

Publishing the plan on the students virtual learning environment (ALO)
Including the plan alongside other material provided to applicants
Sharing the plan with Higher Education Partners
Publishing the plan on the staff intranet
Including coverage of the plan in the induction of new staff and other relevant staff training activities
Including coverage of the plan in the induction of new student representatives
Informing employers of the plan, where relevant.

Suggestions and Complaints policy in the event of any concerns related to the implementation of the student protection plan.

Activate Learning will also ensure that the Student Protection Plan is formally reviewed annually by the Higher Education Academic Board (HEAB), in collaboration, and importantly with student representatives with which we have an excellent and valued relationship.

4. How will the Student Protection Plan be triggered

If any manageable risk to continuation of study begins to appear likely, the Higher Education Learning Partnerships (HELP) office will advise the Higher Education Academic Board (HEAB). Consideration and discussion of the risk, its impact and likelihood, may or may not generate a decision that the

Working with the Office for Students to allow enrolled students to complete their year of study/programme;

Where the above is not possible, supporting students to transfer to appropriate programmes at other providers and, where appropriate, financially compensating students where they suffer demonstrable, material financial loss due to disruption of their studies;

Considering assistance for affected students by providing evidence/letters/statements in support of continuation of their studies

Providing students with access to independent advice services such as the Student Union, Careers, Counselling and Welfare.

7.4. Suspension or Closure of a Course

Activate Learning has established procedures in place in the event of suspension/closure of a course. For sub-

³ and procedure which is overseen by the HE Academic Board. Where there is ^a

Seek to fill gaps as quickly as possible, by moving other current members of staff with appropriate skills and experience, into the vacant post(s) or recruiting externally, to avoid disruption;

Where Activate Learning cannot avoid closing a programme due to the loss of key staff, then the procedures outlined in Section 7 will apply.

Appendix 2

Risk Assessment

	Specific Risk	Impact (L / M / H)	Likelihood (L / M / H)	Key actions taken or controls already in place
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			<p>Academic Board decision by June for suspension or closure of programmes prior to clearing.</p> <p>Existing programme closure policy and procedure which has been tested.</p>
	<p>5. Suspension of Tier 4 Sponsor Licence</p>	<p>M</p>	

10 **Loss of key staff**

M

L

Working in partnership with local HEI to share/contract staff.

Working with recruitment agencies to fill specialist posts.

Staff cover rota in place