**Specific Course Designation Application Form - SCITTs**

 **Part A. Full details of SCITT (*Paragraphs 26-28*)**

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| **SCITT name:** |  |
| **Any other names under which the applicant operates:** |  |
| **Principal address and legal address where different:** |  |
| **UK SCITT registration number:** |  |
| **Is the provider registered with the Charity Commission?:** | Yes / No(Delete as appropriate) |
| **Charity Commission number:**(if applicable) |  |
| **Charity type:**(where relevant) |  |
| **Is the SCITT under investigation?:** | Yes / No(Delete as appropriate)**If the SCITT is under investigation it must provide a separate document providing the details of the investigation(s) including the organisation undertaking the investigation(s) and the reasons for the investigation(s).** |

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|   | **Lead SCITT contact** | **Additional SCITT contact** |
| **Contact name:** |  |  |
| **Job title:** | We expect this individual to be a member of the senior management team that is responsible to the governing body for submitting the application. All correspondence will be sent to this contact.  | This contact will be copied into all correspondence and may have some delegated responsibilities for submitting the application.  |
| **Telephone number:** |  |  |
| **Email address:** |  |  |

SCITTs must note the following when completing **Parts B and C**:

* Medr will expect the SCITT to have staff available to discuss the monitoring. SCITTs may be asked to submit further evidence to supplement the application, which may result in delays to the application. Medr officers will support SCITTs through this process.
* Designated SCITTs are required to notify Welsh Government and Medr of changes to their position during their period of designation including governance issues and serious incidents (i.e. incidents relating to quality, finance and governance) that have been raised with their primary regulator, the authorities or awarding body.
* SCITTs need to be aware that we do not have access to or retain information that has been submitted to other regulatory or public bodies. Any relevant information submitted to other organisations may be submitted to us as evidence for this process.

**Part B. List of courses to be designated for students support including relevant information (*Paragraphs 29-43*)**

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| **Course list:** | All necessary course information should be completed in the excel table attached at **Annex C.** This course list should include all courses that the SCITT wishes to have designated.Courses must be listed separately for each location. |
| **Control of the course:** | The SCITT should submit documentation that evidences it is in control of the courses it wishes to have designated for student support. This evidence should either be in the form of confirmation that the SCITT has courses validated by a recognised body or delivers courses approved by either Pearson or the Scottish Qualifications Authority.We expect the documentation to evidence that the awarding body will award the qualification up to the end of the 2025/26 academic year. If the documentation does not evidence this then an explanation must be provided in this section of the application form.  |

**Part C. The provision offered by the SCITT is of an adequate quality
(*Paragraphs 44-46*)**

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| The SCITT must include a statement confirming that it has internal quality assurance procedures in place for all its education: | **This statement should be included here on the form.** It will assure us that the SCITT has effective internal quality assurance procedures in place for all its education. |
| **The SCITT must provide a link to its most recent external quality assurance review and any recent monitoring reports, preferably a QAA review and associated monitoring reports:** | **Links to most recent schools’ inspectorate i.e. Estyn, Ofsted, Education Scotland or the Education Training Inspectorate which provides assurance of the quality of the courses listed and evidence that they have been successfully inspected**. If the SCITT is working through review outcomes to address issues identified, please set out what those issues are, how they are being addressed and the date that those issues must completed. |
| **The SCITT must include a statement confirming that the governing body, or equivalent, has:*** **received a report taking account of the external quality assurance review, and**
* **assurances that an action plan has been put in place and implemented as appropriate, in partnership with the student body.**
 | **The statement must be included here on the form and explicitly reference the role of the governing body and the partnership with the student body.** |
| **The SCITT must have published an appropriate high-level statement on how the students’ interests are protected:** | We expect a link to be provided in this section of the form to where this has been published.  |
| **Have any of the courses included in part B of the application been accredited by a Professional Statutory and Regulatory Body?** | **Please confirm if the course is accredited by a Professional Statutory and Regulatory Body and that it has been accredited by the UK Government’s Department for Education.**The SCITT must include all relevant links in this section of the form. |

**Part D. The SCITT is financially viable (*Paragraphs 47-58*)**

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| **The SCITT’s corporate group structure, including details of all group companies or organisations (including subsidiaries, parent/holding companies and associate or joint ventures).** | **Any narrative to support the documentation should be completed in this section.**Reference should be made to the title of the documents submitted**.**  |
| **Last 3 years’ audited financial statements.** | **Any narrative to support the documentation should be completed in this section.**Reference should be made to the title of the documents submitted**.**  |
| **Financial forecasts that cover the estimated current year together with at least three year forecasts. (with the support of a parent company guarantee, if necessary).**  | The forecasts should comprise a profit and loss / income and expenditure statement, a balance sheet and a cash flow statement and be supported by student number assumptions.Where estimates and forecasts have been prepared for other purposes and, for example, the estimated year end has now ended, or the first forecast year is now the current year, we would in addition request management accounts indicating the updated position. Please ensure that three forecast years remain in order that we can assess financial sustainability over the three year undergraduate cycle.Forecasts should also be supported by a commentary on assumptions made in the forecast and how financial risks are managed. In the current circumstances, this should set out clearly the underlying assumptions affecting student numbers, aligning with the current economic situation and a rationale for any growth.Where the SCITT submits forecasts to other public bodies these forecasts can be used.  |
| **Financial strategy and narrative.**  | **Separately we require an explanation of the assumptions under-pinning the forecast and how the SCITT plans to achieve the significant forecast movements, along with an explanation of significant changes from the most recent audited statements. This will allow us to assess the reasonableness of the “strategy”.**The strategy should include how the SCITT assesses and reviews its sustainability, including the use of sustainability assessments.Reference should be made to the title of the documents submitted. |
| **Where available, the last 3 years’ internal audit annual reports and/or audit committee annual reports. Alternatively any external reports that provide assurance over core financial controls, risk management processes and give an opinion on overall internal control:** | **Any narrative to support the documentation should be completed in this section, along with an explanation of how they successfully implemented the actions identified in the report**.The information submitted should demonstrate that the SCITT has:* has financial management processes that are well governed and controlled adequately and effectively,
* has robust and comprehensive systems of risk management and internal control
* reports information regularly, comprehensively and correctly to appropriate senior management and those charged with governance.
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| **Last 3 years’ external audit management letters or reports:**  | **Any narrative to support the documentation should be completed in this section, along with an explanation of how they successfully implemented identified actions.**Reference should be made to the title of the documents submitted. |
| **Information on the SCITT’s budget setting and monitoring process, and the process for the production, distribution and monitoring of management accounts:** | **Any narrative to support the documentation should be completed in this section.**This will enable to understand how the SCITT plans and manages activities to remain viable.Reference should be made to the title of the documents submitted. |
| **Where available, the last 3 years’ internal audit reports of HE data systems and processes and the latest external data audit:** | **The SCITT should evidence that they have effective arrangements for the management and quality of data and for the assurance of data used for internal decision making.****Any narrative to support the documentation should be completed in this section, along with an explanation of how they successfully implemented identified actions.**Reference should be made to the title of the documents submitted. |
| **A brief overview of the information typically contained within their management accounts, how often these are produced and with whom they are shared. If the SCITT does not prepare management accounts, describe any other relevant processes:** | **Any narrative to support the documentation should be completed in this section.**This will demonstrate whether the SCITT has regular, reliable, timely and adequate management accounts or equally robust information to monitor operational and financial performance.Reference should be made to the title of the documents submitted. |
| **Where available, the last external governance effectiveness review:** | **Any narrative to support the documentation should be completed in this section, along with an explanation of how they successfully implemented the actions identified in the review and details of plans for the next review.**Reference should be made to the title of the documents submitted. |
| **Where not included in the financial strategy narrative above, an estates strategy or equivalent, as well as information on the monitoring of estates performance:** | **Any narrative to support the documentation should be completed in this section.**A strategy would help to provide evidence of managing the estate in a sustainable way.Reference should be made to the title of the documents submitted. |
| **Confirmation that the SCITT demonstrates good governance:** | **Please amend / delete** **the following statements and provide additional information, under (iii) below, where appropriate**:1. The institution confirms that it complies/does not comply with the principles of the Higher Education Code of Governance (Committee of University Chairs (2020).
2. The institution confirms that it complies/does not comply with the principles of the Code of Good Governance for the Association of Colleges (2024).
3. The institution confirms that it complies/does not comply with the principles of the Independent HE Code of Governance (2021).
4. The institution confirms that it complies with the principles of the DfE SCITT providers financial handbook (2019).
5. The institution adheres to alternative, equally robust governance arrangements and the following information sets out these arrangements (please provide details).
6. The institution cannot demonstrate adherence to robust governance arrangements. If the SCITT has not adhered to the recognised standards, can you explain the reason(s) for the departure(s) and detail the alternative arrangements that are in place.
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| **Information on key shareholders/ governors/ trustees to allow searches to be made of Companies House, where applicable this could include lists of disqualified directors:** | **Any narrative to support the documentation should be completed in this section.**This information should include details of their skills and experience along with confirmation in this section that they are eligible to act as either directors or trustees and have not been disqualified from acting as directors or trustees,This will allow Medr to assess whether the SCITT is owned, managed and run by ‘fit and proper persons’.Reference should be made to the title of the documents submitted. |

**Part E. Contribution to the public good (*Paragraphs 59-67*)**

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| **Public Good Statement** |
| SCITT name and address | The SCITT must submit a statement to Medr setting out how they make a contribution to the public good as it relates to education. The template provided must be used to submit public good information. |
| **Student Partnership** |
| The SCITT must discuss the development of the public good statement with the students on its designated courses. When assessing this section of the application we will expect to understand:* how the SCITT identifies the priorities of its diverse range of students and how those priorities have informed the SCITT’s objectives, and the activities and services the SCITT is delivering.
* how the SCITT feeds back to its students how it has responded to the priorities identified by its diverse range of students.
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| **Improving Equality of Opportunity** |
| **Under-represented groups** |
| **List the under-represented groups the provider has identified that it is supporting in order to improve equality of opportunity of its students.**  |
| **Measures to attract and retain individuals from under-represented groups** |
| **List all of the activities and services the SCITT plans to deliver in 2025/26 to improve equality of opportunity.****We would expect the activities and services to be set out in the following way:****In 2025/26 we will:****In our assessment of the list above we will the SCITT to set out clear how:*** **the activities and services are directly focused on attracting and retaining individuals from those under-represented groups,**
* **the SCITT takes account of best practice when developing its approaches, activities and services.**
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**Part F: Authorisation of the application**

In authorising the submission the governing body, board or equivalent confirms that:

1. the information provided in this submission is accurate and current, at the time of writing, and is based on verifiable data,
2. it has seen and considered appropriate evidence to support the declarations being made in this application,
3. the SCITT is at a low risk of failure on financial grounds over the medium- to long- term,
4. it will be classified as a relevant higher education body and will immediately need to comply with Prevent Duty legislation should it receive designation of its courses,
5. the SCITT complies with Competition and Markets Authority (CMA) guidelines for higher education, and
6. Welsh Government and Medr will be promptly notified of any changes to the SCITT’s position during the period of designation including governance issues and serious incidents that have been raised with its primary regulator, the authorities or awarding body.
7. it will not advertise the availability of student support until designation has been confirmed.

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| **Application to Medr** |
| Date of approval: |  |
| Authorised signature: |  |
| Print name: |  |
| Date: |  |