

# Request for Additional Location(s)

To be completed in conjunction with the Procedure for

Consideration of Additional Location(s)

The Partner is asked to append any relevant supporting documentation such as certificates, floor plans, learning plans, library plans and resource development plans to this document.

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| Part 1: Institutional Detail | |
| Detail of Person(s) Completing Form |  |
| Name of Institution Proposing Additional Location(s) |  |
| Name and Address of Additional Location(s) |  |
| Confirmation that the proposed location(s) has the correct planning designation *(please provide evidence)* |  |
| Confirmation that the proposed location(s) is covered by current employers and public liability insurance *(please provide evidence)* |  |
| Confirmation that the proposed location(s) has professional indemnity insurance is in place *(please provide evidence)* |  |

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| Part 2: Rationale and Business Case |
| Rationale  *Outline here the rationale for the proposed new location(s)* |
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| Business Case  *Provide a brief Business Case for the proposed new location(s); to include but not limited to; projected student numbers for the site and impact on student numbers at existing locations* |
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| Part 3: Resources |
| Physical Resources  *Provide a summary of the resources available at the proposed location(s) to support delivery of the proposed programme. If any building or construction works are planned please provide detail and estimated date of completion* |
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| Human Resources  *Provide a summary of the human resources available at the proposed location(s) to support delivery of the proposed programme* |
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| Part 4: Programme Management |
| Delivery and Assessment  *Provide details of how the delivery of the programme and assessment processes would be co-ordinated across all location(s)* |
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| Internal Quality Assurance Processes  *Provide details of how the Internal Quality Assurance Processes would be integrated/link to those at the existing location(s)* |
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| Management and Committee Structure  *Provide details of how the Management and Committee Structure would operate across all locations (with clear lines of authority/delegation)* |
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| Student Learning Experience  *Provide a statement confirming how the equivalency of the student learning experience will be ensured across all locations and might be enhanced by the additional location(s)* |
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| Impact of Additional Location(s)  *Reflect on the impact of an additional location on the existing location(s), including any impacts on the student experience, resources and business cases* |
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**For completion by Academic Governance and Quality**

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| CEP received request, decision and date of review |  |
| PSG received request, decision and date of review |  |
| PSG received report of site visit, decision and date of review |  |