

**ACADEMIC DEVELOPMENT & QUALITY ENHANCEMENT OFFICE (PARTNERSHIP)
APPENDIX 3: NEW DELIVERY CENTRE: ASSURANCES**

Institutional Recognition theme	Specific assurance required	Documentary evidence	Acceptability
Effective management and administrative systems	What management structure is in place at this delivery centre (giving details of the roles and responsibilities of officers)?	Organisational chart	
	What organisational and academic structures are in place at this delivery centre?	Organisational chart	
	How does this delivery centre feed into the partner institution's existing committee structures?	Governance chart	
	What are the arrangements for data collection and are they adequate for the University's requirements?		
Ethos and environment for teaching and learning appropriate to higher education	How does the Partner Institution ensure that delivery from this centre is aligned with its Teaching and Learning strategy and how will this be monitored and evaluated?	Governance chart (including quality assurance) Teaching and Learning Strategy	
	Are the same opportunities available at this delivery centre for staff to conduct research and / or consultancy?	Staff development policy	
	Do the same equal opportunity and diversity policies apply in this delivery centre?	Equal opportunity and diversity policies	
Appropriate resources to support higher education courses	Material Resources:		
	Is the teaching and learning accommodation appropriate for delivering the existing and proposed course portfolio?	Learning resources strategy	

	Are the Library and IT provision appropriate to HE for staff and students?	Learning resources strategy	
	What social facilities are there for HE students?	Learning resources strategy	
	What services are in place for students in relation to welfare, counselling, careers information and students with disabilities?	Learning resources strategy	
	Overall, is this a safe working environment for students and staff?	Learning resources strategy	
Human resources:			
	Is there sufficient academic/professional capacity within the delivery centre to deliver learning and teaching for the existing and proposed course portfolio?	Staff recruitment and development policy Staff CVs	
	Under what form of contract are staff employed?	Summary/overview of staffing contracts Staff CVs	
	Is there appropriate technical support available?	Staff CVs	
	Is there adequate administrative support for the: <ul style="list-style-type: none"> • admission and induction of students • keeping of student records and recording marks • assessment of students • conduct and invigilation of examinations 	Staff recruitment and development policy Staff CVs	
Policies and regulations	Confirmation that policies and regulations affecting students and staff are consistent at institution-level and that there are no unique arrangements for this delivery centre.		YES/NO