategy
7. Student support services
8. Student Protection Plan
9. Access and Participation Plan
10. Policies in relation to the accuracy of information for prospective students
11. Student Complaints Policy

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Give details of the current management, teaching and administrative staff supporting higher education directly employed by the organisation and details of staff development and teaching quality evaluation.

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**As evidence, you should provide links to the following, or similar:**

1. Teaching and learning strategy
2. Learning resources strategy
3. Staff recruitment policy (teaching staff)
4. Staff development policy (teaching staff)

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| *You are also asked to complete the IT& Library Services Due Diligence Form* |

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| **Criteria 6:** Reputation: the standing of the prospective partner  |

Please list published information/reports on academic standing from ie: ESFA/Ofsted/QAA or other external bodies, providing electronic links where possible

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Please list any business links which may present any ethical or value-related issues

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| **Criterion 7: Financial Stability** - the ability of the prospective partner to demonstrate financial viability, financial sustainability and evidence of the necessary financial resources to provide and fully deliver the higher education courses as advertised |

Please provide the following, or link to this information:

1. Audited accounts for most recent financial year
2. Management accounts for most recent financial year and latest forecast for forthcoming year.
3. Policy on Bribery & Corruption including consideration of receipt of gifts/hospitality

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| *You may also be asked to complete more detailed due diligence information covering the following:** *Financial Sustainability and Management Due Diligence*

*Such requirements will be agreed during preliminary discussions.* |

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| **Approval Authority** | ASQEC |
| **Date of Commencement** | 01/09/2018 |
| **Amendment Dates** | n/a |
| **Date for Next Review** | 01/08/2021 |
| **Related Policies, Procedures, Guidance, Forms or Templates** | [Partnership Approval Process](http://www.worc.ac.uk/aqu/documents/Partnership_Approval_Process.pdf) |
| **Guidance superseded by this version** | n/a |