**Proforma for approval of proposed new centre**

This proforma must be completed as part of the process for considering either:

* A new collaborative provision delivery centre, normally for an existingprogramme and partner institution
* An additional delivery location for a University programme delivered off-campus (e.g., a community venue).

**This proforma is in two parts:**

* **Part One** consists of information required from the Partner/Centre Managers to be requested by the Collaborative Partnerships Office *before any visit is undertaken*.
* **Part Two** requires that a visit is undertaken to the proposed centre. The person(s) undertaking the visit must be approved by the Chair of the International Affairs and Collaborative Partnerships Committee or Academic Standards Committee, as appropriate. The remainder of the form will be completed on the basis of the information obtained for Part One and the visit.

**PART ONE**

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| **General Information (to be completed by Collaborative Partnerships Office)**Name of partner institution, if applicable: Award type and name of Programme(s) to be delivered at the new centre: Mode of programme to be delivered (e.g., part-time): Name and location of centre:  |

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| **Centre Information (to be completed by the Partner/Centre Manager)**Total number of registered students at centre:Approximate number of students to be registered with the UWTSD at the new centre: |

The following is to be submitted by the Partner/Centre Manager to accompany this form:

* A statement to the University describing the current library, information and learning support facilities, including information on:
* the provision of library services, including available electronic resources, opening times of physical library and description of location, nature of accommodation, accessibility within centre, nature and state of collections etc.
* IT/computing facilities, including internet access, range of software and peripherals and any other equipment etc.
* whether the library and IT services and facilities are supervised and managed and if yes, by whom (list job title, indication of line manager, qualifications etc.)
* Who has overall/strategic responsibility for library and information services at the centre and if that person and/or the individuals responsible for day-to-day management of the services are involved in key academic decision-making committees and processes.

It should be made clear which facilities are available to staff and which to students.

* A Development Plan for the Centre’s library, information and learning support resources
* Details of any additional and/or alternative arrangements to provide or augment library, information and learning support facilities (e.g., agreed access/use arrangements for staff/students with other public, academic or commercial libraries and IT facilities at or near the location, preferential hardware purchase agreements with certain suppliers, loan of hardware etc.). If such arrangements are on a formal contractual basis please supply a copy of the contract.
* Confirmation that the following or equivalent in relation to a locality outside the UK:
* the premises is covered by current Employers & Public Liability Insurance
* Professional Indemnity Insurance in place
* there is a written Health and Safety Policy
* there is a fire risk assessment, which is currently valid
* there is information on how a fire can be detected and the alarm raised
* fire extinguishers have been serviced within the last 12 months
* appropriate risk assessments been completed relevant to tasks and activities to be undertaken on the University’s programmes
* the means for disabled persons to evacuate in an emergency
* whether disabled persons can easily access the premises and travel between floors if necessary
* if there are car parking /close public transport facilities for disabled
* the procedure for reporting accidents and/or health and safety concerns
* the arrangements for providing first aid assistance
* the process for reporting defects and arranging repair of equipment/facilities
* the procedure for maintaining electrical equipment

**PART TWO**

**Observations from the visit (to be completed by the University representative(s)**

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| Name and job title of University representative(s):Date of visit: |

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| In your opinion was the statement submitted to the University describing the current library, information and learning support facilities a true reflection of resources on offer? Specifically: * Was there information on the hours of opening, facilities available etc.? and how is this information to be made available to UWTSD students?
* Were the library services and facilities and/or IT services and facilities supervised and managed?
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| In your opinion, is the number and range of materials available electronically and/or in the library (books, journals, material for reference, other learning materials, including those produced by teaching staff or others in-house) adequate to meet the needs of staff teaching UWTSD programmes and the needs of students following those programmes? If no, please comment. Also, if the centre is overseas, where applicable, are there sufficient English language resources? |

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| In your opinion are there adequate resources to meet the needs of the specific programme to be delivered, e.g., studios for art programmes, PCs/appropriate software for computing programmes or workshops for engineering programmes etc.? Please specify what is available. |

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| In your opinion are the IT facilities provided (hardware, software, peripherals, Internet access and technology-based learning materials) adequate to meet the needs of the staff teaching UWTSD programmes and the needs of the students following those programmes? If no, please comment. |

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| Please confirm that you have seen any VLE materials that are available for students and confirm their availability to students on and off campus. In your opinion, are these materials adequate to meet the needs of the students?  |

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| In your opinion was the Development Plan for the Centre’s library, information and learning support resources submitted to the University an adequate plan in relation to what you have observed at the centre? If no, in what ways should it be amended? |

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| Please indicate any specific aspects of provision that should be improved and whether these improvements are* essential and urgent
* necessary, and should be phased in within a given amount of time (please state timescale)
* desirable, and should be considered by the centre
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| Are teaching staff provided with adequate opportunities to make their requirements known? If yes, please describe the process briefly. |

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| Are matters relating to information and library services and learning support facilities currently included in course review and/or student feedback and evaluation procedures? If yes, please describe them briefly. |

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| Are students introduced to the facilities and services at an early point in their studies at the centre/institution? If yes, by what methods? Please describe briefly. |

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| Are students given additional guidance or training in information seeking or handling skills and IT during the course of their studies? If yes, by what means? Please describe briefly. |

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| Do the corridors/escape routes appear to be kept clear of obstructions/combustible materials?  |

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| Are emergency directional signs displayed and easily visible? In the UK it is a legal requirement that where there is more than one way out of a room or building, the routes to be used in an emergency must be clearly signed. The signs must be of a suitable size and position so that they can be clearly seen.  |  |

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| Are there first aid materials/facilities available? |

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| Are there facilities for providing hot/cold drinks/food, either at the centre or in the immediate vicinity?  |

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| Are there toilet/washing facilities for all persons? |

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| Do premises and facilities appear to be in a good state of repair? |

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| Are the premises suitable for University use? Yes, No or Yes, provisional to remedial action. If the latter can the premises be used before remedial action is completed? And is a specific follow-up visit necessary to check that remedial action has been completed, or can check be carried out as part of next routine visit? |

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| Any Additional comments: |