



POINT BLANK

MUSIC SCHOOL

POLICY 071

Student Recruitment and Course Viability Policy

DOCUMENT CONTROL BOX

People in scope:					
All students	HE Students	Professional Students	All staff and students	Staff only	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sites in scope:			Publication:		
All	London	Online	Internal	Public	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Version:	1.0	Date Approved / Committee:	22.08.24 / Executive Committee	Date of next review:	August 2025

If you have a disability which makes reading this document or navigating our website difficult and you would like to receive information in an alternative format, please contact: support@pointblankmusicschool.com

Document Revision History

Version Log

Committee / Approval Date	Author	Version	Publication Date	Page Reference & Summary

Related Documentation

Document Reference No. (Policy version / Supporting doc. #)	Document Type	Link or Dept. Owner	Document Title

1. PURPOSE

1.1. This policy aims to set out important points for review and risk management in course provision with regard to student protection and financial viability.

2. POLICY DETAILS

2.1. There will be occasions when it will be in the best interest of students and academic staff to close and withdraw a course due to run and suspend recruitment for an upcoming intake. The reasons for this may include:

- Low recruitment, where it is projected that student recruitment will not reach the minimum recruitment threshold to effectively run, which may result in:
 - o A sub-standard learning experience for students in the cohort
 - o A sub-standard teaching experience for academic staff
 - o Low academic quality in the teaching and assessment of the course, and difficulty in managing standards, as a result of not being able to effectively deliver the curriculum
- Low financial viability, where the executive team have calculated that the course may be run at a loss below the recruitment threshold
- Difficulty in maintaining resource and investment requirements, due to low financial viability
- Low current and projected student demand for the course type
- The course may no longer be within the School's Strategic Plan

2.2. Student protection and communication:

As the School is committed to student protection and compliance with consumer protection legislation, the School should make every effort to suspend recruitment for an upcoming intake as soon as the above risks are identified.

2.3. Ideally, recruitment should be suspended and students notified of the course closure and withdrawal 6 months before the course start date. Should this timeframe be reduced, students must not be notified any less than 4 months before the start date of the intake, to enable students already enrolled to transfer to the best alternative courses available.

2.4. Recruitment thresholds:

- The School must calculate projected financial viability for the course at least 1 year before the October start date each year, updating this each year accounting for course changes. For new courses, this should be completed during the new course proposal or development stage, and at least prior to approval by the Academic Board.
- The minimum recruitment threshold should be agreed for each course and applied to each cohort, taking into account the projected financial viability, student numbers necessary to effectively deliver the curriculum and the ideal teaching and learning experience of students.
- It is expected that for new courses, the minimum recruitment threshold will be 10 students, however this may vary depending on the curriculum and costs of running the course and if an executive decision is made to run the new course at a financial loss to establish a foundation for a new subject area for the School.

2.5. A course may remain active for current students whilst active recruitment has been suspended. The proposers requesting suspension of recruitment of a course must submit a

Suspension of Recruitment approval form to the Academic Board, where the committee will then consider the request for approval.

3. POLICY SCOPE

3.1. This policy applies to the Academic Board and all staff members involved in the development and launch of new courses.

4. RELATED POLICIES

- The Student Protection Plan
- Risk Management Plan

5. POLICY OWNER

5.1. This policy is under the responsibility of the Academic Board. The responsible committee will ensure the cyclical review of this policy is carried out in line with Point Blank's Quality Assurance Framework.

5.2. The Academic Board delegates the operational responsibility of this policy to the following staff:

- Head of Quality
- Head of Education

6. PROCEDURES

6.1. There are no related procedures to this policy.

7. EXHIBITS, APPENDICES AND FORMS

- Suspension of recruitment approval form

7.1. There are no further relevant exhibits, appendices or forms.

8. REFERENCES AND SUPPORTING INFORMATION

8.1 Internal

- Student Protection Plan

8.2 External

- OfS B Conditions for Quality and Standards