



Higher Technical Education Provider Growth Fund

Incentive Scheme for Digital Higher Technical Qualifications

Terms and Conditions

2022-2023

New College Durham is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

Title	Incentive Scheme for Digital Higher Technical Qualifications - Terms and Conditions
Document Owner	Vice Principal Curriculum
Owning Area	Curriculum and Quality
Terms Effective From	01/08/2022 to 31/07/2023

Contents		Page
1.	Introduction	3
2.	Scheme Details	3
3.	Eligibility Criteria	3
4.	Applications	4
5.	Personal Data	4
6.	Incentive Collection	4
7.	Case Review	4
8.	Appeals	5
9.	Terms and Conditions Review	6
10.	Alternative Incentives Scheme	6

New College Durham

Higher Technical Education Provider Growth Fund Incentive Scheme for Digital Higher Technical Qualifications 2022-23

1. Introduction

- 1.1 This incentive scheme will utilise part of the revenue budget from the College's HTE Provider Growth Fund, and only applies to full-time Level 4 Digital courses in that are in scope. These are -
- FdSc Cyber Security Technologist
 - FdSc Business Computing Data Analyst
 - FdSc Software Developer

2. Scheme Details

- 2.1 As part of the College's commitment to Learning and Teaching excellence, the College will introduce this incentive scheme for academic year 2022/23 for all eligible students to provide them with an appropriate specification digital device to enhance their learning at New College Durham.
- 2.2 The totality of the incentive scheme will provide full time eligible students with a laptop device, in accordance with the eligible criteria outlined below.
- 2.3 Students that complete year 1 of their Foundation Degree will not be required to return the laptop should they subsequently leave the course.
- 2.4 Students that leave or are withdrawn during year 1 of their programme will be required to return the laptop to the College in good condition.
- 2.5 Students will sign an agreement in relation to these scheme details upon enrolment.

3. Eligibility Criteria

- 3.1 A student must be new entrant enrolling onto **the 1st year** of any of the three full-time Higher Technical Digital Qualifications (outlined in section 1.1) delivered at New College Durham, Durham Campus in Academic Year 2022/23.
- 3.2 Enrolment must take place prior to 30 September 2022.

- 3.3 Students must have tuition fee arrangements in place in accordance with the College's Fees Policy 2022/23. No incentives will be issued if fees are in arrears.
- 3.4 Students must complete an application form and agree to the scheme's terms and conditions outlined within this document.

4. Applications

- 4.1 Students can find instructions on how to apply for this incentive scheme by visiting the College's website.
- 4.2 Applications will only be considered for the period in which the application is received.
- 4.3 Applications for the scheme must be submitted within 20 calendar days of the student's course start date.
- 4.4 Where a student is subject to disciplinary sanctions, consideration will be made regarding continued eligibility to the scheme.

5. Personal Data

- 5.1 All information and supporting documentation supplied by the student with this agreement will be used for the sole purpose of providing the Incentive Scheme (laptop). This agreement and related information will be held and maintained in accordance with the provisions of Data Protection Legislation. The data will not be passed to any other third party without the student's consent, except when the College is required to do so by law.

6. Incentive Collection

- 6.1 Eligible students will be able to collect their laptop once they have confirmed attendance for a minimum of 20 days (excludes weekends).
- 6.2 Prior to issuing any incentive, a check will be made to confirm that fee arrangements are in place and fees are up to date. No incentives will be issued if fee arrangements are not in place or if fees are in arrears.
- 6.3 Failure to collect their laptop may result in the student being no longer eligible. Further details on how to collect the laptop will be given at the point of enrolment.

7. Case Review

- 7.1 Based on the points in the eligibility section of these terms and conditions, the College will determine eligible applicants.
- 7.2 Applicants whose application is declined have the right to have their case reviewed.
- 7.3 A request for a case review must be made in writing (letter or e-mail) within 10 working days of receipt of the College's decision to decline the application. The following information is to be clearly stated in the written communication:
- The grounds for requesting the case review, (these grounds will normally be an error in procedure or error in fact).
 - Sufficient detail and any evidence to support the case review request.
 - The outcome that the student is seeking from the case review. All case review requests should be made to the Head of School of Tourism, Digital and Creative Industries.
 - Case reviews will aim to be undertaken and the decision communicated to the student within 10 working days of receipt of the case review request.

8. Appeals

- 8.1 Applicants who have been refused a laptop following a case review have the right to make a final appeal.
- 8.2 Appeals must be made in writing within 10 working days of receipt of the case review decision.
The Appellant should state, in their written communication:
- The grounds for the appeal, (these grounds will normally be an error in procedure or error in fact).
 - Sufficient detail and any evidence to support the case review request.
 - The outcome that they are seeking from the Appeals process.
 - How they would wish to have their appeal considered either via correspondence or personally attending an appeal hearing.
 - How they would wish to receive any correspondence, including the appeal outcome decision (e.g. email, letter etc.). In the absence of any preference, the College's default method of communication will be via letter.
- 8.3 Please address all case review requests to the Vice Principal of Curriculum.

8.4 The appeals panel will arrange to meet within 10 working days of receipt of the appeal communication. The outcome as determined by the panel will be communicated within 5 working days of the hearing. **The decision of the panel will be final.**

8.5 The panel will consist of:

- Vice Principal Curriculum (Chair)
- Students' Union President
- Assistant Principal Curriculum

8.6 The Appellant may be accompanied to the appeal by a representative.

9. Terms and Conditions Review

9.1 The College reserves the right to amend these terms and conditions, without prior notice considering experience, responding to changes to Government/funding body requirements and financial constraints.

9.2 The College will undertake an annual survey of students receiving the scheme benefits to help evaluate the value of the scheme. The results will assist the College to inform future incentives schemes.

9.3 The laptop will be used by the student to support their studies at New College Durham.

9.4 There is no cash alternative for the incentive offered.

10. Alternative Incentive Scheme

10.1 The College offers and an alternative incentive scheme for students enrolling onto the 1st Year of a Higher Education programme. This scheme is termed **HE Incentive Scheme** and has separate term and conditions.

10.2 Any students wishing to apply for this alternative scheme, and be successfully accepted to the **HE Incentive Scheme**, will not be considered for this Incentive Scheme for Digital Higher Technical Qualifications.

10.3 Students are only eligible for 1 incentive scheme at New College Durham within the 2022-23 academic year.

Implementation Date	1 st August 2022
Termination Date	31 st July 2023