

## OfS conditions of registration

As an English higher education institution, Bloomsbury Institute must comply with the OfS conditions registration. There are two types of conditions of registration: initial and general ongoing conditions, and specific ongoing conditions. Failure to comply with the conditions of registration could lead to significant sanctions ranging from enhanced monitoring to suspension or deregistration.

The initial and general conditions of registration are grouped into themes. The conditions, along with indicators of how these conditions are met, are outlined below.

### A: Access and participation for students from all backgrounds

OfS Condition	Indicators	Main Responsibility	Evidence of Compliance
<p>A1</p> <p>An Approved (fee cap) provider intending to charge fees above the basic amount to qualifying persons on qualifying courses must:</p> <p>i. Have in force an access and participation plan approved by the OfS in accordance with the Higher Education and Research Act 2017 (HERA)</p> <p>ii. Take all reasonable steps to comply with the provisions of the plan.</p>	<ul style="list-style-type: none"> <li>Approved Access and Participation Plan</li> <li>Taking action to ensure that the APP is delivered</li> <li>Measuring and reporting on the delivery of the plan</li> <li>Governing Body engaged &amp; monitoring plan</li> </ul>	<p>Head of Equality, Diversity and Inclusion</p>	<ul style="list-style-type: none"> <li>Our approved <a href="#">Access and Participation Plan</a> is available on our website.</li> <li>Our Condition A1 action plan monitors delivery of our APP.</li> <li>Our published <a href="#">transparency information</a> provides information on students who attained a particular degree or other academic award, or a particular level of such an award, on completion of their course with us.</li> <li>Our Senior Management and Leadership Team and Board of Directors receive interim and final</li> </ul>

evaluation reports to monitor delivery of the plan.

## B: Quality, reliable standards and positive outcomes for all students

OfS Condition	Indicators	Main Responsibility	Evidence of Compliance
<p>B1</p> <p>The provider must deliver well-designed courses that provide a high-quality academic experience for all students and enable a student's achievement to be reliably assessed.</p>	<ul style="list-style-type: none"> <li>• High quality courses</li> <li>• Skilled/qualified staff</li> <li>• Facilities/learning resources/student support</li> <li>• Effective partnership arrangements (where appropriate)</li> </ul>	<p>Head of Quality and Compliance</p> <p>Academic Registrar</p>	<ul style="list-style-type: none"> <li>• Internal annual review processes ensure courses remain well designed, of high quality and comparable with sector standards.</li> <li>• Our Annual Quality Report is submitted to the Board of Directors to provide assurance that our mechanisms for safeguarding academic standards are effective.</li> <li>• Operation of the Student Complaints Policy and Procedures is reported to Academic Committee and the Board of Directors.</li> <li>• Quality assurance is also provided by the <a href="#">external examiners</a>.</li> </ul>
<p>B2</p> <p>The provider must provide all students, from admission through to completion, with the support that they need to succeed in and benefit from higher education.</p>	<ul style="list-style-type: none"> <li>• Fair admissions system</li> <li>• Transparency information demonstrates fair access</li> <li>• Engagement with students</li> <li>• Support for student outcomes</li> <li>• Good record of continuation /completion</li> </ul>	<p>Head of Quality and Compliance</p> <p>Director of SEWS</p>	<ul style="list-style-type: none"> <li>• Our <a href="#">Admissions Policy</a> clearly articulates our admissions processes. This is reviewed annually by our Quality Assurance and Enhancement Committee and Academic Committee.</li> <li>• Our published <a href="#">transparency information</a> complements our admissions procedures.</li> </ul>

	<ul style="list-style-type: none"> <li>Fair and transparent complaints procedure</li> </ul>		<ul style="list-style-type: none"> <li>We provide extensive <a href="#">student support</a> to all our students.</li> <li>There are publicly accessible, fair and transparent <a href="#">complaint and appeals procedures</a> in place.</li> <li>We engage with students on the quality and accessibility of our support through various platforms, including formal committees, student surveys and focus groups.</li> </ul>
<p>B3</p> <p>The provider must deliver successful outcomes for all of its students, which are recognised and valued by employers and/or enable further study.</p>	<ul style="list-style-type: none"> <li>Outcomes meet baseline standard (OfS)</li> <li>Students from all backgrounds succeed</li> </ul>	<p>Academic Registrar</p> <p>Director of SEWS</p>	<ul style="list-style-type: none"> <li>We encourage graduates to participate in the Graduate Outcomes survey.</li> <li>We demonstrate our investment in, and commitment to, our students' success through our <a href="#">Let's Grow</a> programme</li> <li>We have implemented <a href="#">a number of actions</a> with regards to our specific conditions B3A and B3B.</li> </ul>
<p>B4</p> <p>The provider must ensure that qualifications awarded to students hold their value at the point of qualification and over time, in line with sector recognised standards.</p>	<ul style="list-style-type: none"> <li>Award threshold levels comparable to those elsewhere</li> <li>External expertise input &amp; assessment and classification processes reliable</li> <li>Partnership arrangements in place where appropriate</li> </ul>	<p>Head of Quality and Compliance</p> <p>Academic Registrar</p>	<ul style="list-style-type: none"> <li>Our <a href="#">Course Approval Withdrawal and Suspension Procedures</a> and <a href="#">Curriculum Modifications Procedures</a> reference threshold standards, subject benchmark statements and PSRBs.</li> <li>Our Quality and Enhancement Manual provides an overview of how our course development and design takes into account the relevant frameworks.</li> </ul>

			<ul style="list-style-type: none"> <li>We monitor External Examiner feedback in relation to comparability of student outcomes with the rest of the sector.</li> </ul>
<p>B5</p> <p>The provider must deliver courses that meet the academic standards as they are described in the Framework for Higher Education Qualification (FHEQ) at Level 4 or higher.</p>	<ul style="list-style-type: none"> <li>Threshold standards accord with FHEQ</li> </ul>	<p>Head of Quality and Compliance/ Academic Registrar</p>	<ul style="list-style-type: none"> <li>Our programme approval procedures reference threshold standards, subject benchmark statements and PSRBs. Our <a href="#">Quality and Enhancement Manual</a> provides an overview of how our course development and design takes into account the relevant frameworks.</li> </ul>
<p>B6</p> <p>The provider must participate in the Teaching Excellence and Student Outcomes Framework (TEF).</p>	<ul style="list-style-type: none"> <li>Must participate in the TEF</li> </ul>	<p>Academic Registrar</p>	

## C: Protecting the interests of all students

OfS Condition	Indicators	Responsibility	Evidence of Compliance
<p>C1</p> <p>The provider must demonstrate that in developing and implementing its policies, procedures and terms and conditions it has given due regard to relevant guidance about how to comply with consumer protection law.</p>	<ul style="list-style-type: none"> <li>Information published regarding legal compliance</li> <li>Published course information</li> <li>Student contracts/T&amp;Cs</li> <li>Compliant complaints process</li> <li>Quick response to OfS queries</li> <li>Regular review of relevant policies and procedures</li> </ul>	<p>Academic Registrar</p>	<ul style="list-style-type: none"> <li>Our <a href="#">Student Handbook and Programme Handbooks</a> are reviewed annually and contain information to help students make informed choices.</li> <li>Prospective students are provided with detailed information about the <a href="#">our courses</a> offered, terms and conditions and <a href="#">fees payable</a> via our website and during the application process.</li> <li>There is a fair and transparent <a href="#">Student Complaints Policy and Procedures</a> in place.</li> </ul>

<p>C2</p> <p>The provider must:</p> <p>i. Cooperate with the requirements of the student complaints scheme run by the Office of the Independent Adjudicator for Higher Education, including the subscription requirements.</p> <p>ii. Make students aware of their ability to use the scheme.</p>	<ul style="list-style-type: none"> <li>• Cooperation with the Office of the Independent Adjudicator (OIA)</li> <li>• Payment to OIA</li> <li>• Making students aware of the scheme</li> </ul>	<p>Academic Registrar</p>	<ul style="list-style-type: none"> <li>• There is information on about <a href="#">complaints and appeals</a> and information on our website, as well as our <a href="#">Student Complaints Policy and Procedures</a>. The policy also provides information about the OIA.</li> <li>• Our Academic Registrar reports on the operation of our Student Complaints Policy and Procedures.</li> <li>• The OIA fee has been paid.</li> </ul>
<p>C3</p> <p>The provider must:</p> <p>i. Have in force and publish a student protection plan which has been approved by the OfS as appropriate for its assessment of the regulatory risk presented by the provider and for the risk to continuation of study of all of its students.</p> <p>ii. Take all reasonable steps to implement the provisions of the plan if the events set out in the plan take place.</p> <p>iii. Inform the OfS of events, except for the closure of an individual course, that require the implementation of the provisions of the plan.</p>	<ul style="list-style-type: none"> <li>• Commitment to preserving continuation of study</li> <li>• Credible plan</li> <li>• Plan published and available to all applicants, students and staff</li> <li>• Annual review and updating of plan</li> <li>• Plan is fair and equitable for all students</li> <li>• Work with students when implementing plan, adequate notice etc.</li> </ul>	<p>Academic Registrar</p>	<ul style="list-style-type: none"> <li>• Our approved <a href="#">Student Protection Plan</a> is on the website.</li> <li>• This is reviewed and updated as necessary/permitted.</li> </ul>
<p>C4</p> <p>i. The provider must comply with any Student Protection Direction in circumstances where the OfS reasonably considers that there is a material risk that the provider will, or will be required by the operation of law to, fully or</p>	<ul style="list-style-type: none"> <li>• Compliance with this condition only becomes necessary in the event that a Student Protection Direction is put in place</li> </ul>	<p>Managing Director and Academic Principal</p>	<ul style="list-style-type: none"> <li>• Not applicable</li> </ul>

substantially cease the provision of higher education in England (“Market Exit Risk”).

ii. A Student Protection Direction may be varied or revoked (wholly or in part) by express provision in a subsequent Student Protection Direction issued by the OfS in accordance with this condition of registration, and the OfS may otherwise revoke a Student Protection Direction by issuing a notice in writing to the provider.

iii. A Student Protection Direction (or, as the case may be, part of a Student Protection Direction) will cease to have effect in accordance with the following provisions:  
a. in circumstances where a Student Protection Direction is varied or revoked (wholly or in part) by a subsequent Student Protection Direction, on and from the time and date that the subsequent Student Protection Direction takes effect; or  
b. in circumstances where a Student Protection Direction is revoked by a notice in writing, on and from the time and date specified in that notice in writing.

iv. Where a Student Protection Direction ceases to have effect at any time (for any reason), that cessation does not in any way affect the ability of the OfS to investigate and/or take any form of regulatory or enforcement action in respect of any non compliance with that Student Protection Direction (whether or not the non compliance remains ongoing in nature) which took place during the period that the Student Protection Direction was in effect.

## D: Financial sustainability

OfS Condition	Indicators	Responsibility	Evidence of Compliance
<p>D</p> <p>The provider must:</p> <p>i. Be financially viable.</p> <p>ii. Be financially sustainable.</p> <p>iii. Have the necessary financial resources to provide and fully deliver the higher education courses as it has advertised and as it has contracted to deliver them.</p> <p>iv. Have the necessary financial resources to continue to comply with all conditions of its registration.</p>	<ul style="list-style-type: none"> <li>• Credible financial forecast and business plans</li> <li>• Compliance with accounts direction</li> <li>• Financial forecasts met</li> <li>• Operate within financial “facilities”</li> <li>• Invoices paid on time</li> <li>• Unplanned changes to activities avoided</li> <li>• Registration fees paid on time</li> <li>• Financial statements filed on time</li> </ul>	Finance Director	<ul style="list-style-type: none"> <li>• We have effective processes in place via our <b>Budget and financial rules</b> to ensure that invoices and fees are paid on time.</li> <li>• Bi-monthly reports are submitted to the Board of Directors to provide assurance of financial viability and sustainability.</li> </ul>

## E: Good governance

OfS Condition	Indicators	Main Responsibility	Evidence of Compliance
<p>E1</p> <p>The provider’s governing documents must uphold the public interest governance principles that are applicable to the provider.</p>	<ul style="list-style-type: none"> <li>• Notify OfS of relevant changes in governing documents (eg those that relate to DAPs) and submits revised documents</li> </ul>	Managing Director and Academic Principal	<ul style="list-style-type: none"> <li>• Following completion of the external review of our governance arrangements in July 2021, we will undertake an internal review to determine whether any changes need to be made to the CAGF and/or Articles. If any changes impact upon the public interest governance principles, the Accountable Officer will inform the OfS in advance, prior to any</li> </ul>

			changes being considered for approval.
<p>E2</p> <p>The provider must have in place adequate and effective management and governance arrangements to:</p> <p>i. Operate in accordance with its governing documents.</p> <p>ii. Deliver, in practice, the public interest governance principles that are applicable to it.</p> <p>iii. Provide and fully deliver the higher education courses advertised.</p> <p>iv. Continue to comply with all conditions of its registration.</p>	<ul style="list-style-type: none"> <li>• Compliance with governing documents and statutory duties</li> <li>• Regular effectiveness reviews</li> <li>• Publicly available governing documents</li> <li>• Appropriate delegations only</li> <li>• Reports and minutes made publicly available</li> <li>• Register of conflicts of interest</li> <li>• Funds are used for purpose given</li> <li>• Published information about ensuring value for money</li> </ul>	<p>Managing Director and Academic Principal</p> <p>Head of Quality and Compliance</p>	<ul style="list-style-type: none"> <li>• Our Corporate and Academic Governance Framework and Articles of Association set out how we operate and are publicly available <a href="#">on our website</a>.</li> <li>• From November 2020, our <a href="#">Board of Directors Committee minutes are publicly available</a>.</li> <li>• The annual accountability returns submitted to the OfS confirm that funds are used for the purposes given.</li> <li>• We submit an annual Value for Money report to our audit committee. In September 2021 we will publish a Value for Money statement.</li> </ul>
<p>E3</p> <p>The governing body of a provider must:</p> <p>i. Accept responsibility for the interactions between the provider and the OfS and its designated bodies.</p> <p>ii. Ensure the provider's compliance with all of its conditions of registration and with the OfS's accounts direction.</p> <p>iii. Nominate to the OfS a senior officer as the 'accountable officer' who has the responsibilities set out by the OfS for an accountable officer from time to time.</p>	<ul style="list-style-type: none"> <li>• Compliance with accounts direction</li> <li>• Promptly addressing any issues with conditions of registration</li> <li>• Notifying OfS of any changes to the accountable officer</li> </ul>	<p>Managing Director and Academic Principal</p> <p>Head of Quality and Compliance</p>	<ul style="list-style-type: none"> <li>• An Accountable Officer (the Managing Director and Academic Principal) has been nominated to the OfS. There have been no changes to this.</li> </ul>



<p>E4</p> <p>The governing body of the provider must notify the OfS of any change of which it becomes aware which affects the accuracy of the information contained in the provider's entry in the Register.</p>	<ul style="list-style-type: none"> <li>• Provide information to OfS within 28 days regarding any change to information published in the OfS register.</li> </ul>	<p>Managing Director and Academic Principal</p>	<ul style="list-style-type: none"> <li>• No amendments have been required to be made to the register.</li> </ul>
<p>E5</p> <p>The provider must comply with guidance published by the OfS to facilitate, in cooperation with electoral registration officers, the electoral registration of students.</p>	<ul style="list-style-type: none"> <li>• Provide information to electoral registration officer when requested</li> <li>• Facilitation of partnership working with electoral registration officer</li> <li>• Provision of accessible information to students regarding registering to vote</li> </ul>	<p>Academic Registrar</p>	<ul style="list-style-type: none"> <li>• Our IT system has now been synced with JISC, which is our main for encouraging students and contacting them for voter registration</li> <li>• Data is submitted to the electoral officer as required.</li> </ul>

## F: Information for students

OfS Condition	Indicators	Main Responsibility	Evidence of Compliance
<p>F1</p> <p>The provider must provide to the OfS, and publish, in the manner and form specified by the OfS, the transparency information set out in section 9 of HERA.</p>	<ul style="list-style-type: none"> <li>• Provide information to OfS by deadline</li> <li>• Publish information on website</li> </ul>	<p>Academic Registrar</p>	<ul style="list-style-type: none"> <li>• <a href="#">Transparency data</a> is published on the website.</li> </ul>
<p>F2</p> <p>The provider must provide to the OfS, and publish, information about its arrangements for a student to transfer.</p>	<ul style="list-style-type: none"> <li>• Publish information regarding transfer arrangements</li> </ul>	<p>Academic Registrar</p> <p>Head of Quality and Compliance</p>	<ul style="list-style-type: none"> <li>• We provide assistance to students/prospective students wishing to transfer:</li> <li>• <a href="#">Information on student transfer arrangements is available on our website.</a></li> </ul>
<p>F3</p> <p>The governing body of a provider must:</p>	<ul style="list-style-type: none"> <li>• Quality and timeliness of information</li> <li>• Reporting of "reportable events"</li> </ul>	<p>Managing Director and</p>	<ul style="list-style-type: none"> <li>• An internal process document has been drafted to outline the process</li> </ul>

<p>i. Provide the OfS, or a person nominated by the OfS, with such information as the OfS specifies at the time and in the manner and form specified.</p> <p>ii. Permit the OfS to verify, or arrange for the independent verification by a person nominated by the OfS of such information as the OfS specifies at the time and in the manner specified, and must notify the OfS of the outcome of any independent verification at the time and in the manner and form specified.</p> <p>iii. Take such steps as the OfS reasonably requests to co-operate with any monitoring or investigation by the OfS, in particular, but not limited to, providing explanations or making available documents to the OfS or a person nominated by it or making available members of staff to meet with the OfS or a person nominated by it.</p>	<ul style="list-style-type: none"> <li>• Provision of information to SLC</li> <li>• Reporting to OfS of information with a material impact</li> <li>• Resource and expertise in place (data capability)</li> </ul>	<p>Academic Principal</p>	<p>with regards to dealing with Reportable Events.</p> <ul style="list-style-type: none"> <li>• Ad hoc data requests or OfS visits would be coordinated by the Head of Quality and Compliance</li> <li>• All required reports have been made to the OfS.</li> </ul>
<p>F4</p> <p>For the purposes of the designated data body (DDB)'s duties under sections 64(1) and 65(1) of HERA, the provider must provide the DDB with such information as the DDB specifies at the time and in the manner and form specified by the DDB.</p>	<ul style="list-style-type: none"> <li>• Accurate data submitted on time</li> <li>• Responding appropriately to data audit/queries</li> </ul>	<p>Academic Registrar</p>	<ul style="list-style-type: none"> <li>• Our Data Analyst coordinates and quality assures the submission of HESA data returns through our data strategy.</li> </ul>

## G: Accountability for fees and funding

OfS Condition	Indicators	Main Responsibility	Evidence of Compliance
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<p>G1</p> <p>A provider in the Approved (fee cap) category must charge qualifying persons on qualifying courses fees that do not exceed the relevant fee limit determined by the provider's quality rating and its access and participation plan.</p>	<ul style="list-style-type: none"> <li>• Fees in line with levels published and included on register</li> </ul>	<p>Academic Registrar</p>	<ul style="list-style-type: none"> <li>• Our fees and summary of fee information have been <a href="#">published on our website</a>.</li> </ul>
<p>G2</p> <p>The provider must comply with any terms and conditions attached to financial support received from the OfS and UKRI under sections 41(1) and/or 94(2) of HERA. A breach of such terms and conditions will be a breach of this condition of registration.</p>	<ul style="list-style-type: none"> <li>• Compliance with OfS and UKRI terms and conditions of support</li> <li>• Governance arrangements to oversee regularity and value for money</li> </ul>	<p>Finance Director</p>	<ul style="list-style-type: none"> <li>• We have complied with the terms of funding allocations.</li> </ul>
<p>G3</p> <p>The provider must pay:</p> <p>i. Its annual registration fee and other OfS fees in accordance with regulations made by the Secretary of State.</p> <p>ii. The fees charged by the designated bodies.</p>	<ul style="list-style-type: none"> <li>• Payment of fees in full and by the deadline</li> </ul>	<p>Finance Director</p>	<ul style="list-style-type: none"> <li>• We have effective processes in place via our <b>Budget and financial rules</b> to ensure that invoices and fees are paid on time.</li> </ul>