

Applications for the grant of Foundation Degree-awarding powers

Guidance and criteria for applicant further education institutions in

England and Wales

(1 October 2010)

# INTRODUCTION

1. This document provides guidance for applicant further education institutions (FEIs) seeking Foundation Degree-awarding powers in England and Wales. The guidance and accompanying criteria have been approved by the Department for Business, Innovation and Skills (BIS) and the Welsh Assembly Government (WAG), in consultation with the Wales Office, the Quality Assurance Agency for Higher Education (QAA), the Skills Funding Agency (SFA) and the Privy Council Office.

2. FEIs considering applying for Foundation Degree-awarding powers should refer to the associated *Companion Guide for Foundation Degree-awarding powers* produced by BIS, QAA and WAG, available on the [QAA website](http://www.qaa.ac.uk/reviews/dap/default.asp), for information on the application process.

## The legal context

3. *Section 19 of the Further Education and Training Act 2007* amends Section 76 of the Further and Higher Education Act 1992 (‘FHEA 1992’) to enable the Privy Council to make Orders specifying institutions in England within the further education sector as competent to grant Foundation Degrees. Section 259 of the *Apprenticeships, Skills, Children and Learning Act 2009* further amends section 76 of the FHEA 1992 to enable the Privy Council to make orders specifying institutions in Wales within the further education sector as competent to grant Foundation Degrees. These FEIs are those incorporated under Section 15 or 16 of the FHEA1992 or designated under Section 28 of that Act.

## The main bodies involved

4. In considering applications for Foundation Degree-awarding powers the Privy Council seeks advice from the appropriate territorial Minister with higher education responsibilities, as it is Ministers who determine the criteria against which applications are considered.

5. Before seeking advice from QAA, the relevant Government Department will assess the financial sustainability and make a risk assessment of an FEI. In the case of English applications, BIS will seek the views of the SFA. In the light of the advice given, the relevant Government Department will decide whether to seek advice from QAA.

# THE CRITERIA

6. An FEI that wishes to award its own Foundation Degrees will be required to demonstrate that it meets the relevant criteria. In particular, it must be able to show the effectiveness of its present regulatory and quality assurance arrangements and its capacity to meet the expectations on academic standards and quality management as set out in the Academic Infrastructure[[1]](#footnote-1). The *Foundation Degree qualification benchmark*, which is part of the Academic Infrastructure, is included as **Appendix 1.**

## Section 1: Pre-requisites and criteria for Foundation Degree-awarding powers

7. In seeking Foundation Degree-awarding powers, FEIs should be able to demonstrate that they have had no fewer than four consecutive years' experience, immediately preceding the year of application, of delivering higher education programmes at a level at least equivalent to level 5 of *The* *framework for higher education qualifications* *for England, Wales and Northern Ireland* (FHEQ) published by QAA.

8. Scrutiny by QAA determines whether or not the applicant FEI is competent to exercise powers to award Foundation Degrees. The FEI must clearly demonstrate that there can be public confidence, both present and future, in its systems for assuring the academic standards and quality of its Foundation Degrees.

9. The overarching requirement for Foundation Degree-awarding powers is that ‘an institution needs to be a self-critical, cohesive academic community with a proven commitment to quality assurance supported by effective quality and enhancement systems’ as set out in the House of Commons Official Report vol. 201 Written Answers col. 31 (16 December 1991).

10. The criteria A-D in this document, taken as a whole, are designed to enable a judgement to be made about whether an applicant FEI satisfies the overarching requirement set out in the House of Commons statement. The criteria assess the capacity of the applicant to demonstrate firm guardianship of its academic standards and its capacity to contribute to the continued good standing of UK higher education. The criteria reflect the overarching requirements that are common to all bodies that award degrees in England and Wales including, in particular, demonstrating the effectiveness of its present regulatory and quality assurance arrangements and its capacity to meet the expectations of academic standards and quality management as set out in the Academic Infrastructure. Indicative evidence is required from applicants to demonstrate how they meet the criteria.

11. To this end, QAA will be judging, through its examination of the evidence provided, and against the criteria, the extent to which an FEI can engender public confidence in its capacity to maintain the academic standards of the Foundation Degrees it offers. While some of the evidence that FEIs will provide will be quantitative, some will also be qualitative. All evidence will be subject to peer judgements by senior members of the academic community.

## A: Governance and Academic Management

### Criterion A1

1. An FEI granted Foundation Degree-awarding powers is governed, managed and administered effectively, with clear and appropriate lines of accountability for its academic responsibilities. Its financial management is sound and a clear relationship exists between its financial policy and the safeguarding of the quality and standards of its higher education provision. As is generally the case for other organisations receiving degree-awarding powers that are not primarily a higher education institution, its principal activities are compatible with the provision of higher education programmes and awards.

### Expl**a**nation

2. Foundation Degree-awarding FEIs must be soundly based in all respects (constitutionally, managerially, financially and academically) so that there can be full public confidence in them and their Foundation Degrees. It is important that appropriate safeguards are in place to ensure that financial exigencies and other pressures do not jeopardise academic standards or the quality of programmes as specified in the programme specifications.

#### Evidence requirement

3. The applicant FEI will be required to provide evidence that:

1. its financial planning, quality assurance, and resource allocation policies are coherent and relate to its higher education mission, aims and objectives;
2. its higher education activities take full account of the UK Academic Infrastructure and associated guidance;
3. makes reference to QAA’s *Foundation Degree qualification benchmark* which is part of the Academic Infrastructure.
4. its higher education mission and associated policies and systems are understood and applied consistently both by those connected with the delivery of its higher education programmes and, where appropriate, by students;
5. there is a clarity of function and responsibility at all levels in the FEI in relation to its governance structures and systems for managing its higher education provision;
6. there is depth and strength of academic leadership across the whole of its higher education provision;
7. it develops, implements and communicates its academic policies and systems in collaboration with those who have responsibility for the delivery of its higher education programmes, and with relevant stakeholders;
8. its academic policies, systems and activities are monitored and reviewed and that appropriate and timely action is taken when deficiencies are identified;
9. its academic risk and change management strategies are effective;
10. it has in place robust mechanisms to ensure that the academic standards of its Foundation Degree awards are not put at risk; and
11. it has the capability of managing successfully the additional responsibilities that would be vested in it were it to be granted Foundation Degree-awarding powers.

## B: Academic Standards and Quality Assurance

### Criterion B1

1. An FEI granted Foundation Degree-awarding powers has in place an appropriate regulatory framework to govern the award of its higher education qualifications.

#### Explanation

2. The security of the academic standards of Foundation Degrees depends in large measure on the regulations which govern their award. These can be expected to cover a wide variety of topics ranging from the approval of degree schemes through to the conduct of student assessments and appeals against academic decisions. Many of them are dealt with in the *Code of practice for the assurance of academic quality and standards in higher education* ('the *Code of practice*') published by QAA. FEIs that award Foundation Degrees are required to have in place a comprehensive set of regulations covering these matters.

#### Evidence requirement

3. The applicant FEI will be required to provide evidence that:

1. the regulatory framework governing its higher education provision (covering, for example, student admissions, progress, assessment, appeals and complaints) is appropriate to its current status and is implemented fully and consistently; and
2. it has created in readiness a regulatory framework appropriate for the granting of its own higher education awards.

### Criterion B2

4. An FEI granted Foundation Degree-awarding powers has clear and consistently applied mechanisms for defining and securing the academic standards of its higher education provision, wherever, however and by whomsoever it is offered.

#### Explanation

5. FEIs with Foundation Degree-awarding powers need to ensure that their qualifications meet the expectations of the Academic Infrastructure for higher education, published and maintained on behalf of the academic community in the UK by QAA. Within the Infrastructure the different levels of higher education qualifications and their distinguishing features are described in *The framework for higher education qualifications in England, Wales and Northern Ireland*. In order to meet these expectations, FEIs seeking degree-awarding powers will need to ensure that they have appropriate and effective quality assurance structures and mechanisms in place. This is particularly important where elements of a programme are offered outside the college’s own environment. The public interest in the consistency and comparability of higher education qualifications requires that all degrees awarded by recognised degree-awarding organisations in the UK should at least meet the expectations of the FHEQ.

#### Evidence requirement

6. The applicant FEI will be required to provide evidence that:

1. its higher education awards are offered at levels that correspond to the relevant levels of the FHEQ;
2. the management of its higher education provision takes appropriate account of QAA's *Code of practice*, relevant subject benchmark statements, national guidance on programme specifications, and the requirements of any relevant professional, statutory and regulatory bodies;
3. in establishing, and then maintaining, comparability of standards with other providers of equivalent level programmes, it explicitly seeks advice from and engagement with external peers and, where appropriate, professional and statutory bodies and relevant employers;
4. its programme approval, monitoring and review arrangements are robust, applied consistently, have at all levels a broadly based external dimension and take appropriate account of the specific requirements of different levels of award and different modes of delivery;
5. where its programmes are delivered outside the college’s own environment, appropriate and effective quality assurance mechanisms are used to ensure the maintenance of academic standards and quality; and
6. there is an explicit and close relationship between academic planning and decisions on resource allocation.

### Criterion B3

7. The education provision of an FEI granted Foundation Degree-awarding powers consistently meets its stated learning objectives and achieves its intended outcomes.

#### Explanation

8. FEIs offering higher education awards are expected to consider carefully the purposes and objectives of the programmes they are offering. They are also expected to design their curricula and learning support provision in a way that will give diligent students the best chance of achieving the purposes and objectives and the necessary academic standards for the qualification being sought. FEIs offering higher education awards must have the means of establishing for themselves that their intentions are, in practice, being met.

#### Evidence requirement

9. The applicant FEI will be required to provide evidence that:

1. its strategies for learning and assessment are consistent with stated academic objectives and intended learning outcomes;
2. relevant staff are informed of, and provided with guidance on, its policies and procedures for programme design, monitoring and review;
3. responsibility for amending or improving new programme proposals is clearly assigned and subsequent action is carefully monitored;
4. coherence of programmes with multiple elements or alternative pathways is secured and maintained;
5. close links are maintained between learning support services and the FEI's programme planning, approval, monitoring and review arrangements;
6. robust arrangements exist for ensuring that the learning opportunities provided to those of its students that may be studying at a distance from the FEI or in work based settings are adequate;
7. through its planning, approval, review and assessment practices, it defines, monitors, reviews and maintains its academic standards;
8. its assessment criteria and practices are communicated clearly to students and staff;
9. its assessment practices fully cover all declared learning objectives, learning outcomes and modes of delivery;
10. appropriately qualified external peers are engaged in its assessment processes and that consistency is maintained between internal and external examiners' marking;
11. the reliability and validity of its assessment procedures are monitored and that its assessment outcomes inform future programme and student planning; and
12. clear mechanisms are in place for use when a decision is taken to close a programme or programme element, and that, in doing so, the interests of students are safeguarded.

### Criterion B4

10. An FEI granted Foundation Degree-awarding powers takes effective action to promote strengths and respond to identified limitations.

#### Explanation

11. An FEI that has powers to award its own Foundation Degrees must have in place the means of critically reviewing its own performance. It needs to know how it is doing in comparison with other similar organisations and have in place robust mechanisms for disseminating good practice; it must also be able to identify limitations or deficiencies in its own activities and take timely and effective remedial action when this is called for. This implies both internal and external elements in the periodic review of its activities.

#### Evidence requirement

12. The applicant FEI will be required to provide evidence that:

1. critical self-assessment is integral to the operation of its higher education provision and that action is taken in response to matters raised through internal or external monitoring and review;
2. clear mechanisms exist for assigning and discharging action in relation to the scrutiny, monitoring and review of agreed learning objectives and intended outcomes;
3. ideas and expertise from within and outside the FEI - particularly from relevant employers (for example on programme design and development, on teaching, and on student learning and assessment) are drawn into its arrangements for programme design, approval and review; and
4. effective means exist for encouraging the continuous improvement of quality of provision and student achievement.

## C: Scholarship and the pedagogical effectiveness of academic staff

### Criterion C1

1. The staff of an FEI granted powers to award Foundation Degrees will be competent to teach, facilitate learning and undertake assessment to the level of the qualifications being awarded.

#### Explanation

2. The capacity and competence of the staff who teach, and who facilitate and assess learning, are central to the value of the education offered to students. FEIs awarding their own degrees have a crucial responsibility to ensure that students' chances of receiving a worthwhile education and securing the necessary academic standards for their Foundation Degree qualification are maximised by effective teaching. This includes a responsibility for ensuring that staff maintain a close and professional understanding of current developments in scholarship in their subjects and that structured opportunities for them to do so are both readily available and widely taken up. It also means that teaching for degree-level qualifications should reflect, in a careful, conscious and intellectually demanding manner, the latest developments in the subject of study. FEIs also have a responsibility for making certain that the assessment of their students is carried out in a professional and consistent way that ensures the maintenance of the academic standards of their degrees.

#### Evidence requirement

3. The applicant FEI will be required to provide evidence that all teaching staff engaged with the delivery of its higher education programmes have relevant:

1. academic and/or professional expertise;
2. engagement with the pedagogic development of their discipline (through, for example, membership of subject associations, learned societies and professional bodies);
3. knowledge and understanding of current scholarly developments in their discipline area and at a level appropriate to a Foundation Degree and that such knowledge and understanding directly inform and enhance their teaching;
4. opportunities for accessing relevant employment experience and studying the implementation of relevant and up to date professional practice; and
5. staff development and appraisal opportunities aimed at enabling them to develop and enhance their professional competence and scholarship.

In addition, the applicant FEI will be required to provide evidence that staff with key programme management responsibilities (for example, programme leaders and assessment coordinators) have relevant:

1. experience of curriculum development and assessment design; and
2. engagement with the activities of providers of higher education in other organisations (through, for example, involvement as external examiners, validation panel members, or external reviewers).

## D: The environment supporting the delivery of Foundation Degree programmes

### Criterion D1

1. The teaching and learning infrastructure of an FEI granted Foundation Degree-awarding powers, including its student support and administrative support arrangements, is effective and monitored.

#### Explanation

2. The teaching and learning infrastructure - all those facilities and activities that are provided to maximise students' chances of experiencing a worthwhile education and of obtaining the qualification they are seeking - is a means to an end. FEIs that award their own Foundation Degrees are expected to have in place mechanisms for monitoring whether their teaching and learning infrastructure is meeting stated objectives and for responding to identified limitations in a timely and effective manner.

#### Evidence requirement

3. The applicant FEI will be required to provide evidence that:

1. the effectiveness of its learning and teaching activities is monitored in relation to stated academic objectives and intended learning outcomes;
2. students are informed of the outcomes of assessments in a timely manner;
3. constructive and developmental feedback is given to students on their performance;
4. feedback from students, staff, employers and other institutional stakeholders is obtained and evaluated and clear mechanisms exist to provide feedback to all such constituencies;
5. students are advised about, and inducted into, their study programmes in an effective way and account is taken of different students' needs;
6. available learning support materials are adequate to support students in the achievement of stated purposes of their study programmes and all students, part- time or full- time, have equal access to learning resources and support materials;
7. the effectiveness of any student and staff advisory and counselling services is monitored and any resource needs arising are considered;
8. its administrative support systems are able to monitor student progression and performance accurately and provide timely and accurate information to satisfy academic and non-academic management information needs;
9. it has in place effective and confidential mechanisms to deal with all complaints regarding academic and non-academic matters;
10. the staff involved with supporting the delivery of its higher education provision are given adequate opportunities for professional development;
11. the information that it produces concerning its higher education provision is accurate and complete; and
12. equality of opportunity is sought and achieved in its activities.

## Section 2: Scope, duration and renewal of degree-awarding powers

1. FEIs granted Foundation Degree-awarding powers will be able to award Foundation Degrees only. Powers will be granted by an Order of Council.

### Limitations to powers

2. Section 76 of the FHEA 1992 *(*as amended) by section 19 of the *Further Education and Training Act 2007* for England*,* and Section 259 of the *Apprenticeships, Skills, Children and Learning Act 2009* for Wales*)* gives the Privy Council authority to limit the Foundation Degree-awarding powers by making the Order subject to the following restrictions:

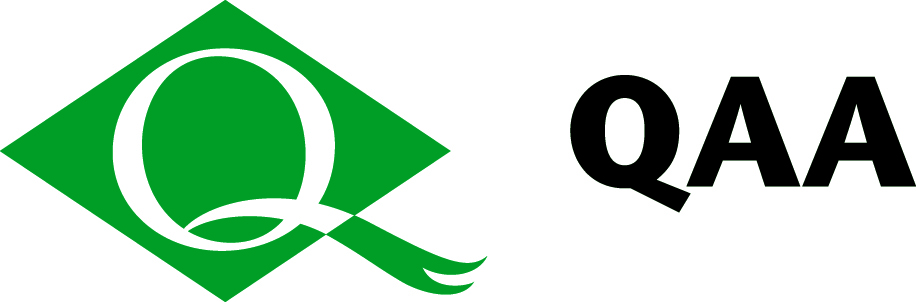
* preventing an FEI from authorising another institution to award a Foundation Degree on its behalf; and/or
* preventing an FEI being able to award Foundation Degrees to students not enrolled with the FEI at the time they completed the course of study for which the award is granted.

3. The appropriate Government Department is likely to recommend to the Privy Council that an FEI should have restricted powers and that the powers should be time limited to six years in the first instance.

### Renewal of powers

4. Subject to a satisfactory QAA assessment before the end of this six-year ‘probationary’ period, the appropriate Government Department will advise the Privy Council on the scope of the powers to be awarded.

**Appendix 1**



The Quality Assurance Agency for Higher Education

Foundation Degree qualification benchmark

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A PDF of the Foundation Degree qualification benchmark can be found at [www.qaa.ac.uk/reviews/foundationDegree/benchmark/FDQB.pdf](http://www.qaa.ac.uk/reviews/foundationDegree/benchmark/FDQB.pdf).

Please note that the PDF is an A5 document and page numbering may differ from this version.

Foundation Degree qualification benchmark

Preface

1. Foundation Degrees were introduced by the Department for Education and Skills (DfES) in 2000 to provide graduates who are needed within the labour market to address shortages in particular skills. Foundation Degrees also aim to contribute to widening participation and lifelong learning by encouraging participation by learners who may not previously have considered studying for a higher level qualification.
2. Foundation Degrees are located within level 5 of *The* *framework for higher education qualifications in England, Wales and Northern Ireland* (FHEQ), and are recognised as an award that would be generally equivalent to level 5 (of 8) within the Qualifications and Curriculum Framework (QCF).[[2]](#footnote-2) Foundation Degrees do not however, represent an end of first cycle higher education qualification in terms of the Bologna declaration;[[3]](#footnote-3) further study and assessments are required to complete the first cycle, which in England, Wales and Northern Ireland is typically represented by the award of a bachelors degree with honours.

Qualification benchmarks within the Academic Infrastructure

1. A qualification benchmark describes the distinctive features of an individual qualification at a particular level within the FHEQ. It describes the qualification in terms of its particular purpose, general characteristics and generic outcomes, but it does not include subject-level detail.
2. A qualification benchmark should be regarded as an important reference point in setting and assessing standards, and should be considered alongside the other elements of the Academic Infrastructure.
3. The Academic Infrastructure provides a means of describing academic standards and assuring their quality, through use of a series of components that allow for diversity and innovation within academic programmes offered by higher education. The components of the Academic Infrastructure are:

* the FHEQ
* subject benchmark statements
* programme specifications
* the *Code of practice for the assurance of academic quality and standards in higher education (Code of practice).*

The components are not designed to be used prescriptively.

1. The FHEQ was developed through national consultations and agreement, and identifies a series of levels within which HE institutions locate their awards. The associated qualification descriptors exemplify the outcomes of the main qualification at each of the five levels within the framework (4, 5, 6, 7 and 8).
2. Subject benchmark statements are written by specialists within academic communities; they describe the general characteristics, attributes, capabilities and standards associated with specific levels of award in a particular subject area.
3. Programme specifications are concise descriptions of the intended learning outcomes of a higher education programme. Each specification clarifies the knowledge, understanding, skills and other attributes a student will have developed on successful completion of that programme. It also provides details of teaching and learning methods, assessment and how the programme relates to the qualifications framework.
4. The *Code of practice* sets out guidelines on good practice relating to the management of academic standards and quality. The sections of the *Code of practice* include precepts (principles) and explanatory text that an institution should consider within its quality assurance processes.
5. This Foundation Degree qualification benchmark is designed to be used as a 'reference point'. It does not expect or require compliance and it should not be used to prescribe or to regulate. Rather, it should be used with other reference points to inform and clarify matters concerning purposes, expectations and achievements, and quality assurance.
6. Other documents that are likely to be of particular importance as further reference points for those concerned with the design, delivery and quality assurance of Foundation Degrees include:

* the prospectuses on Foundation Degrees provided by the Higher Education Funding Council for England (HEFCE) and for Wales (HEFCW)
* the frameworks for Foundation Degrees developed by some Sector Skills Councils
* the Guidelines for preparing programme specifications (QAA, 2006)
* the requirements of professional bodies, where relevant
* National Occupational Standards.

Further information on the use of the Quality Assurance Agency for Higher Education's (QAA) reference points is available at [www.qaa.ac.uk/academicinfrastructure.](http://www.qaa.ac.uk/academicinfrastructure.)

**Introduction**

1. At the request of the DfES, a Foundation Degree qualification benchmark (final draft) was developed and published by QAA, in November 2002. This document is a revision (second edition) of that draft and supersedes it.
2. This qualification benchmark describes the distinctive features of a Foundation Degree in terms of its purpose, general characteristics and generic outcomes. In doing so it provides a reference point to:

* assist those directly involved in designing or validating Foundation Degree programmes[[4]](#footnote-4)
* provide general guidance for describing the generic learning outcomes for the Foundation Degree
* provide general guidance for strategies on teaching, learning and assessment
* support internal and external quality assurance
* help interested parties to understand the purpose, generic content and outcomes of Foundation Degree programmes

and to answer the question: what are Foundation Degrees?

**What are Foundation Degrees?**

1. Foundation Degrees integrate academic and work-based learning through close collaboration between employers and programme providers. They build upon a long history of design and delivery of vocational qualifications in higher education, and are intended to equip learners with the skills and knowledge relevant to their employment, so satisfying the needs of employees and employers.
2. Foundation Degrees are designed to appeal to learners wishing to enter a profession as well as those seeking continuing professional development. They can also provide pathways for lifelong learning and the opportunity to progress to other qualifications. The qualification may be offered through flexible modes of learning, enabling learners to 'earn and learn' and accommodate the learning needs of different types of students.
3. The design and delivery of Foundation Degrees are likely to be informed by the Framework(s) for Foundation Degrees of appropriate Sector Skills Council(s). Although many Foundation Degree programmes are designed to meet the needs of the local employment market, some Foundation Degree programmes are targeted at national and international employment needs.
4. Foundation Degrees provide self-standing qualifications of specific value, but are also expected to provide for opportunities for further (lifelong) study which could take a number of different forms (for example, professional body qualifications, higher level NVQs, etc). In addition, Foundation Degrees will normally link to at least one programme leading to a bachelors degree with honours.
5. Foundation Degrees thus have a range of distinctive characteristics not necessarily present in other qualifications at level 5, nor found in the initial parts of programmes that lead directly to bachelors degrees with honours.

**The design of Foundation Degree programmes**

1. It is important that the balance of intellectual and practical skills, and the related opportunities to apply such learning within the workplace, are considered carefully when designing a curriculum which has clearly defined intended learning outcomes, that are supported by the provision of experiences to enable these to be achieved.
2. Learning and work are closely interlinked within Foundation Degree programmes. Learning in the work place can take many forms and serves a variety of purposes. When designing Foundation Degrees it is important that consideration is given to the ways in which the work-based learning is appropriate to the particular needs of the relevant employment sector or type of employer, and how the programme helps to provide the knowledge and transferable skills needed for employment.
3. In Foundation Degree programmes, academic knowledge and understanding integrate with, and support the development of, vocational skills and competencies, taking account of the need for appropriate academic rigour. External reference points such as the FHEQ, the QCF, subject benchmark statements, National Occupational Standards, Sector Skills Council frameworks, and the HEFCE prospectus (HEFCE 00/27) are important reference points, and should be considered during the design and validation of Foundation Degrees.
4. Programme specifications for Foundation Degrees should include the intended learning outcomes, and the appropriate balance between intellectual and practical skills, and show that these are set appropriately for a qualification that falls within level 5 of the FHEQ.
5. Authentic and innovative work-based learning is an integral part of Foundation Degrees and their design. It enables learners to take on appropriate role(s) within the workplace, giving them the opportunity to learn and apply the skills and knowledge they have acquired as an integrated element of the programme. It involves the development of higher-level learning within both the institution and the workplace. It should be a two-way process, where the learning in one environment is applied in the other. Work-based learning can be achieved through many forms, including full-time or part-time work, integrated work placements, and real work environments. Payment is not a defining characteristic of the work, and 'working' is in itself not sufficient. Work-based learning requires the identification and achievement of defined and related learning outcomes.

Defining characteristics of Foundation Degrees

1. The distinctiveness of Foundation Degrees depends upon the integration of the following characteristics: employer involvement; accessibility; articulation and progression; flexibility; and partnership. While none of these attributes is unique to Foundation Degrees, their clear and planned integration within a single award, underpinned by work-based learning, makes the award very distinctive.

**Employer involvement**

1. Foundation Degrees are intended to provide students with the knowledge, understanding and skills that employers need. In order to achieve this it is important that employers are fully involved in the design and regular review of Foundation Degree programmes. It is beneficial if employers are involved, where possible, in the delivery and assessment of the programme and the monitoring of students, particularly within the workplace.

**Accessibility**

1. Foundation Degrees are intended to increase access and widen participation into higher education with programmes of study that are designed with work based learning as an integral part of their programmes. The accessibility of Foundation Degree programmes should increase opportunities for learning since they can enable learners to 'earn and learn'.
2. Further education colleges can play an important role in the recruitment into, and the delivery of, Foundation Degree programmes. They can also provide valuable links with local communities, and the knowledge and skills needs of their employment markets.

**Articulation and progression**

1. Foundation Degrees are intended to make a valuable contribution to lifelong learning by providing access to higher education for learners from different starting points and with different entry qualifications, eg apprenticeships, access programmes, NVQs and diplomas. They can provide opportunities for progression to other higher education, including bachelors degrees with honours, professional qualifications, and/or higher NVQs.
2. It is important that recognition is given to the knowledge, skills and understanding that an applicant for a Foundation Degree has already developed. These may have come as a result of learning through work, that may have been paid or unpaid, and through other individual activities and interests. Such knowledge, skills and understanding can include certificated, non-certificated and experiential learning. It is important that rigorous arrangements for the accreditation of prior experiential and/or certificated learning (APE/CL) are established and fully used to accredit the variety of learning and to assist learners in their entry to Foundation Degree programmes. Further information on APE/CL is available in the Guidelines on the accreditation of prior learning (QAA, 2004).
3. Clear routes that facilitate opportunities for successful progression from Foundation Degrees towards another qualification are an important feature of Foundation Degrees. Such routes should be established when Foundation Degrees are validated, and identify the link(s) between the Foundation Degree and other qualification(s). Such links may be to programmes validated by higher education institutions and/or by professional and other educational bodies. Institutions awarding Foundation Degrees normally guarantee progression to at least one bachelors degree with honours, with an expectation that this should not normally exceed 1.3 years for a full time equivalent student in England, and two years in Northern Ireland.[[5]](#footnote-5) Progression from Foundation Degrees to another qualification may require a bridging programme. Such arrangements, when established at validation, can ensure that learners progressing onto the next programme are adequately prepared.
4. The arrangements for progression, which are determined by the awarding bodies through their admissions policies and procedures, should be implemented consistently and fairly. The identification of explicit progression arrangements should be available to learners on Foundation Degree programmes through course handbooks and prospectuses.
5. In cases where a learner could gain additional professional accreditation and/or qualifications in the course of studying for a Foundation Degree, institutions should include the requirements of professional and vocational bodies as part of the validation process.
6. Foundation Degrees are intended to provide the knowledge and skills that are necessary to enable employees to be versatile and adaptable in progressing to and within work. Employability is a key aspect in Foundation Degree programmes and its inclusion should equip and assist learners to enhance their employment opportunities, and/or allow them to prepare for a career change.
7. Careers guidance is important in enabling learners to take responsibility for managing their own careers and lifelong learning. For more information on careers guidance see *Code of practice, Section 8: Career education, information, advice and guidance.*

**Flexibility**

1. Flexibility on the part of the institution, the learner and the employer is central to many aspects of Foundation Degrees. It facilitates responsiveness to, for example, the needs of learners from a variety of backgrounds and to the progressive and changing demands of employment. It is important that institutions delivering Foundation Degrees consider the range of requirements of the learners likely to enter their programmes. These requirements may include:

* flexible delivery modes and study patterns, including full time, part-time, distance, work-based, and web-based learning, with the flexibility to study, within reasonable limits, when and where it best suits the learner
* flexible progression routes, including links with other professional awards and with at least one identified honours degree programme; flexible admissions requirements, including the establishment of effective APE/CL procedures to assist applicants from diverse backgrounds who may be able to demonstrate their suitability for entry onto a Foundation Degree in a variety of ways.

**Partnership**

1. Partnerships between employers, HEIs, further education colleges and Sector Skills Councils are central to the concept of Foundation Degrees, and vital in providing programmes that are relevant, valid and responsive to the needs of learners and employers. Effective partnerships, which are strategic and sustainable, should foster broad acceptance of the Foundation Degree, reinforce ownership of the qualification among all stakeholders and establish the currency of the award.
2. It is important that partnership agreements clearly identify the needs and expectations of all parties. Additional information on aspects of such partnerships is available through HEFCE (for example, Indirectly funded partnerships: codes of practice for franchise and consortia arrangements HEFCE 00/54) and QAA (for example, *Code of practice, Section 2: Collaborative provision and flexible and distributed learning (including e-learning).*
3. Each Foundation Degree must be validated and awarded by an institution with degree awarding powers. It is this institution that has the responsibility for assuring the standards of the award, and also for ensuring that the quality of the learning opportunities leading to its awards are managed effectively, even when this is delegated to a partner. The institution will need to be able to satisfy itself that the terms and conditions under which their Foundation Degree was originally approved have been, and continue to be, met.
4. The successful delivery of Foundation Degree programmes can depend upon a range of partnerships that may include higher and further education institutions, employers and employer bodies, professional bodies, Sector Skills Councils, Regional Development Agencies, Learning and Skills Councils, and others. It is important that all involved recognise the primary responsibilities of the awarding institution for the standards and quality of the degree programmes offered under its powers.
5. Students can have an important part in negotiating programmes of study to meet their own learning needs in both the work and academic learning environments. These learning needs can be achieved, with guidance and agreement from the institution and employer, through learning contracts.

**Knowledge, understanding and skills**

1. Foundation Degree programmes are designed to enable learners to benefit from the interpretation of ideas and the experience of practice, within the wider context of employment and one in which knowledge, understanding and skills are clearly integrated. By focusing on learning within a work context, that is underpinned by both vocational and academic understanding Foundation Degrees should demonstrate learning outcomes that are explicitly relevant to both employers', and perhaps also professional, needs. Furthermore, consideration of sustainability in the application of the knowledge, understanding and skills achieved should enable successful progression both within employment and to honours level or to other qualifications.
2. The generic outcomes identified below are taken from the descriptor for the qualification that has been used to represent the level 5 within the FHEQ. By comparison, holders of Foundation Degrees should be able to demonstrate:

* knowledge and critical understanding of the well-established principles in their field of study and the way in which those principles have developed
* successful application in the workplace of the range of knowledge and skills learnt throughout the programme
* ability to apply underlying concepts and principles outside the context in which they were first studied, and the application of those principles in a work context
* knowledge of the main methods of enquiry in their subject(s), and ability to evaluate critically the appropriateness of different approaches to solving problems in their field of study and apply these in a work context
* an understanding of the limits of their knowledge, and how this influences analyses and interpretations based on that knowledge in their field of study and in a work context.

Typically, holders of Foundation Degrees would be able to:

* use a range of established techniques to initiate and undertake critical analysis of information, and to propose solutions to problems arising from that analysis in their field of study and in a work context
* effectively communicate information, arguments, and analysis, in a variety of forms, to specialist and non-­specialist audiences, and deploy key techniques of the discipline effectively in their field of study and in a work context
* undertake further training, develop existing skills, and acquire new competences that will enable them to assume responsibility within organisations

and have:

* qualities and transferable skills necessary for employment and progression to other qualifications requiring the exercise of personal responsibility and decision-making
* the ability to utilise opportunities for lifelong learning.

1. The knowledge, understanding and skills associated with Foundation Degrees may be delivered through a diverse and innovative range of methods that will reflect the diversity of learners' needs. The providing institution's teaching and learning strategy should identify appropriate teaching styles and learning opportunities for Foundation Degree learners as well as elements that may require additional resources, for example the management of work-based learning.
2. Foundation Degree programmes should encourage lifelong learning by providing sufficient opportunity for self-directed learning and reflection. This may be achieved by supporting learners to develop action plans to assist the learning process, and demonstrate that their learning outcomes have been achieved.
3. In the interests of lifelong learning students should be encouraged to use personal development plans, in conjunction with learning agreements where relevant, as a reflective learning tool throughout the programme. They should also be provided with a record of the learning and achievement in the form of a transcript.
4. Where learning contracts are agreed between the learner and the provider, they should refer to expectations regarding knowledge, skills and understanding.

**Assessment**

1. The assessment of each element of study within Foundation Degree programmes, including the assessment of work-based learning, should be specified at the time of validation. An assessment strategy should reflect the type of learning/learner and the nature of each element of study within the qualification. Assessment may include a variety of formal and informal, and formative and summative techniques, provided that they are all capable of rigorous testing and independent verification. Through the combination of assessment of work-based learning and other more traditional means of assessment, Foundation Degrees can integrate a variety of delivery modes and assessments undertaken by institutions and employers.
2. Employers should, where possible, be involved in the assessment of work-based learning. Arrangements between institutions and employers should be specified fully at the outset of any partnership, and should include any training for employers that may be required in, for example, assessment procedures. Such arrangements should be reviewed regularly as part of the ongoing monitoring and review of the programme. In cases where employers are involved in the support of the learner and in their assessment it may be necessary to provide support in the form of mentoring or other types of professional development.
3. The awarding institution and the provider are responsible for ensuring that all assessment, including that of work based learning, is applied consistently and is appropriate to the expected learning outcomes relevant to a qualification that is located within level 5 of the FHEQ.
4. Appeals procedures and mechanisms to resolve disputes on academic matters should be explicit and available to all, including learners.
5. For further information and guidance see *Code of practice, Section 6: Assessment of students* and *Section 9: Work-based and placement learning.*

**Monitoring and Review**

1. Employers should participate in the regular review of those Foundation Degree programmes that they are involved in. Review procedures should ensure that evaluation of the provision of all work-based learning is undertaken as part of the review, and involves feedback from all work-based learning providers. There should also be opportunities for the learners to comment on their work-based learning experiences, and their comments should be considered in annual monitoring processes. Additional guidance may be found in the section of the *Code of practice, Section 9.*
2. General and specific guidance on this area is provided in *Code of practice, Section 7: Programme design, approval, monitoring and review.*

**Appendix 1 Acknowledgement**

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1. The Academic Infrastructure comprises the two frameworks for higher education qualifications (FHEQ), one for England, Wales and Northern Ireland, the other for Scotland; subject benchmark statements; programme specifications; and the *Code of practice for the assurance of academic quality and standards in higher education.* [↑](#footnote-ref-1)
2. [www.ofqual.gov.uk/qualification-and-assessment-framework/89-articles/250-explaining-the-national-qualifications-framework](http://www.ofqual.gov.uk/qualification-and-assessment-framework/89-articles/250-explaining-the-national-qualifications-framework) [↑](#footnote-ref-2)
3. [www.ond.vlaanderen.be/hogeronderwijs/bologna/](http://www.ond.vlaanderen.be/hogeronderwijs/bologna/) [↑](#footnote-ref-3)
4. fdf is a national support network offering advice and guidance on designing and validating foundation degree programmes ([www.fdf.ac.uk](http://www.fdf.ac.uk)) [↑](#footnote-ref-4)
5. Further information is available in HEFCE 00/27 [↑](#footnote-ref-5)