

Course Delivery Partner Model & Process – Guidance Notes

To become an approved Course Delivery Partner (“Approved Centre”) for the Institute for Equity, University Centre¹, an organisation must undergo a structured process involving an initial application, a formal review of its policies and resources, and a quality assurance evaluation. This process ensures the centre has the necessary facilities, staff expertise, and quality control procedures to deliver qualifications to the Institute's standards, while the Institute retains responsibility for the ultimate quality assurance and qualification awarding.

1. Introduction

This concept note outlines the process for an organisation to become a "Course Delivery Partner" to deliver qualifications on behalf of the Institute for Equity, University Centre. It details the required steps, focusing on rigorous quality assurance to ensure consistent and high standards in qualification delivery.

2. Guiding Principles

The approval process is governed by the following principles:

- **Quality and Integrity:** Upholding the Institute's reputation by ensuring the centre's staff, facilities, and internal processes meet a high standard.
- **Consistency:** Ensuring a consistent and fair experience for all learners, regardless of the delivery centre.
- **Partnership:** Fostering a supportive relationship where the Institute provides guidance and expertise, and the centre delivers high-quality education.

3. The Application and Approval Process

The process for an organisation to become a Course Delivery Partner consists of three main phases:

Phase 1: Initial Engagement and Application

- **Informal Consultation:** The prospective centre contacts the Institute to express interest, discussing their rationale for applying, their potential to meet the Institute's criteria, and which qualifications they intend to deliver.
- **Application Submission:** The organisation completes a detailed application form, providing information on its legal structure, facilities, financial viability, and governance.
- **Policy and Procedures Review:** The application must include evidence of robust policies and procedures that align with the Institute's standards. Key documents typically include:
 - **Quality Assurance Policy:** How the centre maintains educational standards.

¹ This service does not apply to the MBA.

- o **Equality and Diversity Policy:** Commitment to inclusive practices.
- o **Malpractice and Maladministration Policy:** Procedures for handling misconduct.
- o **Data Protection Policy:** Compliance with data privacy regulations.
- **Staffing and Resources:** The centre must provide a list of staff, including qualifications and experience, and confirm that facilities and resources are adequate for delivery of the intended qualifications.

Phase 2: Review and Evaluation

- **Application Review:** The Institute's approval team assesses the application for completeness and adherence to all requirements.
- **External Quality Assurance (EQA) Visit:** An External Quality Assurer from the Institute visits the organisation to review and assess the evidence provided in the application. The EQA will:
 - o Review the centre's internal quality assurance (IQA) process and documentation.
 - o Confirm staff qualifications and expertise (via CVs and online searches).
 - o Assess the suitability of facilities and resources for delivering qualifications.
 - o Review assessment practices.
- **Feedback and Action Plan:** Following the EQA visit, the Institute provides feedback. If any aspects require improvement, an action plan with clear deadlines will be issued.

Phase 3: Ongoing Partnership and Monitoring

- **Approval Decision:** The Institute's Quality Audit Committee (QAC) reviews the EQA's report and decides on the centre's application, communicating the outcome to the organisation.
- **Centre Agreement:** A formal agreement is signed, outlining the responsibilities of both parties.
- **Ongoing EQA and Monitoring:** The Course Delivery Partner will be subject to between 1-2 EQA visits and ongoing monitoring per year to ensure continued compliance with the Institute's standards and relevant regulatory requirements.
- **Staff Training and Standardisation:** The Institute may provide training and standardisation support to the centre's staff to ensure a shared understanding of assessment standards and best practices.

4. Conclusion

The rigorous approval process ensures that all Course Delivery Partners for the Institute for Equity, University Centre, meet the high standards necessary to deliver qualifications effectively

and equitably. This approach safeguards the integrity of the Institute's awards and provides learners with a consistently high-quality educational experience.

Notes:

As an approved Course Delivery Partner, you will:

- Set your course delivery timetable
- Decide your delivery modality
- Set your course fees
- Pay annual administration and learner fees

As owners of the qualification and the delivery and assessment standards, we will:

- Quality assure to ensure teaching, learning and assessment at up to standard
- Award the qualification to learners
- Participate in annual quality assurance and monitoring activities
- Participate in teaching observations and quality checks