

Procedure for Approved Access Centres to Offer Additional CAF Pathways

Pathways Planning Form

Access to HE Officers send a 'Pathways Planning form' to all Access Providers annually during the second half of the Spring Term. Providers are asked to indicate which pathways they wish to offer during the next academic year. If Providers indicate that they wish to offer new pathways in addition to those approved in their Initial Centre Approval Application this procedure is followed:

Application to Deliver Additional CAF Pathways Form

The Access to HE Officer will issue the provider with an Application to Offer Additional CAF Pathways form. A draft copy of the Application form should be sent to the Access to HE Officer by an agreed date. Feedback will be given and a date agreed for any amendments to be made and a final version of the form is submitted to the Director of Access.

(See copy of 'Application to Offer Additional CAF Pathways form' for full details).

Subject Expertise

Where providers plan to offer a new pathway which includes subjects which require specialist facilities, the Access to HE Officer may require an external Moderator or Subject Specialist to view resources and confirm that they are fit for purpose.

Application Checklist

The Access to HE Officer completes an OCNSWR 'Application to Offer Additional CAF Pathways Checklist'.

Referral to Director of Access

When satisfied that the provider is able to deliver the additional pathway to the same standard as the pathways agreed at Initial Access Centre Approval, the application form is submitted to the Director of Access as the 'final version', along with the completed Checklist with a recommendation that the application be approved.

Formal Approval by Director of Access

The application and checklist are scrutinised by the Director of Access and if appropriate is given formal approval. If not appropriate, the Director refers the application back to the Access to HE Officer with feedback and the provider is asked to upgrade the application accordingly.

HEAC

The Director of Access informs the HEAC that an Access Centre has been approved to run an additional pathway.

Quality Assurance

The Director of Access informs the Director of Quality that an Access Centre has been approved to run an additional pathway and appropriate arrangements for Moderation are made.