 **Competition and Markets Authority (CMA) significant change and ‘impact’ action template**

Most reviews or modifications to programmes through BU processes are considered to be a significant change according to consumer legislation. Care needs to be exercised to ensure that consultation evidencing current student consent takes place when appropriate. In addition, Faculties need to ensure that communication of the changes to students, applicants and potential applicants takes place. Any change that affects course information that has been provided to students, applicants or potential applicants is likely to be a significant change if it:

* + is a change to one of the items of material or pre-contractual information specified by the CMA;
  + potentially has a negative impact on a group of students; or
  + could influence (or could have already influenced) decisions that a potential applicant, applicant, offer holder or student would make.

It is also necessary to consider whether the change is fair, and whether mitigation should be offered if it may have an adverse effect on students in general or a particular group of students.

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| --- | --- |
| **Programme(s)** |  |
| **Modification or Review** |  |
| **Date** |  |

Please complete this template if one of the following applies:

For Reviews: The Faculty during Faculty approval processes has determined that there is likely to be a negative impact for students, applicants or potential applicants as a result of the change(s) made

For Modifications: FASEC has determined that there is likely to be a negative impact for students, applicants or potential applicants as a result of the change(s) made

**Faculties should also refer to** [***3R – Programme Update Communications: Procedure***](https://intranetsp.bournemouth.ac.uk/pandptest/3r-programme-update-communications-procedure.pdf)**when completing this template.**

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| **Students - what to consider** | **Brief notes or**  **Yes / No / N/A** | **Actions** | **Responsibility** | **Deadline** |
| Has the Programme Leader confirmed that student views have been considered? |  |  |  |  |
| If necessary, does the Faculty hold evidence of sign up/consent per programme and cohort? |  |  |  |  |
| Where 100% of students have not consented to the changes, what is the proposed mitigation? |  |  |  |  |
| Whether consent was required or not, how willthe changes be communicated to students? |  |  |  |  |
| **Applicants - what to consider** | **Brief notes or**  **Yes / No / N/A** | **Actions** | **Responsibility** | **Deadline** |
| Have the programme team identified that the change affects information that has already been provided to applicants[[1]](#footnote-1) and that there is potential for a negative impact for applicants or offer holders? If so, what is the proposed mitigation? |  |  |  |  |
| The Faculty will be required to communicate significant changes made to the programme to current applicants as soon as the review is complete (see *3R – Programme Update Communications: Procedure)*How, when and who will communicate the changes? |  |  |  |  |
| **Potential Applicants - what to consider** | **Brief notes or**  **Yes / No / N/A** | **Actions** | **Responsibility** | **Deadline** |
| The Faculty will be required to communicate significant changes made to the programme to potential/future applicants as soon as the review is complete (see *3R – Programme Update Communications: Procedure)*How, when and who will communicate the changes? |  |  |  |  |

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| **ALL ACTIONS IDENTIFIED ABOVE CONFIRMED AS COMPLETE**  Signed on behalf of the Faculty by the Education Service Manager (ESM) | |
| **Signature** (electronic)**:** |  |
| Position: |  |
| **Date:** |  |

1. e.g. in the prospectus, on course search, in the programme specification, in their offer letter or accompanying documents [↑](#footnote-ref-1)