

Planning and adjusting courses for September 2020 (temporary changes)

It is the intent of the CIPP to adopt the following principles in planning for 2020/21, which will underpin the Foundation Degree programmes:

- Foundation Degree in Payroll Management
- Foundation Degree in Pensions Administration and Management

Principles:

1. The health and safety of students and tutors is our primary concern. We will follow relevant Government Covid-19 related guidance to ensure their safety is maintained
2. We aim to ensure that academic quality and standards are maintained
3. We will focus on the delivery of the programme learning outcomes to ensure our students get the highest quality student experience
4. We will ensure that learning, teaching and academic support continues to be inclusive and accessible to all students
5. We will adhere to the programmes, according to the published timetables as much as reasonably practicable to assure students who wish to graduate, do so in a timely manner
6. We will continue to work closely with our academic partners to ensure any adjustments to learning, teaching and assessment activities are congruent to their strategy
7. We will continue to communicate salient points on contingency plans directly with all students and tutors, in a timely manner, to ensure they are informed of our intentions and actions concerning the delivery of the programmes.

Planning for September 2020/21:

The landscape in which programmes will be operated in September is both complex and changing. The implications of contingency planning mean that any adjustments and changes might have short lead times depending on what the situation demands. Fundamentally we are striving to uphold the principles outlined above; our students' and tutors' health and safety is of paramount importance.

The core principles of equality, accessibility and inclusion are integral to our planning. Students should have equal opportunity to meet learning outcomes, even during the current crisis. Considerations must be made for those students who need to self-isolate or are not able to attend venue-based workshops and tutorials. As such, the blended nature of the programmes lends itself well to the situation, although some approaches may have to be modified to meet Government requirements during the pandemic.

Content that would normally be delivered via module workshops and tutorials which are venue-based will be provided electronically to all students. This might include recordings of sessions, or online delivery through platforms such as Adobe Connect. It is therefore necessary that any live sessions normally delivered to large groups of students will need to be delivered online and to smaller groups. Recordings will also be made available to students who are unable to attend at the scheduled online time.

Recordings of module workshops will also be made in approximate one-hour sessions, specific to individual learning outcomes of the module. Students will continue to have access to their tutors via email and sometimes other additional media such as phones, Skype, Microsoft Teams or Adobe. Students who have requested additional tutor support will also be supported online using this service.

Adjustments made to modules and exams have been approved by the validating university to ensure that robust procedures are in place and students are treated fairly and consistently. Other quality control processes such as moderation and assessment boards continue to be conducted to benchmark students' work and ensure standards remain consistent across the programme, university and against other level four and five programmes across the UK.

Information for applicants and continuing students

It is important that applicants and students are informed about what to expect in September and throughout the coming academic year. Communication on how the programmes are being managed will be updated regularly so students are informed before they embark and throughout the learner journey. Applicants should be aware that the current ongoing pandemic may continue to cause disruption throughout the academic year and for an unforeseen period of time. The CIPP are adapting temporary changes to provide studies to students with as little disruption as possible. It is important that individuals are informed of these temporary changes prior to committing to the appropriate financial agreement.

As the situation changes, information will be made available to students to inform them of any changes and the impact on their studies. The Education support services team (education@cipp.org.uk) will be available for students to discuss any concerns they have during these unusual times.

Dr Sue Smith

Education Director

30 June 2020