

Student Protection Plan (for Closure, Suspension and Changes to Courses)

Issue:	2	Prepared by:	Authorised by:
Original Issue Date:	July 2018	Vice Principal – Teaching Learning & Quality	Principal
Reviewed:	September 2021		Approved by:
Next Review:	September 2023	Two year	SMT

Student Protection Plan

This Student Protection Plan is in place to address circumstances, which may arise and result in Leeds College of Building making changes which could affect current students.

Minor changes will not trigger the Student Protection Plan, but material changes will. Material changes include the costs of the course, qualification, location, loss of staff and other key factors on which the student's enrolment was based on.

The College may have to make changes due to:

- Updates to the course content to keep it current
- Loss of key staff
- Insufficient enrolment, significant reduction in attendance or circumstances beyond the College's control resulting in course or department closure
- Strategic decision to close one of the College's three buildings, institutional closure, discontinuation of a course or move the course to alternative facilities
- Restrictions or changes put in place by an external body.

Any decisions to close or suspend a course must be approved by the College's Senior Management Team because of the implications for the contractual relationship between current and prospective students and the College. Requests to close or suspend a course should incorporate the following

- Market rationale
- Strategic and financial implications
- Impact on current and prospective students
- Impact on existing or proposed programmes
- Impact on relationships with employers
- The expected impact on staff and resources.

Timing

- Wherever possible, requests to delete, suspend or make material changes to the content of courses should be made in a timely manner.
- Since preparation for the production of the printed prospectus takes place sometime ahead of publication, the process of strategic planning should identify those courses which are likely to be closed prior to the commencement of the prospectus production process.
- As a result of unforeseen and unforeseeable circumstances (eg loss of specialist staff), it may be necessary to close or suspend a course within a foreshortened timescale. In such circumstances, the student interest is paramount and full consultation will be undertaken with all affected students and their nominated representatives.

- In order to ensure full compliance with the Consumer Rights Act 2015 and related regulations, students should be given the fullest information, advice and guidance to enable them to make well-informed decisions in the event of course closure or suspension.

Informing Students / Employers

The College is committed to communicating any changes to students as early as possible, with clear information and explaining other options. This will include a letter from the College explaining the changes and laying out the options. A course meeting or wider consultation with students (and with parents, guardians or carers for vulnerable students) may also be offered. Where employers are involved a letter will also be sent explaining the changes / options available for their employee(s).

Measures to protect Students

The College has plans to protect students and minimise disruption to their studies should material changes occur. These may include any of the following, depending on what is appropriate for the circumstances:

- Provision to 'teach out' a course for existing students
- Offering students an alternative course, facilities or venue at the College
- Making arrangements for affected students to switch to a different provider without having to start their course from scratch
- Full or partial refunds will only be considered in exceptional cases, where the College is unable to support students with the continuation of their studies.

Feedback

If any student would like to give feedback regarding the College's management of the process of change, they may do so using the College's complaints procedure, which can be found at <https://www.lcb.ac.uk/complaints-procedure/>.