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| 3D colour_300dpi | **Due Diligence Form** |

**This form is intended to be completed by the proposed partner organisation in**

**order to inform the process of partnership approval.**

|  |  |
| --- | --- |
| **Name of Organisation** |  |

|  |  |
| --- | --- |
| **Organisation’s Address** | CountryPost code |
| **Website** |  |

|  |  |
| --- | --- |
| **Name and address of parent or holding company** *(if applicable)* | CountryPost code |
| **Website** |  |

|  |  |
| --- | --- |
| **Brief description of nature of business of organisation and parent company (if applicable)** |  |

**BACKGROUND INFORMATION** (please provide electronic links where relevant)

|  |  |  |
| --- | --- | --- |
| 1 | Date organisation established  |  |
| 2 | Chief Executive at Parent or Holding Company *(if applicable)* | Name: |
| Job Title: |
| Email: |
| Phone: |
| 3 | Organisation’s Chief Executive/Senior Manager | Name: |
| Job Title: |
| Email: |
| Phone: |
| 4 | Organisation’s contact for proposed collaboration with University of Worcester  | Name: |
| Job Title: |
| Email: |
| Phone: |
| Fax: |
| 5 | Organisation’s administrative contact *(if different from above)* | Name: |
| Job Title: |
| Email: |
| Phone: |
| Fax: |
| 6 | UK based organisations: VAT Registration Number *(if applicable)* |  |
| 7 | Overseas organisations: Tax registration code or number *(if applicable)* |  |
| 8 | Type of organisation  | (note: tick all categories that may apply): |
| UK based |  | EU |  |
| Overseas (non-EU) |  | Government Agency Funded |  |
| Charity |  | Commercial (mainly non educational) |  |
| Educational (mainly FE/post 16 years) |  | Educational (mainly HE) |  |
| Educational (Privately Owned) |  | Other (please state) |  |

**Evidence to meet University of Worcester criteria for approval of partners**

Please provide **brief responses** (or alternatively **cross-refer to page references in supporting documents**) to the following together with appropriate **evidence as indicated**, in the form of either hard or electronic copies as pertinent/available. In the event of queries concerning completion of this part of the form, please contact the Senior Quality Officer (Collaborative) at the University.

Boxes can be enlarged where necessary. Alternatively use additional sheets, ensuring clear cross referencing to question numbers. Please annotate the documents you submit with the relevant reference letter (A, B, C etc) and cross reference against the checklist at the end of the form.

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| Note: the form is reviewed for each proposed partner in advance of requesting completion, to take account of the nature of the proposed partnership and the status of the partner, in order to ensure relevance and clarity of information required. |

**Criterion 1**: compatibility of the educational mission/objectives/ethos of the prospective partner organisation with that of the University of Worcester

|  |  |  |
| --- | --- | --- |
| 9 | Give brief details (or indicate relevant page references) of the organisation’s mission and key strategic aims.Please provide copies, as appropriate, of: 1. Mission Statement (or equivalent), and/or
2. Strategic Plan (or equivalent), and/or
3. Higher Education Strategy (if applicable).
 |  |
| 10 | Give brief details of any non-educational/academic business and ethical interests and links within the UK and overseas. |  |

**Criterion 2**: clarity of anticipated benefits of the proposed partnership to all parties

|  |  |  |
| --- | --- | --- |
| 11 | Give brief details of the rationale for, and anticipated benefits of, the proposed partnership with the University of Worcester and how it fits with your organisation’s development strategy.Please provide copies of: D HE and/or educational development strategy (or equivalent)E Business plan for proposed development (or equivalent). |  |

**Criterion 3**: clarity and appropriateness of the ownership, leadership, governance and management arrangements of the prospective partner organisation

|  |  |  |
| --- | --- | --- |
| 12 | Give brief details (or indicate relevant page references) of internal organisational, governance and management structure, including any major Boards/ committees. Please provide copies as appropriate of: F Organisation chart G Management structureH Committee structure (including membership and terms of reference of governing body/Board and key academic committees). |  |

**Criterion 4**: the public and legal standing of the prospective partner organisation in their own country (and the implications of this for collaborative programmes and/or recognition of the qualification to be awarded)

|  |  |  |
| --- | --- | --- |
| 13 | Give brief details (or indicate relevant page references) of the legal status of the organisation (including limited liability, registered and trading names, insurance details for learners, compliance with any national regulatory or licence requirements etc).Please provide copies of:I Certification of legal identity (if applicable)J Insurance detailsK Compliance with national regulatory/licence/accreditation requirements (if applicable)L Information regarding any national requirements for proposed collaboration with University of Worcester (if applicable). |  |
| 14 | UK based organisations:please list published information/reports on academic standing from eg LSC/Ofsted/QAA or other external bodies and provide electronic links where possible. |  |
| 15 | Overseas organisations: please list published information on academic standing from inspections undertaken by local/national government approved bodies, and provide electronic links where possible. |  |

**Criterion 5**: the standing of the prospective partner organisation in the UK (as determined by the experience of other UK institutions)

|  |  |  |
| --- | --- | --- |
| 16 | Give details (name, address and nature of link) of any current or pre-existing links with other Higher Education Institutions in the UK. |  |

**Criterion 6**: the financial stability of the prospective partner organisation

|  |  |  |
| --- | --- | --- |
| 17 | Give brief details (or indicate relevant page references) of the financial status and standing of the organisation (including how educational provision is funded, and how proposed collaboration with University of Worcester will be funded).Please provide copies of:M Audited annual accounts for last 3 yearsN Details of business plan for proposed collaboration (if applicable)O Contact details for bank (if University decides it must require a banker’s reference). |  |

**Criterion 7**: the ability of the prospective partner organisation to provide the human, physical and learning resources to operate the programme successfully

|  |  |  |
| --- | --- | --- |
| 18 | Give a brief outline (or indicate relevant page references) of the current educational provision of the organisation (programmes offered, academic level, student numbers etc).Please provide copies of:P Prospectus (or equivalent). |  |
| 19 | Give brief details of the learning resources (classroom accommodation, library and computing facilities) available to students.Please provide copies of: Q relevant documentation. |  |
| 20 | Give brief details of the numbers of teaching and administrative staff supporting higher education directly employed by the organisation, and details of staff development and teaching quality evaluation.Please provide copies of: R relevant policies (or equivalent information). |  |

**Criterion 8**: the ability of the prospective partner organisation to provide an appropriate and safe working environment for students on an intended programme

|  |  |  |
| --- | --- | --- |
| 21 | Give brief details (or indicate relevant page references) of the welfare and support services available to students. Please provide a copy of:S the Student Charter (or equivalent). |  |
| 22 | Give brief details (or indicate relevant page references) of approach to Health and Safety and Equal Opportunities.Please provide copies of:T relevant policy statements.  |  |

**Criterion 9**: the ability of the prospective partner to provide high quality learning opportunities for students

|  |  |  |
| --- | --- | --- |
| 23 | Give brief details (or indicate relevant page references) of external and internal quality assurance arrangements that cover delivery of higher education at your organisation. Please provide copies of:U relevant quality assurance documentation. |  |

**Declaration**

It is a condition of approval by the University of Worcester that you confirm the following statements are currently true of your organisation and that you will immediately notify the University of Worcester if any changes to this occur.

1. This organisation, its owners, or directors have not been convicted of a criminal offence.
2. This organisation complies with all applicable laws and statutory regulations in force.
3. This organisation has all relevant insurance policies in place to adequately protect its practice, its staff and also its students/customers.
4. Accounts for this organisation have complied with all local auditing requirements and have not been qualified or otherwise commented on by the auditors for the two years preceding the date on page one of this document.
5. This organisation has the legal capacity to enter into the proposed collaboration with the University of Worcester.
6. This organisation can comply with UK expectations with regard to equality of opportunity, including with respect to disabled students (as set out in the UK Quality Code).
7. This organisation has the physical and financial resources in place to undertake the proposed collaboration with the University of Worcester.

I am an authorised representative of [Add Partner Organisation] and I confirm that to the best of my knowledge the statements in this document are correct with respect to [Add Partner Organisation] and [Add Partner Organisation] agrees to inform the University of Worcester if any changes to these statements occur.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DOCUMENT CHECKLIST**

Please use the list below to ensure you have provided the necessary documents to support this form. All documents must be submitted in English; certified translations may be provided where necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Relating to question number**  | **Please mark document with corresponding letter** | **Description** | **Included** |
| **9** | **A** | Mission Statement (or equivalent)  | **□** |
| **9** | **B** | Strategic Plan (or equivalent)  | **□** |
| **9** | **C** | Higher Education Strategy (if applicable)  | **□** |
| **11** | **D** | HE and/or educational development strategy (or equivalent)  | **□** |
| **11** | **E** | Business plan for proposed development (or equivalent)  | **□** |
| **12** | **F** | Organisation chart  | **□** |
| **12** | **G** | Management structure  | **□** |
| **12** | **H** | Committee structure (including membership and terms of reference of governing body/Board and key academic committees)  | **□** |
| **13** | **I** | Certification of legal identity (if applicable)  | **□** |
| **13** | **J** | Insurance details  | **□** |
| **13** | **K** | Compliance with national regulatory/licence requirements (if applicable)  | **□** |
| **13** | **L** | Information regarding any national requirements for proposed collaboration with University of Worcester (if applicable)  | **□** |
| **17** | **M** | Audited annual accounts for last 3 years  | **□** |
| **17** | **N** | Details of business plan for proposed collaboration (if applicable)  | **□** |
| **17** | **O** | Contact details for bank (if University decides it must require a banker’s reference)  | **□** |
| **18** | **P** | Prospectus (or equivalent)  | **□** |
| **19** | **Q** | Learning resources – relevant documentation  | **□** |
| **20** | **R** | Staff development and teaching quality evaluation – copies of relevant policies (or equivalent information)  | **□** |
| **21** | **S** | Student Charter (or equivalent)  | **□** |
| **22** | **T** | Health and Safety, and Equal Opportunities – copies of relevant policy statements | **□** |
| **23** | **U** | Relevant quality assurance documentation | **□** |

January 2013