

## STUDENT PROTECTION PLAN 2018/2019

Provider's name: Trinity Laban Conservatoire of Music and Dance

Provider's UKPRN: 10008017

Legal address: King Charles Court, Old Royal Naval College, London SE10 9JF

Contact point for enquiries about this student protection plan: Dean Surtees, Registrar and Director of Academic Services (d.surtees@trinitylaban.ac.uk)

### **1. An assessment of the range of risks to the continuation of study for your students, how those risks may differ based on your students' needs, characteristics and circumstances, and the likelihood that those risks will crystallise**

The risk that Trinity Laban as a whole is unable to operate is very low because our financial performance is strong, with accounts showing surplus performance for a number of years, and sound business continuity plans are in place ready to deal with major disruption to the institution.

Trinity Laban has two Faculties, Music and Dance, each of which is core to the academic and financial stability and planning of the institution as a whole. The risk that either Faculty would be unable to deliver programmes to our students is very low.

Trinity Laban is a small specialist institution focusing on the performing arts. The Conservatoire has four buildings all within close proximity which are all integral to the delivery of our core curriculum. Our space requirements mean that we are looking to develop a new building to accommodate new programmes. The risk that any of these buildings would close is extremely low given the pressure on space from our existing programmes.

The risk that Trinity Laban would no longer be able to deliver individual programmes is low. Trinity Laban has three undergraduate programmes for which the number of applications far exceeds the number of places. While we are not currently considering the closure of any programme, there is potential that our postgraduate provision may change in time. However, Trinity Laban is committed to providing teaching for all students who have enrolled or been accepted onto a programme and any closure of such a programme would only occur once all students had completed their studies.

The risk that Trinity Laban is no longer able to deliver material components of our programmes is low. Modules are designed to be taught by teams of academic staff. Many of our staff are hourly paid and teach at other conservatoires across London. Our location and access to world class teaching staff ensures that we are able to recruit and retain a wide variety of staff to teach on our programmes.

The risk that our validation partner for research degrees (City, University of London) decides to discontinue its relationship with Trinity Laban is low. Trinity Laban is preparing to have our research degrees validated for a further period by City, University of London and in addition Trinity Laban is intending to prepare an application for research degree awarding powers during the next period of validation.

The risk that Trinity Laban will be unable to recruit or teach international students is low. Trinity Laban has recently has undergone a UKVI compliance audit following which we retained our Tier 4 sponsor licence.

## **2. The measures that you have put in place to mitigate those risks that you consider to be reasonably likely to crystallise**

While our assessment of the risks stated above is low, the following measures have been put in place to mitigate these risks.

Where Trinity Laban withdraws a programme of study the institution will teach out the programme ensuring that all students enrolled on the programme or holding an offer of a place are able to complete the course. A detailed communication plan will be put in place with students to provide assurance that they will be able to complete their studies at the institution and that they will not be adversely affected by the decision. Where applications have been received but no offers made, applicants will be notified as soon as possible in order that they are able to source an alternative suitable programme.

Trinity Laban's Tier 4 sponsor licence is reviewed by UKVI on an annual basis and our licence is dependent on maintaining a low refusal rate. In order to ensure that the refusal rate remains low Trinity Laban has specifically trained staff to review visa applications and has subscribed to the UKVI premium customer service scheme, in order to receive expert advice and guidance

Conservatoires UK, a representative body comprising 11 UK conservatoires, has in place a shared Disaster Recovery and Business Continuity Plan which provides a framework for cooperation and support between Conservatoires UK members in the event of a major incident which may threaten the effective working of a CUK institution and its community, or severely disrupt its programmes and operations.

## **3. Information about the policy you have in place to refund tuition fees and other relevant costs to your students and to provide compensation where necessary in the event that you are no longer able to preserve continuation of study**

Information with regard to refund for tuition fees and other relevant costs can be found at: <https://www.trinitylaban.ac.uk/study/fees-and-finance/financial-information-for-new-and-continuing-students-from-september-2018>

Trinity Laban has not identified any student currently at risk of non-continuation of study due to withdrawal of provision as outlined above.

In the unlikely event that Trinity Laban is unable to preserve continuation of study for a programme for a limited number of students, the Conservatoire has sufficient resources in reserves to pay appropriate compensation as the situation demands. If there is a major incident which puts students at risk of being unable to continue their programme of study, Trinity Laban has in place business interruption insurance arrangements to provide refunds and compensation.

## **4. Information about how you will communicate with students about your student protection plan**

The student protection plan will be published on our website and will be made available to both applicants and students at the point of offer, enrolment and re-enrolment.

Staff will be made aware of the implications of our student protection plan when they propose new course changes which are reviewed at the Academic Standards and Quality Board (ASQB). Terms of reference of ASQB will be updated to reflect this.

The student protection plan will only be implemented following consultation with affected students and their elected representatives. Following the period of consultation all students affected and the elected student representatives will be notified within ten working days of the decision being ratified.

Material changes to a programme of study are unlikely to take place before the end of an academic year. In the unlikely event that they do students will be given a minimum of ten working days' notice.

In circumstances where the student protection plan is implemented individual students will be provided with support, advice and guidance from their programme or module leader, specialist staff within the Registry and our dedicated student advisers. Students will be provided with details of the options they may wish to pursue in such circumstances. Students will also be able to access independent advice from the Trinity Laban Students' Union, international students will also be advised to seek advice from UKCISA.