

Student Protection Plan



Document control

Document Title	Student Protection Plan
Document Category	Student Policies
Status	Approved
Author	Operations
Date of current version	August 2024
Date of next review	August 2025
Document location	ICMT website
Communication plan	Email link to website included in offer and on the student portal.
Related documentation	Student Contract Tuition Fees and Refund Policy Programme Closure, Suspension and Changes Policy Student Complaints Procedure

Contents

Document control	1
1. Introduction	3
2. Purpose	3
3. Scope	3
4. Assessment of risk	4
5. Areas of risk the ICMT considers reasonably likely to crystallise and mitigating factors	5
6. Communication	6
7. Consultation with students, review and implementation	7
8. Refund and remedy	7
9. Complaints	8

Provider's name:	Stageworks Productions Ltd t/a the ICMT: International College of Musical Theatre
Provider's UKPRN:	10027603
Legal address:	68 Wallis Road, London, E9 5LH
Contact point for SPP:	Gary Wood - Operations Manager, gary@theicmt.com , 0207 253 3118.

1. Introduction

The International College of Musical Theatre (the ICMT) is committed to successfully supporting our students to complete their studies. Where it is necessary to close a programme, the ICMT will use reasonable endeavours to enable students to continue their studies via 'teach out' of the course or programme. Where 'teach out' arrangements are not appropriate or reasonably practicable, the ICMT will seek to identify and put in place another remedy to facilitate the continuation of studies for the students affected. This Student Protection Plan is in place to ensure appropriate arrangements to identify and protect against risks to our students' quality and continuation of study.

In view of the financial sustainability of the ICMT and the quality of its provision, the risk of enrolled students being unable to continue with their studies is considered low.

2. Purpose

The purpose of this Student Protection Plan is to set out the ICMT's assessment of the range of risks to the continuation of study for our students, how these risks may differ based on students' needs, characteristics and circumstances, and the likelihood that those risks will materialise. Where a significant material change is to take place, the ICMT will consider the impact and carry out appropriate equality impact assessments and consultations with affected students.

3. Scope

Unless otherwise stated, the Student Protection Plan applies to all students enrolled on a programme of study with the ICMT.

4. Assessment of risk

Area of Risk	Mitigating Factors	Residual Risk Level
The ICMT is no longer able to operate or has decided to cease operating.	• Sound financial position. • Robust risk assessment processes and procedures. • Revised strategy and proactive business model.	Low
Loss of validation on our Higher Education course.	• New validation agreement • 6-year agreement period. • Close working relationship with validating University to ensure all validation requirements and conditions are continued to be met.	Low
Change in location	• Long-term lease. • Recently renovated. • Robust risk assessment and maintenance processes and procedures • Options to move to teach online if required.	Low
Suspension/revocation of Tier 4 license	• Newly registered • Commitment to fulfilling obligations	Low
Unable to deliver: a) one or more courses in one or more subject areas or departments. b) material components of one or more courses. c) one or more modes of study.	• Commitment to 'teach out' courses and programmes for enrolled students where such action is appropriate and reasonably practicable. • Strong curriculum planning and review • Non-reliance on key individuals and contingency planning • Design of courses and modules • Robust risk assessment processes and procedure	Low

5. Areas of risk the ICMT considers reasonably likely to crystallise and mitigating factors

The ICMT has identified three risk areas to the continuation of study for certain students that it considers reasonably likely to crystallise and has set out the actions to mitigate those risks.

a) Course closure/course not running/material change.

As part of the regular curriculum planning process, the ICMT may decide to close a course to new applicants or change the course/programme to update the content or assessment process.

The ICMT has not identified any course or programme to be at significant risk, but the measures in place to mitigate any risk to the continuation of studies are as follows:

Course closure, course not running, or material change.	Measures
Course not running due to lack of student recruitment numbers	• Approved process for the timing of decisions for courses to be removed from the course offer.
Course closure	• Commitment to 'teach out' provision for enrolled students where such action is appropriate and reasonably practicable.
Material change	• Commitment to 'teach out' existing programme/course unless change approved in writing by all existing students.

b) Closure of course awarded by validating partner.

The ICMT adopts rigorous quality standards and procedures concerning all of its course provisions and may decide to close a course awarded by a validating partner if there are any concerns. There will be 'teach out' of the course for enrolled students in all instances.

Closure of course awarded by a validating partner	Measures
Ending of collaboration	• Suspending recruitment • Commitment to 'teach out' provision for enrolled students where such action is appropriate and reasonably practicable.

If the ICMT is forced to close or change any part of its course, it will liaise with its awarding partners to ensure that the quality and standard of teaching are maintained.

c) Course changes due to COVID-19.

Due to the current COVID-19 pandemic, we feel that the risk of changes to a course is medium due to the continued long-term effects of the pandemic. There are three main areas of study that we feel are at risk of change:

Implications of COVID-19	Measures
Unable to teach in person.	• Move to teach online. • Adoption of programme changes, suspension or closure.
Unable to have study abroad options.	• Reschedule study abroad modules to another time. • Design of courses and modules • Refund part of the study abroad costs. • Carry out modules in the UK. • Adoption of programme changes, suspension or closure.
Implications to producing the final musical.	• Reduced audience. • Recorded/streamed behind closed doors. • Design of courses and modules • Adoption of programme changes, suspension or closure.

6. Communication

Current and future students

The provisions of this Student Protection Plan and the approved Programme Closure, Suspension and Changes Policy with the related refund policies are publicised to our current and future students by:

- Reference the material provided to applicants when offering to study on a course.
- Inclusion in the ICMT intranet site.
- Inclusion on the ICMT website.

Staff

The ICMT will ensure that staff are aware of the implications of our Student Protection Plan and the approved Programme Closure, Suspension and Changes Policy, and related Refund Policy and when they propose course closure/changes by:

- Inclusion in the relevant staff communication channels

7. Consultation with students, review and implementation

The Student Protection Plan will be reviewed annually and form part of the ongoing risk assessment processes for the ICMT. The ICMT will work with current students to develop and review the Student Protection Plan by consulting with student representatives.

If the ICMT must implement this Student Protection Plan, affected students will be notified by the most appropriate means dependent upon their circumstances, including in-person, email, post, telephone or other electronic means.

If it is necessary to implement the measures in the Student Protection Plan, the ICMT will aim to give affected students at least six weeks' notice. Students will be supported individually and collectively by:

- Assessing the impact on each student.
- Contacting individual students.
- The provision of support and guidance ensures that every student can actively engage in discussions about the plan's implementation regardless of their circumstances.
- Minimising disruption to students individually and collectively.
- Supporting students to take independent advice.
- This document has been equality impact assessed.

8. Refund and remedy

Where there is a non-continuation of study that does not involve a 'teach out' or a breach of contract by the ICMT, students can rely on *section 16, Non-continuation of study of the Tuition Fees and Refund Policy*.

The ICMT has not identified any students at an increased risk of non-continuation of study.

In circumstances where students were identified as being at an increased risk, the ICMT would identify reserves to provide remedies and any relevant refunds as appropriate.

9. Complaints

Students who wish to raise a complaint regarding this plan can follow the ICMT's complaints procedure detailed on the ICMT website.

