

Student Protection Plan

Applicable with effect from: 25 September 2023

Provider's name: Tobias Trust Ltd / Tobias School of Art and Therapy

Legal address: Tobias School of Art, Coombe Hill Road, East Grinstead, West Sussex, RH19 4LZ

If you have any queries about this Student Protection Plan, you can contact the Team Leader at info@tobiasart.org

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1. About Our Student Protection Plan		
1.1	What is a Student Protection Plan?	<p>Tobias School of Art and Therapy (known as the 'School') core purpose is to provide high quality courses that inspire you and provide you with opportunities to achieve success in your studies and prepare you for rewarding careers.</p> <p>As a registered provider of higher education, we are required to develop and publish a Student Protection Plan. A Student Protection Plan (SPP) protects your interests when events materialise that pose a risk to you continuing your studies. It describes how we manage those risks we can foresee and sets out in advance what you can expect from us in the event we need to activate our Student Protection Plan to support you.</p>
1.2	Who is covered by this Plan?	<p>If you are a current student on, or are holding an offer of admission to, any course delivered by Tobias School of Art and Therapy, at any level, then you are covered by this Plan. This includes any students undertaking reassessment or on approved breaks in study for any reason.</p>
1.3	Which principles and commitments underpin this Student Protection	<p>We will only activate our plan when necessary to protect your interest when there is a serious risk of disruption to your continuity of studies. When we need to activate our SPP, we commit</p>

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	Plan?	<p>to the following four principles and commitments that will give shape to our response:</p> <ol style="list-style-type: none"> 1. The student interest will be first and foremost in the School's considerations; 2. The School will communicate with affected students in a timely manner; 3. The School will promptly prepare a Student Protection Implementation Plan that is specifically designed to respond effectively to the scenario that emerges; 4. You will be made aware of appropriate sources of advice and support, including the communication with Tobias Trust Ltd.
1.4	Which events might lead to the activation of this Plan?	<p>This Student Protection Plan seeks to cover a range of foreseeable financial, regulatory and other risks setting out what we will do in the event that these risks materialise. Each situation will be unique and considered carefully. The foreseeable risks might include, but are not limited to:</p> <ul style="list-style-type: none"> ● The financial sustainability of the School ● The loss of the School's ability to award some or all of the awards it teaches ● The closure of the campus ● The failure of a partner institution or the ending of a partnership ● A course or courses become unviable <p>Our current Assessment of Risk to Continuity of Study for Students represented by these and other events is provided as Annex 1.</p>
1.5	How will we communicate and review our Student Protection Plan?	<p>Our Student Protection Plan is a public document, available to you at all times via our website. It is reviewed annually, and the current Plan is always available at:</p> <p>https://tobiasart.org/school-policies/</p> <p>We make sure that relevant Faculty are aware of the Plan and its contents on at least an annual basis. Course leaders and the Trust are given copies of the Plan</p> <p>This Plan is related to a range of foreseeable risks. As such, it is reviewed on an annual basis to ensure the provisions contained in the Plan remain appropriate to our assessment of the range of risks encountered and the likelihood these might materialise during the period of time</p>

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		<p>covered by that Plan.</p> <p>The Plan is reviewed annually via the School's Leadership Team in consultation with the Board of Trustees.</p>
<h2 style="background-color: #003366; color: white; padding: 5px;">2. What Happens When Our Plan is Activated?</h2>		
2.1	The preparation of a Student Preparation Implementation Plan	<p>Our Student Protection Plan (SPP) provides an overarching framework for action and rests on a clear statement of principles and commitments which provide the basis for designing our response to any specific set of circumstances that require the activation of our SPP. Only the Chair Person of the Board of Trustees can formally activate the Student Protection Plan.</p> <p>Once the plan has been activated, the School will consider whether the events being responded to require the development of a full Student Protection Implementation Plan, including consideration of the following steps as appropriate to the situation (note that this list is not meant to be definitive):</p> <ul style="list-style-type: none"> ● The Chair Person of the Board of Trustees will ensure the creation and maintenance of a continuous formal log and record of all relevant events, information and decisions that culminated in the activation of the SPP and everything that happens under its auspices until the satisfactory conclusion of the event and the closure of the SPP. ● The Chair Person will appoint a senior member of staff to act as Senior Lead with delegated authority to design an event-specific Student Protection Implementation Plan (SPIP) that is appropriate in scale and scope to the situation and is consistent with the principles and commitments identified in section 1.3 above. <p>The Senior Lead will then consider the following steps and options when forming a detailed Student Protection Implementation Plan - again, note this list is not intended to be exhaustive:</p> <ul style="list-style-type: none"> ● The assembly of a response team which contains the appropriate skills and authority to act promptly to meet the School's obligations to its students effectively. It is a requirement that student representation is included in this response team. ● Ensure the development of an appropriately detailed communications plan that informs students and any other parties of the events and the School's commitments under this

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		<p>Plan and likely next steps and timescales.</p> <ul style="list-style-type: none"> ● Ensure the formal log of activity and decisions made is maintained throughout the life of the SPIP. ● The team developing the SPIP will consider a range of options to protect student interests. Examples might include: full teach out of existing course at existing location or offer of refunds and/or compensation. ● Once the SPIP has identified the viable options available to students under this Plan, the Senior Lead and Student Representatives will jointly undertake an Equalities Impact Assessment of the proposed arrangements to ensure as far as possible that arrangements are consistent with our commitments to equality of opportunity. <p>The closing of a Student Protection Implementation Plan:</p> <ul style="list-style-type: none"> ● The Senior Lead will formally advise the Board of Trustees when the commitments covered by this Student Protection Plan have been implemented by the SPIP and that the deactivation of the Student Protection Plan is appropriate.

3. Student Refunds and Compensation Policy

3.1	How are student refunds and compensation managed?	<p>Students would be informed of the situation and offered individual meetings to discuss their position in the training, and options and wishes for their next steps.</p> <p>The Trustees would ensure that one of the following options is activated appropriately:</p> <ol style="list-style-type: none"> 1. Ensuring all current registered students complete their courses either here or at another educational provider i.e. on another campus if the Tobias Campus is unavailable. 2. Student Course fees are refunded in full or in part depending on the Award granted or able to be granted.
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4. Managing Risk

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4.1	Measures we use to mitigate against risk	<p>All Tobias School of Art and Therapy courses undertake an annual process of programme review, which is informed by review of key performance data. In circumstances where we identify that core changes may have to be made to best protect students or to improve their academic experience, the School the Leadership Team will address any concerns and liaise with the Board of Trustees.</p> <p>The School operates an established approach to risk management underpinned by a policy, and associated guidance. The School Risk Register is updated regularly, contains important risk mitigations and controls to help the School to prevent those risks from materialising. Risks are formally reviewed annually by the Senior Leadership Team and by the Audit Committee of the Board of Trustees.</p>

Annex 1: The University's Current (April 2022) Assessment of Risks to the Continuation of Study

No.	Risk identified	Commentary	Assessment
1	The financial viability and sustainability of the School means it can no longer operate	As a business, we have robust and ongoing monitoring, assessment and review of our financial position, including the prudent management and availability of our financial reserves. We must satisfy external auditors annually that our financial statements mean we are a 'going concern'.	Our financial position and satisfying the oversight of this key aspect of us as a regulated business means the risk to students here is very low
2	The loss of the School's ability to make some or all of the awards it teaches.	The School is an established provider of higher education and has mature systems of governance, monitoring and oversight in place to ensure our provision exceeds the required expectations and thresholds of our awards.	Our academic management and performance mean the risk to students here is very low
3	The temporary closure of a teaching site	<p>Like any business, it is possible that due to fire, flood or other disaster situations, a teaching site may be closed unexpectedly or at short notice, impacting students.</p> <p>The School maintains its Estate to a very high standard which minimises the likelihood of such events occurring.</p>	Unforeseen events are always a possibility, but the University is well prepared, just in case - the risk to students is very low

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4	The permanent closure of a teaching site	<p>In the event that a disaster/emergency event means a teaching site cannot be returned to use, the School would seek alternative arrangements for the delivery of affected courses and student continuity as a matter of priority. Continuity of study could be maintained most immediately through use of different sites and/or remote teaching. Students impacted by the events would be consulted in the formation of longer term alternative arrangements.</p>	The risk to students is considered very low
5	The School decides to close a course for business reasons.	<p>From time to time the School does discontinue courses as demand for them changes. When this happens, the School may determine that the course should not continue to recruit students.</p> <p>The School would not normally close courses with immediate effect. Rather, a course would be closed to new entrants and existing students would be supported to continue their studies, progressing as normal until the final cohort has completed their programme. The School would normally 'teach out' such programmes in the same location, to the same specification and same commitment to resources and student experience as before.</p> <p>A decision to close a course on business grounds should not therefore adversely impact any existing students. In such cases a formal discontinuation plan is drawn up to ensure a plan is in place, allowing all students to complete their course, including those who might have or subsequently have appropriate mitigating circumstances affecting their continuation.</p>	The risk to students here is low

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		Any applicants to a course affected by such a decision would be notified as soon as practicable and offered an appropriate alternative course or courses.	
6	The University is unable to deliver key material components (core modules) of one or more courses	This risk is low and if core modules cannot be delivered then alternative solutions are sought; for example, rescheduling to a different semester or making alternative staffing or delivery arrangements. Where programme re-design or modification proposals include the removal of core modules, affected students are asked for their feedback. Course design and review, as well as business planning processes ensure that there is sufficient staffing in place to deliver core modules.	The risk to students is low
7	Loss of service due to IT failure or cyber-attack preventing delivery of course material	This risk is increasing given the global rise in instances of cyber-attack, and has the potential to result in the loss of our core teaching, assessment, information and records systems.	Although the School has prepared well, the constant and evolving nature of this particular risk must be considered low to medium .
8	The implementation of lockdown or similar restrictions such as those applicable during the Covid-19 pandemic	<p>During the Covid-19 pandemic, the School responded promptly and effectively to support students and preserve continuity of study and proper student support throughout the period of national and local restrictions. We made rapid changes to our courses, our teaching and, in places, the way we assess your learning.</p> <p>As these restrictions eased, we operated on a blended basis, with face to face learning gradually reintroduced with social distancing and other measures to ensure safe environments for students and staff. Our emergency management arrangements included the establishment of themed Pandemic Planning Groups each with a measure of decision making authority, and responsible for different areas of our activity.</p>	The assessment of risk here must be set at low

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		<p>In the event of a further set of restrictions becoming necessary, all UK Government and public health measures and guidance would once again be followed. The experience of the Covid-19 pandemic is invaluable for our planning for the possibility of further similar disruptions. The School continues to invest in remote learning technologies for both smaller and larger group sizes and would be able to provide effective teaching and learner support if further restrictions made this necessary.</p>	
9	The loss of Professional Accreditations applicable to particular courses	<p>This risk is considered low. The School has institutional oversight of its academic accreditation with The City and Guilds Institute which is kept under review. Re-accreditation exercises are owned by Schools and overseen by senior management.</p> <p>Programme Modification processes require explicit confirmation that accreditation requirements continue to be met.</p>	The risk to students is low

To be Reviewed 01 September 2024