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| **Paper Details**  | Paper Name: Paper number: [to be populated by QSC secretary]Date:  |
| **Author**  |  |
| **Required Action Please specify**  |

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| To NOTE | Where discussion or decision is not necessary. The purpose of the paper is to information share or update with no action required.  |[ ]
| To DISCUSS and provide COMMENT. | Where suggestions and possible courses of action are outlined, and the paper author and sponsor would like some direction from the Committee. |[ ]
| To ENDORSE | Where the content of the paper does not require approval, but the Committee’s endorsement (support) is integral to the continuation and success of the activity |[ ]
| To APPROVE IN PRINCIPLE | Where an outline/direction of travel is presented for approval, but the approval given is subject to presentation of final fully worked up papers. Please note that the committee reserves the right to reject at a later stage if appropriate  |[ ]
| To APPROVE  | Where a decision of the Committee is required. |[ ]
| TO RECONSIDER  | Where a paper is re-presented where amendments as requested by the committee have been completed. |[ ]

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| **Please indicate if this is a new/change to policy, process and or regulation**  | New/Change to Policy [ ]  New/Change to Process [ ]  New/Change to Regulation [ ]   |
| **Please indicate the rationale for the action being requested.**  | *i.e., addresses a regulatory requirement, reflects changes to practice, increases clarity etc* |
| **Please indicate what other sources of information and/or good practice were consulted in the formulation of this paper1**  |  |
| **Consultation/contribution2**  | *as a minimum UNUK, UNNC, UNM and PGR team consultation will be required. If following consultation, it is considered there to be no impact on these areas a full rationale is required* |
| **Are changes considered material in relation to requirements. If yes, please indicate what methods have been used to ensure student consultation and specify timelines for any implementation that will ensure that the university remains compliant with CMA rules and regulations 10**  | *if so please indicate what methods have been used to ensure student consultation and specify timelines for any implementation that will ensure that the university remains compliant* [*with CMA rules and regulations*](https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers) *10* |
| **Tri Campus Operating Model3** | Category 1 [ ]  Category 2 [ ]  Category 3 [ ]  |
| **Summary4** |  |
| **Internal communication and engagement plan5** |  |
| **Please outline plans for the operationalisation of the proposals** |  |
| **Equality, Diversity & Inclusion considerations** [**(incl. Equality Impact Assessment**](https://uniofnottm.sharepoint.com/sites/UoNEqualityImpactAssessments) **(EIA)) 6**  |  |
| **Quality Manual changes required 7**  | Yes [ ]  No [ ]  *If yes, please submit a completed Quality manual template form.* *Copies of marked up changes to entries are required.* *Completed Recent changes text (appendix 1) see below are also required.* |

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| **Attachments (please list) 8**  | *E.g., Evidence of consultation copy of any communication plan.**Copy of the EDI impact Assessment output*  |

Secretary use only:

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| **Alignment to the OfS conditions of Registration or other regulatory framework requirements 9**  |  |

Guidance notes

1 This could be reference to [QAA quality codes,](https://www.qaa.ac.uk/the-quality-code) benchmark statements or other guidance or research across the sector.

**2.** Set out brief details of who has been involved with/contributed to the design of the paper’s proposals including consultations across faculty and/or department. If the paper affects a department/process owner outside the Committee, are they aware of the paper and its potential impact? As a minimum you will be required to demonstrate consultation with UNNC and UNM and relevant PGR contacts to ensure that the changes can be accommodated within their regulatory framework. The process owner and the QSC member with responsibility for the affected QM section should also be consulted prior to the paper submission so that obvious operational or Quality issues are added before presentation to a full QSC meeting. If this is considered not appliable for your change please indicate why i.e., restricted to UNUK UG for example,

3. Tri Campus Operating Model –: Please note that all papers will be considered as applicable to all campuses as standard and evidence of prior consultation with the overseas campuses prior to submission is required. If following consultation local variation is required, this should be full articulated within the paper.

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| Category 1:Global Activities that are led and managed by the University, across the institution. Category 1 proposals must evidence there has been appropriate consultation with UNNC and UNM. | Category 2:Activities that have university-led global direction but are managed locally | Category 3:Activities that are managed locally (note unspecified activities will be listed in this category by default and only specified further if required) |

4. The summary needs to include the paper’s core issues and recommendations (if any). You should give a real sense of what the paper says.

5. Briefly summarise your communication strategy should the paper be approved. How will you ensure that any plans/changes are communicated to the University community? Please note that any change to the QM will be included in the changes section of the QM but the further dissemination to interested parties is the responsibility of the paper author at the point of approval and includes (where appropriate) within the QM, please contact the committee Secretary or Faculty QSC representative for support in this area if required.

6. Please indicate any associated implications relating to equality, diversity, and inclusion (EDI). In particular, considerations relating to age, disability, sex, gender reassignment, race, sexual orientation, religion and belief, pregnancy and maternity and marriage or civil partnership. If relating to a policy, practice or procedural change, please provide a copy of the [Equality Impact Assessment](https://uniofnottm.sharepoint.com/sites/UoNEqualityImpactAssessments) (EIA) that has been undertaken with reasonable mitigations identified (where possible) for any adverse impact(s) identified. Information on EIA can be found [here](https://uniofnottm.sharepoint.com/sites/UoNEqualityImpactAssessments) if you consider an EIA is not required i.e. small change please provide rationale.

7. Confirm whether the paper’s proposal will entail implementing a new Quality Manual policy, process, or regulation or an update/amend to an existing entry. If change is required a completed Quality Manual Template form is required.

8. Include details of associated documentation which the Committee can view if required.

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9. If the purpose of the paper is to provide assurance against a compliance requirement, please state this explicitly. Identify how the contents of the paper demonstrably algin to the OfS conditions of registration, or other regulatory requirements i.e., PSRB, Ofsted, UK Visa and Immigration CMA etc. A paper may address more than one regulatory requirement and if this is the case, please list all. For guidance A summary of the OfS conditions of registration can be [found here](https://www.officeforstudents.org.uk/advice-and-guidance/regulation/registration-with-the-ofs-a-guide/conditions-of-registration/). If you require further assistance with this section, please contact the Secretary to the committee who will be able to assist further.

10. please identify if change is considered material under the [definitions of CMA](https://www.gov.uk/government/publications/higher-education-consumer-law-advice-for-providers)

# Appendix 1

**Recent changes text**

[Complete the table below which will be Inserted as text on the QM ‘Recent changes’ page to inform of new policy, process or regulation or update/amend to existing content. Summary should be concise.]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| QM Section  | Page name  | Subpage name | Details | Implementation  |
| *This should be the top-level section as displayed on the QM landing page* | *This should reflect the name of the page that changes need to be made to or the title of any new page*  | *This should reflect the name of the subpage to be amended or created*  | *This should be a summary of the changes. and should include why they are being made, what the changes or addition change relate to what regulatory framework, guidance documents etc where consulted as part of these change and what regulatory responsibilities would be discharged as a result of the change i.e., contributes to meeting OfS B condition of registration and confirmation which conditions required by PSRB, Ofsted, UK Visa and Immigration requirement, CMA etc*  | *Please state the campus which the change/addition is applicable to and the plan for implementation i.e., immediate on approval or a date in the future*  |
| ***Example Entry*** *Governance*  | ***Example Entry****Apprenticeship Integrated End Point assessment* | ***Example Entry****Independent Assessors Role*  | ***Example Entry****The University has introduced guidance on the roles and responsibilities of Independent Assessors for Integrated Apprenticeship Degree End Point Assessments. This document has been informed by the Institute for Apprenticeships and Technical Education guidance and DQB requirements and should be consulted when appointing and inducting to this role.*  | ***Example Entry****Applicable to UNUK* *Implementation: Immediate* |
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